

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, APRIL 08, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS
NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 7:06 p.m. Mayor Julie Spelman, 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 were: Toby Olson representing Olson Excavation, Wade Wilde, Carol Campbell, Steve Berry, Darcy McDaniel, Marsha Shriver, Bruce Stuart, and Debbie Stuart.

Agenda Item 2) Welcome & Pledge of Allegiance

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

Agenda Item 3) Adjustments to Agenda:

NONE

Agenda Item 4) Communications and Reports:

a) Mayor

- i. Flood Prevention Update:** Mayor Spelman reported that she felt that the flood season was going well this year due to cooperative weather. Spelman stated that she would speak with property owner Dan Hearne to discuss the option of his employees working on ditches on his property to reroute storm water away from the city.

Public Works Supervisor Doug Buys reported that the crew had started cleaning out the ditch along Wiley and would continue the work as the City dries out.

b) City Council Members

i. Industrial Park Liaison (Mencer)

Council Member Mencer reported that progress on the Industrial Park is at a halt waiting for spring and for the property to dry out.

ii. Park Liaison (Mencer)

Council Member Mencer stated that she had been attending park improvement meetings. Mencer asked that Darcy McDaniel report on the Park since she is a member of the small committee that is enthusiastically working on park improvements.

McDaniel stated that the group would like to replace the tree that died at the park with a donated tree. The group would like to remove the dead tree and plant the new tree on Arbor Day, Friday, April 26, 2013.

Council Member Mencer explained that the park improvement committee is a sub-committee of the Meadows Valley Community Foundation. Mencer stated that the committee is very a positive, motivated group and is willing to help with painting, planting flowers, etc.

McDaniel asked if the group had permission to replace the dead tree. Mayor Spelman reminded McDaniel to be sure to leave room at the park for Labor Day events. Mencer suggested that the group meet with Public Works Supervisor Buys to find out where water and sewer lines are located. The Council agreed that the group could replace the tree.

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iii. Streets Liaison (Wilde)

Council Member Wilde reported that she would like to discuss a sign being placed on South Norris to alert motorists that South Norris is not a thru street and that it is not Highway 95. Wilde stated that there are numerous incidents of truck drivers missing the turn at the intersection of Norris and Virginia causing a hazard on South Norris.

iv. Law Enforcement Liaison (Moore)

Council Member Moore stated that an Adams County Sheriff's report was included in the packet for review. Moore reported that she would be meeting with new Sheriff Ryan Zollman and new Under Sheriff Jeff Brown so if the Council would like anything specific be discussed to let her know.

Mayor Spelman asked if the City was receiving funds from Adams County for traffic violations that occur within City Limits if the motorist is not pulled over until they are outside City limits. Clerk/Treasurer Qualls stated that the funds are distributed according to the location of the violation. Qualls reported that the court submits an annual report to the City every January. Spelman asked that Qualls confirm that the annual and monthly reports balance.

v. Water / Sewer Board of Appraisers (Spelman, Mencer, Priddy)

Mayor Spelman reported that the Board meets on or before May 10, 2013 and will have more information following that date.

c) Staff

- i. Public Works Report:** Public Works Supervisor Doug Buys reported that streets are drying out and that sink holes are improving and water and sewer systems are fine.

Buys reported that the National Pollutant Discharge Elimination System (NPDES) Permit is included in the packet. Buys stated that the Permit is very important and suggested that the Mayor and Council review it. Buys reported that the requirements and restrictions within the draft permit will not be too difficult for the City to comply with. The only concern for Buys is the phosphorous level limit. Buys explained that phosphorous cannot be broken down and is in everything. Buys reported that during months that flow levels are higher, the phosphorous levels are higher. The public comment period for the NPDES Permit is April 4, 2013 thru May 6, 2013 during which time the City will request that the Environmental Protection Agency make a change to the phosphorous level limit.

Buys reported that construction on the kiosk at Dorsey Warr Park is complete and that it really looks good. Buys reported that the Public Works Crew will pour concrete at the Kiosk site and then the project will be finished.

