

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

***Agenda Item 1) Roll Call:***

Mayor Spelman called the meeting to order at 6:01 p.m. Mayor Spelman, Council Member Gina Mencer, Council Member Angie Moore, and Council Member Heather Wilde were present. City Clerk/Treasurer Jacob “Mac” Qualls and Office Assistant Jessi Martin were present.

***Agenda Item 2) 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 6:03pm according to 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 Mencer seconded the motion. Roll Call Vote: Gina Mencer-aye, Angie Moore-aye, Heather Wilde-aye. Motion carried.

Clerk/Treasurer Qualls and Office Assistant Martin were excused.

***Agenda Item 3) Welcome & Pledge of Allegiance:***

The Regular City Council Meeting was reconvened at 7:06pm. Mayor Spelman welcomed all that were present and asked for another roll call due to the meeting being opened with an Executive Session. 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 also present. Public in attendance: Fred Erland with the Adams County Record and Citizen Marsha Shriver. Mayor Spelman led the Pledge of Allegiance.

***Agenda Item 4) Consent Agenda:***

- a) **Review & Decision: Invoices, Time Sheets, City Council Meeting Minutes, Fair Housing Month Resolution, Gem Grant Application, 2013 Arbor Day Proclamation & Arbor Day Grant**

Mayor Spelman and City Council Members reviewed invoices, time sheets and February 11, 2013 Council Meeting Minutes and had no questions.

City Clerk/Treasurer Qualls explained that the Fair Housing Month Proclamation is an annual proclamation that is made to declare April Fair Housing Month in the City.

Qualls verbally went over the Gem Grant Application that he had prepared for the City to obtain funding for phase II of the sidewalk project; constructing a sidewalk on the south side of Virginia Street from the Post Office east to The Connection.

Council Member Mencer asked Qualls to explain the Arbor Day Proclamation and Grant. Clerk/Treasurer Qualls explained that if the Council were to approve the Proclamation and Grant the City would pay approximately \$75.00 and receive \$300.00 from the Department of Lands to plant trees on City owned property. Mencer asked if the City owned any property where trees were needed at this time. Qualls replied that the City did not necessarily have space to plant any additional trees at Dorsey Warr Park at this time pending work expected to be done at the Park during the summer. Qualls also

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

reported that a group of private citizens had offered to donate a tree to replace the one that was planted in 2011 and had not survived.

- Council Member Mencer moved to approve the Consent Agenda striking approval of the Arbor Day Grant and Proclamation; Council Member Moore seconded the motion. A Roll Call Vote indicated: Gina Mencer, aye, Angie Moore, aye, Heather Wilde, aye. Motion carried.

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

**a) Mayor**

- i. Flood Prevention Update:** Mayor Spelman stated that she had been in contact with Adams County Road and Bridge Department Head Tom Glenn and that the County would be cleaning ditches out on South Norris, Substation, and South End Road which will help with the City's drainage. Spelman also said that the City's Public Works Crew would be burning ditches in the fall to get rid of cat tails.
- ii. Burn Ordinance Update:** Mayor Spelman stated that she needed to do more research regarding the City selling Burn Permits at \$10/month to fund the Senior Center and /or children's activities in the Community.
- iii. National Day of Service Proclamation:** Mayor Spelman stated that she had handed the event over to Office Assistant Jessi Martin to work on. Spelman explained that it was basically a way to publically recognize volunteers in the community. The Council agreed that it would be a nice gesture to recognize volunteers. Mayor Spelman asked that the Proclamation be discussed again in 2014 pending further investigation of options to recognize volunteers in the community.

**b) City Council Members**

NONE

**c) Staff**

- i. Public Works Report:** Public Works Supervisor Doug Buys reported that he had been approached at C&M Lumber regarding the possible use of City equipment to assist volunteers with plans to remodel Jake & Kelsey Howard's home. Buys reported that he and Public Works Assistant Clayton White would donate time spent working at Howard's property with approval from the City Council to use city owned equipment on the project.

Council Member Moore stated that in her opinion the City should do whatever legally possible to help the Howard's. Council Member Mencer agreed. Citizen Marsha Shriver offered to reimburse the City for fuel used in City owned equipment while working on the Howard remodel project. Mencer suggested that it be required that while City equipment is being used to assist with the project only Buys and White operate the equipment. Buys assured the City Council that he and White would be the only two operating City owned equipment.

