

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, FEBRUARY 11, 2013, 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 7:01 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, Animal Control Officer Clayton White, Crestline Engineer Gregg Tankersley and Office Assistant Jessi Martin were present. Public in attendance: Jeff Parnett, Craig Baker, Susan Gregersen, Kelly Nelson, Brad McGarry, Mike Howard, Rick Brown, and Nancy Smith. Adams County Commissioner Bill Brown, Adams County Sheriff Ryan Zollman, and Adams County Under Sheriff Jeff Brown were also present.

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

Mayor Spelman welcomed all that were present and led the Pledge of Allegiance.

***Agenda Item 3) Public Input: Members 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.**

Council Member Mencer stated that she had reviewed all invoices and that she would like to pull the State Insurance Fund pending further investigation of the charges but that otherwise she had no questions.

Mayor Spelman expressed concern regarding the A-1 Heating and Cooling Invoice stating that she believed that the heaters that had been purchased from A-1 were under warranty. Public Works Supervisor Buys stated that A-1 had not worked on the heaters that had been purchased from A-1 for Double D Meats. A-1 had repaired heaters at Nelson's Machine Shop. Buys also stated that C&N had been into the City's Shop to perform electrical repairs.

Council Member Wilde stated that after seeing the invoice from City Attorney Bert Osborn she was concerned about the budget that had been set for attorney fees. City Clerk / Treasurer Mac Qualls verbally went over attorney expenditures and the budget that had been set for each.

- Council Member Mencer moved to approve the consent agenda holding payment of the State Insurance Fund pending further investigation; Council Member Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 5) Audit Presentation: Jared Zwygart with Bailey & Company will present the FY 2011-2012 Audit. Council to approve the audit findings.***

Due to Bailey & Company representative not yet being present; the Council moved on to the next item.

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**Agenda Item 6) Communications and Reports:**

**a) Mayor:**

**i. Planning & Zoning Commissioner Vacancy**

Mayor Spelman stated that she had spoken to two prospective Planning & Zoning Members, both did not express any interest in filling the vacancy. Spelman asked if any of the Council Members or City Staff had located any potential Commissioners.

Clerk / Treasurer Qualls stated that one prospect had expressed interest but had found that the potential Commissioner lived three miles out of City limits. Qualls reported that the Planning & Zoning Commissioner Vacancy had been posted around town, in the City Newsletter and in the newspaper.

**b) City Council Members**

NONE

**c) Staff**

**i. Public Works Report:** Supervisor Doug Buys stated that he had submitted a written report and was available to answer any questions. **(ATTACHMENT A)** Buys stated that in addition to his report Double D had contacted him that day and requested that the City pay to repair or replace an exhaust fan in their shop at the Industrial Park. Buys explained that he had contacted C&N Electric and that they would be giving him a quote for the exhaust fan. Buys reported that he would inform the Council and Mayor of the cost of the repair or replacement of the exhaust fan so that they can make a decision concerning payment by the City.

Council Member Wilde asked if the inside or outside of the park restrooms need to be painted. Buys replied that the inside of the park restrooms were in desperate need of primer and paint. Buys expressed that the odor in the restrooms would linger until they are painted. Buys suggested the option of using excess funding from the kiosk to paint the restrooms Council Member Wilde suggested that the City staff explore the option of purchasing the paint and having high school students perform the painting. Wilde stated that she owns a sprayer and would be willing to lend it to the City for the job.

Mayor Spelman asked Buys how the City's equipment was holding up. Buys stated that it was all holding up; partially due to the minimal snow fall that the City has seen so far throughout the winter.

**ii. Animal Control Report:**

Animal Control Officer CW White stated that he had submitted a written report and was available to answer any questions. **(ATTACHMENT B)**

Council Member Wilde asked when the vaccination clinic would be held. City Clerk Treasurer Qualls reported that Office Assistant Martin had scheduled it for Saturday, March 16, 2013.

Mayor Spelman asked that Animal Control Officer White be sure to check that animals are licensed if they are impounded. White stated that he always refers to the list of licensed animals to make sure that owners are notified if their animal is impounded.

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- iii. City Clerk / Treasurer Reports:** Clerk/Treasurer Qualls directed the Council's attention to a few reports that had not been included in their packets but had been on the Council's table prior to the meeting. This included the balanced January statement that had arrived via mail on the day of the meeting. Qualls verbally went over his reports. **(ATTACHMENT C)**

Qualls explained to the Council that he, Mountain Water Works, and Crestline Engineering staff had attended a meeting with various funding agencies to attempt to obtain funds to complete the North Commercial Project. Qualls reported that funding may be difficult to acquire.

