

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
TUESDAY, OCTOBER 09, 2012– 7:00 PM  
NEW MEADOWS CITY HALL CHAMBERS

***Agenda Item 1) Call to Order / Roll Call:***

Mayor Spelman called the meeting to order at 7:09 p.m. Council Members, Gina Mencer and Angie Moore were present; Council President DeOle Priddy was present by telephone. City Clerk/Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, Office Assistant Jessi Martin, and Crestline Engineers Representative Gregg Tankersley were also present. Council Member Heather Wilde was excused. Public in attendance: Fred Erland with the Adams County Record and Willem Braak from University of Idaho Extension – Valley County.

***Agenda Item 2) Pledge of Allegiance:***

Mayor Spelman led the Pledge of Allegiance.

***Agenda Item 3) Approval of Invoices and Time Sheets Review:***

Council Members Mencer and Moore reviewed the invoices. Mencer asked that Clerk/Treasurer Qualls learn what the current rate for mileage reimbursement is. Qualls found that it was 55½ ¢ per mile. Qualls suggested that the Council approve to pay the entire amount invoiced by S&S Enterprise for the constructing of eves on east side of the Industrial Park, holding back a portion of the payment until the construction is complete.

- Council Member Mencer moved to approve the payment of invoices changing two mileage reimbursement payments to 55½ ¢ per mile and approving the full amount owed to S&S Enterprise holding back a portion of the payment until construction on the east eve at the Industrial Park is complete; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 4) Review & Approval of Previous Meeting Minutes:***

- Council Member Mencer moved to approve Minutes for the Regular City Council Meetings held on August 13, 2012 and September 10, 2012 and for the Special City Council Meetings held on September 24, 2012 and September 27, 2012; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 5) Communications & Reports:***

- a) **Mayor** – NONE
- b) **City Council** – Council President Priddy apologized for the inconvenience of not being at the meeting in person, but by telephone.
- c) **Sheriff’s Report** – NONE
- d) **County Commissioner Report** – NONE
- e) **Engineer**  
Crestline Engineer representative Gregg Tankersley reported that he had spoken with the contractor for the Sidewalk / ADA Ramp project and the crew is nearly 75% finished with the job. They will return to patch asphalt on Friday, October 12, 2012 and the crew would finish the job on or before Friday, October 19, 2012. The City Public Works crew have a bit of work left to complete on the project including grading near the park and assisting with clean up.

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**f) Public Works**

Public Works Supervisor Doug Buys reported that he had submitted a written report and is willing to answer any questions the Council or Mayor may have. **(ATTACHMENT A)**

Buys reported that while assisting S&S Enterprise DBA McGarry Inc. with the construction of eaves on the east side of the Industrial Park building; he and Brad McGarry (owner of S&S) had discussed the possibility of constructing eaves on the back side of the building before snow flies in 2012. McGarry expressed that the construction could very well be completed if the Council approved that he start on it immediately. Buys wanted the Council to be aware of the possibility of the completion of eaves on both sides of the Industrial Park Building in the fall of 2012 instead of waiting until spring 2013 to begin on the other side.

Council Member Mencer stated that it would be nice to have the eaves on the back side of the building constructed as soon as possible to avoid further damage to the building which will occur during the winter months. Mencer asked for the opinion of Council President Priddy. Priddy stated that he agreed with Mencer and asked if funding was available in the budget to complete the construction now. Clerk/Treasurer Qualls stated that funding to construct the eaves on the west side of the building had been approved in the FY 2012/2013 budget and that funds were available at this time since the new fiscal year had started October 1, 2012. Mencer suggested that the construction be approved to begin as soon as possible if funds were available to pay. Qualls stated that due to the fact that the approval of construction of eaves on the west side of the Industrial Park Building had not been an agenda item, the Council needed to first have a motion to amend the agenda to add the eave construction item onto it before adjournment of the meeting.

- Council Member Mencer moved to amend the agenda to include the approval of S&S Enterprise to complete the construction of eaves on the west side of the Industrial Park Building in the fall of 2012 instead of the spring of 2013; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**g) Animal Control – WRITTEN REPORT SUBMITTED (ATTACHMENT B)**

**h) City Clerk/Treasurer – WRITTEN REPORT SUBMITTED (ATTACHMENT C)**

Clerk/Treasurer Qualls verbally went over written Clerk's report. Qualls stated that the Treasurer's report was not completely accurate as it had been prepared without having the bank statement that was received the day of the meeting.