Buys reported that he had reviewed the draft National Pollutant Discharge Elimination System (NPDES) Permit for wastewater discharge and that the only slight issue may be that phosphorous levels are averaged monthly which could cause a problem for the City due to some months with higher flow than others. Buys reported that overall the City's phosphorous test levels come back low, but that during high flow months in the spring, they may average out to be higher than is allowed in the draft permit. Council Member Wilde asked if the permit standards are statewide.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Buy's explained that the permit standards are specific to the City's system. Wilde asked if there is a fine if phosphorous levels are too high. Clerk/Treasurer Qualls reported that fines are \$1700.00 per day per violation. Council Member Mencer asked if, since the permit is still in draft form, the City could speak with DEQ to change the standards. Qualls reported that before the permit is finalized a public comment period would be advertised and the City could ask for changes at that time. Council Member Mencer suggested that the City work with DEQ on the draft permit to make necessary changes and avoid violation fines.

Buy's stated that he had submitted a written report and was available to answer any questions. **(ATTACHMENT A)**

**1. Double D Custom Meats**

Buy's stated that Double D Custom Meats had reported that an exhaust fan had failed at the space in the Industrial Park that they rent from the City. Buy's indicated that he had discussed the issue with Qualls and discovered that as the owner of the property the City is responsible for maintaining and repairing the property. C&N Electric replaced the exhaust fan at the City's expense.

**ii. Animal Control Report:**

Animal Control Officer CW White stated that he had received a complaint of a dog barking on South Commercial Street. White gave the owners a verbal warning. He has had no complaints since.

Mayor Spelman asked White when he would be out of town for training in Idaho Falls. White stated that he would be leaving on Tuesday, March 12 around 12noon and return late Friday, March 15.

Public Works Supervisor stated that he had discovered that there would be a review course in Boise in September just a few weeks before the certification test. Buy's explained that it would be a good choice to send White to the review.

**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. Qualls verbally went over his reports. **(ATTACHMENT B)**

Qualls reported that expenditures seemed to be keeping up with revenue.

The LGIP statement had been received and the City earned \$49.00 of interest at rate of .2521%.

Qualls stated that he had investigated a fee charged by Sterling Savings Bank on the City's account that was supposed to have been avoided when the City switched account types. Qualls discovered that the bank had made a mistake and neglected to change the City's account type upon request. The fee has been reimbursed to the City.

Qualls reported that the new website had been set up and over 500 hits had been reported so far.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

iv. **Office Assistant Report:** Mayor Spelman and Council Members reviewed Office Assistant Jessi Martin's written report. **(ATTACHMENT C)**

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

Crestline Engineer representative Gregg Tankersley verbally went over his written report. **(ATTACHMENT D)**

Tankersley directed the Council's attention to a quote of approximately \$2000.00 from Skiftun Land Surveying Inc. for remaining survey work needed for the completion of the North Commercial Project.

- Council Member Mencer moved to approve Skiftun Land Surveying Inc. completing remaining survey work for the North Commercial Project at a cost not to exceed \$2000.00 Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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

**i. Idaho Department of Environmental Quality Presentation – Source Water Protection Presentation / Award.**

Becky Goering with the Department of Environmental Quality presented a plaque signed by Governor Otter to the City of New Meadows, City Clerk/Treasurer Mac Qualls, and Public Works Supervisor Doug Buys for the completion of the Source Water Protection Plan. Goering reported that less than 10% of Idaho cities had completed the plan and congratulated Qualls and Buys for doing so.

**Agenda Item 6) Old Business:**

**a) North Commercial Rock – Discuss / Review / Decision Reclamation Plan**

Gregg Tankersley with Crestline Engineers reported that he and surveyor Rod Skiftun had provided input to Clerk/Treasurer Qualls regarding the reclamation plan that he had been working on. Tankersley reported that the draft plan Qualls had prepared was a good start and recommended that it be submitted, as is to acquire approval. Clerk/Treasurer Qualls stated that after the reclamation plan is approved by the Department of Lands the City's next step would be to get a Conditional Use Permit approved through the Adams County Planning & Zoning, Adams County Commissioners, the New Meadows Planning & Zoning, and then by the New Meadows City Council.

Tankersley reported that the Department of Aeronautics had been in contact with some requests regarding the City's reclamation plan. Tankersley offered to write a letter on behalf of the City in response to the Department of Aeronautics thanking them for the input.