Qualls attended a Payette River Scenic Byway meeting in Eagle which had ended before he had expected. With the time he had after the meeting Qualls reported that he had met with Jared Zwycart at Bailey & Company to get some questions answered regarding the City's audit. After he met with the auditor Qualls met with a representative with the USDA and found out about some potential funding that could assist with completion of the North Commercial Project. Qualls stated that he had learned a great deal of information about General Obligation Bonds and the process to obtain the funds for the improvement of City streets.

Mayor Spelman suggested that Qualls contact Carol Coyle to gain more information about possible funding that is available.

Council Member Wilde asked for Qualls to give more information on the grant workshop that he requested to attend in his written report. Qualls explained that the workshop was similar to the workshop that he had planned to attend last year but had been cancelled. The cost of the workshop is \$300.00 for a team of three. Qualls would like to partner with citizen Kat McDaniels and another community member to attend the workshop to write a grant to obtain new playground equipment at the south east corner of the City Park.

- iv. Office Assistant Report:** Mayor Spelman and Council Members reviewed Office Assistant Jessi Martin's written report. **(ATTACHMENT B)** Council Member Wilde congratulated Martin on being an employee of the City for one year on February 8, 2013.

Council Member Wilde asked for clarification on the global rate change that was made. Qualls explained that during summer months when city residents are irrigating the sewer does not charge an overage until over 7,000 gallons of water is used. In the winter the overage is charged at above 3,000 gallons since water used is assumed to being flushed through the sewer system.

Mayor Spelman asked if making phone calls to customers who are being sent disconnect notices is helpful in keeping city residents water on and utility bills paid. Qualls and Martin stated that they believe the phone calls are helping. Public Works Supervisor Doug Buys stated that before phone calls were being made and disconnect notices were being posted on doors, the public works crew was turning off the water service at an average of ten or twelve customers monthly.

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**d) Crestline Engineer's Report – North Commercial Avenue**

Crestline Engineer Gregg Tankersley reported that due to some recently discovered funding issues it will be impossible to complete the North Commercial Project in its entirety during the 2013 construction season. Tankersley stated that he and his team had been working on breaking the project into phases that will be possible with available funds. Tankersley explained that during the meeting that Qualls and he had attended they had learned that the LHTAC funding that the City had been counting on was secure, but wouldn't be transferred to the City until proper preparations were in place. Tankersley requested that communications be open with the school. Given that the school is at the end of North Commercial, the school will be instrumental in obtaining further funding and inspirational to the design of the project. Contact with property owners on the west side of North Commercial is also important Tankersley stated. A possibility of expanding the right of way may be an option so that pathways and surface treatments can be included in the project. Tankersley ended by stating that progress was being made on the project and preliminary designs were being worked on.

**e) Other (Mailbag, Other Elected Officials, etc)**

Clerk/Treasurer Qualls reported that ICRMP and IRWA had teamed up and would host a free training for elected officials in McCall. Qualls said that attending the training would be well worth the Mayor and Council's time.

Mayor Spelman congratulated Adams County Sheriff Ryan Zollman on winning the election. Spelman informed Zollman that the office at the back of New Meadows City Hall is available for Adams County Sheriff's use and asked if he had anything to report. Zollman thanked Mayor Spelman and stated that he and new Under Sheriff Jeff Brown had attended the meeting to open communication between the Adams County Sheriff's Office and the City of New Meadows. Sheriff Zollman asked that if the Mayor or Council needs anything from the Sheriff's Office that it be communicated to them and that they will do their best to oblige. Mayor Spelman reported that she had spoken to Zollman on a previous date about obtaining more detailed reports from the Sheriff's Office. Zollman replied that he had looked into the request and believes with the new system in place, he and dispatchers had discovered a way to provide these reports to the City.

***Agenda Item 5) Audit Presentation: Jared Zwycart with Bailey & Company will present the FY 2011-2012 Audit. Council to approve the audit findings.***

Auditor Jared Zwycart with Bailey & Company presented the Mayor, City Council with a letter of findings and a copy of the FY 2011-2012 Audit Report that had been completed on December 18, 2012. Zwycart verbally reviewed the Audit Report and letter with the Mayor and Council, giving explanation of findings throughout the report.