Qualls explained that Mayor Spelman had requested that he ask for the Council's permission to transfer funds from the LGIP savings account to the Sterling Bank checking account in order to pay invoices that the Council had approved. Mayor Spelman stated that Jim McNall from ICRMP indicated that Qualls gain permission from the City Council and herself prior to transferring funds. Qualls also reported that he had been researching the possibility of refinancing the City's bonds which could possibly save close to \$100,000.00 over the life of the bonds. He explained that he would continue to research the option and report back to the Council.

- Council Member Mencer moved to approve Clerk/Treasurer Qualls to move funds from the LGIP Savings account to the Sterling Savings Bank checking account to pay bills; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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- i) **Office Assistant** – WRITTEN REPORT SUBMITTED (**ATTACHMENT D**)  
Council Member Mencer read aloud suggestions collected from the public included in Martin’s report.
- j) **Mail Bag Items** – The Mayor and Council reviewed a letter from Dale Barsness.

*Agenda Item 6) Public Input:* NONE

***Agenda Item 7) Community Review Update: Willem Braak with University of Idaho Extension will update the Mayor and Council on the importance of the continuing process of the Community Review and continuing meetings.***

Willem Braak urged the Mayor, Council Members, and City Staff to attend an upcoming workshop that will be the next step in taking action on items identified during the Community Review. The workshop scheduled for Friday, October 26, 2012 and Saturday, October 27, 2012 will help to provide more open communication between residents of the City and the residents of the entire Meadows Valley. Braak explained that involvement in the workshop will tap into powerful resources and that the more people that get involved, the more progress will be made.

Clerk / Treasurer Qualls suggested that more City residents become involved with the process. Braak also asked that the City get the word out about the workshop and get as many residents as possible to attend.

Council Member Mencer and Mayor Spelman thanked Braak for the update.

***Agenda Item 8) Local Option Tax Funding: Review/ Discuss Local Option Tax Funding as presented by City Staff and approve sending a survey to local businesses to gather additional information.***

Mayor Spelman asked Clerk/Treasurer Qualls to further explain Local Option Tax Funding and to go over the draft local business survey that had been included in the packet.

Qualls stated the Local Option Tax Funding (LOT) is an optional sales tax placed on certain items within city limits in Idaho by the city governments in order to increase revenue. The revenue can be used to improve the city’s infrastructure needs, like streets, water and sewer systems, sidewalks, and can also be used to offset property taxes of city property tax payers. A ½% - 6% sales tax is placed on certain items; local businesses collect the additional tax and either pays the city directly monthly or when they pay their sales taxes. There are also options for businesses to pay the State Treasurer who turns over the LOT funds to the cities. Local Option Tax Funding must be voted in with 60% approval by City voters.

Qualls stated that with the Council’s approval he would like to send out a survey which he created to local businesses in order to obtain more information on how much possible revenue the City may generate implementing Local Option Tax Funding.

Council Member Moore pointed out that a date on the survey needed changed. Council President Priddy suggested that the survey be sent out and that Qualls obtain more information in order to further describe what the Local Option Tax Funding could possibly do for the City.

- Council Member Mencer moved to approve that the survey be sent out to local businesses to obtain more information on Local Option Tax Funding pending the change of a date on the survey. Council Member Moore seconded the motion. Voice vote indicated no opposition with all voting aye. Motion carried.

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***Agenda Item 9) Idaho Transportation Department (ITD) Agreement: Review / Discuss a long term agreement with ITD outlining maintenance of Virginia Street and North Norris Avenue between the City and ITD. (Previously Tabled)***

Clerk / Treasurer Qualls explained that the agreement had not been included in the original packet that had been delivered to the Mayor and Council but had been placed on the meeting table prior to the meeting because he had received the contract on the day of the meeting. Qualls stated that the only change to the contract had been that the City would be totally responsible for maintenance on pedestrian and bike crossings and signs.