- ii. Animal Control Report:** Animal Control Officer White stated that he is patrolling at different times for a few hours per day.

Mayor Spelman reported observing two unlicensed dogs at large and asked that Animal Control Officer White be on the lookout.

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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 A)**

Qualls reported that the finalized Quarterly Financial Report would be available on Tuesday, April 9, 2013 by 10:15am.

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

d) Crestline Engineer's Report – North Commercial Avenue

Crestline Engineer representative Gregg Tankersley verbally went over his written report. **(ATTACHMENT C)** Tankersley reported that attached to his report was a proposal from STRATA for geotechnical engineering that he would urge the Mayor and City Council to review as well.

Tankersley asked if Clerk/Treasurer Qualls if the Idaho Department of Lands (IDL) had responded to the submitted reclamation plan. Qualls replied that it would be a few weeks before a response would be received.

Tankersley asked what action the City would like to take regarding the Environmental Information Document (EID) that JUB is apparently still working on. Options include: contacting JUB to determine progress status of the EID, asking that Mountain Waterworks Tim Farrell contact JUB, or asking that JUB refund the City the amount that they have been paid to complete the EID and hiring Mountain Waterworks to complete it. Tankersley stated that the EID needed to be moved up on the City's priority list due to its importance regarding budgeting for future projects. The City Council agreed that Tim Farrell with Mountain Waterworks be solicited to contact JUB.

Clerk/Treasurer Qualls reported that the City would have a greater opportunity to receive grant funding if agencies the City completed a Bond election.

Citizen Marsha Shriver suggested that the Mayor, City Council, staff, and engineer be more specific or give an explanation of meanings of abbreviations used during discussions. Council President Priddy suggested that a cheat sheet be created giving citizens the meanings of abbreviations commonly used during City Council Meetings. Mayor Spelman stated that she would like to host an Ask the Mayor Event at City Hall so that the public has the opportunity to gain a better understanding of City business.

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

Clerk/Treasurer Qualls directed the Mayor and Council's attention to an e-mail he had received from Adams County Clerk Sherry Ward regarding a meeting between the Adams County Board of Commissioners and all parties involved with the Packer John Park to be held on Monday April 22, 2013 at 1:30pm in the Commissioner's room at the Adams County Courthouse.

Council Member Mencer stated that it had been brought to her attention that a business owner on North Norris had installed RV spots with hook-ups behind the existing business and is possibly renting spaces out. Planning and Zoning Chairperson Marsha Shriver stated that the matter had not been brought before the Commission. Mayor Spelman stated that she would investigate the allegation.

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Clerk/Treasurer Qualls stated that he had found two people to attend the grant class in Kamiah April 18, thru April 20, 2013 along with him. The cost for the team of three to attend the class is \$300.00, not including food and lodging. The team will all be working on a grant for new playground equipment at the City's Dorsey Warr Park. Council Member Mencer stated that she was not comfortable paying for meals and lodging for the two additional team members but believes that the City should pay for the entire team to attend the class since the grant would benefit the City. Council Member Wilde asked Qualls to estimate a cost of the City paying for meals, lodging and the class for the entire team versus Qualls only. Qualls estimated the total would be approximately \$500.00 if the entire team was covered and approximately \$400.00 if the City paid his way only. Wilde asked if it would cost more to hire a certified grant writer to write the grant or to send the team to the class with all expenses paid. Mencer replied that it a certified grant writer would be more costly. Council Member Moore suggested that the City pay for the class and lodging for the team of three and meals for Qualls only. The Council agreed.

Agenda Item 5) Approval of Invoices:

Mayor Spelman and Council Members reviewed invoices.

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

Agenda Item 6) Approval of Time Sheets:

Mayor Spelman and Council Members reviewed time sheets. Council Member Moore pointed out a typo on March 28, 2013 of Office Assistant Martin's time sheet. Mayor Spelman requested that Qualls refrain from using military time on the time sheets.

