

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 7:06PM. Mayor Julie Spelman, Council President DeOle Priddy, Council Member Angie Moore, and Council Member Heather Wilde were present. Council Member Mencer was excused. City Clerk/Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, Animal Control Officer Clayton “CW” White, Crestline Engineer Gregg Tankersley and Office Assistant Jessi Martin were present. Public in attendance were Ann DeChambeau, and Fred Erland with the Adams County Record.

Agenda Item 2) Welcome & Pledge of Allegiance

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

Agenda Item 3) Communications and Reports:

a) Mayor

Mayor Spelman reported that she had attended a meeting with Mountain Waterworks Tim Farrell, JUB Engineer Matt Uranga and representatives of the Idaho Department of Environmental Quality regarding the progress of the City’s Wastewater Plan Amendment and the Environmental Informational Document (EID). Spelman stated that she felt that the meeting was a success and that she was hopeful that JUB would focus on completing the EID soon.

b) City Council Members

i. Streets Liaison (Wilde)

None.

ii. Law Enforcement Liaison (Moore)

Council Member Moore stated that she had a meeting scheduled at the end of June 2013 with Adams County Sheriff Ryan Zollman and Under Sheriff Jeff Brown.

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

Mayor Spelman stated that educating the community about the City’s failing infrastructure and possibly showing Citizens the video that Tim Farrell showed to the Board of Appraisers would be helpful in moving forward with setting rates for the 2013/2014 fiscal year.

c) Staff

- i. Public Works Report:** Public Works Supervisor Doug Buys reported that he had submitted a written report (**ATTACHMENT A**) and that he was available to answer any questions. Buys also stated that Idaho Rural Water Association had been further researching land application and would be getting information to him regarding on how to proceed with the Meadows Valley School beginning the process to add a well on their property near where the City recently purchased land with the thought of future land application.

Council Member Moore asked when the magnesium chloride would be applied to City streets for dust abatement. Buys replied that the product would be applied upon its arrival at the end of the week or beginning of the following week.

- ii. Animal Control Report:** Animal Control Officer White stated that he had submitted a written report (**ATTACHMENT B**) 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 C**)

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
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 D)**
- v. **Engineer Report** – Crestline Engineer Gregg Tankersley verbally went over his written report **(ATTACHMENT E)** and answered questions of the Mayor and Council.

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

Qualls verbally went over mailbag Items that had been included in packets of the Mayor and City Council. Mailbag Items included: Drinking Water Quality Report – Clerk / Treasurer Qualls stated that the report was available for the public to review at City Hall and also at the Meadows Valley Library. A letter to Richard Jordan, drafted by Crestline Engineers on behalf of the City of New Meadows, and a letter to the Meadows Valley School regarding Land Application, drafted by Tim Farrell with Mountain Waterworks.

Agenda Item 4) Approval of Invoices:

Mayor Spelman and Council Members reviewed invoices.

- Council Member Moore moved to approve the payment of invoices in the amount of \$17,952.70; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 5) Approval of Time Sheets:

Mayor Spelman and Council Members reviewed time sheets.

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

Agenda Item 6) Approval of City Council Meeting Minutes: May 13, 2013; Board of Appraisers: May 7 & 20, 2013

Mayor Spelman and Council Members reviewed May 13, 2013 Regular City Council Meeting Minutes as well as May 7 & May 20, 2013 Board of Appraisers Meeting Minutes.

- Council Member Moore moved to approve May 13, 2013 Regular City Council Meeting Minutes, May 7 & May 20, 2013 Board of Appraisers Meeting Minutes; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 7) Community

a) Discussion/Decision on purchase of "City Center" Signage (Chamber)

Chamber of Commerce member Julie Goode stated that the Meadows Valley Chamber of Commerce would be willing to pay for signs near the Highway 55 / 95 intersection directing travelers towards the City Center.