**b) Outsourcing Payroll / Time Clock Purchase – Ongoing discussion on outsourcing Payroll and purchasing a time clock.**

Council Member Mencer suggested that the Council leave payroll and the clock in/out processes as they have been; as it seems to be an unnecessary expense for the City with only four employees. Council Members Moore and Wilde agreed.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

- c) **Merit Pay Increase / Evaluations – Review / Discuss a Merit Pay Increase for City Employees.**  
During the Regular City Council meeting on October 09, 2012 the Council made the decision to re-do employee evaluations that had been completed October 9, 2012. The decision had been made that each Council Member and the Mayor would evaluate all City Employees. Mencer had asked that Qualls provide the Council and Mayor with four employee evaluation forms each. Merit pay increases for City Employees was to be discussed upon completion of all evaluations.

Council Member Mencer stated that she and Council President Priddy had not yet completed employee evaluations but would do so as soon as possible. Merit pay increases could be discussed after the completion of their evaluations.

***Agenda Item 7) New Business (General):***

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

Clerk/Treasurer Qualls reported that in each meeting packet he had included the proposals from five engineering firms for City services. Qualls stated that he had contacted references and also been in contact with other City Clerks and Public Works Supervisor Buys had spoken to Idaho Rural Water Association representatives in regards to the engineering firms. Buys and Qualls had met with a number of the firms to answer questions in regards to services expected.

Qualls suggested that a selection committee interview at least Crestline Engineers and TD&H. Buys agreed with Qualls suggestion.

Mayor Spelman requested to be a part of the selection committee. Council Member Mencer suggested, since she and Council Member Moore had joined Qualls and Buys on the selection committee for the North Commercial Project Engineer; Mayor Spelman, Council Member Wilde, Qualls and Buys make up the selection committee for the City Engineer.

Mayor Spelman asked that Qualls set up interviews with Crestline Engineering and TD&H. Buys suggested that the interviews be scheduled as soon as possible. Council Member Mencer suggested that a Special City Council could be scheduled following the interviews so that the Council could approve an engineering firm for city services.

- b) **Park Restroom Paint: Discuss / Decision on painting Dorsey Warr Memorial Park Restrooms.**  
Public Works Supervisor Buys stated that at the Council's request he had obtained a quote from C&M Lumber for new faucets, toilets, primer, and paint for the restrooms at Dorsey Warr Memorial Park. Buys stated that the top priority should be primer and paint in the restroom; it will take care of the foul odor in the restroom.

Mayor Spelman stated that she had noticed that the ceiling in the restroom also needs repaired and in her opinion should be done before painting.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Council Member Mencer asked Clerk/Treasurer Qualls if the City could afford to spend the money to improve the restrooms. Qualls replied that if all items listed on the estimate were approved for purchase it would leave only \$800.00 in the budget to maintain the park for the remainder of the year. Qualls also informed that Council that the toilets that are currently in the restrooms have saved the City approximately 4,500 gallons of water per month.

- Council Member Mencer moved to approve the purchase of: needed materials for ceiling repair, new faucets, primer, and paint for the restroom at Dorsey Warr Memorial Park; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**c) Sign Order: Discuss / Decision on purchase of Stop Signs and Speed Limit Signs using the LHRIP Sign Grant.**

Clerk/Treasurer Qualls informed the Council that former City Administrator John Franks had been successful in applying for a grant through LRHIP to fund the purchase of new stop and speed limit signs. Qualls directed the Council's attention to two quotes that he obtained and pointed out a considerable contrast in cost.

Qualls explained that the grant requires before and after pictures of each sign be submitted to the agency on grant closeout.

- Council Member Moore moved to purchase sixty-six stop signs, twenty-two speed limit signs plus nuts, bolts, washers, and square posts from Municipal Supply & Sign Co. out of Naples, Florida; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

**d) Tool Purchase: Discuss / Decision to purchase hand tools for the Public Works Department.**

Mayor Spelman reported that over the years numerous tools have disappeared from the City's shop. Spelman stated that the Public Works Crew has been using Public Works Supervisor Buys' tools on City projects. Mayor Spelman encouraged the Council to approve purchasing some hand tools for the City's Public Works Department to avoid using an employee's tools in the future.

Buys reported that in addition to the quote from C&M for necessary hand tools he had obtained a quote for a locator which the City uses to locate manholes, water valves, and other pipes and is in desperate need of. Buys stated that the quote for the locator was \$797.00 with free shipping.

Council Member Mencer asked Clerk/Treasurer Qualls if funding was available in the budget to purchase the items and also what funds the purchase would come out of. Qualls reported that the funding was available in the budget for the tools and the locator each purchase would come equally from the water, sewer and street funds.

- Council Member Mencer moved that the City purchase a locator at the cost of \$797.00 and hand tools at the cost of \$177.98 for the Public Works Crew; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

**e) Grant Training: Discuss / Authorize travel and training to Kamiah.**

Clerk/Treasurer Qualls stated that the deadline to register for the Grant Training Class in Kamiah is April 1, 2013. The cost is \$300.00 (plus the cost of lodging and meals) for a team of three people to attend. Qualls explained that the class is Thursday, April 18 – Saturday, April 20 and that a grant would be complete by the end of the class. Qualls stated that if he is unable to find two other members to join him for the City he would ask that the ambulance board sponsor the class and that he would write a grant for the ambulance.

Gregg Tankersley with Crestline Engineers suggested that Qualls ask Keri Hill to attend the grant class in Kamiah as part of the City's grant team.

City Council Members agreed that if Qualls is able to find a team to work on a grant for the City's benefit at the Kamiah grant class that he should go on the City's behalf.

***Agenda Item 8) 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.***

Citizen Marsha Shriver suggested that the City investigate a system in which residents can be credited for water if they are using under the allotted 3000 gallons per month. Shriver stated that if residents do not use 3000 gallons of water during a month the remainder should be rolled over. Shriver would like to see people use the banked water on their yards and gardens during the summer months.

Mayor Spelman stated that the Council had discussed the possibility of a rate study and would look into the option of City residents' banking unused water.

***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.***

***Agenda Item 10) Adjourn***

- Council Member Mencer moved to adjourn the March 11, 2013 Regular City Council Meeting at 9:27pm; 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

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment A

Doug Buys  
Public Works Supervisor  
Monthly Report  
Submitted 03-08-13 for March 11, 2013

**Water:**

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. We have a few leaks threw out the system, all have been on the customers side of the meter though.
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. With the warmer temps, Flows have increased at the sewer plant, both inflow and outflow.
3. The New chlorine pump has arrived, and been installed. The pump has been working as it should, and the old pump has been sent off to be repaired.
4. Bill Brown has come to the city to ask what the city would require for him to install a car wash within the city limits, and what he would need to do to hook up to city water/sewer. I have a call in to IRWA to find out what exactly it would take. Car washes can be extremely damaging to a sewer system.
5. Smoke testing will hopefully resume in mid to late April, weather permitting
6. With the DRAFT of the TMDL, and our Discharge permit, I have call into the Lab, and IRWA, finding out how this will affect the city, It looks as we are going to have some problems with this, and could get very expensive. I will keep you updated as I learn more.

**Streets**

1. The Last plowing we did turned out to be a disaster, the roads were wet and soft, and with the wet heavy snow fall made it difficult to plow, the blade of the grader would "dig in" to the road base and this resulted in gouges in the roadway and dirt and gravel in patrons yards. As soon as weather and conditions permit I will be out there pulling back the material in the roads and clearing the debris from patron's properties.
2. We have used almost 50% of our gravel pile on potholes and problem areas in town. Grading of the roads cannot be done until the streets unfreeze and firm up.
3. I have gotten a price from J.I. Morgan on "ripping" the rock from the newly purchased land. With rough figures they said 1 dollar per yard of Material.
4. John Deere has sent us a quote to rent a Cat to rip and push the rock ourselves, \$1,375 per day, \$5,500 per week, and \$16,500 per month. This however does not include fuel or transport.
5. I have a call in to multiple state agencies asking for either a discounted or donated truck mounted sander. I will let you know what I find out.

**Storm Drains**

1. So far the drains threw out town have done really well, it does become a problem with the warming and freezing during the day to night. Water in the pipe freezes at night causing a backup the next day till the pipe unfreezes.
2. I have been working with Greg from Crestline, and we are trying to come up with a revised storm drain system plan for the city. We must completely start from scratch and find out how and where to start the system and what will be the best bang for our buck.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment A continued...

Doug Buys  
Public Works Supervisor  
Monthly Report  
Submitted 03-08-13 for March 11, 2013

**Equipment**

1. All the equipment is up and running at this time
2. J.I. has gone through the front end of the backhoe, they did find a small problem, a bolt had backed out, and could've done a lot of damaged, but was caught in time and easily fixed.
3. We have started taking the winter gear off some of the equipment; both the dump truck and backhoe have the summer gear put back on and the winter gear and tire chains taken off. Only the grader and loader have the winter gear on incase of another winter storm. These two items will probably be switched at the end of the month.

**Park & Restrooms**

1. We have gotten bids from C&M for Paint, Automatic Flushers, and Water saver Faucets for the City Bathrooms.
2. Work has begun on the Kiosk once again.

**Industrial Park**

1. The Vent fan has been repaired D&D Meats.

**Misc.**

1. I was approached by Mark and Sherry Peterson regarding, Jake Howard, They and many other of the town's people would like to get together and make his house handicapped accessible, and asked if the city would be willing to do any dirt work with the backhoe and any dump truck work. Since then they said they have enough equipment threw other private donations, but would like it as a fall back if anything fell through. Both CW and I will gladly donate our time, so all the city would be out is fuel.
2. Both Mac and I have met with quite a few engineering firms now that are interested in becoming the cities engineer. We have been pretty straight forward and "blunt" you might say to get the most we can out of them and to let them know we will not tolerate the same things that we've had in the past.
3. Greg and I have been throwing around a lot of ideas to each other and trying to come up with a step by step plan for, drainage, sewer, water, and our streets. This will obviously take a lot of time but once the ground work is laid we can start executing these plans.
4. Anything I have forgotten, or questions please let me know.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment B

Clerk / Treasurer Report March 11, 2013

Page 1 of 1

1. **Water & Sewer**
  - a. Jessi did the billing for Water / Sewer on February 28.
2. **Payette River Scenic Byway**
  - a. I had submitted invoices for the city to be reimbursed for the kiosk for the month of January. They requested some of the invoices again.
  - b. Tom Perkins has once again begun working on the kiosk in the park.
  - c. It will soon be time to begin to create signage within the kiosk. Linnea and myself will begin working with some of the kids at the school to help develop and design the signs.
3. **Treasurer Reports**
  - a. 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.
  - b. The Sterling Savings Bank Statement was received and reconciled.
  - c. A full treasurer report will be available, hopefully on Monday prior to the meeting.
4. **Community Meetings / Events**
  - a. Chamber Meeting – March 27 @ Granite Mountain Café 4:30pm
  - b. ST Patrick's Day – Meadows Valley Community Foundation Dinner 3/16/13
  - c. ST Patrick's Day – Jake & Kelsey Howard Benefit Dinner 3/16/13
5. **Meetings**
  - a. Mayor Spelman called a staff meeting on March 6 at 10am. All staff attended the meeting.
  - b. Doug and I have met with several Engineering Firms during the application period. I have spoken over the phone with several of the firms. In your packets there are 5 proposals that were submitted within the time frame. One of those firms only submitted one copy of their proposal where the announcement asked for 8 copies.
  - c. I attended a lunch meeting with local planners from McCall and Valley County on March 5 @ Granite Mountain. McCall is putting together a grant application for technical assistance that they would like the support of New Meadows and possibly partner with. The grant would help pay for assistance to come to our community and learn to count pedestrians. This would be greatly beneficial if we are to every apply for Safe Routes to Schools funding.
6. **Website**
  - a. The website framework is complete (for the most part). Content is being uploaded so that our patrons will be more easily able to find what they would like to see. There are pages in the website that can assist businesses, people looking for work, events, calendars, records, contact us, etc. Please take a few moments to look at it and submit suggestions for change. [www.newmeadowsidaho.us](http://www.newmeadowsidaho.us)
7. **Grants Completed or Due Soon**
  - a. LHRIP Emergency Grant Close-out (still have a balance)
  - b. Gem Grant (Phase 2) Due March 18!
  - c. Park Improvements (Playground Equipment)
  - d. Army Corp of Engineers – Section 595 Funding (N Commerical or Storm Drainage)
  - e. Arbor Day Grant - \$300 grant with a \$75 match to purchase trees. Due March 15!
8. **Grant Awards**
  - a. LHRIP Grant Receipt – A signage grant award to replace stop signs and speed limit signs on our roads was received in February. Quotes to purchase the signs are in your packets.

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

CITY OF NEW MEADOWS  
 REGULAR CITY COUNCIL MEETING  
 MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
 CITY COUNCIL CHAMBERS  
 NEW MEADOWS CITY HALL

Attachment B continued....



Issued March 11, 2013

City of New Meadows, Idaho  
 Monthly Reporting Dashboard

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

<b>Our Investments &amp; Cash</b>	
Balances as of February 28, 2013	
<u>General Fund</u>	
<u>Fund # 1</u>	
February 28, 2013	\$150,008.06
February 28, 2012	\$136,424.47
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
February 28, 2013	\$92,488.75
February 28, 2012	\$100,160.12
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
February 28, 2013	\$4,543.85
February 28, 2012	\$2,271.65
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
February 28, 2013	-\$128.73
February 28, 2012	-\$128.73
<u>Water Fund</u>	
<u>Fund # 60</u>	
February 28, 2013	\$88,230.50
February 28, 2012	\$63,017.26
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
February 28, 2013	\$59,842.41
February 28, 2012	\$85,405.87
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
February 28, 2013	\$91,998.95
February 28, 2012	\$137,367.35
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
February 28, 2013	-\$16,012.37
February 28, 2012	-\$13,161.37

<b>Our Cash Flows....</b>		
Major Funds		
FY 2013: October 1, 2012 - February 28, 2013		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$132,237.85	56%
Expenditures to Date	\$103,079.22	44%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$82.46	0%
Expenditures to Date	\$15,341.20	4%
<u>Youth Sports Revenues &amp; 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 &amp; 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 &amp; Expenses</u>		
Fiscal Year 2013 Budget	\$144,375.00	100%
Revenues to Date	\$63,491.63	44%
Expenditures to Date	\$57,467.31	40%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$7,333.36	1%
Expenditures to Date	\$24,311.93	5%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$62,325.51	40%
Expenditures to Date	\$60,289.19	39%
<u>Sewer Grant Revenues &amp; Expenditures</u>		
Fiscal Year 2013 Budget	\$0.00	100%
Revenues to Date	\$2,474.00	0%
Expenditures to Date	\$0.00	0%

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment B continued...



City of New Meadows, Idaho  
Monthly Reporting Dashboard

Issued March 11, 2013

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

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2013: October 1, 2012 - February 28, 2013		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
2029 Maturity	\$394,610.00	5.13%	Fiscal Year 2013 Budget	\$131,352.00	100%
Annual Payment	\$32,995.00	9/13	Revenues to Date	\$85,013.32	65%
Reserve Required	\$32,995.00	Met	<b>State Shared Revenue Collections</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2013 Budget	\$55,567.00	100%
2020 Maturity	\$198,893.00	5.75%	Revenues to Date	\$27,467.07	49%
Annual Payment	\$26,733.00	9/13	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2013 Budget	\$3,525.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to Date	\$1,440.25	41%
2018 Maturity	\$213,863.00	3.30%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2013 Budget	\$13,000.00	100%
			Revenues to Date	\$5,995.47	46%
<b>Interest Rates ... February 2013</b>			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>	<b>Rate</b>		Fiscal Year 2013 Budget	\$6,000.00	100%
Local Gov. Investment Pool	0.2512%		Revenues to Date	\$1,313.25	22%
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 02/28/13		As of 02/28/12		As of 02/28/11		As of 02/28/10	
<b>General Fund</b>	<b>\$235,994.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>	<b>\$238,700.00</b>	<b>100%</b>	<b>\$234,150.00</b>	<b>100%</b>
Revenues	\$132,237.85	56%	\$115,475.42	38%	\$123,719.90	52%	\$103,222.99	43%
Expenditures	\$103,079.22	44%	\$80,859.87	27%	\$86,873.41	36%	\$78,339.90	33%
<b>Water Fund</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>	<b>\$154,613.00</b>	<b>100%</b>	<b>\$164,498.00</b>	<b>100%</b>
Revenues	\$63,491.63	44%	\$64,919.04	44%	\$68,381.44	44%	\$53,541.38	33%
Expenditures	\$57,467.31	40%	\$58,223.92	40%	\$64,854.37	42%	\$62,198.96	38%
<b>Sewer Fund</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>	<b>\$164,275.00</b>	<b>100%</b>	<b>\$177,460.00</b>	<b>100%</b>
Revenues	\$62,325.51	40%	\$65,304.23	42%	\$69,804.72	42%	\$55,576.40	31%
Expenditures	\$60,289.19	39%	\$52,993.16	26%	\$60,791.99	37%	\$58,989.24	33%
<b>Industrial Park</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>	<b>\$46,150.00</b>	<b>100%</b>	<b>\$16,500.00</b>	<b>100%</b>
Revenues	\$7,333.36	1%	\$7,322.80	43%	\$7,622.68	17%	\$7,040.19	43%
Expenditures	\$24,311.93	5%	\$1,695.98	10%	\$3,486.45	8%	\$4,130.25	25%

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment C

Office Assistant  
Jessi Martin  
Monthly Report  
March 11, 2013

---

- Agendas were posted and packets delivered for the March 2013 Regular City Council Meeting on Friday, March 8, 2013.
- Mayors Day of National Service Recognition is Tuesday, April 9, 2013. Mayor Spelman asked that the City participate by honoring volunteers in our community. If there are any that you'd like recognized please let me know. I will be receiving a sample proclamation to formally recognize national service for your review at the Monday, April 8, 2013 meeting.
- 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. The suggestion box at the Post Office has disappeared. What is the consensus on possibly asking CW to construct a small suggestion box out of scrap wood if time permits for the Post Office?
- I have been selling 2013 Dog Licenses. The vaccination clinic will be Saturday, March 16, 2013 from 11a-3p and vaccination prices are available at City Hall and also included in the newsletter.
- Newsletters are on the table for review, all that needs to be added is City Council News and they will be printed and delivered on Tuesday, March 12, 2013 pending approval.
- 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 March on Thursday, February 28, 2013. My fourth time doing billing went much quicker than the first and I feel totally comfortable with the process. The address labels that I created for multiple account holders were a definite time saver. In order to save time searching for the correct customer address label in the future I labeled envelopes and filed them.
- Mac trained me to pull up JV reports and transfer them to the accounting system and to open a new accounting period.
- During the billing process I noticed that one property had used over 28,000 gallons versus 281 gallons in January. I reported the usage to Doug who directed me to ask CW to check the meter at the property. CW informed me that the meter showed a continuous leak and since the property owners are out of state he shut the water off. I contacted the owner who was very thankful that we shut the water off.
- I assessed late fees on all accounts with a balance greater than zero on Tuesday, February 26, 2013.
- 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 was able to collect payment or make arrangements with all customers on the disconnect list this month so no one's water was shut off for non-payment.
- I prepared and mailed out Reminder cards and Disconnect Notices on Friday, February 15, 2013.
- I typed up a draft of the minutes for the February 11, 2013 Regular City Council Meeting. I emailed them to Mac on Tuesday, February 19, 2013 for editing and completion of the Audit Report item. I made grammatical corrections to the draft on February 25, 2013 and re-emailed them to Mac.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment D



## PROJECT STATUS REPORT

**PROJECT NAME:** Sidewalk & ADA Ramp Improvements/N. Commercial Avenue

**CLIENT:** City of New Meadows, Idaho

**JOB NO.:** 13001

**DATE:** March 8, 2013

---

Mayor Spelman, City Council and Staff,

In reference to the above listed project(s) we have prepared the following comments brief synopsis of work in progress.

### Sidewalk & ADA Ramp Improvements

- The ITD "Overlay" project is currently on slate for FY14 (late spring/early summer 2014). Need to get ramps and any other improvements finished before then. ITD has some flexibility with when construction takes place that season so some work could be completed by the City in 2014 early in the spring/summer.
- Last month there was mention that we may be able to use rock from the City's source for the ITD Overlay project. Crestline exchanged email correspondence with ITD in regards to this. They may need some roadway subbase material, but the need for significant quantities is not anticipated.
- Sent info to ITD for future striping after CRABS/Overlay project.
- Aaron Bauges from ITD has inquired about the construction schedule of this project several times.

### Action Items

1. Need to evaluate the 2013 construction budget with Mac and put project out to bid.
2. Need direction from Mayor, Council and Staff on how we should proceed with this project.
3. Need to provide a construction schedule update to Aaron w/ITD.
4. Crestline to evaluate 2012 construction punch list and get with contractor to wrap up first phase of the project.

### North Commercial Avenue

- Discussed the project with additional funding sources. It still seems as though the best chance to obtain grant money will be through the stormwater portions of the project. Crestline needs to produce additional exhibits and have a better understanding of the drainage to try a

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

March 8, 2013

and sell the project. This process is ongoing.

- Currently working on identifying runoff drainage areas within and outside the City. This will help with further evaluation of the stormwater conveyance system and identification of drainage problems.
- Skiftun Land Surveying, Inc. (SLS) has provided a majority of the boundaries for properties surrounding the project including the reuse property. SLS has provided an email proposal (Attached) for the remaining survey work needed. It is estimated that this work will be about \$2,000 and he should be able to proceed as soon as the snow melts and authorized by council.
- Current R.O.W. appears to be 60' wide. The City's Transportation Plan identifies N. Commercial Avenue as a "Collector" which it is recommended in the plan to have a minimum R.O.W. width of 70'. The City owns a 20' strip of land (old railroad grade???) approximately 120' away from thy N. Commercial Ave. right of way. Crestline would like to discuss the possibility of exchanging with J.I. Morgan and the Senior Center for to increase the R.O.W. to 80' wide.
- Crestline met with Leslie Freeman, IDEQ's former McCall office manager and writer or the Little Salmon River TMDL to discuss stormwater improvements associated with the project. In here opinion we have an good project and if presented correctly we may have a good chance of obtaining funding for this. Leslie still lives in McCall and has experience with EPA/IDEQ 319 Grant funding that we could potentially tap into if need be.

Action Items

1. Need to figure out if pipe sizing from JUB is still valid. According to the *City of New Meadows Master Transportation Plan*, the *City's Storm Drainage Master Plan* is still valid. If this is the case, it will not be necessary for Crestline to spend an extensive amount of time with stormwater modeling. It is requested that a review of supporting documentation be completed by City staff and copies be provided to Crestline for review.
2. A letter needs to be sent to the US Army Corps of Engineers (USACE) to initiate discussions in regards to the possibility of Section 595 funding. It is recommended that Mac write a letter for Mayor Spelman to sign and send to the USACE in the next week.
3. Need authorization from Council to proceed with Skiftun Land Surveying on a "not to exceed" bases for \$2000 per Rod Skiftun's email estimate.
4. Approval to discuss possible land exchange with J.I. Morgan/Senior Center. May need to evaluate the same exchange with the old train depot property as well
5. Crestline to continue to work on preliminary design and discuss the project with potential funding sources.
6. Currant conversation with funding sources lead our team to believe that thy City is going to have to contribute some sort of local match and/or prove their commitment by putting some "Skin in the Game". Crestline to work with Staff to identify what these might be. Tim Farrell and other members of our design team will be attending the IRWA conference in Idaho Falls this week and will have additional opportunities to meet with various funding agencies to further discuss the project(s). It has been suggested by the Idaho Department of Commerce and USDA Rural Development that the City pass a bond for the project including stormwater conveyance improvements. Once complete our team can put together a "funding package" to tackle the debt. Additionally, interest rates are

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

March 8, 2013

currently at an all time low of 3.125% and they will more than likely only go up so it makes sense for the City to act sooner than later on this.

**Gravel/Rock Source**

- A draft Reclamation Plan to be submitted to Idaho Department of Lands (IDL) was prepared by City Staff with assistance from Crestline. Crestline reviewed the draft report, developed a list of Best Management Practices (BMPs) and prepared preliminary figures using the City's aerial mapping.
- Skiftun Land Surveying, Inc. (SLS) has provided an exact property boundary to Crestline for further development of source drawings/figures. These property boundaries in conjunction with the City's aerial mapping will be used to prepare detailed drawings as needed for the project.
- Crestline has contacted and discussed the proposed source with the State (ITD's Division of Airport Planning and Development Section) who owns a majority of the property along eastern edge of the source.
- STRATA has been contacted and is the process of developing a proposal for evaluating the quality of the source and how it will correlate with the City's roadway typical sections. This proposal will be presented for review and approval at the next City Council meeting.

**Action Items**

1. Prepare more accurate drawings as needed.
2. Work with the City to determine how we want to proceed/negotiate with the State. Do we want to dig our heels in and see what happens? Maybe negotiate 2:1 slope slopes and reduced setbacks from runway centerline for no excavation on the north end of the runway.
3. Submit Draft Reclamation Plan to IDL for preliminary comments.
4. Evaluate proposal from STRATA and make recommendation to City Council during the April meeting.

**Virginia Street Stormwater System**

- While working on the 2012 Sidewalk & ADA Ramp project, a portion of the Virginia Street/US 95 stormwater drain main line was exposed and observed to be over 2/3 of the way full of sediment.
- Last fall Crestline and City Staff met with Tom Points from ITD to discuss the stormwater piping/conveyance system under Virginia Street/US 95. During that meeting Tom mentioned that he would see if there might be ways that ITD might be able to help with funding a portion of a storm drainage improvement project by providing pipe or maybe some other components of the project. However, he did state that ITD will need the City to help in some sort of capacity
- ITD is waiting for info on proposed drainage improvements including a cost estimate so that they can further evaluate the project

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 11, 2013, AT 6:00 P.M.  
CITY COUNCIL CHAMBERS  
NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

March 8, 2013

Action Items

1. Further evaluation of the system should be completed as outlined in Crestline's 2/27/2013 email to Mac (email attached).
2. Additional cleaning of the system should be completed as soon as possible. This will help with the conveyance of spring runoff as well as potentially alleviate drainage backups and/or flooding along Virginia Street.
3. Once a complete evaluation of the system is finish a detailed scope of work, cost estimate, and preliminary design as needed can be provided to ITD.

Flooding from Farm Fields

- Crestline has contacted the Adams Soil Water Conservation District in order to discuss ideas for working with neighboring farmers to alleviate some of the flooding potential in town. We are looking for some type of liaison with the farmers as well as see if they have any other ideas to help with the N. Commercial Ave project.

Action Items

1. Follow up phone call if we don't year back in the next day or so.