

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MONDAY, MAY 13, 2013 AT 6:00PM
(REGULAR MEETING AT 7:00PM)
CITY COUNCIL CHAMBERS
NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 6:06PM. 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 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 made the motion to go into Executive Session according to Idaho Code 64-2345(1)(b) at 6:07; Council Member Mencer seconded the motion. Roll Call vote indicated no opposition to the motion with Council President Priddy voting aye, Council Member Mencer voting aye, Council Member Moore voting aye, and Council Member Wilde voting aye. Motion carried.

City Clerk/Treasurer Jacob “Mac” Qualls and Office Assistant Jessi Martin were excused for the session.

- Council Member Mencer moved to adjourn the Executive Session at 6:20PM; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 3) Welcome & Pledge of Allegiance

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.

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

Agenda Item 4) Adjustments to Agenda:

Council Member Mencer asked that Agenda Item 16 be removed from the Agenda.

Agenda Item 5) Communications and Reports:

a) Mayor

- i. Flood Prevention Update:** Mayor Spelman reported that the culvert had been put in along Katherine Street and that she felt that the Public Works crew had done a proficient job on the project. Spelman stated that property owner Dan Hearne had arrived to town and that she would set up a meeting with him to discuss the option of his employees working on ditches on his property to reroute storm water away from the city.

b) City Council Members

i. Industrial Park Liaison (Mencer)

Council Member Mencer reported that she had nothing new to report on the Industrial Park.

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ii. Park Liaison (Mencer)

Council Member Mencer stated that on Arbor Day the Park Improvement Committee had planted an Autumn Blaze Maple in replacement of the tree at Dorsey Warr Park that had not survived through the winter.

iii. Streets Liaison (Wilde)

Council Member Wilde reported that signs that had been added on South Norris seemed to be helping with trucks mistakenly driving down the road causing a hazard.

iv. Law Enforcement Liaison (Moore)

Council Member Moore stated that she had not received a report from the Adams County Sheriff's Office.

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

Council Member Mencer stated that at the Board of Appraisers Meeting held on Tuesday, May 7, 2013 the Idaho Rural Water Association had presented a rate study. The Board made the decision to hold a meeting on Monday, May 20, 2013 to observe a presentation from Mountain Waterworks' Tim Farrell and to further review the rate study before making a recommendation to the City Council.

c) Staff

- i. Public Works Report:** Public Works Supervisor Doug Buys reported that the most recent sewer test had been failed due to algae growth in the lagoons since the weather had been so warm. In June Buys is planning to lower lagoon levels in order to avoid discharging in the summer months.

Buys reported that the streets would be graded following the next rain. Public Works Assistant Clayton White had spent one full day watering city streets and that within hours of applying water the streets were just as dusty as they had been prior to the work. Buys reported that in his opinion watering streets was a waste of time, fuel, and water.

Buys reported that the culvert had been replaced along Katherine Street and that it would make a large improvement in flow of storm water.

Buys reported that a large tree near the bathroom at Dorsey Warr Park was removed due to the threat of damage to the City's infrastructure.

A grant that the City had been awarded funded the purchase of over 60 street signs. The signs had been received. Buys reported that the Public Works Crew would be working on replacing old signs as time permitted.

Buys reported that the crosswalks in City limits had been re-painted.

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- ii. **Animal Control Report:** Animal Control Officer White stated that he had submitted a written report (**ATTACHMENT A**) and asked if the Mayor or Council had any questions. No one had questions regarding White's report.
- iii. **City Clerk / Treasurer Reports:** Clerk/Treasurer Qualls verbally went over his reports. (**ATTACHMENT B**)
- iv. **Office Assistant Report:** Mayor Spelman and Council Members reviewed Office Assistant Jessi Martin's written report. (**ATTACHMENT C**)
- v. **Engineer Report** – Crestline Engineer Gregg Tankersley verbally went over his written report (**ATTACHMENT D**) and answered questions of the Mayor and Council.

d) Other (Mailbag, Other Elected Officials, etc.)
NONE

Agenda Item 6) Approval of Invoices:

Mayor Spelman and Council Members reviewed invoices.

- Council Member Mencer moved to approve the payment of invoices and to include a payment to become a member of the P&IN Depot; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 7) Approval of Time Sheets:

Mayor Spelman and Council Members reviewed time sheets.

