



City Council Regular Meeting Agenda

Tuesday, May 27, 2025 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/84320333914?pwd=vvdP8yL0Yp5Mde85Y87RjEJUSISsa.1>

Call in: 346-248-7799

Meeting ID: 843 2033 3914

Password: 028853

ROLL CALL / PLEDGE OF ALLEGIANCE

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.

PRESENTATION

1. Meadows Valley Rural Fire Department Presentation
2. FY 2024 Audit Presentation

REPORTS

3. Mayor's Report

DISCUSSION ITEMS

4. The New Meadows Youth Center
5. ACHS/ City of New Meadows Partnership
6. FY 25/26 Sewer Budget Review

ACTION ITEMS

7. Approval of the FY 24 Audit
8. Depot Rental Agreement
9. Design Review- 400 Mclain Street

CONSENT AGENDA

10. Paid & Pending Claims
11. April 28, 2025 Meeting Minutes

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.”

Application for Design Review – supplemental

1. Applicant - Kim & Teresa Roberts, 400 McLain St, PO Box 265, New Meadows, ID 83654
2. Owner – Kim & Teresa Roberts, 400 McLain St, PO Box 265, New Meadows, ID 83654
3. Legal Description of Property – Parcel # RPM00000242700, Deeds 20160205, 129168, 113014, 29M/610.
4. Conceptual drawings – see attached Business Plan
5. Site Plan – see attached Business Plan
6. Brief narrative – Moveable Greenhouse to be placed and Christmas Trees planted per attached Business Plan
7. Certificate of Ownership – can be found on Adams County Recorder website under Official Records.
8. List of property owners within 300’ radius – obtained from Adams County Parcel Map [Adams County Parcel Map](#)
 - a. Shaylene Brooks, 417 McLain St, PO Box 94, New Meadows, ID 83654
 - b. Tony & Cindy Koberstein, PO Box 572, New Meadows, ID 83654
 - c. Sandy Schiffman, 416 N Heighho, PO Box 367, New Meadows, ID 83654
 - d. School District #11, 500 N Miller Av, PO Box F, New Meadows, ID 83654
9. Elevation (not applicable)
10. Flood Plain (not applicable)
11. Water Course Alterations – none
12. Flood Proofing & Elevations (not applicable)
13. Availability of streets, sewage, water to support use – yes, all are available and will not be affected other than a slight increase in water usage.
14. Compatibility with surrounding areas – yes, the Greenhouse and Christmas Trees will blend in harmoniously.
15. Notarized Affidavit (not applicable)
16. Fees paid – I can stop back in and pay the \$100 design review fee as soon as paperwork looks in order.

10-11-8 Home Occupations

A home occupation shall be allowed in those districts that specifically allow home occupations. All home occupations must meet the following requirements:

- A. The use of the dwelling unit for home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants.
- B. The home occupation is considered an accessory use by this title.
- C. The exterior character of the dwelling unit shall not be altered other than one sign, no larger than four (4) square feet in area, not internally illuminated, and placed on the private property.
- D. Any need for parking generated by the conduct of such home occupation shall meet the off street parking requirements as specified in this title and shall not be located in a required front yard.
- E. No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises or cause fluctuation in line voltage off the premises.
- F. The entrance to the space devoted to such use is from within the building, and no internal or external alterations or construction features not customary in dwellings are involved. (Ord. 313-08, 6-9-2008; Amd. Ord. 359-2019, 7-8-2019)



Roberts Greenhouse and Tree Farm

400 McLain Street, PO Box 265

New Meadows, ID 83654

208-440-7616

Email teresa@roberts-greenhouse.com

Website www.roberts-greenhouse.com

Business Plan

Executive Summary

Roberts Greenhouse and Tree Farm is formed as an Idaho Sole Proprietorship poised for growth in the garden center and tree farm industry. The business seeks to introduce a new plant and tree greenhouse nursery at their home on 2.99 acres at 400 McLain Street in New Meadows Idaho owned by Kim D. Roberts.

Business Description. The business is organized as a Sole Proprietorship formed and authorized under the laws of Idaho, and will be led by Kim and Teresa Roberts, who will serve as owners. The business has been granted a Nurseryman license by the State of Idaho Department of Agriculture. License# 11112.