Mayor Spelman suggested that the Council table the contract in order to have the opportunity to fully review the changes that had been made. Spelman also suggested that Gregg Tankersley with Crestline Engineers review the contract to be sure that important maintenance items are included. **(TABLED)**

***Agenda Item 10) Create a Selection Committee to review the North Commercial Avenue Engineering Request for Proposals: Discuss / Create Committee to select preferred firms to recommend to the City Council for selection of an engineering firm.***

Clerk / Treasurer Qualls reported that seven engineering firms had turned in their qualifications and that he recommends a committee be designated to review the qualifications and recommend preferred engineers to the City Council for final selection. Qualls recommends that Public Works Supervisor Doug Buys, Mayor Spelman, himself and two or more Council Members be on the selection committee. He also informed the Council that a representative from Quality Base Selection (QBS) could sit on the committee and be of assistance at no cost.

Buys asked that since the selection was for only one project and not to become the City Engineer if the process could be bypassed and the job be legally given to Crestline Engineers. Qualls stated that legally it could not and that city had to follow state laws for procurement.

Council Member Mencer stated that she would like to be on the committee, Council Member Moore also expressed interest in a seat on the committee. Mayor Spelman stated that she believed that four people is plenty to have on the selection committee and if more were involved the progress may be slowed.

Council Member Mencer suggested that one representative with QBS be asked to join the committee. Qualls stated that he would put together a packet for each selection committee member to review.

- Council Member Mencer moved to create a committee to review engineering firm qualifications and to recommend a preferred firm to the City Council for selection to work on the North Commercial Avenue project. The committee is to include Clerk/Treasurer Qualls, Public Works Supervisor Buys, and Council Members Moore and Mencer. Council Member Moore seconded the motion. Voice vote indicated no opposition with all voting aye. Motion carried.

***Agenda Item 11) Cash for Towns Grant: Approve Mayor Spelman to sign ITD Agreement Addendum & Resolution increasing the amount of the grant from \$37,700 to \$100,000 for ADA Ramp improvements.***

Clerk / Treasurer Qualls stated that the additional funding that the City has been awarded has been largely due to the assistance of Gregg Tankersley with Crestline Engineers.

Tankersley added that the additional funds were actually two grants, one for \$12,300 to be used this year for further improvements and \$50,000 to be used on projects that will begin next spring.

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- Council Member Moore moved to approve that Mayor Spelman sign the Addendum & Resolution increasing the Cash for Towns Grant from \$37,700.00 to \$100,000.00. Council Member Mencer seconded the motion. Roll Call Vote: Mencer – Aye, Moore – Aye, Priddy – Aye. Motion carried.

***Agenda Item 12) Fugitive Dust Abatement Plan Resolution: Discuss / Review / Approve Fugitive Dust Abatement Plan Resolution per Department of Environmental Quality Consent Order.***

Clerk / Treasurer Qualls stated that he had run into numerous problems while working on the Fugitive Dust Abatement Plan, but had finally come up with a plan that satisfies the Idaho DEQ recommendations. Qualls also learned that if the City follows the plan and consent order for one year, the consent order could be lifted by Idaho DEQ.

Mayor Spelman and Council Member Mencer commended Qualls on a completing the plan.

- Council Member Moore moved to approve the Fugitive Dust Abatement Plan Resolution. Council Member Mencer seconded the motion. Roll Call Vote: Mencer – Aye, Moore – Aye, Priddy – Aye. Motion carried.

***Agenda Item 13) Water / Sewer Rate Study: Council Member Wilde would like to discuss having a Water / Sewer Rate Study completed.***

Clerk/Treasurer Qualls reported that Wilde had requested that he get an estimate from Mountain Waterworks to complete a water/sewer rate study. Qualls stated that the estimate is not to exceed \$20,000. In the past Idaho Rural Water Association has completed water/sewer rate studies for the city at no cost and is part of the city's annual membership fee of \$365.

Crestline Engineer Gregg Tankersley revealed that he had a close working relationship with Tim Farrell with Mountain Waterworks. Tankersley said that he and Farrell had discussed Mountain Waterworks giving a presentation to the city at no cost to explain in detail the reasons for the \$20,000 estimate. Tankersley also stated that if Idaho Rural Water had recently completed a rate study, the information might be available to Mountain Waterworks therefor the cost may be greatly reduced.

Public Works Supervisor Buys stated that the workshop with Mountain Waterworks would be beneficial to the Mayor and Council and it would undeniably educate the Mayor and Council and aid them in making water / sewer rate decisions in the future.

Council Member Mencer agreed with Buys.