Zwycart stated that the audit was prepared using GASB (General Accounting Standards Board) statements to set GAAP (General Accepted Accounting Principles. Zwycart explained that small cities often operate on a cash basis, but budget utilizing an accrual basis. He stated that the audit should reflect what staff reports to the Mayor and Council.

Zwycart stated that the city should look into automatically increasing water / sewer rates up to 3% per year to lessen the need of larger increases every few years.

Zwycart stated that the Industrial Park was barely hanging on when accounting for depreciation.

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Zwygart explained that they found the payroll 941's were submitted a little bit late, but was rectified during the audit by Qualls. Zwygart also explained that because the city is so small, there is a problem with segregation with duties. He explained that it is very important to initial and date each report that the Clerk/Treasurer produces for the meetings.

During the review of the audit, Qualls asked Mr. Zwygart why the final payment made to the Sheriff's Office was not listed on the report. Zwygart stated that he would make amendment and send out a clean copy of the audit.

- Council President Priddy moved to approve the Audit Findings for FY 2011-2012 with the amendment of the final Adams County Sheriff's Office payment; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 7) Old Business:***

**a) Street Sander – Discuss / Review / Decision on Citizen Brad Steiner request for the city to purchase a piece of equipment to sand city streets.**

City Clerk/Treasurer Qualls reported that during the last Regular City Council Meeting the Council had requested that Qualls contact City Attorney Bert Osborn to gather further information on the City's liabilities if the decision to sand city streets were to be made. Osborn had informed Qualls that the City would have liability regarding streets whether sanding is done or not. Osborn suggested that a policy be put into place if the City begins sanding and explained that the policy would need to be strictly followed.

Mayor Spelman asked for Public Works Supervisor Doug Buys' opinion on the issue. Buys explained that the sanding of intersections could definitely be helpful in keeping streets more safe at times throughout the winter season; though if the decision is made to start sanding it would be expected by city residents and it may not always be a possibility. Buys reported that he had been informed of an ITD surplus equipment sale that had been scheduled and suggested that the City look into it to find out if a piece of sanding equipment could be purchased at a low price. Buys also suggested that the City speak to ITD about a possible sand donation, one dump truck load would most likely sand all City intersections two or three times.

Spelman suggested that the City put a policy in place stating that a certain amount of funding will go toward sanding streets annually and that once those funds are spent the City will quit sanding. Qualls stated that the City could possibly implement the suggestion along with attempting to budget for the following season.

Council Member Mencer requested that Buys find out when the ITD equipment sale is and if a sander would be available at the sale.

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**b) North Commercial Rock – Discuss / Review / Decision on next steps regarding using rock on airport.**

Mayor Spelman suggested that if the decision is made to reclaim rock from the recently acquired City property for use as road base on City Streets the process begin soon because it seems that it may be quite lengthy. Qualls stated that he does not believe that the process to obtain a reclamation permit from the Department of Lands will be too difficult. After the permit is obtained the City would need to follow its own zoning codes and go through the process of obtaining a Conditional Use Permit. Qualls suggested that the City start with making a specific plan and communicating with the school and surrounding neighbors to come to an agreement.

Council Member Wilde asked if the City would need to hire someone to perform the work of reclaiming the rock. Qualls explained that the project would just be a matter of scraping and reclaiming the rock. Mayor Spelman stated that using the reclaimed rock on all City street could possibly have a solid base and the next step would be paving.

Qualls commented that he could begin the process of working with the Department of Lands if the Council would like. Crestline Engineer Gregg Tankersley commented that the City would incur some upfront cost on the project including obtaining the permit and drilling and testing the rock to be sure that it could be used as a road base. Buys explained he had come up with the idea of reclaiming the rock that the rock would not only be used on the North Commercial Project but on all city streets. The decision is ultimately up to the Council. Buys had believed that it may be a way to save money and improve the city's streets. Qualls stated that the rock may have to meet testing requirements and drilling may have to wait until spring when the snow melts and ground thaws.

Mayor Spelman granted a request by Adams County Commissioner Bill Brown to speak on the subject. Brown stated the ground being discussed held some of the best rock for road base in the county and it is really an asset to the City. Brown explained that rock is expensive and that hauling rock any distance is very expensive. The rock that Buys suggested is great for road base; Brown knows this because he has used rock from adjoining property for just that. The process of obtaining the reclamation permit will be fairly inexpensive if the City does not plan to sell the reclaimed rock.