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

Agenda Item 8) Approval of City Council Meeting Minutes of April 08, 2013:

Mayor Spelman and Council Members reviewed April 08, 2013 Regular City Council Meeting Minutes.

- Council Member Mencer moved to approve April 08, 2013 Regular City Council Meeting Minutes; Council Member Moore seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 9) Dust Abatement – Discuss/Decision on expenditure for Dust Abatement

Clerk/Treasurer Qualls reported that an Adams County Employee had informed him of a sugar beet byproduct that could be used as dust abatement and be obtained from the Amalgamated Sugar Company at little or no cost. Qualls reported that more research was required to gain more details on the product and what the true cost to the City would be.

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Council Member Mencer stated that in her opinion a dust abatement product would need to be purchased and applied before the next City Council Meeting and that she felt that Clerk/Treasurer Qualls and Public Works Supervisor Buys were qualified to choose whether or not to obtain the sugar beet byproduct. The Council agreed that if after additionally researching the sugar beet byproduct Qualls and Buys were satisfied that the product would be sufficient dust abatement and that using it would save the City money that they should move forward with obtaining the product. Council Member Wilde suggested that if the sugar beet product would not work for the City's dust abatement product the City should purchase the dust abatement budgeted amount of \$15,000.00 worth of mag chloride from Olson Excavation.

- Council Member Mencer moved to approve Clerk/Treasurer Qualls and Public Works Supervisor Buys making the decision to purchase either sugar beet byproduct or mag chloride at a cost of no more than the budgeted \$15,000.00 to use for dust abatement; Council Member Moore seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 10) Street Sweeper – Discuss/Decision on replacing the broom for the street sweeper

Public Works Supervisor Buys reported that the broom used on the street sweeper needed to be replaced. Buys stated that brooms usually last 1.5-2 years before the brushes wear out. The Public Works Crew sweeps streets monthly during the summer. A cost for a new broom is approximately \$800.00 including shipping.

- Council President Priddy moved to purchase a new broom for the street sweeper; Council Member Mencer seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 11) Engineering Contract – Discuss/Decision on granting a contract to Crestline Engineering Services for City Engineering Services

Clerk/Treasurer Qualls reported that City Attorney Bert Osborne and Crestline Engineer Gregg Tankersley had gone through the contract and made all necessary changes. The contract had been included in the City Council's packet for review.

- Council President Priddy moved to grant the contract for City Engineering Services to Crestline Engineers; Council Member Wilde seconded the motion. A Roll Call Vote indicated no opposition to the motion with Council President Priddy voting aye, Council Member Mencer voting aye, Council Member Moore voting aye and Council Member Wilde voting aye. Motion carried.

Agenda Item 12) STRATA Contract – Discuss/Decision on contract for STRATA to begin Geotechnical Engineering Evaluations on city roads and/or gravel source

Crestline Engineer Gregg Tankersley explained that an e-mail to the Idaho Transportation Department (ITD) had been sent requesting that (ITD) assist the City lower the cost of the STRATA proposal by using their drill truck to drill holes and collect necessary samples to be evaluated by STRATA.

Tankersley stated that he had spoken with the ITD representative that deals with the drill rig and that he got the impression the ITD may be willing to drill the 3 holes on North Commercial but would most likely not drill the 13 holes in other areas of town. Tankersley reported that at the time the City only needed to have the 3 holes on North Commercial drilled and tested due the upcoming work to be done on North Commercial.

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Tankersley reported that the ITD representative that he spoke with also suggested that the City speak with an alternate geotechnical engineering firm that owns their own drill rig and due to that fact may charge less than STRATA. Tankersley stated that he would check into the cost of using the alternate company.

TABLED

Agenda Item 13) Audit Contract FY 12/13 – Discuss/Decision on Audit Contract for current fiscal year financials to be performed FY 13/14.

Clerk/Treasurer Qualls explained the proposed contract was with the same firm that had performed the audit for the last fiscal year and that he was satisfied with the job they had performed.

Council Member Mencer asked how much the price for Bailey & Company had increased since the previous contract. Qualls replied that the cost would be approximately \$200.00 more than was paid for the audit for FY 12/13.