Mayor Spelman asked that a date and time for a workshop with Mountain Waterworks be scheduled.

***Agenda Item 14) Burn Permit Ordinance: Mayor Spelman would like to discuss issuing burn permits within the city limits.***

Mayor Spelman suggested that the Council consider creating an ordinance that allows for the issuances of a burn permit for \$10.00/ month to burn in a barrel or to burn leaves, pine needles, and / or bark. In her opinion, this additional revenue source could assist the city in funding projects.

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Public Works Supervisor Doug Buys stated that he doesn't think the burn permit is a bad idea, but doesn't know who would enforce it. Mayor Spelman stated that she is planning to attend a class to gain information on enforcing ordinances. Spelman would like for the Council to consider issuing burn permits and also attempt to come up with other options for the city to increase revenue. **(TABLED)**

***Agenda Item 15) ICRMP Training: Mayor Spelman would like to have the Council select a date in which they can attend some ICRMP Training in New Meadows. Potential dates are October 29<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup>.***

Mayor Spelman asked which date the Council is available to attend a workshop with Jim McNall, a Risk Management Specialist with ICRMP. Spelman reported that she would like to have the workshop on the evening of October 29<sup>th</sup>, 2012. Council Member Mencer indicated that she would be available for the training workshop on that date. Council President Priddy stated that he would attempt to be available to attend the workshop, but could not guarantee his presence. Council Member Moore stated that she was scheduled to work that evening, but would make an effort to attend. Mayor Spelman informed the Council that it was not a requirement to be at the workshop, but she felt that the training would be helpful for all. Spelman asked that the training be scheduled for the evening of Monday, October 29<sup>th</sup>, 2012.

***Agenda Item 16) COLA Pay Increase: Mayor Spelman would like to discuss a Cost of Living Increase for City Employees. (Previously Tabled)***

Mayor Spelman stated that she had recently discovered that the cost of living increase had previously been approved in the FY2012/2013 budget. Council Member Mencer reported that since the increase had been approved in the budget she believed it to be appropriate to increase City Employees' wages by 1.5%. Mencer asked for Council President Priddy's opinion. Priddy asked how much more in a dollar amount the 1.5% increase would amount to. Qualls reported that the 1.5% increase amounted to an annual total of \$1,830.40. Priddy stated that he had no problem with the 1.5% cost of living increase.

- Council Member Mencer moved to approve a 1.5% increase for City Employees. Council Member Moore seconded the motion. Voice vote indicated no opposition with all voting aye. Motion carried.

***Agenda Item 17) Executive Session: Idaho Code 64-2345(1) (b) – To consider the evaluation, dismissal, or disciplining, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent. (Added 6pm 10/09/2012)***

Council Member Moore asked that Clerk/Treasurer Qualls and Office Assistant Martin excuse themselves during the Executive Session.

- Council Member Moore moved to adjourn into Executive Session in accordance with Idaho Code 64-2345(1) (b) at 8:23pm. Council Member Mencer seconded the motion. Voice vote indicated no opposition with all voting aye. Motion carried.

Executive Session ended at 8:57 pm.

Employee evaluations will be completed by the entire City Council on each employee. Mencer asked Qualls to provide the Council and Mayor with four employee evaluation forms. Priddy asked that the final council packet and the employee evaluation forms be placed in his box so that he could pick them up when he returns to town.

A Special Meeting with an Executive Session will be scheduled to review the employee evaluations as soon as possible.

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***Agenda Item 18) Industrial Park Repairs West Side: To discuss/authorize additional Industrial Park repairs.  
(Added by Roll Call Vote 7:15pm 10/09/2012)***

No discussion or action taken.

***Agenda Item 19) 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 and place for a special meeting.***

No action.

***Agenda Item 20) Adjourn***

- Council Member Priddy moved to adjourn the October 9, 2012 Regular City Council Meeting. Council Member Mencer seconded the motion. Voice vote indicated no opposition with all voting aye. Motion carried. Meeting adjourned at 9:00pm.

