

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, DECEMBER 10, 2012, AT 7:00 P.M.
CITY COUNCIL CHAMBERS
NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 7:05 p.m. Council President DeOle Priddy, Council Member Gina Mencer, Council Member Angie Moore, and Council Member Heather Wilde were present. City Clerk/Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys and Office Assistant Jessi Martin were present. Public in attendance: Fred Erland with The Adams County Record, Dave Holland.

Agenda Item 2) Welcome & Pledge of Allegiance:

Mayor Spelman led the Pledge of Allegiance.

Agenda Item 3) Public Input: Member 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 of city employees are inappropriate at this time and should be directed to the Mayor by appointment after tonight’s meeting.

NONE

Agenda Item 4) Consent Agenda:

a) Review & Approval of Invoices

Council Member Mencer stated that she had reviewed all invoices and had no questions.

- Council Member Mencer moved to approve the payment of invoices; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

b) Review & Approval of Time Sheets

Mayor Spelman stated that Public Works Supervisor Doug Buys needs to be keeping close track of the time he is spending traveling to and from doctor’s appointments for workman’s compensation. Spelman said that the State Insurance Fund will reimburse him for hours of work missed due to appointments. Buys said that he had been keeping track of the hours.

- Council Member Moore moved to approve presented time sheets; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

c) Review & Approval of City Council Meeting Minutes – October 9, 2012, November 12, 2012, November 20, 2012, & November 29, 2012.

- Council Member Mencer moved to approve October 9, 2012 Regular City Council Meeting Minutes, November 12, 2012 Regular City Council Meeting Minutes, November 20, 2012 Special City Council Meeting Minutes, and November 29, 2012; 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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d) Annual Beverage Licenses

Council Member Moore asked if City Clerk/Treasurer knew what The Front Porch planned to do regarding their Alcohol Beverage License. Qualls stated that due to the fact that the restaurant is not opened during the winter they will most likely come in to City Hall with the appropriate permits to obtain their City Alcohol Beverage License in the spring. Qualls informed the Council that this is what owners of the Front Porch had done last year. Qualls also mentioned that in cities in Idaho, other than New Meadows, if a business has the appropriate permits and fills out an application with all necessary information City Hall simply issues an Annual Alcohol Beverage License instead of bringing it in front of City Council.

- Council Member Mencer moved to approve all Annual Alcohol Beverage Licenses, contingent on copies of all required permits being obtained by the City; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

e) Review of Committee / Commission Meeting Minutes

NONE

Agenda Item 5) Communications and Reports: Elected Officials, Staff, and Mailbag Items

- a)** Mayor Spelman stated that the City will be receiving a letter from the attorney of Dan Hearne in regards to the City with the city no longer having permission to clean out ditches in his pastures on the east side of South Norris.

Spelman also stated that she had spoken with Tom Glenn with Adams County and that she will be meeting Glenn the next day to discuss future flood prevention that the City and County can work on together in order prevent further damage to the City's infrastructure.

- b)** Public Works Supervisor Doug Buys verbally went over his written report. **(ATTACHMENT A)** Council Member Wilde asked Buys what the problem had been in front of Shively's property on Katherine Street. Buys stated that the City crew had not fixed the problem, but had moved it, Buys explained that the size and placement of the culvert in front of Shively's had created a problem during the relentless rain over the last month. The City crew cleaned out and moved the culvert to assist with the flow of water. Buys suggested that the culvert be replaced with a larger pipe to improve storm water drainage.
- c)** Council Members reviewed Office Assistant Jessi Martin's written report. **(ATTACHMENT B)** Council Member Mencer stated that Jessi Martin does not need Mayor or Council approval to take vacation days. Days off just need to be approved by Clerk/Treasurer Qualls.
- d)** Clerk/Treasurer Qualls stated verbally went over his reports. **(ATTACHMENT C)** Qualls stated that Tim Farrell with Mountain Waterworks and Gregg Tankersley with Crestline Engineers had been to City Hall that morning and gone over communications with JUB in regards to the Sewer Treatment Plan Amendment. They had drafted a letter asking JUB for more information on the completing the process. Qualls asked that Council direct Mayor Spelman to sign and send the letter.

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Mayor Spelman stated that the City needs to use caution in dealing with JUB in order to avoid a lawsuit. Council Member explained that the letter was just to urge JUB to follow thru with completing the plan. Council Members reviewed the letter and agreed that it should be signed and sent to JUB.

