



# City Council Regular Meeting Agenda

Monday, August 26, 2024 at 6:30 PM  
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

PUBLIC NOTICE: THIS MEETING IS RECORDED AND PLACED IN AN ONLINE FORMAT. PERSONS MAY BE ABLE TO EITHER VIEW OR LISTEN TO VIDEO / AUDIO OF THIS MEETING UNTIL WHICH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RECORD RETENTION POLICY.

## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/81956232301?pwd=3g21LcXE6utpNCb0c6OIlDntfLbqvA.1>

Call in: 719-359-4580

Meeting ID: 819 5623 2301

Password: 301369

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

1. Reading the Mission Statement

## **PUBLIC INPUT**

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public **may** be called upon to speak on any item on the agenda.

## **REPORTS**

2. Mayor's Report
3. WCMEDC - Lindsey Harris

## **DISCUSSION ITEMS**

4. Childcare / Youth Center
- [5.](#) Park Use

## **ACTION ITEMS**

- [6.](#) BMR CUP Monthly Status Report
7. Brown's Mountain Recycling CUP Determination
8. Removal of Park Fence
9. Workforce Development Council Childcare Grant Agreement
10. Dalrymple Construction Contract
11. Executive Session 74-206(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
12. Employee Contract Approval

## **CONSENT AGENDA**

13. July 2024 Financials
- [14.](#) Paid & Pending Claims

## **FUTURE MEETING TOPICS**

## **ADJOURNMENT**

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 347-2171, at least 24 hours in advance of the meeting date.

City of New Meadows Mission Statement:

***“To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”***



# CITY OF RIGGINS PARK RESERVATION APPLICATION

NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOURS: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

PURPOSE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ ALCOHOL: \_\_Provided \_\_Catered (Liquor Catering Permit Required)

**PARK USE FEES:** (Fee exempt for Community & Non-Profit Groups)

- \_\_\_\_\_ Groups less than 50 people - \$100
- \_\_\_\_\_ Groups 50 or more people - \$200
- \_\_\_\_\_ Stage Electricity - \$50 (Pre-arrangements necessary)
- \_\_\_\_\_ Cleaning Deposit - \$200

**ALCOHOL:**

\_\_\_\_\_ Alcohol will be SOLD at this event, catered by \_\_\_\_\_, Liquor Catering Permit Application attached. **NOTE: Alcohol may only be sold by non-profit organizations only.**

\_\_\_\_\_ I plan to provide and serve alcohol to my guests at this event. I agree to the following conditions:

- All State laws regarding alcohol consumption will be observed, and enforced, (i.e. age limits, drinking and driving, etc.)
- To provide the City with a certificate of insurance indicating Host Liquor liability insurance coverage. (This certificate may be provided by another person agreeing to sponsor or host the serving of alcohol.)
- I agree to take full responsibility for any and all events which happen as a result of my decision to serve alcohol at this function, and further hold the City of Riggins harmless of any responsibility for actions which may occur as a result of this decision.

**CATERED MEALS:** If food or meals are being provided by a commercial caterer, the following information is required:

Caterer Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ I acknowledge that I have read and received a copy of the **City of Riggins Park Use Policy** and agree to its conditions.

**This agreement may only be modified by written agreement signed by all parties.**

\_\_\_\_\_ I agree to indemnify and hold harmless, the City of Riggins, its employees and agents for all liability claims arising out of the event.

Park User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

City of Riggins  
P.O. Box 249, Riggins, ID 83549  
Phone: 208-628-3394 Fax: 208-628-3792  
[rigginscity@gmail.com](mailto:rigginscity@gmail.com)



# CITY OF RIGGINS **PARK USE POLICY**

I, \_\_\_\_\_, agree to the following:

**PURPOSE and USE:**

To use the premises solely for the purpose stated in the Park Reservation Application, and no other purpose without prior express written consent of CITY.

Shall not commit, permit or suffer waste or damage to the premises.

Shall comply with and require all invitees, licensees, agents and guests to comply with all State local and Federal regulations in use of the premises.

**DAMAGE/CLEANING DEPOSIT:** to pay this amount, as a refundable deposit, to the CITY; shall clean the facility and leave it in the same condition (or better) than it was when rented; shall be liable for damage to the premises arising directly or indirectly from use of the premises by myself or my invitees, licensees, agents or guests. Any cleaning or damage repair costs incurred by the CITY in connection with my use of the premise will be deducted from the deposit paid.