**OFFICIAL:**     /s/Julie Spelman      
Julie Spelman, Mayor

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

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Attachment A

Doug Buys  
Public Works Supervisor  
Monthly Report  
10-09-12

**Water:**

1. All water tests came back great as usual.
2. The Fire hydrant located on Cunningham and Virginia has been relocated due to the sidewalk project, We had some problems but were able to get it done.
3. Because of the relocation of the fire hydrant, there was a major leak due to the failure of equipment because of the service line for the library, It to has been repaired and is back going.
4. We installed 5 more external antennas on S. Norris & Larae street. We have almost all of Ridgeview subdivision done now, this will help our meter reading tremendously.
5. Our antenna for our Telemetry and SCADA systems went down, After a lot of trouble shooting with Advanced control, we had to end up replacing the entire antenna and cord leading to it. The system is back up and running.

**Sewer**

1. We are discharging again, and to the best of my knowledge our test have been fine for last month.
2. The rebuilt chlorinator has been working great.
3. We have all the fence poles and corner post installed for the fence around the new property, we will get the wire stretched as soon as time allows.
4. We have still not had any line cleaning done, partially due to the backhoe failure and partially due to timing with the sidewalk and ADA project.
5. Our DEQ Inspection went very well, the inspector seemed quite pleased with what he found.
6. I would still like to do smoke testing this year, but does not look promising.
7. The ponds have been slightly lowered, to allow for rain, snow, and ice during the winter months.

**Streets**

1. I hope to have all the streets bladed for winter before the first of the month, this will depend of course on weather and other projects.
2. We got all the demo work finished for the sidewalk and ADA project, again ran into unforeseen problems, but got it done.
3. We have finished the Project at S. Norris and Katherine Street. All the old culvert was replaced with new, and a new head gate was installed. All the old Culvert was turned over to Tim Faussett, and the dug out material was hauled off to Tim's other property, We installed new gravel material around the pipe and compacted it, and then installed new top soil for the grass to grow again. Tim seemed happy with the project. We again ran into unexpected problems but resolved them as we went.
4. We hauled in 12 loads of gravel to have on hand for the winter months, this usually gets us by for pot holes and any water, or sewer repairs needed threw the winter.

**Storm Drains**

1. We talked with the state about replacing the main storm line under the highway, with the new sidewalk project we found the old mainline is 95% plugged with no real way to clean it.
2. I was hoping to flush a bunch of our problem areas this fall, but again will depend on weather and other projects.
3. New drains have been installed on main street, with the sidewalk project, this should help a few existing problems.
4. I plan on cleaning the open ditch leading into and out of the new pipe we just installed on Katherine street. This and all the other work done on ditches this year should greatly reduce any flooding that might occur in the city.

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Attachment A Continued...

**Equipment**

1. The Jetter has been repaired.
2. The new grader I doubt will be here in time to grade the roads for winter, but should be here and set up in time for snow removal.
3. I am still waiting on the repair of the backhoe, this has put us behind on most everything. I have a call in to Arnold Machinery, but have not heard back yet.
4. The loader will go to Lakefork soon, to get a 6 Year check up. Hopefully this will eliminate any problems.
5. I have ordered all the filters and oil to maintain the equipment and fire pump and back up generator for the winter.

**Park & Restrooms**

1. The sprinkler line at the park has been shut off and blown out for winter.
2. We are waiting on a backhoe to start our kiosk project, we must eliminate the current hydrant and water fountain, dig the foundation, backfill with rock, and pour the foundation.
3. The picnic table shelters have been removed to make room for the new Kiosk.

**Industrial Park**

1. Brad McGary has almost got the eve on the front of the building done, He has done an excellent Job on this, it should work great. We had to set all the overhead beams for Brad, and for this I had to use a wrecker from ABT Towing. .
2. The meat shop has expressed concern about their outside lighting and a bad breaker in the building, I changed the light bulbs, but that wasn't the problem. I am having C&N Electric come by and check it out.

**Misc.**

1. New tools for the equipment, water, sewer, and safety MUST be purchased soon. It is getting very difficult and expensive to do a lot of these projects.
2. I have had huge problem with the state insurance fund, regarding a knee injury that I received working for the city when a trench collapsed while working on a sewer line. It's been almost a year since I went to the doctor and have been paying for it myself. A MRI is required but the state insurance fund has not accepted it as a work related accident. I am in a lot of pain every day. I need the council's help and if not I will be contacting an attorney for help in this matter.
3. I have put in a lot of overtime hours to try and get all these projects done, and continue to keep up on day to day items. Some I won't be able to get done as hoped, I am just running our of time.
4. If I have for gotten anything or you have questions on anything please don't hesitate to ask.