Mayor Spelman stated that she felt the signs would be a great idea and that she would speak to the Idaho Department of Transportation regarding placement of the signs.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

b) Discussion / Decision allowing a Carnival to utilize City Hall Electricity (Chamber)

Goode reported that the Chamber of Commerce had obtained the traveling carnival to return to New Meadows during Labor Day Weekend 2013. The carnival owner asked that the employees of the carnival that would be camping be allowed to plug their campers into City Hall as they were allowed to do in 2012. Goode offered for the Chamber of Commerce to pay the difference in the power bill if one was noticed. Qualls stated that he did not believe that there had been a spike in the power usage during the carnival in 2012.

- Council Member Moore moved to approve allowing the carnival employees that would be in New Meadows over Labor Day Weekend 2013 use electricity from City Hall; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

c) Discussion / Decision on closing 1st block of N Heigho for street dance / music (Chamber)

Goode stated that the Chamber of Commerce had discussed having a street dance on the Saturday of Labor Day Weekend 2013. Goode asked that the City Council approved closing the 1st block of North Heigho for a few hours on that Saturday in order to hold the street dance.

- Council Member Moore moved to approve closing the 1st block of North Heigho from 7:00pm until 11:00pm on the Saturday of Labor Day Weekend 2013; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

d) Discussion / Decision on coning off parking area on Virginia for Carnival (Chamber)

Goode stated that the Chamber would like to have the permission of the Mayor and City Council to cone off parking on Virginia Street from South Heigho to The Connection in order to have a seating and pedestrian friendly area for Carnival goers. The Carnival will be in town to set up on Wednesday August 28, 2013 and will be leaving on or before Wednesday September 4, 2013. The Chamber would like to have the area coned off over Labor Day Weekend 2013; Friday, Saturday, Sunday, and Monday 2013.

- Council President Priddy moved to approve allowing the coning off of the parking area along the south side of Virginia Street from South Heigho to The Connection; Council Member Wilde seconded the motion. Voice Vote indicated no opposition to the motion with all voting aye. Motion carried.

e) Discussion / Decision on purchasing the Senior Center Bus (Senior Center)

TABLED

f) Discussion / Decision on Weiser River Trail (MV Foundation)

Clerk/Treasurer Qualls read a letter written by Erin Rohlman requesting the cooperation of the city in supporting the Weiser River Trail continuing from Rubicon into New Meadows.

Council Member Moore suggested that Adams County be more involved than the city due to most of the proposed continuation of the trail being in county jurisdiction and not in city limits.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Council Member Wilde suggested that a letter of support be drafted and sent to the county. Qualls suggested that an economic benefit for the City be identified in the letter.

Qualls stated that he would draft a letter of cooperation and support of the continuation of the Weiser River Trail into New Meadows to the county, and to the Idaho Transportation Department.

Agenda Item 8) Contract / Task Approvals:

a) Adams County Building Inspection Services (FY 13/14)

- Council Member Wilde moved to approve the contract with Adams County for Building Inspection Services for FY 13/14; Council Member Moore seconded the motion. Roll Call Vote: Council Member Moore – aye, Council President Priddy – aye, and Council Member Wilde – aye. Motion carried.

b) Geo-Technical Services & Task Orders / Actions to Proceed (Tankersley)

Crestline Engineer Gregg Tankersley explained that he had been in contact with STRATA who had given an initial bid for geo-technical engineering services that had not been approved by the Council at a previous meeting due to the services being so costly. Tankersley explained that the original bid had been for drilling and testing on North Commercial and also at other sites around town. Tankersley stated that in communicating with Public Works Supervisor Buys, Clerk/Treasurer Qualls and STRATA it had been identified that the only necessary testing at the time was on North Commercial. Tankersley identified that if the City chose to only test for the North Commercial Project there would be a large savings. Tankersley proposed that the Council approve that the STRATA provide Geo-Technical Engineering Services on North Commercial at a cost of no more than \$6000.00. Tankersley stated that if more savings could be found by utilizing City Equipment to dig test sites it would be taken advantage of.