Product. Roberts Greenhouse and Tree Farm will sell flower and vegetable plants, as well as container plantings and hanging baskets. In addition, the tree farm will offer live Christmas trees to be handpicked and cut seasonally as the trees mature.

Experience. Kim Roberts, a semi-retired farmer, has 30 years of experience in the tree nursery business, having previously worked at a nursery in Lewiston, Idaho (Western Forest Systems Inc owned by Jan Schaefer). Kim has also successfully grown Christmas trees on his family **farm in Genessee**, Idaho. His wife Teresa is a retired insurance professional and has been gardening for 40 years in Idaho, as well as designing the gardens and landscapes of their own personal homes.

Assets. The business has acquired a new 14' x 30' greenhouse to be set on gravel 35 feet from the property line as shown in illustration attached. Some plant material and supplies have been purchased. The business will acquire other plant material as soon as the greenhouse is delivered and placed. There will also be gravel parking spaces designated off-street as shown in illustration.

Competition. There are three garden centers advertised in the nearby town of McCall (High Mountain Nursery, Franz Witte, and Twin Peaks Nursery), but no Christmas tree farms. We hope

customers will choose our services based on the quality of plant material and the presentation of plants in and around the greenhouse, as well as attractive pricing.

Services. The business intends to provide exceptional, personalized service, which will be a crucial factor in building the business's brand within the community. From the moment a customer enters the premises they will be guided by clear signs to enter the greenhouse. When the Christmas trees are large enough, additional signs will guide customers from the parking lot along the gravel driveway to the Christmas tree area to select their tree which we will cut for them and bring to their vehicle, helping them secure the tree for transport home.

Traffic and Noise. We expect a relatively low amount of traffic to the greenhouse, and should not impact our neighbors negatively. Traffic will be directed one way by signage. We hope to have 3 or 4 visitors a day during the week, and possibly a few more on the weekends during late Spring and early Summer. There will be no loud noise generated from the business. The only equipment to make noise would be a quiet fan in the greenhouse. Deliveries will be made by regular UPS and Federal Express vans and kept to a minimum so as to not disturb neighbors.

Water Usage. We plan to use City water to begin, and since our inventory of plant material is very small we do not expect to use an excessive amount of water. I estimate that our City water consumption might increase by 20% over what we normally have used in the past. We may look at having a well dug to access irrigation water later on to save expenses for our current lawn irrigation and irrigation to the greenhouse plants. If we do consider having a well dug, we will review the Ordinances to be sure we aren't interfering with other well owners.

Company Goals and Objectives. To become the "go to" garden center in New Meadows and expand our greenhouses. Another goal is to have a pumpkin patch open to the public in the Fall with photo opportunities for families and pumpkins for sale.

Marketing. The business plans the following tactics as part of sales promotion:

- Developing a list of businesses in the neighborhood and sending promotional material by direct mail to the list.
- Advertising through press releases to industry publications and local newspapers.
- Internet marketing through social media.
- Posting signage and flyers about the new business on bulletin boards in stores and public places as approved.
- Have a "Grand Opening" event.
- Participate in local farmers market on Saturdays in the summer.
- Encourage local school to arrange an educational "field trip" to the greenhouse.
- Offer potting and wreath making classes.
- Donate wreaths and flowers to local cemetery for Memorial and Veterans Day.
- "Ladies Night" garden party in the greenhouse, and a few other such events.
- Let customers know about discounts and events through email list gathered at point of sale and other advertising.

Target Markets.

- Local residents in New Meadows
- Residents in nearby McCall
- Our friends and family that visit
- Passersby and visitors to New Meadows that see our signs

Financial Plan. The business expects to generate \$500 sales in the first year and increase in ongoing years.