Doug Buys

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Attachment B

**New Meadows City Clerk**

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**From:** Clayton white [REDACTED]  
**Sent:** Tuesday, October 09, 2012 12:35 PM  
**To:** new\_meadows@frontiernet.net  
**Subject:** Animal Control Report

Animal Control Report  
October 9, 2012

I have been patrolling when I can recently due the the construction of main street and the building of the fence around the property that the city has recently purchased, on the patrols I have been on I have been including alleys to make sure that no roadway is left out to further increase the chances of finding possible dogs at large. On my patrols I have seen little animal activity at all and this may be due the the recent cold weather we have been having. I do make sure I spend as much time as I can making sure that all dogs and their owners are compliant to our City ordinances. When a complaint is filed I try and make sure I am aware and taking actions on these matters as soon as I am able, Some animal owners are hard to reach because of their work or other matters they may be tending to. I believe that most people are doing their best to stay within our ordinances as I am doing my best to make sure that all others that may not be are aware of them so they to can follow.

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Attachment C

City Clerk Report for October 9, 2012

1. **Utility Billing –**
  - a) **Late Notices Send Date** – October 15
  - b) **Meter Read Date** – October 29
  - c) **Late Fee Added Date** – October 26
  - d) **Shut-off Date** – October 29
  - e) **Next Billing Date** – October 31
2. **Publications, Reports, Meetings & Events –**
  - a) **Treasurer Reports** – The Treasurer Report is not complete as I only received the State Treasurer Bank Statement today. I would ask permission to transfer funds from the State LGIP Fund (Bank) to Sterling Savings in order that the bills can be paid without bouncing.
3. **ICCTFOA Conference** – Jessi and I attended the ICCTFOA Conference in Coeur D’Alene September 18-21. The connections we make at these conferences has tremendous value.
  - a) **Back to Basics** – It is always a good idea to refresh on the basics of being a clerk.
  - b) **Accessibility of Americans with Disabilities Act** – There are several pieces to this course and not all of it could fit into an hour and half, let alone a few sentences. We discussed ADA Pets, Companion Animals, etc.
  - c) **Budgeting Best Practices** – I am happy to report that in my belief the city has done a good job with the next fiscal year. Expenses were figured high, while revenues were figured low.
  - d) **Building a Strong Foundation** – This session provided information for new and veteran clerks. We learned about the nature and powers of cities, the basics of city government, roles and responsibilities, public records and budgeting.
  - e) **Bond Debt** - While there I learned that the city may be able to save a lot of money on interest by refinancing our Bond debts. The Water and Sewer Bonds are at a rate that is at least twice what the going rate is. I am working on a proposal and with USDA to refinance our bonds at a lower interest rate.
  - f) **Idaho’s Property Tax System**– Two county assessors also attended the conference and explained why City Clerks are under such a time crunch at budget time. This time crunch is built into Idaho Code because of the various taxing districts they deal with.
  - g) **PERSI** –The director explained the PERSI system and how it is one of only public service funds in the nation that is protected and funded!
  - h) **Understanding Idaho’s Local Government Purchasing Laws** – We have a strict set of guidelines when it comes to purchasing. Whenever we spend over a certain amount, we must follow certain laws, or face possible charges.
  - i) **Social Media for E-Government** – New Meadows was recognized as having one of the first in Idaho, Facebook pages. Caution was expressed, and settings were discussed to better protect the public and public servants.
  - j) **Kroc Center** – We visited the Coeur D’Alene Kroc Center. This center is a community center funded in part by McDonald’s founders Mr. & Mrs. Kroc. This center is a showcase for all of Idaho. It services four times the number of people they initially intended, but the building is still large enough to accommodate. The Salvation Army operates the Kroc Center. Within the Kroc Center: Olympic sized race pool, Rock Climbing Wall, Indoor Track, Amphitheater, Day Care, Conference Rooms, Commercial Kitchen, Outdoor Patio, Weight Room Facility, Indoor Kids Pool and Slides, Family areas, Lockers. The Kroc Center is something like 144,000 square feet. It was built with \$10 million in community raised funds, and another est \$50 million from the Kroc Foundation. An additional est \$40 million was donated by the Kroc Foundation for operations and maintenance of the facility in the future.
  - k) **Other Courses** – There were several other classes we took, but the above were the highlights.
4. **Added Agenda Item** – Addition of adding the Executive Session to the meeting so council can go over the evaluations of employees.