Buys stated that he would check the price to rent a D-10 cat from JI Morgan with and without an operator and get quotes from other companies. Council Member Priddy suggested that Buys and Qualls begin figuring numbers out and begin the process of obtaining the reclamation permit.

**c) Flood Prevention – Ongoing discussion of flood prevention measures.**

Public Works Supervisor Doug Buys stated that he had nothing new to report on flood prevention.

Mayor Spelman stated that she had been in contact with Adams County Road & Bridge Supervisor Tom Glenn and that he would be working on ditch clean out on Norris in the spring to assist with flood prevention. Spelman also suggested that the City burn ditch banks and ditches in the spring or fall.

Council Member Wilde asked for an estimated cost to place pipe along Katherine Street past Shively's driveway. Buys estimated that it would cost \$5000.00 - \$6000.00. Qualls stated that some funding may still be available from the Emergency Funding received to pay for the extension.

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**d) Burn Ordinance – Ongoing discussion of creating a burn ordinance.**

Mayor Spelman reported that she is still in the process of gathering information in regards to the city issuing burn permits.

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**e) Outsourcing Payroll – Discuss / Review / Decision on outsourcing Payroll.**

Clerk / Treasurer Qualls asked the Council provide him with more details how they would like to outsource payroll. So that he can obtain the appropriate quote. Council Member Moore stated that the Council was just asking that the option of having someone else cut paychecks be looked into.

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

Clerk / Treasurer Qualls informed that Council that Time Clocks Plus has a package that staff can use to clock-in from smart phones as well as computers. Detailed reporting is available so that employees can keep track of time spent working in each department and also make notes on a daily basis. Qualls stated that the cost of the program is an initial charge of \$199.00 and then \$35.00 monthly. Moore expressed that she did not like the idea of staff being able to clock-in by smart phone from anywhere. Qualls asked that the Council be more specific on what type of time-clock they would like a quote on.

Public Works Supervisor Doug Buys stated that he did not understand why the Council would make a decision to spend more money on a time clock purchase for just four employees.

Council Member Wilde asked that Qualls continue to look into a time clock system.

Mayor Spelman explained that the way she understood it, the Council wanted staff to be held more accountable for their time and to see the time sheets in the packets in a simpler format.

Council Member Mencer suggested that staff fill out daily time cards.

Qualls reported that the time cards have sections for staff to add the time worked in each department for budgeting reasons; so that the pay is taken from the appropriate fund. Qualls also stated that he would adjust the time cards in the packet to make them more reader friendly for the meetings.

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***Agenda Item 8) New Business (General):***

**a) Mountain West Institute: Discuss / Decision on allowing Office Staff to attend training in March and hiring temporary staff to fill-in during Institute.**

Mayor Spelman stated that she had no problem with Clerk/Treasurer Qualls and Office Assistant Martin attending training. Spelman offered to open City Hall and answer the phone and take payments during the training instead of hiring temporary staff. Council Member Moore offered to stop in to City Hall to enter payments into the system.

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- Council Member Mencer moved to approve Clerk/Treasurer Qualls and Office Assistant Jessi Martin attending the Mountain West Institute in Boise, March 20-22; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**b) Idaho Rural Water Association Conference: Discussion / Decision on allowing Public Works Staff to attend training during March.**

Mayor Spelman stated that in her opinion it is important that Animal Control Officer / Public Works Assistant Clayton White attend training. Council President Priddy asked White if he was willing to attend the training in Idaho Falls. White stated that he was. Clerk / Treasurer Qualls informed the Council that it would most likely be more cost effective to allow White to drive the City vehicle to Idaho Falls instead of reimbursing fuel costs for him to drive his personal vehicle.

- Council Member Wilde moved that Clayton White attend the IRWA Conference in Idaho Falls March 13-15; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**c) Gem Grant 2013: Discuss / Decision on applying for Gem Grant 2013 to complete Downtown sidewalks or another project.**

Clerk/Treasurer Qualls informed the Council that the deadline to apply for the 2013 Gem Grant is in mid-March. Qualls asked if the Council would like him to prepare an application. If so he needed direction regarding the application. Qualls asked if the Council would like the grant funds to help to fund Phase II of the sidewalk project and if they wanted the sidewalk to go along North Commercial or if Phase II should be sidewalks downtown on Virginia east from the Post Office.

Mayor Spelman stated that she believed that completing downtown sidewalks should be first priority. Council Member Wilde agreed. Qualls stated that he would prepare a Gem Grant application to construct a sidewalk on the south side of Virginia from the Post Office east. The application would be ready for approval at the March 2013 City Council Meeting.

**d) Website: Discuss / Decision on utilizing a new web host and developing a new website.**

Clerk / Treasurer Qualls stated that the City's website was very difficult to navigate and not very interactive. Qualls reported that the billing from the current web host was very sporadic and charges were difficult to understand. Qualls suggested that the City use a different web host, the cost for a new web host and address would be half of what the city is supposed to pay now.

- Council President Priddy moved that the City change web host and re-do the City's website; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

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**e) Communications Tower: Discuss / Decision on providing direction of how city would like to handle a request for a portable communications tower to be placed at the Industrial Park by AT&T.**

Clerk / Treasurer Qualls stated that he had received an e-mail regarding AT&T installing a portable communications tower near the Industrial Park. Qualls had spoken with City Attorney Bert Osborn regarding the e-mail. Osborn directed Qualls to convey the information to the City Council and acquire direction from them on steps to take regarding the proposal.

Mayor Spelman stated that whether or not the communications tower is portable the location is not acceptable.

Council President Priddy suggested that Qualls inform AT&T that the community is not interested in having a communications at that location therefore the City Council is not interested.

- Council Member Wilde moved that Qualls inform AT&T that the City Council is not interested in a portable communications tower being set-up near the Industrial Park; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

**f) RFQ / RFP for Engineering Services: Discuss / Decision on selecting a new engineering firm for city services.**

Clerk/Treasurer Qualls reported that he had received a letter and an e-mail stating that JUB would like to complete the task that they are currently working on, but would like to give their required 30-day notice to discontinue acting as the City's engineer as soon as the city finds another engineering firm. Qualls submitted a prepared Request for Qualifications / Proposals for selecting a new engineering firm for city services.

- Council Member Wilde moved to publish an RFQ/RFP for a new City Engineer; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

***Agenda Item 9) 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:***

-None-

***Agenda Item 10) Adjourn***

- Council President Priddy moved to adjourn the February 11, 2013 Regular City Council Meeting at 9:07pm; Council Member Wilde 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  
02/11/2013

Water:

1. All water tests came back great as usual.
2. We had one meter freeze at the post office during our cold snap, the meter was damaged but quickly repaired
3. We have had a couple residents waters freeze, with all the cold weather.
4. Meter reading was a little slower last month due to the melting snow and ice, and water in the meter pits.

Sewer

1. All our sewer test came back great for last month.
2. Due to the melting and warmer weather now, it won't be long until our ponds do a "rollover" this produces some odor and can make testing difficult as well.
3. I have not seen the new chlorine pump as of yet, but expect it soon. As soon as it comes in I will install it.
4. 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.

Streets

1. We have plowed many more times now, and try to keep the banks "winged" back as often as I can after plowing.
2. Most of the streets have completely melted with the warmer weather, and so far they all look really good for the most part. However if we do have more snow and have to plow this will make plowing difficult again.
3. We have started filling some of the bigger potholes threw out town, this is about all we can do until the weather warms up and the roads dry out.
4. I would like the council's opinion, if they would like to proceed on using the rock from the land we purchased for a road base threw out town.

Storm Drains

1. With the warmer weather and melting snow, storm drains become a problem. I have dug a few out and got water draining in most areas. So far they are doing very well.

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 anymore costly break downs.
3. After the snow let up we did get to 2 main pieces of plowing equipment serviced, greased and lubed and a overall inspection of the machines.

Park & Restrooms

1. I would like to see what funds are available to do some work on the bathrooms, some paint and overall maintenance for the building.

Industrial Park

- 1.A-1 Heating has got all the heaters working in Nelson machine's shop, these are costly little heaters as you'll find out when you review the bills

Misc.

Anything I have forgotten , or questions please let me know.

-Doug

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Attachment B

**New Meadows City Clerk**

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**From:** Clayton white [REDACTED]  
**Sent:** Thursday, February 07, 2013 2:21 PM  
**To:** new\_meadows@frontiernet.net  
**Subject:** Animal Control Report

Animal Control Report  
02-7-13

I have been asked by a few citizens about when the "Free Clinic" is. I have told them that it is in March and that there should be fliers put out when the time get closer. I'm hoping for a large turn out for vaccinations and animal licenses. I have been driving our city streets at various times of the day. I don't want to develop a "pattern" as to which people can become accustomed to so they don't try and let their animals out at those times in order to try and get away with not being caught in case their animal is in fact "at large". I have not received any complaints about any animals or have not seen any animals roaming the streets or otherwise being a nuisance. As I said in the last meeting I have made a "Call Log" in order to keep better track of citations or warnings, I only fill in the log when I have received complaints from people or I myself finds and animal. I do not fill it out on my "regular" patrol days. This is because I patrol every day and I believe it would clutter the call log and make it harder to review at the end of the month.

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Attachment C

Clerk / Treasurer Report February 11, 2013

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1. **Water & Sewer**
  - a. Jessi did the billing for Water / Sewer on January 31.
  - b. Jessi made a global rate change to reflect the winter rates.
  - c. The council had suggested hiring for a water / sewer rate study to begin soon. I will get formalized quotes from Mountain Water Works for this project.
2. **North Commercial Avenue**
  - a. I attended meetings with Gregg Tankersly on January 30 in Boise. We met with:
    - i. Mountain Water Works / Crestline Engineers Staff 8:00 – 8:45am
    - ii. Idaho Smart Growth & Vitruvian Planning 9:00 – 10:00am
    - iii. LHTAC 10:15 – 11:00 am
    - iv. Mountain Water Works / Crestline Engineers staff 11:00 – 11:15am
    - v. Idaho DEQ 1:30 – 3:00 pm
3. **JUB Meeting**
  - a. I met with Matt Uranga on January 30 in his office for about an hour. Matt explained several things (The following is an email I sent to him):
    - JUB plans on completing the Waste Water Treatment Facility Plan Amendment (WWTFPA) and Environmental Information Document (EID), and we can expect completion;
      - 2008 Waste Water Master Plan did not meet the technical guidelines State Revolving Fund (SRF) but is still a viable and valuable plan,
      - The SRF requires the Waste Water Treatment Facility Plan (Master Plan) to meet current guidelines (DEQ Checklist)
      - WWTFPA must meet current guidelines (DEQ checklist) prior to DEQ draft approval,
      - EID must meet current guidelines (DEQ checklist) prior to DEQ draft approval,
      - EID, although has "Environmental" in its name does not necessarily have anything to do with the environment,
      - EID is pretty much complete, but not approved and approval takes place after approval of WWTFPA,
      - Once DEQ approves draft WWTFPA & draft EID, public comment period opens and plan can be placed in a public place, online, etc for public to comment on,
      - City Council chooses an alternative (more than likely same alternative already chosen),
      - JUB to interject the public comments and alternative selection into the document,
      - DEQ final approval – City Council final approval? (Not that we discussed this part)
    - You would like the City to continue to remind you that the Amendment and EID needs completed,
    - The project should have cost much more than was approved, but JUB will not be asking for additional funds to complete,
    - You understands that the plan is holding up hundreds of thousands of dollars of additional project funding,
    - To get the amendment and EID into draft format to submit to DEQ would take no more than 40 – 50 hours,
    - JUB is amiable to creating a "Transition Contract" that will ease a transition for general engineering to another firm if the city so chooses,
    - JUB will develop and present "Transition Contract" if New Meadows City Council desires,
    - The 'transition contract' would help guide to an amicable split between the city of New Meadows and JUB,
    - JUB will complete the task at hand regardless if a 'transition contract' is approved for the amount that was pre-determined,
    - You understand that the City Council is discussing / preparing to hire another engineer to do a peer review of the work completed thus far to better communicate to the City of New Meadows the progress that has been completed thus far,
    - You and / or JUB were notified by Tim Farrell with Mountain Waterworks that his firm has been working with the City of New Meadows.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, FEBRUARY 11, 2013, AT 7:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment C continued...

Clerk / Treasurer Report February 11, 2013

Page 2 of 2

4. **Payette River Scenic Byway**
  - a. I have submitted invoices for the city to be reimbursed for the kiosk.
  - b. I attended a meeting on February 8, 2013 at Eagle City Hall (separate memo to be given at the meeting).
5. **Treasurer Reports**
  - a. At packet preparation time, several invoices were not listed (Idaho Power). It is my hope that these invoices will be here by meeting time so the council can approve their payment.
  - b. The LGIP Bank Statement was not ready at packet preparation time. It is my hope that it will be available on Monday so you should have complete and accurate financials by meeting time.
  - c. Jared sent me several Audit Adjustments to make for the 2011 / 2012 Fiscal Year. I made the adjustments. A 4<sup>th</sup> Quarter Treasurer report will be completed once the audit is approved by the Council.
  - d. The city received our new US Bank Credit Cards. These are kept in the safe and checked out with Jessi. A formalized agreement between the city and the staff member checking out the card has been developed with US Bank that outlines the card use and expectations on return of the card.
6. **Community Meetings**
  - a. The Meadows Valley Chamber will meet on 4:30pm on February 27 at Granite Mountain Café. All are encouraged to attend.
  - b. Council Member Mencer and I met (January 25) with a group of individuals who are working with the Meadows Valley Community Foundation to better the park and downtown. The Park portion of the group will make a presentation to the MV Parks & Recreation Committee who will in turn make a recommendation to the full City Council in coming months.
  - c. I attended a MV Community Foundation meeting on January 29. They discussed the continued formation of the foundation and how it can help and sustain the community.
7. **Grant Workshop**
  - a. I have been invited to attend a Grant Workshop in Kooskia in April. I would like to gain sponsorship from the city. I will bring a formal request to the city in March. If the Council does not wish to sponsor me in this regard, I will find another sponsoring entity and provide grant writing services for that organization. The registration is \$300 for a team of 3 persons.
8. **USDA**
  - a. I have been in contact with the USDA in regards to a Community Development Grant that might be able to help us in our endeavors with the North Commercial Avenue Project. They did not say no, but they did not say yes either.
9. **Staff Meeting**
  - a. Mayor Spelman called a staff meeting on February 4 at 9:30am. All staff attended the meeting and it is the hope that we can meet once a month or at least every other month
10. **Reports Completed / Due Soon**
  - a. Census Annexation & Boundary Survey, Census Business Survey, Census Annual Payroll Report
  - b. State Insurance Fund 2012 Report
  - c. W2's & 1099's
  - d. 2011 / 2012 Q4 Report Publication
  - e. LHRIP Emergency Grant Close-out
  - f. Grant Applications: Gem Grant & Park Improvements

If you have any questions, call, stop by, or ask. - mac

CITY OF NEW MEADOWS  
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Attachment D

Office Assistant  
Jessi Martin  
Monthly Report  
February 11, 2013

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- Friday, February 8, 2013 was my **ONE YEAR ANNIVERSARY** as an employee of the City of New Meadows! I feel that I have made a great deal of progress over the year and am excited to continue to do so. Thank you all for the opportunity.
- Agendas were posted and packets delivered for the February Regular City Council Meeting on Wednesday, February 7, 2013.
- I've tackled file cabinets 4 and 5. They are a mess. A large amount of unnecessary paper work has been kept throughout the years. I am compiling a box of paperwork to be reviewed by Mac and destroyed by resolution after the Council reviews the contents. The complete reorganization of files is nearly complete.
- I have been closing batches and making deposits at least twice a week.
- I am checking the Suggestion Boxes weekly and have received no new suggestions.
- I started preparing to sell 2013 Dog Licenses.
- Newsletters were printed and delivered on Tuesday, February 5, 2013 with approval from Mayor Spelman.
- The Community Newsletter for March will be printed on or before Monday, March 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.
- 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 did billing for the month of February on Thursday, January 31, 2013. My third time doing billing went much quicker than the first and I feel fairly comfortable with the process. The address labels that I created last month for those who have numerous accounts were a real time saver.
- I performed a global rate change in Utility Billing on Thursday, January 31, 2013 to change from the summer sewer rate to winter.
- I assessed late fees on all accounts with a balance greater than zero on Tuesday, January 29, 2013.
- I scheduled an animal vaccination clinic with Karen Balch for Saturday, March 16, 2013, 11a-3p. Balch indicated that she will e-mail me a price list to publish.
- 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 prepared and mailed out Reminder cards and Disconnect Notices on Thursday, January 17, 2013
- I typed up a draft of the minutes for the January 14, 2013 Regular City Council Meeting. I emailed them to Mac on Wednesday, January 16, 2013 for editing. I made grammatical corrections to the draft on February 5, 2013.