- Council Member Wilde moved to approve the Audit Contract with Bailey & Company for FY13/14; Council President Priddy seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 14) Appointment of Planning & Zoning Commissioner – Mayor Spelman would like to appoint Debbie Stuart to the New Meadows Planning & Zoning Commission. Discuss/Decision on appointment

Mayor Spelman and the Council reviewed Debbie Stuart's letter of interest in filling one of the two Planning & Zoning Commission vacancies. The Council discussed at great length the appointment and removal process of Planning & Zoning Commissioners. The possible appointment of Debbie Stuart to the Planning & Zoning Commission was discussed.

- Mayor Spelman appointed Debbie Stuart to the Planning & Zoning Commission; Roll Call indicated Council President Priddy voting aye, Council Member Mencer voting aye, Council Member Wilde voting nay, and Council Member Moore voting aye. Appointment confirmed.

Agenda Item 15) Planning & Zoning Comprehensive Plan Update – Discuss the Planning & Zoning Commissions recommended changes to the 2005 New Meadows Comprehensive Plan and set Public Hearing Date for City Council.

- Council Member Wilde moved to set the Public Hearing Date for the City Council to hear testimony on the recommended changes to the 2005 New Meadows Comprehensive Plan for Monday, June 10, 2013; Council Member Mencer seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 16) Industrial Park Lease – Discuss/Decision on transfer of ABT/ERS Lease

Removed from Agenda

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Agenda Item 17) Gem Grant – Approve Gem Grant Agreements.

Clerk/Treasurer Qualls explained that the City had obtained an additional \$50,000.00 for the Gem Grant application submitted to the Idaho Department of Commerce. The Gem Grant would fund the continuation of sidewalks along Virginia. Mayor Spelman must have approval from the Council to sign the Agreements from the Department of Commerce for the City to receive the funding. Mayor Spelman and the City Council reviewed the Department of Commerce documents.

- Council Member Wilde moved to approve Mayor Spelman signing Gem Grant Agreement documents; Council President Priddy seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 18) Senior Center Bus – Discuss/Decision on purchasing Senior Center Bus and leasing back to the Senior Center

Clerk/Treasurer Qualls stated that more information needed to be obtained in order for the Council to discuss the option of purchasing the Senior Center bus.

TABLED

Agenda Item 19) 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 20) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or to set a time, date, & place for a special meeting.

Tabled Items

Agenda Item 21) Adjourn

- Council President Priddy moved to adjourn the May 13, 2013 Regular City Council Meeting; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried. Meeting adjourned at 8:56PM.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A

Animal Control Report
05-13-13

Animal Control has been fairly normal for May. Not a lot of dogs running loose, set aside the people that let their dogs out in the park to "play" right next to the "No Pet" signs. I have had to let a few people know that animals are not allowed in the park. Most apologize and say they had not seen the signs while a few get grumpy. We did have one dog impounded thanks to a DUI but the dog was released and paid in full later the next day, I charged the initial \$25.00 plus an additional \$20.00 for the impound fees. I know the Animal Control budget is getting low so I have been trying not to spend any money if possible to try and keep what I have for as long as possible. I still have been making my rounds everyday if possible to make sure there are not any problems with dogs at large.

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Attachment B

Clerk / Treasurer Report May 13, 2013

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1. **Clean-Up Days**
 - a. This weekend - May 18th & 19th
2. **Payette River Scenic Byway**
 - a. Scenic Byway Meetings are being scheduled for June. This will include the current projects that are soon to start (Corridor Management)
3. **Treasurer Reports**
 - a. The Sterling Savings Bank Statement was received and reconciled.
 - b. LGIP could not be downloaded because of the Frontier ongoing issue.
 - c. I have been working on the budget, taking the few ideas I have received to try to come up with a working budget so we are not so last minute.
4. **Community Meetings / Events**
 - a. Chamber Meeting – May 22 @ Granite Mountain Café 4:30pm, please attend if you can!
 - b. Graduation – May 25
 - c. SAVES The Day June 8
 - d. Depot has several exhibits / programs this summer.
 - e. Blood Drive June 14
5. **Grants Completed or Due Soon**
 - a. Park Improvements (Playground Equipment) – Kamiah Grants – I have a grant application ready to submit, I just need to meet with the Parks & Recreation Committee or the MV Community Foundation Park Committee? Please advise!
6. **Training / Out of Office**
 - a. May 23 - Personal Day
 - b. May 27 – City Hall Closed
7. **Issues**
 - a. The City has experienced several technological issues this last month. I have spent a large amount of time trying to figure these issues out. Below is a brief synopsis of the issues:
 - i. Modem replaced
 - ii. New Additional Switch installed
 - iii. New IP Address & readdress several of the printers
 - iv. Route Water Meter Reader appropriately
 - v. Re-work network front office and back office machines (printers)
 - vi. Install WiFi

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Attachment B continued...