- Council Member Wilde moved to approve hiring STRATA for Geo-Technical Engineering at a cost of no more than \$6000.00 to investigate North Commercial and the possible gravel source; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Tankersley asked that the Council consider a payment to Tim Farrell with Mountain Waterworks for work done on the Wastewater Facility Plan Amendment and the Environmental Information Document (EID) as well as a presentation to the Board of Appraisers by Farrell. Tankersley suggested that the Council agree to an amount up to \$2000.00.

- Council President Priddy moved to approve a payment to Tim Farrell with Mountain Waterworks, not to exceed \$2000.00 for work on the Wastewater Facility Plan Amendment and the Environmental Information Document; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Tankersley also suggested a not to exceed monthly amount be set for Crestline's sub-consultants so that work is continued on general projects in a timely manner.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

- Council President Priddy moved to approve a task order for monthly general engineering services provided by Crestline Engineers' sub-consultants, not to exceed \$1000.00; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Tankersley asked the Council to discuss and decide on how much time would be appropriate for him to spend in New Meadows reviewing of sidewalks to take place beginning in July 2013. The Council decided to discuss the issue further after a contractor is selected for the project.

TABLED

Agenda Item 9) Streets:

- a) Discuss / Decision on purchasing three Solar Speed Limit Signs to be posted at the entrances of the Community (Wilde)***

TABLED

Agenda Item 10) Utility Billing:

- a) Water & Sewer Tax Assessment Notices Update (Qualls)***

Clerk/Treasurer Qualls stated that lien notices will be sent out to delinquent account holders in June.

- b) Discuss / Decision on request to forgive Tax Assessment for Delinquent Account***

Clerk/Treasurer Qualls explained that a development that had gone into foreclosure and then been delinquent in their water / sewer bond account. Qualls wanted clarification on whether to file a Special Tax Assessment with the county on this property. Council directed Qualls to file the tax assessment.

Agenda Item 11) Violations:

- a) Discuss / Decision on Grass & Weed Violations***

Martin explained that Qualls and she had driven around town and identified properties in need of grass/weed abatement. Several properties were identified on two separate occasions. Grass and Weed abatement notices were sent to numerous property owners on Thursday, May 23, 2013, giving 10 days for the property owners to abate grass and weeds. Martin requested direction from the Council on what steps to take next.

Mayor Spelman and the City Council suggested that Ordinance 291-04 be followed and that the nuisance grass/weeds that had been noticed and had not responded in any way be abated by the City or Custom Works and then sent an invoice for the work.

- Council Member Wilde moved to place a special assessment against the property in the same manner as property taxes for owners that had grass/weeds abated by the City during the 11/12 FY and the 12/13FY and had not paid the City for the work; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 12) Parks:

- a) Discuss / Decision on Parks & Recreation Summer Volleyball Purchases (Martin)***

Office Assistant Jessi Martin explained that she had proposed a purchase of up to \$400.00 for volleyball equipment to use at Dorsey Warr Park to the Parks & Recreation Committee and they had approved the purchase and recommended that City Council approval also be sought.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

- Council Member Moore moved to approve the purchase of volleyball equipment not to exceed \$400.00; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

b) *Discuss / Decision on recent Dorsey Warr Park Restroom Vandalism (Spelman)*

Mayor Spelman explained that vandalism of city property especially at the park has been quite prevalent.

Recently two 9 year old children had been caught vandalizing the restrooms. Spelman explained that she feels that since the children had been caught they should face consequences. The vandalism cost the City money and she feels that facing consequences may help to deter future vandalism.