400 McLain St, New Meadows, ID - Parcel number: RPM00000242700



For dates posted from 05/14/25 to 05/21/25
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash	
6677	E	367 Custom Works / Barron Loper Rental of Auger for Skidsteer 05/12/25 Skidsteer Rental	65.00			1		41500	324		10102	
Total for Vendor:			65.00									
6681		717 Grissom, Hoffman & Mohr, PLLC Design Development / Construction Documents of the Childcare Center 23-027-017 04/30/25 Childcare Center Design.	4,455.00			1		43151	324		10102	
Total for Vendor:			4,455.00									
6680	E	4 Idaho Power 0032879986 05/07/25 Street Lights (Electricity) 0032879987 05/07/25 City Shop (Electricity) Wa 0032879987 05/07/25 City Shop (Electricity) Se 0032879987 05/07/25 City Shop (Electricity) Str 0032879959 05/07/25 Parks (Electricity) 0032879967 05/07/25 Sewer Lift Station (Electr 0032879945 05/07/25 Well #3 (Electric) 2200952379 05/07/25 Well #4 (Electric) 0032879940 05/07/25 Booster Station (Electric) 0032879919 05/07/25 Sewer Plant (Electricity) 0030309892 05/07/25 City Hall (Electricity) Ge 0030309892 05/07/25 City Hall (Electricity) H2O 0030238986 05/07/25 City Hall (Electricity) SWR 0032880160 05/07/25 Sewer Land Ap 0033198570 05/07/25 Childcare Center 0033232987 05/07/25 Well #5 (Electric) 1 05/07/25 104 Taylor	3,665.85 705.69 123.76 123.76 123.77 123.51 27.70* 383.04 264.59 384.73 539.72 76.80 76.81 76.80 113.97 73.84* 382.29 65.07*									
Total for Vendor:			3,665.85									
6674		417 Idaho Power - Lake Fork New Meadows Youth Center Power 27681060 05/15/25 Youth Center Power	3,257.00			1		43151	330		10101	
Total for Vendor:			3,257.00									

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* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6675	E	37 Jerry's Auto Parts	64.62								
		NAF HD 50/50 AF 1 GAL									
		451594 05/19/25 Equ. Main. (GEN)	21.54			1		41500	350		10102
		451594 05/19/25 Equ. Main (WTR)	21.54			60		43320	350		10102
		451594 05/19/25 Equ. Main (SWR)	21.54			65		43220	350		10102
		Total for Vendor:	64.62								
6682		728 Keller Associates, Inc.	8,125.00								
		Wastewater FPS February 23-March 31 2025									
		0251004 04/15/25 Wastewater FPS (SWR)	8,125.00			65		43231	886		10101
6683		728 Keller Associates, Inc.	678.75								
		Review of Childcare Center/Youth Center Design February 23, 2025- March 31, 2025									
		0251002 04/15/25 Childcare Center Design Revie	678.75*			1		43151	324		10101
6684		728 Keller Associates, Inc.	197.50								
		Review of Meadows Subdivision Design Plans									
		251001 04/15/25 Meadows Subdivision Design Rev	197.50*			1		41300	324		10101
6685		728 Keller Associates, Inc.	853.75								
		City Engineering to include Wastewater facility plan grant, city council meetings,									
		0250996 04/15/25 City Engineering (WTR)	426.87*			60		43320	319		10101
		0250996 04/15/25 City Engineering (SWR)	426.88			65		43220	319		10102
		Total for Vendor:	9,855.00								
6686		748 Klaryssa Keane	95.96								
		Reimbursement for T-Ball									
		1 05/20/25 Reimbursement T-Ball	95.96			1		45200	324		10102
		Total for Vendor:	95.96								
6676		665 Simplot Turf & Horticulture	2,467.60								
		Herbicide for Park / city weeds / Land App.									
		216079396 05/12/25 Granular urea (WW)	834.60			65		43220	324		10102
		216079396 05/12/25 Broadleaf (Park)	74.00			1		41600	324		10102
		216079396 05/12/25 Herbicide (SRT)	519.66			1		41500	324		10102