Issued May 15, 2013

Our Investments & Cash	
Balances as of April 30, 2013	
General Fund	
Fund # 1	
April 30, 2013	\$142,988.88
April 30, 2012	\$90,107.65
Transportation Fund	
Fund # 2	
April 30, 2013	\$82,583.13
April 30, 2012	\$100,192.04
Youth Sports Fund	
Fund # 4	
April 30, 2013	\$5,058.85
April 30, 2012	\$2,271.65
Warren Brown Youth Park Fund	
Fund # 5	
April 30, 2013	-\$128.73
April 30, 2012	-\$128.73
Water Fund	
Fund # 60	
April 30, 2013	\$99,084.76
April 30, 2012	\$66,127.02
Industrial Park Fund	
Fund # 63	
April 30, 2013	\$60,243.50
April 30, 2012	\$87,534.36
Sewer Fund	
Fund # 65	
April 30, 2013	\$102,272.47
April 30, 2012	\$133,686.66
Sewer Grant Fund	
Fund # 66	
April 30, 2013	-\$16,012.37
April 30, 2012	-\$13,911.37

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Cash Flows....		
Major Funds		
FY 2013: October 1, 2012 - April 30, 2013		
General Fund Revenues & Expenses		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$162,506.57	69%
Expenditures to Date	\$153,222.38	65%
Transportation Fund Revenues & Expenses		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$114.34	0%
Expenditures to Date	\$23,254.95	6%
Youth Sports Revenues & Expenses		
Fiscal Year 2013 Budget	\$3,100.00	100%
Revenues to Date	\$515.00	33%
Expenditures to Date	\$0.00	0%
Warren Brown Youth Park Revenues & Expenses		
Fiscal Year 2013 Budget	\$400.00	100%
Revenues to Date	\$0.00	0%
Expenditures to Date	\$0.00	0%
Water System Revenues & Expenses		
Fiscal Year 2013 Budget	\$144,375.00	100%
Revenues to Date	\$88,234.39	61%
Expenditures to Date	\$74,342.46	51%
Industrial Park Revenues & Expenses		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$10,126.56	2%
Expenditures to Date	\$24,705.63	5%
Sewer System Revenues & Expenses		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$87,578.25	56%
Expenditures to Date	\$77,453.32	50%
Sewer Grant Revenues & Expenditures		
Fiscal Year 2013 Budget	\$0.00	100%
Revenues to Date	\$2,474.00	0%
Expenditures to Date	\$0.00	0%

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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Interest Rates ... April 2013</th> </tr> <tr> <th style="text-align: left;">Location</th> <th style="text-align: center;">Rate</th> </tr> </thead> <tbody> <tr> <td>Local Gov. Investment Pool</td> <td style="text-align: center;">0.1719%</td> </tr> <tr> <td>Sterling Savings Bank</td> <td style="text-align: center;">0.0000%</td> </tr> </tbody> </table>		Interest Rates ... April 2013		Location	Rate	Local Gov. Investment Pool	0.1719%	Sterling Savings Bank	0.0000%																																																																															
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Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2012/2013		FY 2012/2011		FY 2011/2010		FY 2010/2009	
	As of 04/30/13		As of 04/30/12		As of 04/30/11		As of 04/30/10	
General Fund	\$235,994.00	100%	\$301,017.00	100%	\$238,700.00	100%	\$234,150.00	100%
Revenues	\$162,506.57	69%	\$142,395.08	47%	\$149,554.22	63%	\$127,161.49	53%
Expenditures	\$153,222.38	65%	\$153,796.32	51%	\$111,084.70	47%	\$116,723.24	49%
Water Fund	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%	\$164,498.00	100%
Revenues	\$88,234.39	61%	\$91,223.12	62%	\$95,166.69	62%	\$74,195.99	45%
Expenditures	\$74,342.46	51%	\$78,616.99	53%	\$80,837.03	52%	\$83,856.49	51%
Sewer Fund	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%	\$177,460.00	100%
Revenues	\$87,578.25	56%	\$90,588.71	58%	\$96,328.89	59%	\$77,406.32	44%
Expenditures	\$77,453.32	50%	\$80,180.15	39%	\$79,080.37	48%	\$79,577.65	45%
Industrial Park	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%	\$16,500.00	100%
Revenues	\$10,126.56	2%	\$10,404.26	61%	\$10,393.14	23%	\$9,208.45	56%
Expenditures	\$24,705.63	5%	\$2,648.95	15%	\$4,086.45	9%	\$6,598.38	40%

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 C

**Office Assistant
Jessi Martin
Monthly Report
Prepared: May 13, 2013**

- Agendas were posted for the May 2013 Special/Regular City Council Meeting on Friday, May 10, 2013.
- 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 have been closing batches and making deposits at least twice a week.
- I am checking the Suggestion Boxes weekly and have received one new suggestion. The suggestion is anonymous and is to "Put gravel in every one driveway". 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?
- Crosswalks were painted on Thursday, May 09, 2013.
- Three additional dogs have been licensed since March. This still leaves the quite a few without a valid City license.
- 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, May 15, 2013- pending approval.
- I typed up a draft of the May 6, 2013 Regular Planning & Zoning Minutes and e-mailed them to Mac on Wednesday, May 8, 2013.
- A problem with the meter reader connecting with office computers caused a delay in billing. Mac did billing for the month of May on Wednesday, May 1, 2013. I put postage on the bills and mailed them out the same day.
- Residents at 403 Katherine Street called regarding work done by the Public Works Crew along Katherine. They asked that I let the Mayor, Council, and staff know that Buys and White had done a fantastic job on the project.
- I assessed late fees on all accounts with a balance greater than zero on Monday, April 29, 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 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.
- I prepared and mailed out Reminder cards and Disconnect Notices on Monday, April 15, 2013.
- I put a spread sheet together for Kevin with IRWA to reference while performing the requested rate study. He stopped in and picked up the information on the afternoon of Monday, April 15, 2013.
- I typed up a draft of the minutes for the April 8, 2013 Regular City Council Meeting. I emailed them to Mac for editing.
- I typed up a draft of the minutes for the April 1, 2013 Planning & Zoning Meeting. I e-mailed them to Mac for editing.

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Attachment D



PROJECT STATUS REPORT

PROJECT NAME: Sidewalk & ADA Ramp Improvements, N. Commercial Avenue and Various Other Miscellaneous Engineering Projects

CLIENT: City of New Meadows, Idaho

JOB NO.: 13001

DATE: May 13, 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

- Mac has successfully obtained an additional \$50,000 for the GEM Grant application he submitted. Crestline worked last month to put together a detailed spreadsheet outlining project expenses to date. With the additional GEM Grant money, it appears that at this time, the project is about \$40,000 short of having enough funds to be completed per last year's design. We have met with Mac to discuss the budget and we are also working to obtain extra funding for two additional ADA ramps that could be constructed as part of the N. Commercial Ave. project. We still need to work with staff to come up with a plan moving forward including how much work will be completed this year.
- We were contacted by ITD, who asked if we would be willing to share any survey data that we might have which would assist with their overlay design. This was discussed with Mayor Spelman and we agreed that it would be in the City's best interest to share this data.

Action Items

1. Need to meet with Mac again and evaluate the 2013 construction budget and put project out to bid.
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.
4. Crestline to request additional "Cash for Towns" money from ITD.

North Commercial Avenue

- Skifun Land Surveying completed the initial phase of the projects survey supplements last week. We received the data and are in the process of evaluating the work. After

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this evaluation is complete, it is likely that we will request that they supplement their work one last time to gather any additional needs.

- Over the last month, Crestline analyzed the JUB "Preliminary Layout Storm Drainage Facilities and Street Plan" in regards to stormwater collection system. We will continue to evaluate these plans and develop our 30%/Preliminary Construction Plans.
- During the last City Council meeting it was decided to not be as aggressive on funding for a town wide storm drain system until we have a better idea where we stand with the WWTP and future reuse requirements. While we wait on this, Crestline will continue with the 30%/preliminary design.
- It has become apparent over the last month as we further developed the project based on preliminary work completed by JUB, that additional work may be required to evaluate the proposed/future stormwater conveyance system. This is based upon the fact that many water and sewer projects have been completed since the completion of the "Preliminary Layout Storm Drainage Facilities and Street Plan." Additionally, the City's Transportation Plan, states that the 1991 Storm Drainage Study and Master Plan needs to be updated. We also stated last month, that in order to move the project forward the funding agencies from a stormwater management stand point, we will need some type of facility/master plan or preliminary engineering report for the project. A detailed facility/master plan was not anticipated for the N. Commercial Ave. project. The City's budget for this type of work should be discussed as well as a plan for how we might be able to obtain potential funding assistance for development of this plan/study.
- Mayor Spelman has contacted ITD to see if they may be able to assist with the drilling portions of Strata's proposal for geotechnical work associated with N. Commercial Ave. project, the gravel source, and other streets throughout town. We are still waiting for a response from ITD in regards to this request.
- 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.

Action Items

1. Need to understand the City's roadway budget and what money is allocated to roadway improvements. Is there any additional at this point in time?
2. Crestline to continue with 30%/preliminary design work.
3. Evaluate the potential for funding assistance for the development of updates to the Stormwater Master Plan and an evaluation of the existing water/sewer system to determine potential conflicts with a proposed stormwater conveyance system. In order to move a significant project forward we are going to need a facility/master plan. As stated in the past, 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 significant funding from any of the available sources and it will be difficult to evaluate proposed improvements.
4. Finalize initial survey work completed by Skiftun Land Surveying. Need signature from City on Subconsultant Agreement submitted to Mac for signature by the City.

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5. How does the City want to proceed with Strata?
 - o Can we have authorization to proceed with an agreement and get them started?
 - o Should we hold off and wait to see if ITD can help?
 - 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.
6. Crestline had 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.
7. Can we authorize the Mayor to sign for up to a certain amount so we can proceed prior to the next meeting if necessary. At this point, we still have time for this. Waiting would impact cost estimates, but not project schedule.

Gravel/Rock Source

- There is no new information on this project. We are still waiting on comments from Mac's submittal to the Idaho Department of Lands (IDL). We have discussed with Mac and he is going to follow up with IDL on the Draft Reclamation Plan.
- Can we dig holes at the source with City's backhoe for the geotechnical evaluation.

Action Items

1. Mac to follow up with IDL on the status of the Draft 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 still needs to work with Doug and get the observation manhole at the northeast corner of Miller Street/US 95 installed and come up with a plan moving forward.

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.

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Flooding from Farm Fields

- Crestline has been in contact with the Adams Soil & Water Conservation District (AS&WCD) in order to discuss ideas for working with neighboring farmers to alleviate some of the flooding potential in town. AS&WCD could be a liaison with the farmers as well as a resource to see if they have any other ideas to help with the N. Commercial Ave. project funding from a global stormwater treatment stand point.
- Mayor Spelman is also working with land owners on maintenance of ditches.

Action Items

1. Need to develop exhibits to show drainage areas and locations for where offsite farm runoff is coming into town and causing flooding so that the AS&WCD can better understand what's going on. Once we have this, we can meet with Julie Burkhart, and discuss how they can help. It is recommended that once this work is complete, we invite Julie to a City Council meeting to further discuss ways the City and AS&WCD can work together on other community improvements.
2. Update from Mayor Spelman on progress with ditch maintenance by farmers.

Wastewater Treatment Plant NPDES Permit

- Stuart Hurley and Dr. A.T. Wallace reviewed the official draft NPDES permit and prepared a comment letter for the City. The letter was signed by Mayor Spelman and mailed by Mac.

Action Items

1. No actions at this time.

Facility Plan/EID

- Tim Farrell has been in contact with Matt Uranga (JUB), Jack Gants (IDEQ, engineering), and Charlie Parkins (IDEQ, funding). A meeting has been set up for Tuesday, May 21st, at 1:00 P.M. to define how the group can work together to get the documents completed. Mayor Spelman has ask to attend and has been invited to the meeting.

Action Items

2. No additional actions at this time.

Stormwater Collection System

- There is no new information on this issue. As stated last month, 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.