Mayor Spelman offered to meet with the children and their parents to discuss an appropriate consequence.

c) *Discuss / Decision on Parks Committee request for survey (Peavey)*

Clerk/Treasurer Qualls read aloud a request from the Parks Committee for the City to pay for a survey of the park at a cost of \$700.00. Crestline Engineer suggested that the Parks Committee utilize surveys and information that the City already has instead of obtaining a new survey. Mayor Spelman and the City Council agreed that information that the City has previously acquired that is needed by the Parks Committee be offered instead of purchasing the requested survey.

Agenda Item 13) Public Hearing: The New Meadows City Council will hold a public hearing to gather testimony from interested citizens regarding the updates to the Comprehensive Plan.

Mayor Spelman opened the Public Hearing at 9:09pm and asked to hear any testimony from the public regarding the updates to the Comprehensive Plan.

After hearing no public testimony Mayor Spelman closed the Public Hearing regarding updates to the Comprehensive Plan at 9:10pm.

Agenda Item 14) Industrial Park Expansion: Discuss / Decision on Industrial Park Expansion & Walter Steed Contract for grant services.

Clerk/Treasurer Qualls read aloud a letter from grant writer Walter Steed which identified a problem he had encountered attempting to contact an Industrial Park Tenant regarding the application for a grant to assist with funding the possible expansion of the Industrial Park. The letter explained that it was necessary to discuss details with Industrial Park Tenants before a grant application was completed and submitted.

- Council Member Moore moved to suspend the contract with Walter Steed for grant writing services; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 15) Comprehensive Plan Update: Discuss / Decision on Comprehensive Plan Adoption by Resolution.

Clerk/Treasurer Qualls read aloud a draft resolution which adopts the Comprehensive Plan updates.

- Council Member Wilde moved to adopt Resolution #203 approving the proposed Comprehensive Plan updates; Council Member Moore seconded the motion Roll Call Vote: Council Member Moore – aye, Council President Priddy – aye, and Council Member Wilde – aye. Motion carried.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 16) 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 17) Setting Special Meeting for Budget Workshop: *Discuss / Decide on date for Budget Workshop*

Mayor Spelman and City Council Members decided to each meet with Qualls individually to discuss their departments budget and then meet all together to approve a budget for FY 2013/2014.

Agenda Item 18) 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 19) Adjourn

- Council President Priddy moved to adjourn the June 10, 2013 Regular City Council Meeting at 9:22PM; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried. Meeting adjourned at 9:22PM.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment A

Doug Buys
Public Works Supervisor
Monthly Report
06-10-13

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. I have ordered a few more external antenna's for a few more of the meters that seem to be a problem while reading.
4. We will be installing a new Fire Hydrant on the corner of South Commercial and Katherine, due to underground damage to the old one.
5. I have gotten many warnings now from DEQ, and IDRWA about the digging of shallow wells for irrigations around town. I feel as though we should discuss this matter. This is a very good source for contaminates to our drinking water aquifer.

Sewer

1. All our sewer test came back fine for last month.
2. Flows to the plant have dropped dramatically due to the warm dry weather.
3. I have started lowering the ponds to allow for summer storage. This will happen July 1st.
4. Sewer line cleaning went really well. We did find some small issues with the camera, but no major problems. My hope is to continue with the cleaning the next year as well.
5. I have a meeting set up Friday the 14th, with our new engineer, to show him the plant and future land app. Sight.
6. We have Sprayed all the weeds around the sewer lagoons, and Well houses.

Streets

1. All of the Streets have been graded, and the mainly used allies. I believe they are all ready for the road oil.
2. Due to time, Mac and I decided on the Mag chloride, which is scheduled for this week if nothing changes.
3. We have started replacing the stop, and speed limit signs around town, we have been doing this whenever we have spare time.
4. All the cross walks have been painted.
5. We have met with Gregg and are getting ready for the second phase of the sidewalk project.

Storm Drains

1. We met with ITD about drainage on the highway, it looks promising that they will help us out with this problem, but will have to wait for sure.
2. I did get the blockage removed from the drains at the park, where it kept backing up after a hard rain. This will hopefully solve that problem.
3. We will be using the Jetter to clean other storm drains threw out the summer.
4. The project is finished on Katherine street, I think this came out really well.
5. We have installed the extra drain that was requested by Mr. Holland on Cedric street.

Equipment

1. All the equipment is up and running at this time
2. We have had some minor break downs with the equipment, but got them all up and going again.

Park & Restrooms

1. I have ordered 5 New cameras for the bath rooms and Kiosk, they are to be delivered this week.
2. We have removed the tree, and dug out the stump, and filled in the whole area with gravel around the Kiosk.
3. We have started irrigating the park already

Industrial Park

1. A lot of trash and debris have been pickup around the Industrial park.

Misc.

1. Weeds and Tall grass will be a Major problems this year, if not kept up on.
2. If I have forgotten anything or if there are any questions please let me know.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B

Animal Control Report
06-10-13

In this last month I have had a couple of reports about a dog across the street from Chevron I spent a couple of hours chasing him one day and managed to chase him out of town, thinking maybe his owner lived somewhere out of town I thought the issue may have been resolved, but the next day the dog was back so again I chased him around trying to catch him but was unable to. The dog was finally caught and I was able to impound the dog. The city put fliers all around town trying to locate an owner after about a week of having the dog in impound I "adopted" the dog out. Also City hall received a complaint about a barking dog at 304 S. Commercial, so I went over the the house and gave the owners a final warning and I will cite them on the next complaint received. Other than those two issues Animal Control has been normal with minimal problems.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C

Clerk / Treasurer Report June 10, 2013

Page 1 of 1

1. **Payette River Scenic Byway**
 - a. The PRSB Committee will be touring the byway this Friday and later in the month. They will come and inspect our Kiosk in the park and gather further information regarding future Corridor Management Projects
2. **Treasurer Reports**
 - a. The Sterling Savings Bank Statement was received and reconciled.
 - b. LGIP Statement will be reconciled tomorrow, so an actual Cash Dashboard will be in your boxes tomorrow.
3. **Community Meetings / Events**
 - a. Chamber Meeting – June 19 @ Granite Mountain Café 4:30pm, please attend if you can!
 - b. Depot has several exhibits / programs this summer.
 - c. Blood Drive June 14
4. **Industrial Park**
 - a. I spoke with Stacy from Double D Custom Meats and gathered telephone numbers for the Mayor to make an appointment to have them sign the Lease Agreement.
5. **Grants**
 - a. I will be sending off the Final Paperwork for the Emergency LHRIP Grant this week.
 - b. Gregg submitted a "Cash for Towns Grant" in the amount of \$50,000 for ADA Improvements.
 - c. The Payette River Scenic Byway Grant is nearing completion. Additional work is being completed to stabilize the structure this week, and signs will be installed soon after.
 - d. I will be meeting with the Parks / Downtown Revitalization Committee to discuss the Playground Park Improvements and how we can work together to write a successful grant. (June 21 at noon)
6. **Complaints**
 - a. Someone in town has contacted DEQ and reported a Clean Air Violation. I have been in contact with DEQ on a weekly basis to advise them of our progress with the Dust Abatement. DEQ is advising the complainant that we are working on it, and that they can contact City Hall directly or one of the elected officials if they wish.
 - b. We have received several complaints regarding the tall grass and weeds. Jessi and I have attempted to contact each property owner with some compliance. We have assisted them in finding appropriate caretakers of their properties if they are outside of town. If we knew the owner or could find their mailing address we sent them a copy of the ordinance along with a letter requesting they comply within 10 days.
7. **New Businesses in town**
 - a. A Bond Agent has moved into town at the Below the 45th Building – OPEN Now
 - b. A Yoga Studio has moved into town at the Below the 45th Building as well – Open July 1
8. **Training / Out of Office**
 - a. June 14 - Personal Day – Part of the day
9. **The Agenda** is light this meeting, but be prepared for our next meeting. We will need to meet soon to formulate the budget for next fiscal year. We are already behind schedule.