**ALCOHOL – If alcohol is provided or served, the following requirements must be met:**

1. All State laws regarding alcohol consumption will be observed, and enforced (i.e. age limits, drinking and driving, etc.)
2. Provide the City with a Certificate of Insurance indicating Host Liquor Liability Insurance coverage (this certificate may be provided by another person agreeing to sponsor or host the serving of alcohol). Certificate shall name the City of Riggins as additional insured and will be provided to the City no less than 2 weeks prior to event.
  - a. **INSURANCE:** All USERS providing or permitting the use of alcohol shall provide CITY with a Certificate of Insurance indicating Host Liquor liability insurance coverage with a minimum limit of \$1,000,000. In addition, any USER of the premises, if requested by CITY, shall keep and maintain during the rental term, a policy of comprehensive general liability insurance, which shall name and protect CITY, its officials, employees and agents against any and all claims, losses, actions and judgments for damages or injury to persons or property arising out of or in connection with USER'S use of the premises. If insurance is required, USER shall provide proof of such insurance to CITY prior to commencement of the rental and require the insurer to notify CITY prior to any cancellation of such policy.
3. Liquor Catering Permit (if applicable) and fee must be submitted for approval by City Council.
4. Take full responsibility for any and all events which happen as a result of my decision to serve alcohol at this event, and further hold the City of Riggins harmless of any responsibility for actions which occur as a result of this decision.

**MUSIC:** All music (live bands, reel-to-reel, tapes, etc.) will be discontinued at 11 p.m. Sunday through Thursday, and 12 a.m. Friday and Saturday.

**HOUSEKEEPING:**

To keep the premises in a clean and sanitary condition and return it to CITY in as good of condition as when received, normal wear and tear accepted.

Shall comply with all CITY guidelines for space renters, if any, attached hereto as Attachment B.

Shall not alter the premises or attach anything to the premises without prior consent of CITY.

Shall be liable for damage to the premises arising directly or indirectly from use of the premises by USER or USERS invitees, licensees, agents or guests.

**INDEMNIFICATION:**

To indemnify, defend and hold harmless CITY, its officials, employees and agents from any and all claims, losses, actions and judgments for damages or injury to persons or property arising out of or in connection with use of the premises by or acts or omissions of myself or my invitees, agents or guests.

**TERMINATION:**

This Agreement may be terminated prior to expiration at any time by CITY for breach of the Agreement by USER.

- OVER -



# CITY OF RIGGINS

## FACILITY RENTAL

### **INSTRUCTION CHECKLIST**

Keep these instructions to refer to when renting a City Facility.

#### **BEFORE EVENT**

- Rental Application, and Agreement completed and submitted at City Hall.
- If applicable, Insurance Certificate submitted at City Hall.
- Rental Fee and applicable Deposit is due at the time of application.
- Confirm the reservation date with City Hall **three (3) days** prior to the event.
- Sign-out a key to the Facility at City Hall during regular business hours (Monday through Friday 10 a.m. to 5 p.m.).

#### **SETTING UP FOR YOUR EVENT**

- YOU are responsible for setting up your event. Plan ahead to assure you have plenty of time to arrange chairs and tables as needed before your event begins.

#### **AFTER EVENT**

- Return chairs and tables to where they were stored/setup prior to your event.
- RIGGINS COMMUNITY CENTER:
  - Cleaning supplies are located in the lower level in the room near the restroom.
- HERITAGE CENTER:
  - Cleaning supplies are located in the storage room.
- CITY PARK:
  - Turn off lights and power to the stage area at the power box, and secure power box.
  - All garbage must be cleared from the park upon conclusion of your event.

#### **DEPOSIT**

- Applicable deposits will be returned by the City Clerk's office the week following the event.

# BROWN'S MOUNTAIN RECYCLING MONTHLY PROGRESS REPORT

For the month of July

This report must be submitted to New Meadows City Hall on the Wednesday prior to the 4<sup>th</sup> Monday of the month following the report month. A representative of Brown's Recycling must attend the City Council meeting on the 4<sup>th</sup> Monday of the month to answer questions regarding this report.

If no action has been taken in the month on a condition, please note why no action has been taken. Failure to submit a completed report in a timely manner will result in revocation of the CUP to be considered at the next City Council meeting.

CONDITION # 1 - 7 foot sight obscuring fence with two runs of barbed wire constructed out of metal posts set 3 feet deep in concrete surrounding all four sides of the property.

DUE DATE: October 31, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

Rented SKidsteer and auger from Tates Rents.  
Drilled 136-12" post holes for metal fence posts

Purchased Ready mix concrete for post holes - on site  
• Pics attached

Percentage Complete

25%

CONDITION # 2 – Full length of South End Rd frontage planted with lilac business and 6 foot ornamental grass with large boulders and ground cover to the edge of the ditch to create appealing landscaping.