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Attachment C Continued....



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued October 2012      FY 2012: October 1, 2011 - September 30, 2012

<b>Our Investments &amp; Cash</b>	
Balances as of September 30, 2012	
<u>General Fund</u>	
<u>Fund # 1</u>	
September 30, 2012	\$127,907.92
September 30, 2011	\$102,108.89
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
September 30, 2012	\$100,224.35
September 30, 2011	\$100,089.45
<u>Fund #3</u>	
September 30, 2012	-\$23,504.74
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
September 30, 2012	\$4,543.85
September 30, 2011	\$2,271.65
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
September 30, 2012	-\$128.73
September 30, 2011	\$223.93
<u>Water Fund</u>	
<u>Fund # 60</u>	
September 30, 2012	\$82,733.00
September 30, 2011	\$56,335.91
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
September 30, 2012	\$92,889.21
September 30, 2011	\$79,779.05
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
September 30, 2012	\$89,614.61
September 30, 2011	\$127,835.70
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
September 30, 2012	-\$18,486.37
September 30, 2011	-\$13,064.84

<b>Our Cash Flows....</b>		
Major Funds		
FY 2012: October 1, 2011 - September 30, 2012		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$301,017.00	100%
Revenues to Date	\$270,624.16	90%
Expenditures to Date	\$248,040.88	82%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$419,000.00	100%
Revenues to Date	\$134.90	0%
Expenditures to Date	\$38.25	0%
<u>Youth Sports Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$3,100.00	100%
Revenues to Date	\$2,408.03	78%
Expenditures to Date	\$123.20	4%
<u>Warren Brown Youth Park Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$400.00	100%
Revenues to Date	\$0.00	0%
Expenditures to Date	\$352.66	88%
<u>Water System Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$147,200.00	100%
Revenues to Date	\$163,754.74	111%
Expenditures to Date	\$141,073.84	96%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$17,150.00	100%
Revenues to Date	\$17,794.81	104%
Expenditures to Date	\$13,796.23	80%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2012 Budget	\$205,300.00	100%
Revenues to Date	\$156,609.18	101%
Expenditures to Date	\$193,780.01	94%
<u>Sewer Grant Revenues &amp; Expenditures</u>		
Fiscal Year 2012 Budget	\$0.00	100%
Revenues to Date	\$11,575.53 **	
Expenditures to Date	\$6,154.00 **	

CITY OF NEW MEADOWS  
 REGULAR CITY COUNCIL MEETING  
 TUESDAY, OCTOBER 09, 2012– 7:00 PM  
 NEW MEADOWS CITY HALL CHAMBERS

Attachment C Continued...



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued October 2012      FY 2012: October 1, 2011 - September 30, 2012

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2012: October 1, 2011 - September 30, 2012		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
2029 Maturity	\$394,610.00	5.125%	Fiscal Year 2012 Budget	\$128,000.00	100%
Annual Payment	\$32,995.00	Paid	Revenues to Date	\$127,569.22	100%
Reserve Required	\$32,995.00	Met	<b>State Shared Revenue Collections (Includes Emergency Grant)</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2012 Budget	\$127,297.00	100%
2020 Maturity	\$198,893.00	5.75%	Revenues to Date	\$114,355.39	90%
Annual Payment	\$26,733.00	Paid	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2012 Budget	\$5,700.00	100%
<b>Loader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to Date	\$3,171.09	44%
2012 Maturity	PAID	5.25%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	PAID		Fiscal Year 2012 Budget	\$14,000.00	100%
<b>Interest Rates ... August 2012</b>			Revenues to Date	\$13,449.03	96%
			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>	<b>Rate</b>		Fiscal Year 2012 Budget	\$8,500.00	100%
Local Gov. Investment Pool	0.2327%		Revenues to Date	\$7,653.25	90%
Sterling Savings Bank	0.0100%				