Qualls reported that the LGIP statement had not yet been received. He also explained that the dashboard reports are anywhere from 30-45 days behind due to the fact that invoices are paid the month after they are received pending the Council's approval.

Qualls also stated that due to the virus in the computer system in May 2012, Mayor Spelman and Council Member Wilde had been paid without PERSI payments being taken out of their checks. Qualls had contacted PERSI regarding the issue and reported that PERSI would be sending out an invoice to the City for their portion and an invoice to Spelman and Wilde for their portion of the payment due.

Agenda Item 6) Old Business:

a) Burn Permit Ordinance – Mayor Spelman would like to discuss issuing burn permits within the city limits.

Mayor Spelman reported that she is still in the process of gathering information in regards to the city issuing burn permits. She stated that she had been receiving conflicting information regarding the proposal but would continue research on the matter. Council Member Moore suggested that the City obtain copies of Burn Permit Ordinances from neighboring cities to use a possible example to work from. Clerk/Treasurer Qualls stated that he would secure the documents for further information.

b) Local Option Tax Funding Update – Review/Discuss Local Option Tax Funding Survey results.

Clerk/Treasurer Qualls directed the Council's attention to his written report. Qualls verbally went over his report and stated that he had received more information from businesses than he had expected. Qualls reported that some businesses seem to be in favor of the Local Funding Tax Option but would like to see more detailed information on how it would work and what funds would be spent on. Qualls suggested that the Council put together a draft ordinance breaking down into percentages what would be taxed and how the City would spend the funds collected.

Mayor Spelman stated that she would like to hear from the businesses directly before an ordinance is drafted. Qualls suggested an Ordinance be drafted so that businesses will have a better understanding of Local Option Tax Funding. The funds collected by the City could be used for advertising New Meadows and or infrastructure within City limits. Meadows Valley Chamber of Commerce could even possibly team up with the City to offer other ideas. Qualls stated that the Chamber meets the 4th Wednesday of each month and that he would attend the next meeting to gather more information. Mayor Spelman stated that she would be out of town when the next chamber meeting takes place and that she is not bashing Local Option Tax Funding but would like to hear directly from local business owners before making any decisions.

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Agenda Item 7) Old Business:

a) Cedric Storm Drain – Review/Discuss/Approve. Request from Dave Holland to mitigate storm drainage in the area, possibly extending the catch basin further along Cedric to the west.

Mayor Spelman invited property owner Dave Holland to address the Council. Holland stated that he had purchased property at the south west corner of Cedric and North Heigho, the property was lower than that of properties surrounding it. Holland had hauled fill dirt and gravel in and built the property up before building on it. The problem is that the front yards and driveways of the homes that he built had been filling with water. Mayor Spelman suggested that Holland drive around the City and notice that there are numerous properties with the same issue. Holland stated that the issue is causing problems for his tenants and that he is unsure where his property line is or where the City's right of way begins. He is suggesting that the City grade the road differently or to add some pipe to drain water more effectively. Public Works Supervisor Buys reported that he understood the complaint. In his opinion the way to best solve the problem would be to add forty or fifty foot of four inch pipe in front of the property. Buys stated that it would only take the City part of one day to complete the job. Buys suggested that due to the right of way/private property concern the City agree to do the work of installing the pipe if Holland agreed to pay for materials needed. Council Member Mencer asked Holland if he would be willing to incur the cost of the material needed if the City installed the new pipe. Holland agreed to pay for and have the four inch pipe delivered to the City Public Works Crew in the spring. Mayor Spelman stated that these types of situations needed to be decided on case by case. Mencer agreed.

- Council Member Wilde moved that Public Works Supervisor Buys and Property Owner Dave Holland work together to organize a time for Holland to have the pipe delivered to the City and for the City's Public Work Crew to install it; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with members voting aye excluding Council Member Moore who abstained from voting. Motion carried.

b) North Commercial Avenue Engineer – Review/Discuss/Approve recommendation from selection committee and begin negotiations.

Clerk/Treasurer Qualls reported that the Engineer review committee had met with a retired engineer with QBS before reviewing proposals from seven engineering firms so that they were more educated on what qualifications to look for. Qualls explained that the committee had chosen two firms to interview before making a final decision: TD&H out of Lewiston and Crestline Engineers out of McCall. Qualls stated that after the interview process, his opinion was to enter into negotiations with Crestline Engineers.

Public Works Supervisor agreed with Qualls stating that during the interview process and in his experience working with Crestline on the ADA/Sidewalk Project of 2012 he found Tankersley with Crestline to be an assertive straight shooter, and he was impressed by that as well as the engineering work on the ADA/Sidewalk project.

Council Member Mencer stated that there were qualities about both firms that she liked, but that after the interview process she was more partial to Crestline as well.

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- Council Member Wilde moved that the City enter into negotiations with Crestline Engineers and Mountain Waterworks to perform duties related to the North Commercial Project; Council Member Mencer seconded the motion. A Roll Call Vote indicated: Gina Mencer, aye, Angie Moore, aye, Heather Wilde, aye, DeOle Priddy, aye. Motion carried.

c) Checking Account Change – Review/Discuss/Approve changing from “Business Interest Checking” to “Business Premium Checking” to reduce fees.

Clerk/Treasurer Qualls directed the attention of the Council to an e-mail he had received from Sterling Savings Bank. Qualls explained that as of January 1, 2013 Sterling Bank would be changing transaction fees. If the City stayed with “Business Interest Checking” transactions would be decreased from 750 free to just 150 and then would be charged for any transactions over 150. Qualls suggested that the City switch to “Business Premium Checking” in which the City would pay a fee of \$15.00/month and get 500 free transactions. Qualls informed the Council that the \$15.00 monthly fee would be waived if the City’s average account balance is over \$10,000.00 which he does not see would be a problem. Qualls stated that the City’s average number of transactions was approximately 280. Qualls highly suggested that the City switch from “Business Interest Checking” to “Business Premium Checking”, and stated that he had drafted a letter for Mayor Spelman and City Council Members to sign if they wish to make the switch.

- Council Member Wilde moved that the City change from “Business Interest Checking” to “Business Premium Checking” in order to reduce fees charged to the City; Council Member Moore seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

d) Flood Prevention – Public Works Supervisor Doug Buys would like to discuss present & future flood prevention measures. Review/ Discuss/Approve cleaning Hearne Ditch on private property and bill private property owner for work to be performed.

Public Works Supervisor Doug Buys stated that he had requested Agenda Item 7(d) be put on the agenda. Originally it was worded as if no action would be taken. Buys requested that the item be changed so that the Council could make a decision in regards to the action that should be taken to prevent future flooding.

Buys stated that the City has spent nearly \$100,000.00 on infrastructure this year alone. Buys reported that he and Mayor Spelman had inspected Dan Hearne’s property and decided that the Council and Mayor should discuss options to prevent future flooding. Spelman stated that she had spoken with Mr. Hearne by phone and that the permission he had previously granted for the City to access his property and clean out ditches was withdrawn. Hearne had been very upset to learn that the City planned to go onto his property, clean out his ditch to help to alleviate flooding within city limits; and then bill him for the work done. Buys stated that the option had been discussed between himself and Mayor Spelman, but that the board had not yet had the opportunity to discuss any of the numerous possible options. Buys stated that Hearne’s ditch draining into the City’s storm water system is causing the infrastructure to fail and that he believes that Hearne should hold some responsibility. Council Member Priddy stated that the way that the agenda is worded does sound bad, but that if it is explained to Hearne that the wording on the agenda was incorrect and an apology was given from City Council, the relationship with Hearne may have a chance to be mended so that the City and Hearne can work together to solve the problem. Buys directed the Council to a few bids that he had obtained to rent an excavator to do the work on the property and for 2ft culvert that would need to be installed to alleviate flooding within city limits.

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Council Member Moore stated that upsetting Hearne could have been avoided had Mayor Spelman contacted Buys or Clerk/Treasurer Qualls in regards to wording on the agenda instead of initially contacting and upsetting Hearne.

Council President Priddy suggested that an apology letter to Hearne be drafted for the City Council to sign as soon as possible. All Council Members agreed, Qualls stated that he would have the letter prepared for City Council signatures the next day. Priddy also recommended that if the City does decide to clean ditches on Hearne's property, they wait until Hearne is in town. Mayor Spelman agreed.

Buys suggested that flood prevention be included on Agenda's for discussion until spring.

Buys reported that the willow tree roots at the park are causing problems.

Matthews and Barnett's properties continue having problems with flooding. The new culvert along Katherine Street was successful in alleviating some of the flooding issues that happened in March 2012. Buys reported that the County and City would be working together to clean out the ditch along South Norris.

e) Community Survey Results – Review/Discuss/Approve dissemination of Community Conference Survey Results.

Mayor Spelman asked why comments on the Community Survey Results had been filtered. Council Member Wilde stated that it was her understanding that some of the comments had been derogatory. Clerk/Treasurer Qualls stated that it was University of Idaho Extension Educator Willem Braak had suggested that the survey comments be summarized. Qualls asked the Council how they would like the survey results to be published: a condensed version, like what was in their packets, or the entire 120 pages. Mayor Spelman suggested that the condensed version be published.

- Council Member Wilde moved that the condensed version of the Community Survey Results be published; Council Member Mencer seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

f) Priority Setting – Setting Long Term Priorities so that staff can attempt to find grant funding for projects if necessary.

Clerk/Treasurer Qualls stated that the Council needed to put together a list of long term priorities so that staff can attempt to secure funding for top priorities if necessary. Public Works Supervisor reported that without the permit from the EPA setting priorities would be like flipping a coin. If the EPA requires that the City use land application for discharge that would have to be top priority. Buys described other projects that need funding; storm water drainage, paving streets, relining the water holding tank, and or a new water holding tank.

Council Members and Mayor Spelman discussed mentioned projects and asked for Buys' input on setting priorities. Buys recommended that any grants to improve the storm drainage system are applied for because that money is difficult to obtain. Funding to reline or replace the Cities water tank is also quite important. Buys suggested that in 2013 the City construct at least one decent road.

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Qualls reported that rock on the property that the City recently acquired could be crushed and used as road base. Based on Qualls research there were some hoops to jump through to obtain correct permits but that it was possible that the City could lease a rock crusher and produce the road base. Qualls will continue researching the option.

Buy's is hopeful that negotiations with Crestline Engineers get completed quickly so that Tankersley can begin communications with funding agencies.

Buy's reported that the City had failed another wastewater test and that if the City is continually fined for these failures the wastewater system would need to be moved to the top of the priority list.

g) Meeting Schedule 2013: Review/Discuss/Approve Regular Meeting Schedule for 2013.

All Council Members reviewed the meeting schedule for 2013 and expressed that they liked the idea of staying on the same schedule and meeting the second Monday of each month.

h) City Hall Closure – Discuss/Approve closing City Hall to allow City Employees to take the day before Christmas as an unpaid holiday or vacation day.

Clerk/Treasurer Qualls stated that due to the fact the Christmas falls on a Tuesday this year he and office assistant Jessi Martin would like to take Monday December 24 off and close City Hall. Mayor Spelman stated that she did not have a problem with closing City Hall on the day before Christmas. Spelman suggested that all staff take the day off as a paid holiday. All members felt that staff was deserving of taking Monday, December 24, 2012 off as a paid holiday.

- Council Member Mencer moved that to close City Hall on Monday December 24, 2012 and give staff holiday pay for that day; Council Member Moore seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 8) Executive Session: Idaho Code 64-2345(1) (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.

- Council Member Moore moved to go into Executive Session at 9:06pm according to Idaho Code 64-2345(1)(b): To consider the evaluation, dismissal or disciplining or, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent; Council Member Wilde seconded the motion. A Roll Call Vote indicated: Gina Mencer, aye, Angie Moore, aye, Heather Wilde, aye, DeOle Priddy, aye. Motion carried.

Council Members adjourned from Executive Session and reopened the regular meeting at 9:57pm.

Agenda Item 9) Merit Pay Increase/Evaluations – Review/Discuss a Merit Pay Increase for City Employees.

Council Member Mencer stated that Council members would be meeting individually with City Employees to discuss merit pay increases.

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Agenda Item 10) 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, & place for a special meeting.

Mayor Spelman stated that all tabled items needed to be included on the January 2013 Agenda: burn permit, Local Option Tax Funding, and flood prevention.

Council Member Wilde suggested that the discussion of outsourcing payroll and the discussion of City employees using a time clock be added to the agenda.

Agenda Item 11) Adjourn

- Council President Priddy moved to adjourn the December 10, 2012 Regular City Council Meeting at 9:59pm; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A

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

Water:

1. All water tests came back great as usual.
2. The water system has been running very well, and no problems to report.
3. We have got the year end sampling done on the wells, so after the TC test today, we will be done for the year.
4. I would like to start discussing relining the tank again, it got put to the side with other projects, but I would like to see if there is room in the budget this year.
5. Meter reading is still going well with the lack of snow; I would like to continue on with 5-10 more external antennas next summer, until the whole town is done.

Sewer

1. Today is testing day, so I will not be able to report on our testing until next month, last month we did fail our suspended solids test, but only due to algae breaking loose from the sides of the lagoons.
2. We were unable to get to smoking testing this fall, due to all the other projects, I am hoping this spring to to a lot more of the smoke testing, and cleaning of the lines.
3. The fence around the new property is totally done, and came out really well. All that is left is to remove the old fence, which will be done as time allows next summer.
4. With all the rain the past couple weeks our flows have greatly increased, but so far we've handled the extra water.
5. I still have not heard anything about our DEQ inspection.
6. After talking to Tim Farrell today we have a lot more information on handling our EID

Streets

1. All the North-South streets and a few of the east-west streets were bladed
2. I would like to haul in some gravel this spring and bring up a few of the streets, I would start with north, and south Heigho.

Storm Drains

1. I got some prices for replacing the pipe under main street, the price quotes I got were for trench less piping, it seems more expensive but it's almost cheaper in the long run.
2. I got a price to extend the pipe that we replaced on Katherine ST. This will take off where we left off and continue past Shively's driveway. This was a problem last week due to the flooding.
3. The County has agreed to clean the ditch on S. Norris Ave, with our help.
4. The new pipe that the city installed on Katherine worked really well, there were other issues of course but as far as what we did it did help a lot.
5. I took the grader and cut a lot of ditches threw out the city to help drain the backed up puddles around town.
6. I would like the council's direction on Dan Herne's property on cleaning the ditch in the field.
7. We ran the jetter up the line by the city bathrooms and cleaned it out the best we could, this was a problem area last week during the flooding as well.

Equipment

1. The New Grader has arrived and it and the rest of the equipment is ready for plowing now.
2. The Loader received a checkup from John Deere and they said it looked great, and complimented us on how well we have taken care of it.
3. We have winterized both the jetter, and the tank on the Mack dump truck, for the winter.

Park & Restrooms

1. The City's part of the Kiosk is done, we dug the Foundation and pour the concrete slab, back filling will have to wait till spring time.

Industrial Park

1. C&N Electric is working on bid for New LED Lights at the Industrial Park

Misc.

1. The sidewalk project is completed at this time.

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Attachment B

Office Assistant
Jessi Martin
Monthly Report
December 10, 2012

- I made the requested changes to the October 9, 2012 Regular City Council Meeting minutes. Mac reviewed and edited them.
- I typed up a draft of the minutes for the November 12, 2012 Regular City Council Meeting. Mac reviewed and edited them.
- I typed up a very rough draft of the P&Z Public Hearing Minutes that was held Wednesday, November 7. Mac reviewed and edited them. (first time on public hearing minutes)
- I posted Agendas for the December 11, 2012 Public Hearing on Wednesday, December 5.
- Newsletters were reviewed by and Mac. I printed and delivered them on Wednesday, November 28.
- I posted Agendas and delivered packets for the December 10, 2012 Regular City Council Meeting on Friday, December 7.
- A new family moved to town and I created their new account. Mac reviewed the account and I had entered it correctly.
- I did billing for the month of December on Friday, November 30, 2012. I completed the entire process on my own . . . with a few phone calls to Black Mountain, and some questions for Mac, but, I did it!
- 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.
- I made phone calls to all residents that were mailed a disconnect notice, letting them know the date that late fees are assessed and the shut off date.
- I have been closing batches and make deposits at least twice a week.
- The Community Newsletter for December/ January will be printed before December 31, 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 changes.
- The reorganization of files and records is still ongoing and is quite a monotonous job, but will be well worth it when finished. All boxes are out of the front office and have been filed in cabinets and in the vault. I little more organizing to do but I feel that I now have more of an idea on how/where to correctly file documents.
- I am checking the Suggestion Boxes weekly and copies of recent suggestions are attached.
- I'd like permission to: leave at 4pm on Tuesday, December 18, 2012 (my kids are in the Christmas Concert at the school and I need to get them ready), take Wednesday December 26, 2012 off as a vacation day, and leave at 3:45pm on Monday, December 31, 2012 (I have a doctor's appointment in McCall at 4p).
- Happy Holidays to all of you!

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Attachment C

City Clerk Report for December 10, 2012

1. **Utility Billing –**
 - a) **Jessi did the billing on November 30, 2012.** – We left at 5:30pm finally completing the billing.
2. **Publications, Reports, Meetings & Events –**
 - a) **Treasurer Reports** – Once the bills are paid and the LGIP Bank Statement is received, I will send out a Treasurer's Dashboard Report. This will ensure that we balance. Within your packet you did have a Dashboard showing October, and have on the table, a report assuming that all bills paid tonight are approved which should be fairly accurate.
 - b) **Flagger Course** – Doug, CW, Julie and I attended Flagger Training on November 14. It was well worth the time. The City paid for a portion of Doug & my training with the other portion being funded by SAVES the Day. Julie and CW's tuition was covered by the city.
 - c) **Chamber Meeting** – I attended the Chamber Meeting on November 28, 2012.
 - d) **Accounting Training** – I have been taking Black Mountain Software Online courses throughout October and November. Each session lasts less than an hour.
 - e) **Flooding** – I drove around and took pictures of the various locations of 'localized' flooding on December 2, 2012. I spent about 2 hours taking the photos, answering phone calls, and uploading the photos for documentation purposes. County Commissioner Bill Brown would like the city to send a letter to Idaho Transportation Department asking them increase the size of the culverts on the end of South End Road that cross under Highway 95. He stated to me that he advised ITD when the culverts were installed that they would not work. He stated that the city should site that he spoke to them directly. (Please provide direction)
 - f) **Credit Card** – I applied for a US Bank Credit Card on behalf of the city. We should hear something soon.
 - g) **DEQ Communication** – I sent an email to Jack Gantz today with Idaho DEQ today and received a response. Doug and I have come up with a letter to send to JUB that we believe will help get our Sewer Treatment Facility Plan Amendment completed and moving again.
 - h) **Payette River Scenic Byway Kiosk** – The Kiosk in the park is well underway. I have submitted reimbursement from PRSB in the amount of \$2,564.79. I have estimated that the city match portion thus far has been \$1066.25 in Doug & CW's time.
 - i) **GEM Community Grant** – I spoke with Department of Commerce today regarding our Sidewalk / ADA Ramp project. I have sent him a draft reimbursement request to ask if the way I tabulated the figures was correct for reimbursement. I hope to hear back to him tomorrow and we will submit for as much as possible. I was invited to apply again for the March deadline to help complete the next portion of our sidewalk and ramp project. Full reimbursement would be \$49,100 on top of the \$100,000 we have already received from ITD Cash for Towns requests.
 - j) **Communications Tower Meeting** – I have not received any additional written public comments regarding the Communications Tower to this point. If there are, they will be available to you tomorrow evening at 7pm at the depot.
 - k) **W2 & 1099 Training** – I will be attending training online with Black Mountain Software regarding W2's and 1099's. The training takes about 45 – 60 minutes.
 - l) **Local Planning Meeting** – I will be attending a Local Planning Meeting in McCall on Wednesday (12/12/12) with other local municipal and county planners. The meeting is over lunch time and I should not be out of the office for more than three hours. (11:30am – 2:30pm)
 - m) **Annual Audit** – Our Annual Audit with Bailey and Company will be on December 18, 2012. We will be open only from 9am to 3pm so that we can assist the auditors in the reports and information that they seek.
 - n) **Out of Office** – I will be out of the office on December 21, 2012 all day. I will also be out of the office December 14-20 for about an hour each day teaching the Health Class.
 - o) **Reports Coming Due** – I will be completing the following by the end of the month: Census Payroll Report, Census Boundary & Annexation Report, Idaho Annual Street Finance Report, Gem Grant Reimbursement Report and DEQ Reimbursement Report.
3. **Added Agenda Item** – It was suggested earlier today that the council add the letter to JUB and authorize the mayor to sign the document. This could be done under the "New Business".