For dates posted from 05/14/25 to 05/21/25
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
		216079396 05/12/25 Herbicide (Park)	519.67			1		41600	324		10102
		216079396 05/12/25 Herbicide (WW)	519.67			65		43220	324		10102
		Total for Vendor:	2,467.60								
6679	E	500 SPARKLIGHT formerly Cable One	121.90								
		Internet Services									
		05/10/25 Internet - General	40.63			1		41100	308		10102
		05/10/25 Internet - Water	40.64*			60		43320	308		10102
		05/10/25 Internet - Sewer	40.63			65		43220	308		10102
		Total for Vendor:	121.90								
6678	E	617 ZIPLY FIBER	262.11								
		City Shop & Sewer Internet / Phone									
		05/08/25 Phone/Internet - Water	131.05*			60		43320	308		10102
		05/08/25 Phone/Internet - Sewer	131.06			65		43220	308		10102
		Total for Vendor:	262.11								
		# of Claims	13							# of Vendors	5
		Total Electronic Claims	4,179.48								
		Total Non-Electronic Claims	20130.56								

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, APRIL 28TH , 2025 AT 6:30 PM
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 11.

Present at City Hall were Mayor Julie Good, Council Members Jeff Parnett, Josh Carr, and Shiloh Ryker. Council Member Traci Foster was excused.

City Attorney Dick Stubbs and City Engineer Grae Harper were present via Zoom.

Staff present at City Hall were Sonya Brodhecker & Kyla Gardner

Public present was Andy Brodhecker, Philip Good, Nikki Crogh, Rachel Reynaga Present via Zoom were Linnea Hall, and Sierra Christie.

Mayor Good opened the meeting at 6:30 P.M. followed by roll call & the Pledge of Allegiance.

Public Input

There was no public input.

Reports

Mayors Report

Mayor Good presented her Mayor's report to the Council.

Discussion Items

New Meadows Youth Center

Mayor Good presented an update on the Youth Center.

ACHS/City of New Meadows Partnership

Mayor Good presented that The City Hall will be moving from the current location to the Depot as of May 28th, 2025.

Volunteer policy

Mayor Good & City Council Members discussed the Volunteer Policy, Foster will make discussed changes and send to City Attorney. The Volunteer policy will be on a future agenda for approval.

Action Items

Meadows Valley Days S. Commercial Closure

- Council Member Ryker made a motion to approve road closures on S. Commercial and S. Miller during Meadows Valley Days which is on Labor Day Weekend 2025. Council Member Foster seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, APRIL 28TH , 2025 AT 6:30 PM
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 11.

Tree in Park Next to Katherine Street

- Council Member Foster moved to permit Bear Loper to do tree limb removal of the tree in the park on Katherine Street with the City Staff doing the cleanup. Proof of insurance will be requested from Bear before he completes the task. Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Streets Funding Brochure

Mayor Good and City Council members made some corrections, and we will look at it again at the next meeting.

Approval of John Stone's Contract

- Council Member Ryker moved to approve the contract between John Stone & the City of New Meadows; Council Member Parnett seconded the motion.
Roll Call Foster– yes, Ryker – yes, Carr – yes, Parnett–Yes.

Council Member Foster moved to approve the Short Term RV use permit application for Boyce

- Council Member Carr seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Approval for Dust Abatement Quote with Envirotech

- Council Member Carr moved to approve the Dust Abatement quote in the amount of \$28,120.00. Council Member Parnett seconded the motion. Roll Call Foster– yes, Ryker – yes, Carr – yes, Parnett–Yes.

Removal of Dana Kautz as City Treasure

- Council Member Carr motion to approve the removal of Dana Kautz, as City Treasurer Effective May 1st 2025.; Council Member Parnett seconded the motion. Roll Call Foster– yes, Ryker – yes, Carr – yes, Parnett–Yes.

Appointing Kyla Gardner as City Clerk Treasurer

- Council Member Ryker motion to appoint Kyla Gardner as the City Treasurer effective May 1st 2025; Council Member Foster seconded the motion. - Roll Call Foster– yes, Ryker – yes, Carr – yes, Parnett–Yes.

Consent Agenda

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
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CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

- Council Member Ryker made a motion to approve the consent agenda with the suggested edits from Ryker in the March 24th Meeting minutes- Council Member Carr seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

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Future Meeting Topics

- Street Funding Brochure
- Setting of the community Potluck
- Volunteer policy
- Ignite Idaho
- Browns Recycling Center
- Mediation Contract
- Industrial Park Application for rental
- Sheriff’s Department
- Budget Review
- Zply Timeline

Adjournment

Mayor Good adjourned the meeting at 7:47 PM

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk