

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Council President DeOle Priddy called the meeting to order at 7:01pm. Council Member Angie Moore and Council Member Gina Mencer were present. City Clerk/Treasurer Qualls, Public Works Supervisor Doug Buys, Animal Control Officer Clayton White, Office Assistant Jessi Martin, and Crestline Engineer Gregg Tankersley were also present. Mayor Spelman and Council Member Wilde were excused. Public in Attendance: Private Citizen Brad Steiner, Reporter Fred Erland, and Tim Farrell owner of Mountain Waterworks were also present.

Agenda Item 2) Welcome & Pledge of Allegiance:

Council President Priddy led the Pledge of Allegiance.

Agenda Item 3) Public Input: Any 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 & Decision of Invoices, Time Sheets, City Council Meeting Minutes, Committee / Commission Meeting Minutes , and acceptance of Planning & Zoning Commissioner Jeff Parnett Resignation.

- Council Member Moore moved to approve presented invoices with the exception of the first quarter payment to the Adams County Sheriff's Office pending receipt of the signed FY 2012/2013 contract; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.
- Council Member Mencer moved to approve presented time sheets; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.
- Council Member Mencer moved to approve the December 10, 2012 Regular City Council Meeting Minutes, and the December 11, 2012 Public Hearing Minutes; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.
- Council Member Mencer moved to accept the resignation letter submitted by Planning & Zoning Commissioner Jeff Parnett; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Clerk / Treasurer Qualls asked how the Council would like to find a replacement for Commissioner Parnett and to authorize the Mayor to appoint a replacement Commissioner. Suggestions included; place an ad in the paper, place flyers around town, and use of word of mouth. Council Member Mencer stated that the City should do whatever is necessary to find a replacement Commissioner. Council President Priddy agreed. Adams County Record reporter Fred Erland asked Qualls if interested parties need to meet certain requirements. Qualls stated that the replacement Commissioner would need to have lived within City Limits for a minimum of two years.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Agenda Item 5) Communications and Reports: Elected Officials (NONE), Staff, and Mailbag Items

- a) Clerk/Treasurer Qualls stated that Public Works Supervisor would be arriving late to the meeting. Council President Priddy suggested Buys go over the report upon his arrival. **(ATTACHMENT A)**

Qualls verbally went over and explained each of the Clerk/Treasurer reports including monthly financial reports, annual road and street financial reports, a draft of the quarterly financial report for the period ending December 31, 2012, bank statements, and bank reconciliations for the City's Sterling Bank Account and the Local Government Investment Pool. **(ATTACHMENT B)**

Qualls reported that when he arrived at City Hall that morning he found that the City Council Packet for the January 14, 2013 Meeting and other information that he had uploaded to the City's website on Friday, January 11, 2013 was no longer available. Qualls made a call to the City's website host. The host informed Qualls that they had been upgrading their system and that some of the City's links would be temporarily unavailable and the problem would be repaired as soon as possible.

- b) Council Members reviewed Office Assistant Martin's written report. **(ATTACHMENT C)** Council Member Mencer stated that she had no questions in regards to the report.
- c) Animal Control Officer White directed the Council's attention to some information regarding animal control training that he had given them at the beginning of the meeting. White stated that there was a Level 1 training scheduled in Boise for August 2013 that he feels would be beneficial. The Level 3 and 4 courses seem to be unnecessary. The Level 2 training may also be beneficial but White was not able to locate any Level 2 training in Idaho.

White reported that he had created a log sheet so that he is able to track; phone calls, complaints, action taken and time spent on Animal Control. Council Member Mencer stated that she felt that the log sheet was a good idea.

Council Member Moore suggested that scholarship opportunities for training be investigated. Council President Priddy stated that more information should be obtained. Since the training wasn't until August 2013 the Council could make a decision at a later date.

- d) Council President Priddy asked if there were any mail bag items. Clerk/Treasurer Qualls replied that included in the packet was an invitation to City Officials' Day At the Capitol. Qualls conveyed that this would be a chance for the City Council and or Mayor to meet with Legislators.

Agenda Item 6) Old Business:

- a) **Communication Tower – Review / Discuss / Decision on correction of the motion regarding the Communications Tower Conditional Use Permit.**

Qualls explained to the Council that following the Tuesday, December 11, 2012 Public Hearing a motion to deny the Communications Tower Conditional Use Permit was made, staff noticed the motion failed. It was clear that the Council wanted to deny the Conditional Use Permit Application but when voting on the motion to deny the application Council Members voted nay. The nay vote meant that the motion to deny the application had failed. Qualls stated that legal counsel had directed him to advise the Council to repeat the motion and vote accordingly.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

- Council Member Mencer moved to deny AT&T's Conditional Use Permit Application; Council Member Moore seconded the motion. Roll Call: Gina Mencer – aye, Angie Moore – aye, DeOle Priddy – aye. Motion carried.

b) Flood Prevention – Ongoing discussion of flood prevention measures.
-NONE-

Council President Priddy asked if Public Works Supervisor Doug Buys would like to go over his written report at this time. **(ATTACHMENT A)** Buys stated that he had an addition to his written report and that he would be happy to answer questions the Council had.

Public Works Supervisor Buys reported that he had learned that if the City Council makes the decision to crush rock extracted from City owned property to use, a bond is not necessary. The City would only need to obtain a reclamation permit.

Agenda Item 7) New Business (General):

a) Investment Policy – Discuss / Review / Decision on a Resolution of the City of New Meadows granting banking authority.

Clerk / Treasurer Qualls directed the Council's attention to a draft resolution and explained that if approved it would grant the City Clerk / Treasurer authority to administer banking services for the city. Qualls stated that one difference between the proposed resolution and a previous resolution is that the proposed resolution would authorize the City Clerk / Treasurer to make payments electronically saving the city postage and potentially late fees.

Qualls reported that City Attorney Bert Osborn had reviewed the draft resolution and had no problems. Council Member Mencer stated that she did not have any issues with the resolution. Council President Priddy also reported not having any problems with the resolution.

- Council Member Mencer moved to approve the proposed resolution granting the City Clerk / Treasurer authority to administer banking services for the city; Council Member Moore seconded the motion. Roll Call: Gina Mencer aye, Angie Moore aye, DeOle Priddy aye. Motion carried.

b) Outsourcing Payroll – Discuss / Review / Decision on outsourcing Payroll.

Clerk / Treasurer Qualls apologized that he had not had time to obtain quotes to outsource the city's payroll, because the idea was not completely explained. Qualls reported that he had spoken to Jared Zwygart with Bailey & Company who had cautioned him on outsourcing payroll. Sometimes employees become employed by the payroll agent, and the city contracts out employment to the payroll agent.

Qualls asked that the Council provide him with more details so that he can obtain appropriate quotes. Council members decide that it would be best to discuss and make a decision at a time when the full council is in attendance.

-TABLED-

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

c) Time Clock Purchase – Discuss / Review / Decision on purchasing a Time Clock.

Clerk/Treasurer Qualls reported that he had spoken with a Black Mountain Software representative regarding purchasing a time clock that would work in conjunction with the software that the City uses. Qualls had been referred to Black Mountain's preferred vendor; Time Clock Plus On Demand. The cost of this web based solution is a one-time \$199 set-up fee and \$35.00 monthly.

Black Mountain Software can also provide a time-clock interface for an annual cost that could compliment the Time Clock Plus On Demand software, Qualls said.

Council members decided that it would be best to discuss and make a decision at a time when the full council is in attendance.

-TABLED-

d) Reasoned Statement – Review / Discuss / Decision Reasoned Statement for denied Communications Tower Conditional Use Permit.

Clerk/Treasurer Qualls reported that the Reasoned Statement had been previously known as Findings of Fact and Conclusion of Law and that City Attorney Bert Osborn had changed the title to a Reasoned Statement. The Reasoned Statement includes Findings of Fact and Conclusion of Law and also legally describes the property and summarizes the entire process.

Qualls reported that the Council should expect the legal bill for the month of January 2013 to be more than usual due to all of the work done between Qualls and Osborn on the Reasoned Statement.

If the Council authorizes Mayor Spelman to sign the Reasoned Statement, Qualls would forward it on to the applicant.

- Council Member Mencer moved to authorize Mayor Spelman to sign the Reasoned Statement for the Conditional Use Permit for the New Cingular Wireless PCS, LLC (AT&T Wireless) Communications Tower; Council Member Moore seconded the motion. Roll Call: Gina Mencer – aye, Angie Moore – aye, DeOle Priddy – aye. Motion carried.

Agenda Item 8) New Business (Streets).

a) Depot Snow Removal – Review / Discuss / Decision on request for snow removal at Adams County Historic Depot.

Office Assistant Jessi Martin reported that Morris Krigbaum had been to City Hall and made the request that the city write a letter or send an e-mail as to the reasoning behind the city not plowing the drive at the Adams County Historic Depot. Martin reported that Krigbaum had expressed concern that if an emergency occurred at the Depot appropriate vehicles would not be able to gain access to the building.

Council Member Mencer asked if Public Works had plowed the Depot drive in the past. Public Works Supervisor Doug Buys reported that the City had, but never without numerous complaints about the city's plowing job.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Council President Priddy suggested that a letter be drafted. Council Member Mencer suggested that the letter state that the city does not plow any other businesses or non-profit organization and can no longer plow there. Priddy suggested that the City Council sign the letter. Qualls agreed to draft a letter.

b) North Commercial Avenue Engineer – Review / Discuss / Decision on contract with Crestline Engineering services.

Clerk/Treasurer Qualls reported that a plan had been formulated during a meeting with Crestline Engineers. Since the meeting a problem with the plan had been discovered. Qualls explained that he is still waiting to hear back from Jim Zier with Local Rural Highway Investment Program to find out whether or not the grant funding for the North Commercial Avenue Project is allowed to be used for design and or engineering.

Qualls asked that Gregg Tankersley explain the proposal and agreement to the City Council. Tankersley stated that he had a meeting with Council Member Angie Moore, Public Works Supervisor Doug Buys, and Clerk / Treasurer Qualls. They had discussed the six tasks outlined in the proposal. The grant funds that the City obtained will cover costs for tasks 1 and 2. Tankersley advised the city to enter the agreement promptly so that meetings can be scheduled with additional funding sources.

Qualls reported that City Attorney Bert Osborn had reviewed the proposal and agreement with Crestline Engineering Services. Osborn was satisfied and his comments had been included in the packets. Tankersley stated that the proposal and agreement are standard. Tim Farrell with Mountain Waterworks added that the standardized contracts are acceptable to funding agencies.

Council Member Moore asked if Tankersley felt it would be important for a City Official and or a City Staff Member to attend the first meeting with funding agencies. Tankersley stated that he would suggest that someone from the city be at the meeting with the funding agencies so that they can see the city's vested interest in the project. Tankersley also expressed that Crestline Engineers prides itself on open communication with clients.

- Council Member Mencer moved to authorize Mayor Spelman to sign the contract with Crestline Engineering Services for work on the North Commercial Project; Council President Priddy seconded the motion. Roll Call: Gina Mencer – aye, Angie Moore – aye, DeOle Priddy – aye. Motion carried.

c) Street Sander – Citizen Brad Steiner would like to discuss with the City Council purchasing a piece of equipment to sand the city streets. Discuss / Review / Decision.

Citizen Brad Steiner stated that he was concerned about the condition of city streets after they are snow covered. Steiner explained that streets are very slick and are dangerous. He added that he has two young children who go back and forth across the street. They have been taught to look before crossing but if they forgot or didn't see a vehicle there would be a chance of a driver being unable to stop on the icy streets.

Steiner suggested that the city purchase a small, pick-up mounted, street sander. He directed the Council's attention to a few options of sanders that he had found. Mr. Steiner explained that the sander could be mounted using the hitch receiver on the city's blue Ford. He recommended that the city sand all intersections to aid people to safely stop.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Public Works Supervisor Buys stated that in years past ITD would sand the city's intersections. Steiner clarified that ITD is no longer allowed to provide this service to the city. Buys suggested that if the Council makes the decision to purchase a sander the city uses only sand, not any salt and that the possibility of ITD donating the sand be investigated.

Clerk/Treasurer Qualls stated that he had received an e-mail from Adams County Commissioner Bill Brown cautioning the city about liabilities they may possibly incur if sanding is started and for some reason it not being done regularly.

Council President Priddy asked that Qualls contact City Attorney Bert Osborn regarding liabilities the city could face if the decision was made to sand intersections.

-TABLED-

Agenda Item 9) New Business (Sewer).

a) Chlorinator Redundancy – Review / Discuss / Decision on purchasing a Chlorinator Pump as a back-up piece of equipment.

Public Works Supervisor Doug Buys explained to the Council that the chlorinator seems to be continuously in need of repair. When it breaks down Buys has to add chlorine manually which could possibly cause the city to fail testing. Buys requested that the City purchase a new pump so that one can always be in working condition.

Council Member Mencer asked Qualls how the budget for sewer looked. Qualls responded that the budget was tight at 47% due to the backhoe break down. He also explained that if a violation occurs due to the chlorinator not working the city would be charged a fine of \$1700.00/day.

Council Member Moore asked Buys to clarify what the city needs. Buys suggested that the city purchase only the chlorinator pump. Council Member Moore asked if Buys would send the old pump to be repaired. Buys replied that he would.

- Council Member Moore moved to approve the purchase of a new pump for the chlorinator at the cost of \$1626.00 and to send the old pump to have the seal repaired; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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.

Tabled Items

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Agenda Item 11) Executive Session 67-2345 (f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

- Council President Priddy moved to adjourn into Executive Session under Idaho Code 67-2345 (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated; Council Member Mencer seconded the motion. Roll Call: Priddy – aye, Moore – aye, Mencer – aye. Motion carried

Council adjourned into executive session at 8:18 pm.

Council came out of executive session at 8:20 pm. Council directed Clerk Qualls to forward the claim as recommended by City Attorney Bert Osborn.

Agenda Item 12) Executive Session 67-2345(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

- Council President Priddy moved to adjourn into Executive Session under Idaho Code 67-2345 (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; Council Member Mencer seconded the motion. Roll Call: Priddy – aye, Moore – aye, Mencer – aye. Motion carried

City Council adjourned into executive session at 8:21 pm.

Council came out of executive session at 9:10 pm. Council directed the clerk to send a letter to Tim Farrell with Mountain Water Works to request his services if the actions discussed in executive session did not work.

Agenda Item 13) Adjourn

- Council President Priddy moved to adjourn the meeting; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Meeting adjourned at 9:25 pm.

OFFICIAL: Julie Spelman
Julie Spelman, Mayor

ATTEST: Jacob Qualls
Jacob Qualls, City Clerk

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Attachment A

Doug Buys
Public Works Supervisor
Monthly Report
01/14/2013

Water:

1. All water tests came back great as usual.
2. The water system has been running very well, with no problems to report.
3. We have had a couple residents waters freeze, with all the cold weather, all have been on the residents side of the meter though.
4. Meter reading went well last month; it was a little slower than the summer but still made good time.
5. The Fire pump has been maintained for the year, all Oil, and Filters have been replaced as well as greased.

Sewer

1. We are still having problems with algae in the lagoons, I have talked to Idaho Rural Water, and we are seeing what all we can do.
2. I contacted Pipeline Specialties, and when they do our line cleaning this summer, we will look at and discuss pricing for manhole rehab, and possibly slug removal in the holding lagoons. We talked about this a couple years ago, but we never acted.
3. With all the flooding and Rain, our chlorinator pump lost a seal again, we assume it's from running wide open for so long with all the rain fall.
4. I would like to purchase another pump so we can simply switch out the pumps if one fails, and have the other one fixed.
5. We are talking to Tim Farrell, to help us with JUB to finish the EID; we still have received nothing from JUB.
6. I and I is still a major problem for our little system, somehow we need to find the money to start fixing the problems that we have.
7. The Blower room has been maintained for the year, all filters, oils, and belts have been replaced.

Streets

1. We have plowed twice already this year, we also scraped town once because the ice on the roads were getting rough and we were getting complaints.
2. Because of the new grader, and soft, unfroze conditions, during our first plow, I did gouge in the dirt with the blade. This will all have to be fixed in the spring.

Storm Drains

1. With the freezing temps, we will have frozen buildup in the storms drains, this is a problem every year, but will deal with it as needed when the temp warms up.
2. I do need a decision on piping on Katherine Street if we are going to continue the piping where we left off or not.
3. The Ditch on S. Norris has been cleaned, with the county's help.

Equipment

1. All the equipment is up and running at this time
2. I would like to get the backhoe into J.I Morgan, and have them check out the front end, to avoid any more costly break downs.
3. The loader got a great revue at CESCO, they said we have done a great job keeping up on it.

Park & Restrooms

1. Normal cleaning and up keep is being done at the bathrooms during the summer months. The kiosk project will have to wait till spring to finish.

Industrial Park

1. C&N Electric is still working on bid for New LED Lights at the I P
2. I had to call A-1 heating to come down and look at the heaters in Nelson's machine shop, only 2 of the 4 were working.

Misc.

If there is anything I have forgotten, or questions please let me know.

-Doug

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Attachment B

City Clerk Report for January 14, 2013

1. **Utility Billing –**
 - a) **Jessi did the billing on December 31, 2012.**
2. **Publications, Reports, Meetings & Events –**
 - a) **Treasurer Reports –** Enclosed in your packets are the Financial Reports of the City ending December 31, 2013.
 - b) **Credit Card –** I applied for a US Bank Credit Card on behalf of the city. We were approved for a new card. I have a telephone meeting on Thursday to have it set up appropriately.
 - c) **Secretary of State –** I filed Ordinance 115 and minutes of the Adams County minutes of April 9, 1912 with the Idaho Secretary of State in order for the City of New Meadows to be recognized with the State of Idaho as a Municipal Corporation. This should help with grant funding, credit card applications, among other things. Only a portion of Idaho cities have done this, with more and more filing each year. There is not a cost to file the paperwork and no signatures were needed. Just sort of housecleaning.
 - d) **Payette River Scenic Byway Kiosk – I sent a new pay request for this past month.**
 - e) **Audit –** Jared with Bailey & Company was here on December 18, 2012. It sounded like he was very impressed with how we have been handling our finances. He will present the audit report in February.
 - f) **GEM Community Grant –** I have not heard back from the Department of Commerce regarding our request to have the award deposited into our account.
 - g) **W2 & 1099 Training –** I will be attending training online with Black Mountain Software regarding W2's and 1099's in the next few days, hopefully this week.
 - h) **Out of Office –** I was out of the office on January 8, 2013 to assist Idaho County in a Disaster Response Drill.
 - i) **Reports Completed-**
 - i. Annual Street Finance Report
 - ii. Sterling Savings Bank Reconciliation
 - iii. Local Government Investment Pool Bank Reconciliation
 - iv. 2012 / 2013 Q1 Report (To be published after approval of bills)
 - v. 4th Quarter Idaho Unemployment Insurance Tax Report
 - vi. 4th Quarter Federal 941 Employment Tax Report
 - j) **Reports & Work Coming Due or soon to be in progress –**
 - i. State Insurance Fund 2012 Report
 - ii. Census Annual Payroll Report
 - iii. Census Annexation & Boundary Survey
 - iv. 2011 / 2012 Q4 Report Publication (After audit adjustments are sent and made)
 - v. W2's and 1099's
 - vi. LHRIP Emergency Grant Close-out
 - vii. Grant Applications for DEQ 319 Funding
 - viii. Grant Applications for Park Improvements

If you have any questions, please do not hesitate to stop by or give me a call. I am always available for the elected officials. - Mac

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Attachment B continued...



Issued January 10, 2013

City of New Meadows, Idaho
Monthly Reporting Dashboard

FY 2013: October 1, 2012 - September 30, 2013

| Our Investments & Cash | |
|-------------------------------------|--------------|
| Balances as of December 31, 2012 | |
| <u>General Fund</u> | |
| <u>Fund # 1</u> | |
| December 31, 2012 | \$104,339.09 |
| December 30, 2011 | \$74,596.37 |
| <u>Transportation Fund</u> | |
| <u>Fund # 2</u> | |
| December 31, 2012 | \$96,423.78 |
| December 31, 2011 | \$100,129.25 |
| <u>Youth Sports Fund</u> | |
| <u>Fund # 4</u> | |
| December 31, 2012 | \$4,543.85 |
| December 31, 2011 | \$2,271.65 |
| <u>Warren Brown Youth Park Fund</u> | |
| <u>Fund # 5</u> | |
| December 31, 2012 | -\$128.73 |
| December 31, 2011 | -\$128.73 |
| <u>Water Fund</u> | |
| <u>Fund # 60</u> | |
| December 31, 2012 | \$78,433.43 |
| December 31, 2011 | \$49,316.40 |
| <u>Industrial Park Fund</u> | |
| <u>Fund # 63</u> | |
| December 31, 2012 | \$58,381.43 |
| December 31, 2011 | \$83,370.35 |
| <u>Sewer Fund</u> | |
| <u>Fund # 65</u> | |
| December 31, 2012 | \$82,399.65 |
| December 31, 2011 | \$122,850.43 |
| <u>Sewer Grant Fund</u> | |
| <u>Fund # 66</u> | |
| December 31, 2012 | -\$18,486.37 |
| December 31, 2011 | -\$12,411.37 |

| Our Cash Flows.... | | |
|--|--------------|------|
| Major Funds | | |
| FY 2013: October 1, 2012 - December 31, 2012 | | |
| <u>General Fund Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$234,039.00 | 100% |
| Revenues to Date | \$45,203.51 | 19% |
| Expenditures to Date | \$76,325.75 | 33% |
| <u>Transportation Fund Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$419,100.00 | 100% |
| Revenues to Date | \$55.09 | 0% |
| Expenditures to Date | \$3,866.30 | 1% |
| <u>Youth Sports Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$3,100.00 | 100% |
| Revenues to Date | \$0.00 | 0% |
| Expenditures to Date | \$0.00 | 0% |
| <u>Warren Brown Youth Park Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$400.00 | 100% |
| Revenues to Date | \$0.00 | 0% |
| Expenditures to Date | \$0.00 | 0% |
| <u>Water System Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$144,375.00 | 100% |
| Revenues to Date | \$38,727.30 | 27% |
| Expenditures to Date | \$44,117.27 | 31% |
| <u>Industrial Park Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$520,075.00 | 100% |
| Revenues to Date | \$4,875.93 | 1% |
| Expenditures to Date | \$21,317.07 | 4% |
| <u>Sewer System Revenues & Expenses</u> | | |
| Fiscal Year 2013 Budget | \$155,735.00 | 100% |
| Revenues to Date | \$36,906.77 | 24% |
| Expenditures to Date | \$45,652.52 | 29% |
| <u>Sewer Grant Revenues & Expenditures</u> | | |
| Fiscal Year 2013 Budget | \$0.00 | 100% |
| Revenues to Date | \$0.00 | 0% |
| Expenditures to Date | \$0.00 | 0% |

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Attachment B continued...



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued January 10, 2013

FY 2013: October 1, 2012 - September 30, 2013

| Long Term Debt | | | Specific Revenue Collections at a Glance..... | | |
|-----------------------|----------------|-------------|--|--------------|------|
| | | | FY 2013: October 1, 2012 - December 31, 2012 | | |
| Sewer Bond | Balance | Rate | Property Tax Revenue Collections | | |
| 2029 Maturity | \$394,610.00 | 5.13% | Fiscal Year 2013 Budget | \$131,352.00 | 100% |
| Annual Payment | \$32,995.00 | | Revenues to Date | \$25,688.83 | 20% |
| Reserve Required | \$32,995.00 | Met | State Shared Revenue Collections | | |
| Water Bond | Balance | Rate | Fiscal Year 2013 Budget | \$55,567.00 | 100% |
| 2020 Maturity | \$198,893.00 | 5.75% | Revenues to Date | \$13,820.76 | 25% |
| Annual Payment | \$26,733.00 | | Permit & License Revenue Collections | | |
| Reserve Required | \$26,733.00 | Met | Fiscal Year 2013 Budget | \$3,525.00 | 100% |
| Grader Lease | Balance | Rate | Revenues to Date | \$1,386.25 | 39% |
| 2018 Maturity | \$213,863.00 | 3.30% | Franchise Fee Revenue Collections | | |
| Annual Payment | \$31,450.38 | PAID | Fiscal Year 2013 Budget | \$13,000.00 | 100% |
| | | | Revenues to Date | \$2,651.74 | 20% |
| | | | Fine & Forfeit Revenue Collections | | |
| | | | Fiscal Year 2013 Budget | \$6,000.00 | 100% |
| | | | Revenues to Date | \$963.80 | 16% |

| Interest Rates ... November 2012 | |
|---|---------|
| Location | Rate |
| Local Gov. Investment Pool | 0.1905% |
| Sterling Savings Bank | 0.0100% |

| Historic Cash Flows For Major Funds (Three Years + Current Year) | | | | | | | | |
|---|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|
| | FY 2012/2013 | | FY 2012/2011 | | FY 2011/2010 | | FY 2010/2009 | |
| | As of 12/31/12 | | As of 12/31/11 | | As of 12/31/10 | | As of 12/31/09 | |
| General Fund | \$235,994.00 | 100% | \$301,017.00 | 100% | \$238,700.00 | 100% | \$234,150.00 | 100% |
| Revenues | \$45,203.51 | 19% | \$27,943.67 | 9% | \$44,378.11 | 19% | \$36,315.26 | 15% |
| Expenditures | \$76,325.75 | 33% | \$55,456.19 | 18% | \$49,057.70 | 21% | \$51,129.69 | 21% |
| Water Fund | \$144,375.00 | 100% | \$147,200.00 | 100% | \$154,613.00 | 100% | \$164,498.00 | 100% |
| Revenues | \$38,727.30 | 27% | \$37,983.03 | 26% | \$41,866.67 | 27% | \$32,133.98 | 20% |
| Expenditures | \$44,117.27 | 31% | \$45,708.69 | 31% | \$40,449.21 | 26% | \$39,371.33 | 24% |
| Sewer Fund | \$155,735.00 | 100% | \$205,300.00 | 100% | \$164,275.00 | 100% | \$177,460.00 | 100% |
| Revenues | \$36,906.77 | 24% | \$37,570.05 | 24% | \$42,367.68 | 26% | \$33,161.46 | 19% |
| Expenditures | \$45,652.52 | 29% | \$41,914.51 | 20% | \$39,852.00 | 24% | \$38,023.87 | 21% |
| Industrial Park | \$520,075.00 | 100% | \$17,150.00 | 100% | \$46,150.00 | 100% | \$16,500.00 | 100% |
| Revenues | \$4,875.93 | 1% | \$4,861.28 | 28% | \$4,853.31 | 11% | \$3,900.18 | 24% |
| Expenditures | \$21,317.07 | 4% | \$1,269.98 | 7% | \$2,851.96 | 6% | \$3,187.85 | 19% |

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 14, 2013 AT 7:00 P.M.
NEW MEADOWS CITY HALL

Attachment C

Office Assistant
Jessi Martin
Monthly Report
January 14, 2013

- Agendas were posted and packets delivered for the January 14, 2013 Regular City Council Meeting on Friday, January 11, 2013
- All 2012 water and sewer test results were scanned and filed on January 10, 2013.
- On Friday, January 4, 2013 Agendas were posted and packets were delivered for the January 7, 2013 Planning & Zoning Meeting.
- Newsletters were printed and delivered on Tuesday, January 7, 2013 with approval from Mayor Spelman via telephone.
- 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 created labels for vendor files and Meeting Packets for 2013.
- I created address labels for all customers that have more than one account. This will save me quite a lot of time on billing day.
- I did billing for the month of January on Monday, December 31, 2012. My second time doing billing went much quicker than the first and I feel fairly comfortable with the process. Mac advised me that I had made a mistake in billing regarding the rate change from summer to winter.
- 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 making deposits at least twice a week.
- The Community Newsletter for February will be printed on or before February 4, 2013, if anyone would like to add anything to it, please get me the information. If you have any suggestions regarding the newsletters content please let me know.
- I am checking the Suggestion Boxes weekly and have received no new suggestions.
- I typed up a very rough draft of the Public Hearing Minutes that was held Tuesday, December 11, 2012. I emailed them to Mac on Thursday, December 20, 2012 for editing. I made changes to the draft on 01/08/2013.
- Tuesday, December 18, 2012 Bailey & Company was here to do our audit. The auditor asked that I locate a list of invoices for them to review.
- I typed up a draft of the minutes for the December 10, 2012 Regular City Council Meeting. I emailed them to Mac on Friday, December 14, 2012 for editing. I made format changes to the draft on 01/07/2013.
- Resolutions and Proclamations were scanned and added to the City's website.