DUE DATE: August 31, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

*Added large boulder.*

Percentage Complete 85%

CONDITION # 3 – All tires removed from the property.

DUE DATE: August 31, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

*Purchased brand new 2025 Snake River  
Dump bed trailer.  
• Pic attached*

Percentage Complete 40%

CONDITION # 4 – The area within at least 300 feet from the east property line and 300 feet from the creek that runs along the southern property line vacated and free from any potential contamination of fluids.

DUE DATE: June 30, 2024

What work has been done on this part of the project this month?  
Please provide pictures of progress.

*This is already in compliance*

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Percentage Complete

100%

CONDITION # 5 – Solid Waste compliance approved and documented by DEQ and a DEQ approved Containment plan implemented.

DUE DATE: October 31, 2024

What work has been done on this part of the project this month?  
Please provide pictures of progress.

~~DEQ~~ *DEQ containment plan approved and implemented*

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Percentage Complete

100%



CONDITION # 6 – A Design review for the office building on the property approved by the City Council.

DUE DATE: June 30, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

*This is already in compliance*

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Percentage Complete 100%

CONDITION # 7 – Office building set up on the property and hooked up to City water and sewer services.

DUE DATE: September 30, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

*Foundation holes drilled. Sona tubes purchased and on location for concrete pillings.*

*Ready mix concrete purchased and on site*

*Pics attached*

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Percentage Complete 35%

This report was prepared by:

NAME Willy Brown

PHONE # (208) 849-1702

DATE RECEIVED AT CITY HALL \_\_\_\_\_

DATE PRESENTED TO CITY COUNCIL \_\_\_\_\_

COMMENTS FROM CITY COUNCIL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INITIALED BY:

Mayor \_\_\_\_\_ City Council Member \_\_\_\_\_

Item 6.



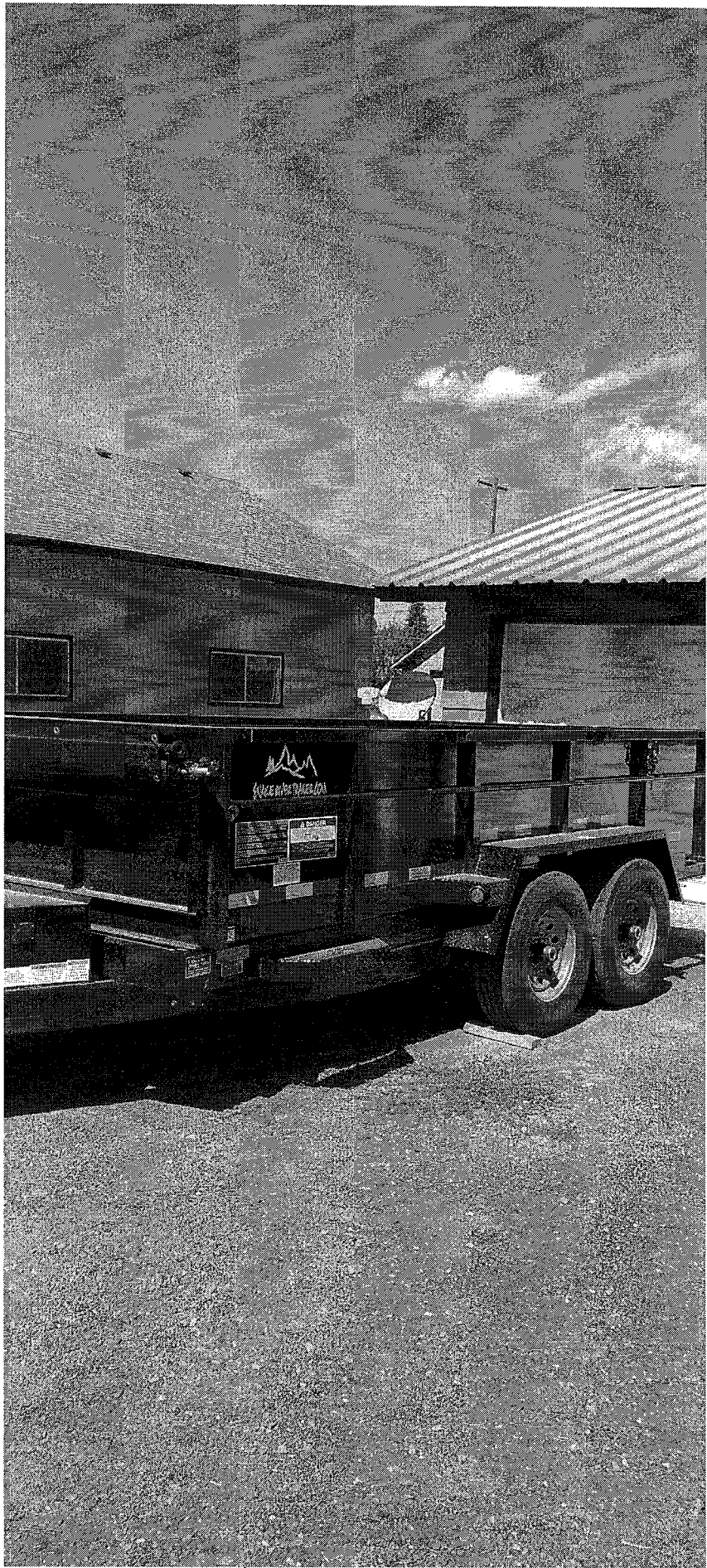
Condition #1 Pallet of Ready-Mix Concrete