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2011/2012		FY 2011/2010		FY 2010/2009		FY 2009/2008	
	As of 9/30/12		As of 9/30/11		As of 9/30/10		As of 9/30/09	
<b>General Fund</b>	<b>\$301,017.00</b>	<b>100%</b>	<b>\$238,700.00</b>	<b>100%</b>	<b>\$238,880.00</b>	<b>100%</b>	<b>\$280,350.00</b>	<b>100%</b>
Revenues	\$270,624.16	90%	\$222,105.80	93%	\$209,414.84	88%	\$205,764.25	66%
Expenditures	\$248,040.88	82%	\$209,018.56	88%	\$212,393.67	89%	\$217,375.40	78%
<b>Water Fund</b>	<b>\$147,200.00</b>	<b>100%</b>	<b>\$154,613.00</b>	<b>100%</b>	<b>\$164,498.00</b>	<b>100%</b>	<b>\$187,123.00</b>	<b>100%</b>
Revenues	\$163,754.74	111%	\$170,310.97	110%	\$151,080.68	92%	\$141,445.51	76%
Expenditures	\$141,073.84	96%	\$185,737.63	120%	\$149,480.27	91%	\$149,648.16	80%
<b>Sewer Fund</b>	<b>\$205,300.00</b>	<b>100%</b>	<b>\$164,275.00</b>	<b>100%</b>	<b>\$177,460.00</b>	<b>100%</b>	<b>\$207,985.00</b>	<b>100%</b>
Revenues	\$156,609.18	101%	\$164,770.82	100%	\$157,285.93	89%	\$136,145.43	65%
Expenditures	\$193,780.01	94%	\$161,503.31	98%	\$157,910.42	89%	\$153,829.38	74%
<b>Industrial Park</b>	<b>\$17,150.00</b>	<b>100%</b>	<b>\$46,150.00</b>	<b>100%</b>	<b>\$16,500.00</b>	<b>100%</b>	<b>\$16,000.00</b>	<b>100%</b>
Revenues	\$17,794.81	104%	\$17,343.60	38%	\$17,283.67	105%	\$17,899.05	112%
Expenditures	\$13,796.23	80%	\$21,100.45	46%	\$9,533.65	58%	\$5,130.20	32%

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
TUESDAY, OCTOBER 09, 2012– 7:00 PM  
NEW MEADOWS CITY HALL CHAMBERS

Attachment D

**Office Assistant  
Jessi Martin  
Monthly Report  
October 9, 2012**

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- I edited minutes from the August 13, 2012 Regular City Council Meeting, Mac reviewed them.
- I typed up a draft of the minutes for the September 10, 2012 Regular City Council Meeting. Mac reviewed and edited them.
- Melanie Fausset called to request a copy of the DRAFT Minutes, for the September 10, 2012 Regular City Council Meeting, be faxed to her. Mac reviewed the DRAFT Minutes and faxed them to her.
- Utility bills for the month of October were mailed out October 1, 2012. The billing process is quite extensive and Mac is still training me through each step. I am getting a better understanding of the process every month.
- 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.
- Customer interaction has been very positive so far this month. It seems that citizens are excited to have sidewalks completed in town.
- I have been trying to close batches and make deposits at least twice a week.
- The Community Newsletter for October/November will be printed before October 24, 2012, if anyone would like to add anything to it, please let me know. There have been some complaints regarding the newsletters content, so be aware that I will be trying some new ideas. I would very much appreciate feedback on these upcoming changes.
- The reorganization of files and records is still ongoing and is quite a monotonous job, but will be well worth it when finished. I am planning to have it finished before October 31, 2012.
- At the request of Mayor Spelman I made two City of New Meadows Suggestion Boxes. I have placed one on the counter at City Hall the other at the Post Office. I plan to check the Suggestion Boxes weekly and will forward suggestions on to Mayor Spelman and City Council Members monthly. Copies of recent suggestions are attached.
- Mac and I went to the Idaho Cities Clerk, Treasurers, and Financial Officers conference in Coeur'd Alene September 18, 2012 – September 21, 2012. Chrystal Bass worked at City Hall in our absence. The conference was very informational. I feel that I learned a lot of very important information regarding Roles and Responsibilities of Elected Officials, Open Meetings, Agendas, Meeting Minutes, Ordinances, Resolutions, Property Taxes, and Laws that relate to Municipalities. My favorite sessions were led by Mark "Tenacious" Towers. He was very motivational and his sessions were interactive.
- Numerous Engineers came by to turn in their Qualifications for the North Commercial Project.