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

Agenda Item 7) Approval of City Council Meeting Minutes of March 11, 2013:

Mayor Spelman and Council Members reviewed March 11, 2013 Regular City Council Meeting Minutes.

- Council Member Mencer moved to approve March 11, 2013 Regular City Council Meeting Minutes; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 8) Dust Abatement Product Presentation – Review Dust Abatement Product

Public Works Supervisor Buys reported that Toby Olson with Olson Excavation had mentioned the option of using mag chloride on City streets for dust abatement instead of lignin. Buys asked that Olson present the option to the City Council.

Toby Olson introduced himself. He explained that lignin is an older product made primarily of tree sap. Lignin is becoming more and more difficult to obtain due to it being utilized for purposes other than dust abatement. Lignin is a surface sealer, it sprays up onto cars, is tracked into homes, and it has a bad odor.

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Olson stated that mag chloride is basically highly concentrated salt water and is a much more effective dust abatement product. Mag Chloride is a sub-surface sealer it soaks through the surface to prevent dust.

Mayor Spelman asked Olson what the difference in price between lignin and mag chloride is. Olson replied that lignin concentrate is approximately \$225.00 per ton. Olson will sell the City of New Meadows mag chloride for \$0.85 per gallon. Olson also offered to assist Buys with the application process.

TABLED

Agenda Item 9) Engineer Selection – Review / Discuss / Decision on Interview Committee’s recommendation for selection of City Engineering Firm.

The interview committee recommended that the City Council select Crestline Engineering for the City’s Engineering Firm.

- Council Member Wilde moved to hire Crestline Engineering to provide the City with general engineering services; Council Member Mencer seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 10) Building Permit Fee Forgiveness – Review / Discuss / Decision on forgiving Building Permit Fee for 416 Katherine Street.

- Council Member Mencer moved to forgive the Building Permit Fee for 416 Katherine Street; Council President Priddy seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 11) Water / Sewer Fee Forgiveness – Review / Discuss / Decision on relieving a portion of water / sewer fees for a property owner. (Pending written request)

Clerk/Treasurer Qualls explained that he had been working with a property owner to remove some late fees that had been accrued on a vacant property that has been put up for sale. Qualls reported that a sale had been pending on the property but that the sale had fallen through. The property owner wrote a letter requesting that water/sewer fees be forgiven on the property due to hardship.

Qualls reported that that balance owed could be collected one time per year by filing a lien. The Council requested that Qualls respond with a letter stating that late fees would be removed only one time and only if the full principle balance is paid. Council President Priddy suggested that Qualls annually place liens on past due accounts.

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Agenda Item 12) Budget Calendar Approval – Approve Budget Calendar, setting Public Hearing Date for City Budget for Fiscal Year 2013 / 2014.

Clerk/Treasurer Qualls explained that it is required that the Adams County Clerk be notified of the Public Hearing Date on or before April 30, 2013. On a draft Budget Calendar that Qualls had created for Council's approval the Public Hearing Date was scheduled for August 12, 2013.

- Council Member Moore moved to tentatively adopt the budget on July 8, 2013 and to hold the Public Hearing for the Budget for Fiscal Year 2013/2014 on August 12, 2013; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

a) Water/Sewer Rate Study – Discuss ordering a Water/Sewer Rate Study from an outside source or having staff complete.

Public Works Supervisor Buys stated that Idaho Rural Water Association (IRWA) can perform a rate study at no charge to the City. Buys suggested that the Board of Appraisers invite IRWA to their meeting to explain the findings and answer questions. The Council agreed with Buys suggestion.

b) Board of Appraisers Meeting Date – Review / Discuss / Decision on date of Board of Appraisers Meeting date to discuss Water/Sewer Rates.

Mayor Spelman, Council President Priddy, and Council Member Mencer scheduled the Board of Appraisers Meeting for Tuesday, May 7, 2013 at 7pm at which time they will hear from IRWA regarding the rate study.

c) COLA – Review / Discuss / Decision on Cost of Living Increase for City Employees for Fiscal Year 2013/2014.

Mayor Spelman suggested that the Council schedule a Special Meeting to discuss cost of living increases for city employees for Fiscal Year 2013/2014. The Council decided to hold the Special Meeting at 6:00pm before the Regular City Council Meeting on Monday, May 13, 2013

Agenda Item 13) Acceptance of Planning & Zoning Commission Resignation – Kraig Spelman

Mayor Spelman and the Council reviewed Kraig Spelman's letter of resignation from the Planning & Zoning Commission.

- Council Member Mencer moved to accept Kraig Spelman's resignation from the Planning & Zoning Commission; Council Member Moore seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 14) Chicken Coop Request – Decision on request to allow chickens inside city limits

Mayor Spelman and the Council briefly discussed pros and cons of allowing chickens inside city limits. Citizen Steve Berry stated that he would put together a formal proposal including restrictions, fees, and permits, to allow chickens inside City limits and present it to the Planning & Zoning Commission to begin the process.

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Agenda Item 15) Planning & Zoning Comprehensive Plan Update – Discuss the Planning & Zoning Commissions recommended changes to the 2005 New Meadows Comprehensive Plan.

Planning & Zoning Chairperson Marsha Shriver stated that the Commission had been working on updating the 2005 New Meadows Comprehensive Plan for eight months. Shriver explained that the Commission had reorganized sections, removed redundancies, and added new information. Shriver suggested that the Council review the changes that were made to the Comprehensive Plan in order to be prepared to make a decision on accepting the alterations. The planning and Zoning Commission will hold a public hearing concerning the updated Comprehensive Plan on May 6, 2013. Shriver recommended that if updates to the Comprehensive Plan are intended occur every five years the City aim to do so.

TABLED

Agenda Item 16) Right of Way Issue – Discussion on Right-of-Way's at Katherine and Norris Avenue.

Council Member Wilde recused herself. A Katherine street resident Bruce Stuart reported that he had been in contact with the State and the Adams County Assessor. He explained that the meaning of the State's curb and gutter code requiring property owners to be responsible to the center of the road bordering their property is requiring property owners to maintain the right-of-way, not to add landscaping to it. Stuart provided pictures of alleged illegal encroachment on City right-of-ways.

TABLED

Agenda Item 17) Merit Pay Increase Review / Discuss / Decision on a Merit Pay Increase for City Employees for current Fiscal Year 2012/2013. (Previously Tabled)

Council Member Mencer stated that a decision needed to be made on the issue due to the fact that it had been tabled since October 2012. Mencer reported that each City Council Member had completed evaluations and that the evaluations will go into personnel files of each employee.

Council Member Moore suggested that since all evaluations had not been averaged, compared, and discussed amongst the City Council the Council approve giving all employees an equal 3.5% merit raise was built in to the budget for FY 2012/2013.

- Council Member Moore moved to give all City Employees a 3.5% merit raise plus retro pay dated back to October 1, 2012; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 18) 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 19) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or to set a time, date, & place for a special meeting.

NONE

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Agenda Item 20) Adjourn

- Council President Priddy moved to adjourn the April 8, 2013 Regular City Council Meeting at 10:33pm; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A

Clerk / Treasurer Report April 8, 2013 (prepared April 4)

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1. **Clean-Up Days**
 - a. No date from the county yet. I will keep checking on it and we will advertise it extensively.
2. **Payette River Scenic Byway**
 - a. I have or will be attending a Payette River Scenic Byway Committee Meeting in Cascade on April 5, 2013.
 - b. The Kiosk Project seems to be coming along great.
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.
 - d. A Quarterly Report will be complete once bills are paid for January 1 – March 31 and published by the end of the month. A copy will be available after the 10th.
4. **Community Meetings / Events**
 - a. Chamber Meeting – April 24 @ Granite Mountain Café 4:30pm, please attend if you can!
5. **Meetings**
 - a. Planning & Zoning Commission – The Comprehensive Update should be ready for a Public Hearing held by the Commission on May 6. Thank you for allowing Jessi to attend these.
 - b. WICAP Meeting – I will be meeting with WICAP and other local food pantries on April 17 in New Meadows. WICAP is also considering a Food Distribution on that day.
6. **Events**
 - a. St Patrick's Day at Bear Creek Lodge was attended by three groups from City Hall. The MV Community Foundation was attempting to raise enough funds to pay for their insurance.
 - b. St Patrick's Day Benefit for Jake Howard was well attended.
 - c. Special exhibits are coming to the Depot this month regarding the Economic History of the area.
 - d. Granite Mountain is hosting a "Spring Fling" dinner on April 18.
 - e. A Health Screening is being sponsored by the Depot on April 19.
 - f. Idaho Gives is a project put on by the Idaho Non-Profit Council. Several local non-profits are signed up.
7. **Website**
 - a. We have had 1,387 hits to our website since its inception!
8. **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) – Kamiah Grants
 - d. Army Corp of Engineers – Section 595 Funding (N Commerical or Storm Drainage)
 - e. Gem Grant (Phase 2) – Completed and submitted, waiting to hear within the next few weeks on whether or not we are successful.
9. **Training**
 - a. I took nearly every Treasurer class I could and found out a lot about how to better perform my Treasurer duties.
 - b. The legislature changed a few laws that the city will soon need to be aware of and change as well. One being the appeals process for Planning & Zoning Issues, another was the Personal Property Tax Repeal (the full repeal would have cost the city anywhere from \$3,000 - \$30,000!) Another Federal Law changed requiring us to update our Personnel Policy Manual regarding the Family Medical Leave Act.

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

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Attachment A continued...



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued April 8, 2013 (Reissue 4/9/13)

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

Our Investments & Cash	
Balances as of March 31, 2013	
<u>General Fund</u>	
<u>Fund # 1</u>	
March 31, 2013	\$138,648.87
March 31, 2012	\$81,523.05
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
March 31, 2013	\$84,993.90
March 31, 2012	\$100,176.62
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
March 31, 2013	\$4,543.85
March 31, 2012	\$2,271.65
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
March 31, 2013	-\$128.73
March 31, 2012	-\$128.73
<u>Water Fund</u>	
<u>Fund # 60</u>	
March 31, 2013	\$94,456.78
March 31, 2012	\$61,387.72
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
March 31, 2013	\$59,559.52
March 31, 2012	\$86,362.70
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
March 31, 2013	\$98,885.07
March 31, 2012	\$129,951.25
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
March 31, 2013	-\$16,012.37
March 31, 2012	-\$13,911.37

Our Cash Flows....		
Major Funds		
FY 2013: October 1, 2012 - March 31, 2013		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$132,848.67	56%
Expenditures to Date	\$123,314.01	53%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$100.11	0%
Expenditures to Date	\$17,766.20	4%
<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	\$75,765.66	52%
Expenditures to Date	\$63,707.56	44%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$9,048.88	2%
Expenditures to Date	\$24,331.11	5%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$74,831.53	48%
Expenditures to Date	\$65,669.71	42%
<u>Sewer Grant Revenues & Expenditures</u>		
Fiscal Year 2013 Budget	\$0.00	100%
Revenues to Date	\$2,474.00	0%
Expenditures to Date	\$0.00	0%

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Attachment A continued...



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued April 8, 2013

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

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2013: October 1, 2012 - March 31, 2013		
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	9/13	Revenues to Date	\$85,013.32	65%
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	\$27,467.07	49%
Annual Payment	\$26,733.00	9/13	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	\$1,846.25	52%
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	\$6,184.46	48%
Interest Rates ... March 2013			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2013 Budget	\$6,000.00	100%
Local Gov. Investment Pool		?	Revenues to Date	\$1,313.25	22%
Sterling Savings Bank		?			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2012/2013		FY 2012/2011		FY 2011/2010		FY 2010/2009	
	As of 03/31/13		As of 03/31/12		As of 03/31/11		As of 03/31/10	
General Fund	\$235,994.00	100%	\$301,017.00	100%	\$238,700.00	100%	\$234,150.00	100%
Revenues	\$132,848.67	56%	\$122,563.50	41%	\$130,924.22	55%	\$105,543.39	44%
Expenditures	\$123,314.01	53%	\$142,849.34	47%	\$97,502.69	41%	\$94,067.92	39%
Water Fund	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%	\$164,498.00	100%
Revenues	\$75,765.66	52%	\$78,425.13	53%	\$81,862.39	53%	\$63,637.42	39%
Expenditures	\$63,707.56	44%	\$72,380.52	49%	\$71,848.75	46%	\$72,405.19	44%
Sewer Fund	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%	\$177,460.00	100%
Revenues	\$74,831.53	48%	\$78,879.53	51%	\$83,571.69	51%	\$66,244.55	37%
Expenditures	\$65,669.71	42%	\$72,736.92	35%	\$70,491.18	43%	\$67,996.29	38%
Industrial Park	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%	\$16,500.00	100%
Revenues	\$9,048.88	2%	\$9,022.60	53%	\$9,007.44	20%	\$8,130.25	49%
Expenditures	\$24,331.11	5%	\$2,438.95	14%	\$3,786.45	8%	\$4,334.25	26%

Value Assumption: Assuming that all claims are paid as presented. Values may not be accurate if bank statements are not reconciled or interest is not posted.

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Attachment B

Office Assistant
Jessi Martin
Monthly Report
Prepared: April 5, 2013

- Agendas were posted and packets delivered for the April 2013 Regular City Council Meeting on Friday, April 5, 2013.
- I have been closing batches and making deposits at least once a week instead of twice due to a change in banking fees associated with transactions.
- 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 using scrap wood, if time permits, for the Post Office?
- About 40 dogs were licensed in March 2013, compared to over 50 licensed last year. Numerous dogs in the City are unlicensed.
- 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 Wednesday, April 10, 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 April on Thursday, March 28, 2013. Bills were mailed out on Monday, April 01, 2013. My fifth time doing billing went great. I feel totally comfortable with the process. The addressed envelopes that I created and filed for multiple account holders were a huge time saver.
- I assessed late fees on all accounts with a balance greater than zero on Thursday, March 26, 2013.
- The Mountain West Clerk & Treasurers Institute in Boise March 20, 2013 – March 22, 2013 was geared toward conflict resolution. I really took a lot away from the training. Dealing with conflict has always been difficult for me and I feel that I learned skills that will help me to better handle numerous difficult situations. I also came away with a better understanding of responsibilities of City staff, Mayor, and Council.
- 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 am keeping a close eye on payment arrangements and making reminder phone calls to customers who agreed to pay on a certain date. If agreements are not kept, customers will be disconnected.
- The animal vaccination clinic on Saturday, March 16, 2013 went well; about 16 dogs were vaccinated between 11a and 3p.
- I prepared and mailed out Reminder cards and Disconnect Notices on Friday, March 15, 2013.
- I typed up a draft of the minutes for the March 11, 2013 Regular City Council Meeting. I emailed them to Mac on Wednesday, March 27, 2013 for editing. Due to being out of the office at training in Boise March 20, 2013 – March 22, 2013, the completion of minutes took longer than usual.

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PROJECT STATUS REPORT

PROJECT NAME: Sidewalk & ADA Ramp Improvements/N. Commercial Avenue
CLIENT: City of New Meadows, Idaho
JOB NO.: 13001
DATE: April 5, 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

- There is no new information on this project. Mac has submitted a GEM Grant application and we are awaiting the results to determine a plan moving forward including how much work will be completed this year. It is anticipated that we will know the results of the application by the end of the month and will come up with a plan in May.

Action Items

1. Need to evaluate the 2013 construction budget with Mac and put project out to bid. This will be determined once we hear back on the GEM Grant application.
2. Need to provide a final construction schedule update to Aaron w/ITD.
3. Crestline to evaluate 2012 construction punch list and get with contractor to wrap up first phase of the project.

North Commercial Avenue

- During the last City Council meeting it was determined that the City was interested in pursuing funding opportunities that may require a local match which would potentially be funded through the bonding process. Based on this information, our team further discussed the project with USDA Rural Development and they are all in for supporting the project.
- In order to move the project forward the funding agencies will need some type of facility/master plan or preliminary engineering report for the project. A report/master plan was not anticipated for the North Commercial Ave. project. However, we should still be able to complete something along these lines and not extend ourselves too far past our preliminary design budget, but there would be some extra cost associated with the preparation of a report
- If the goal is to replace/improve the City's entire storm drain system rather than just work on the N. Commercial Ave. system, then we will be well outside of our original Scope of

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services.

- According to the City's Transportation Plan, the 1991 Storm Drainage Study and Master Plan needs to be updated. Therefore, it will be difficult to use the current Master Plan to obtain project funding until it is revised/amended.
- I met with Doug a few times last month to review sink holes and drainage issues in town. Due to the lack of drainage in town and high ground water associated with winter thaw/spring runoff sink holes develop and the weak spots in the streets begin to pump water through the surface, become spongy, and start to fail. On an annual basis City crews cone these areas off as well as spend many hours working to put additional gravel as a short term fix/ temporary band-aid. Until we can adequately drain town and work to rebuild the City's streets, these will always be a nuisance/hazard.
- Strata has provided a proposal for geotechnical work associated with N. Commercial Ave. project, the gravel source, and other streets throughout town (attached). The City could select to just evaluate N. Commercial Ave and the gravel source at this time, but there is some cost savings to completed the entire project. There could also be savings if City can provide drilling services using equipment from ITD if available.
- We are still working to identify runoff drainage areas within and outside the City. This will help with further evaluation of the stormwater conveyance system and identification of drainage problems.

Action Items

1. Need to understand the City's roadway budget and what money is allocated to roadway improvements.
2. As stated above, until we can drain town we shouldn't really invest in any roadway improvements. Also, if we can provide adequate drainage, it may help to alleviate some the current roadway problems.
3. A decision needs to be made to determine if the City just wants to focus on the N. Commercial Ave. back bone drainage system or should we attempt to get a loan and bond past for City wide stormwater improvements? If City wide improvements are selected, it is estimated that project costs will range from 2 - 2.5 million based upon estimates in the 2007 Transportation Plan. City wide storm drain improvements are also listed within the capital improvements section of the Transportation Plan. Possible funding solutions for this project is listed below:
 - o Department of Commerce - Community Development Block Grant
 - o EPA/IDEQ Grants
 - o City Roadway Budget
 - o USDA Rural Development Loans
4. In order to move the project forward we are going to need a facility/master plan. As stated above, the current plan needs to be updated. It is recommended that a proposal for this work be developed if the Council is in agreement. Without this document, we will not be able to get funding from any of the available sources.
5. A draft letter has been prepared by Gregg and needs to be sent to Mac for review and then forwarded onto the US Army Corps of Engineers (USACE) to initiate discussions in

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regards to the possibility of Section 595 funding. Gregg to send the letter to Mac this week.

6. We need to be careful and prioritize our long term plans. Can the community really afford to put together a large stormwater project when we are uncertain about the future expenses that may be associated with the WWTP?
7. We have prepared an official subconsultant agreement for Skiftun Land Surveying on a "not to exceed" bases for \$2000 per Rod Skiftun's email estimate. This work was authorized during the March, 11 meeting. The agreement will be finalized this week and submitted to Mac for signature by the City.
8. Need Doug to expose all manholes, storm drains and valve boxes in N. Commercial Ave. and the Industrial Park. All storm drains will need to be cleaned as well so that we can get accurate invert information. Skiftun can start as soon as Doug has exposed and cleaned everything.
9. How does the City want to proceed with Strata? Can we have authorization to proceed with an agreement and get them started?
 - o Do we want to focus on just N. Commercial Ave. or the entire town?
 - o Can we dig the source with the City's backhoe? Or do we need to adjust the proposal to include drilling at the source.
 - o Is there the possibility that ITD may have some type of drilling capabilities that they can help us with to save on costs. Mayor Spelman was going to look into this.
10. We have budgeted \$20,000 for subconsultant services. It was estimated that geotechnical services would be between \$10,000 - \$15,000. With both the surveying and geotechnical work we would be under budget by \$ 6,000 if the City accepted Strata's proposal.

Gravel/Rock Source

- There is no new information on this topic. Mac was to submit the Draft Reclamation Plan to the Idaho Department of Lands (IDL). We are still waiting on comments from this submittal.
- Can we dig holes at the source with City's backhoe for the geotechnical evaluation.
- We have responded back to the March 6 letter from Gary McElheney, with ITD's Division of Aeronautics via email. Response stated that we would follow up once we hear back from IDL.

Action Items

1. Follow up with IDL to check on status of Reclamation Plan.
2. Determine if we want to authorize Strata to proceed.
3. Determine how we want to proceed in regards to the ITD Division of Aeronautics letter once we hear back from IDL.

Virginia Street Stormwater System

- There is no new information on this project. Gregg has discussed with Doug and it was decided to wait a bit for the groundwater to reside and the road conditions to improve prior to

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proceeding with the installation of the observation manhole at the northeast corner of Miller Street/US 95.

Action Items

1. Installation of the observation manhole by City staff. Gregg to work with Doug to try and get this work completed this Month.
2. Further evaluation/cleaning of the system should be completed once the observation manhole is installed.
3. Follow up with ITD and let them know that we are still interested in potential funding for these improvements if determined necessary.
4. 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.
- Mayor Spelman was working with Tommy Glen on maintenance of his ditches.

Action Items

1. Still waiting for a response from Adams Soil Water Conservation District. We will continue to follow up.
2. Follow up with Mayor Spelman on progress with Tommy Glenn/ditch maintenance.

Wastewater Treatment Plant NPDES Permit

- The official draft NPDES has been received and the City is within the 30 day comment period.
- Our team has reviewed the "draft/draft" permit and it is consistent with the way the State is viewing the watersheds in the area. There are no glaring issues that we can see. The City can certainly comment on the permit, and it does not hurt anything, but may not change anything either.
- It is recommended that we talk to Lauri from DEQ to pick her brain and the City can decide if they want to put together a letter to the EPA or not. The two main issues are temperature and phosphorus, either of those two limits are going to make it difficult for the City to discharge in the summer.

Action Items

1. If determined necessary and upon the request of Council, Stuart to can write a letter on behalf the City for review, approval and submittal to the IDEQ.
2. It is also critical that we speed along the Facility Plan and EID documents. From past experience it typically takes 6 - 8 months to get the Draft NPDES to a final document. It could take equally as long for IDEQ approval of the Facility Plan and EID documents.

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3. Need update from Staff on Facility Plan/EID documents and/or to be authorized to start conversations with JUB.
4. Should consider what the requirements of the NPDES permit are and how the Facility Plan intends to address them. If the City can't meet the requirements of the permit the WWTP will be put on a compliance schedule with IDEQ and the City will have anywhere from 6 months - 2 years to address the problems depending on their severity.

Stormwater Collection System

- Much of the City's stormwater system needs to be clean/maintained. Regular maintenance can potentially help with water quality as well as help to alleviate the potential for flooding.

Action Items

1. Is there money in the City's budget for ongoing maintenance of these this system?
2. If we are going to work on minor improvements it may be good to start to have City Staff identify the system on our new aerial mapping. From there we can attempt to prioritize system maintenance on an annual basis.