Item 6.



Condition #1 Post holes / Fence line

Item 6.



Condition # 3 Dump trailer

Item 6.



Condition # 7 Foundation Sona tube holes / office Building



Condition #7 Sona tubes for Concrete foundation piling s

For dates posted from 08/14/24 to 08/22/24  
\* ... Over spent expenditure

| Claim/                             | Check | Invoice #/Name/<br>Vendor #/Inv Date/Description   | Document \$/<br>Line \$         | Disc \$ | PO # | Fund | Org | Acct  | Object | Proj | Cash  |
|------------------------------------|-------|--|---------------------------------|---------|------|------|-----|-------|--------|------|-------|
| 6330                               | E     | 400 C & N Electrical Company<br>Install LED light at Well #3<br>3243 07/21/24 Well 3 light   | 250.00<br>250.00                |         |      | 60   |     | 43320 | 324    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>250.00</b>                   |         |      |      |     |       |        |      |       |
| 6333                               | E     | 253 Christensen Inc. dba United Oil<br>CL64162 08/15/24 Fuel -Streets  | 176.12<br>176.12                |         |      | 1    |     | 41500 | 630    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>176.12</b>                   |         |      |      |     |       |        |      |       |
| 6332                               |       | 279 J.I. Morgan, Inc.<br>3" Minus Drain S. Heigho  | 86.62                           |         |      |      |     |       |        |      |       |
|                                    |       | 0000782 08/19/24 Drain Rock- Streets   | 86.62*                          |         |      | 1    |     | 41500 | 324    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>86.62</b>                    |         |      |      |     |       |        |      |       |
| 6329                               |       | 728 Keller Associates, Inc.<br>Review of Meadows Subdivision Design Plans<br>024011 07/15/24 Meadows Subdivision Design Rev                          | 2,255.00<br>2,255.00*           |         |      | 1    |     | 41300 | 324    |      | 10101 |
| <b>Total for Vendor:</b>           |       |  | <b>2,255.00</b>                 |         |      |      |     |       |        |      |       |
| 6328                               | E     | 162 Norco Inc.<br>41284148 07/31/24 Cylinder Rental<br>41284148 07/31/24 Cylinder Rental<br>41284148 07/31/24 Cylinder Rental                        | 13.02<br>4.34*<br>4.34<br>4.34* |         |      | 1    |     | 41500 | 324    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>13.02</b>                    |         |      |      |     |       |        |      |       |
| 6331                               |       | 649 Qualls, Ben<br>Mowing and Weedeating City Park 8/2 & 8/9<br>000183 08/02/24 Mowing & Weedeating Park<br>000187 08/09/24 Mowing & Weedeating Park | 350.00<br>175.00*<br>175.00*    |         |      | 1    | 42  | 41400 | 310    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>350.00</b>                   |         |      | 1    | 42  | 41400 | 310    |      | 10102 |
| 6327                               | E     | 146 The Record Reporter<br>FY 24-25 Budget Hearing<br>4527 08/07/24 Budget Hearing (GEN)   | 142.08<br>142.08                |         |      | 1    |     | 41100 | 309    |      | 10102 |
| <b>Total for Vendor:</b>           |       |  | <b>142.08</b>                   |         |      |      |     |       |        |      |       |
| <b># of Claims</b>                 |       |  | <b>7</b>                        |         |      |      |     |       |        |      |       |
| <b>Total Electronic Claims</b>     |       |  | <b>581.22</b>                   |         |      |      |     |       |        |      |       |
| <b>Total Non-Electronic Claims</b> |       |  | <b>2691.62</b>                  |         |      |      |     |       |        |      |       |
| <b># of Vendors</b>                |       |  | <b>3</b>                        |         |      |      |     |       |        |      |       |
| <b>Total</b>                       |       |  | <b>3,272.84</b>                 |         |      |      |     |       |        |      |       |