CITY OF NEW MEADOWS
 REGULAR CITY COUNCIL MEETING
 MONDAY JUNE 10, 2013 AT 7:00PM
 CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C continued..



Issued June 12, 2013

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of May 31, 2013	
<u>General Fund</u>	
<u>Fund # 1</u>	
May 31, 2013	\$115,925.25
May 31, 2012	\$84,351.66
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
May 31, 2013	\$77,108.94
May 31, 2012	\$100,207.95
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
May 31, 2013	\$5,748.85
May 31, 2012	\$3,526.65
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
May 31, 2013	-\$128.73
May 31, 2012	-\$128.73
<u>Water Fund</u>	
<u>Fund # 60</u>	
May 31, 2013	\$100,272.40
May 31, 2012	\$75,307.86
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
May 31, 2013	\$61,712.49
May 31, 2012	\$88,403.81
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
May 31, 2013	\$104,996.06
May 31, 2012	\$141,012.14
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
May 31, 2013	-\$16,012.37
May 31, 2012	-\$14,661.37

Our Cash Flows....		
Major Funds		
FY 2013: October 1, 2012 - May 31, 2013		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$162,858.32	69%
Expenditures to Date	\$166,266.62	71%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$128.90	0%
Expenditures to Date	\$29,635.05	7%
<u>Youth Sports Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$3,100.00	100%
Revenues to Date	\$1,205.00	78%
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	\$100,819.13	70%
Expenditures to Date	\$79,817.12	55%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$11,824.73	2%
Expenditures to Date	\$24,934.81	5%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$100,070.88	64%
Expenditures to Date	\$83,400.61	54%
<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%

CITY OF NEW MEADOWS
 REGULAR CITY COUNCIL MEETING
 MONDAY JUNE 10, 2013 AT 7:00PM
 CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C continued..



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued June 12, 2013

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

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2013: October 1, 2012 - May 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	\$93,222.70	71%
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	\$41,220.50	74%
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	\$2,134.25	61%
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	\$11,553.71	89%
Interest Rates ... May 2013			Fine & Forfeit Revenue Collections		
Location			Rate		
Local Gov. Investment Pool			0.1545%	Fiscal Year 2013 Budget	
Sterling Savings Bank			0.0000%	Revenues to Date	
				\$6,000.00	100%
				\$2,177.70	36%

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2012/2013		FY 2012/2011		FY 2011/2010		FY 2010/2009	
	As of 05/31/13		As of 05/31/12		As of 05/31/11		As of 05/31/10	
General Fund	\$235,994.00	100%	\$301,017.00	100%	\$238,700.00	100%	\$234,150.00	100%
Revenues	\$162,858.32	69%	\$148,161.36	49%	\$154,457.17	65%	\$140,155.26	59%
Expenditures	\$166,266.62	71%	\$165,318.59	55%	\$123,944.69	52%	\$136,013.48	57%
Water Fund	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%	\$164,498.00	100%
Revenues	\$100,819.13	70%	\$103,349.62	70%	\$108,028.29	70%	\$84,811.62	52%
Expenditures	\$79,817.12	55%	\$85,242.14	58%	\$90,845.72	59%	\$90,594.98	55%
Sewer Fund	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%	\$177,460.00	100%
Revenues	\$100,070.88	64%	\$103,472.67	67%	\$109,639.44	67%	\$88,683.54	50%
Expenditures	\$83,400.61	54%	\$86,763.09	42%	\$88,765.67	54%	\$86,946.22	49%
Industrial Park	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%	\$16,500.00	100%
Revenues	\$11,824.73	2%	\$11,483.71	67%	\$11,778.55	26%	\$11,424.02	69%
Expenditures	\$24,934.81	5%	\$2,858.95	17%	\$4,546.45	10%	\$10,957.50	66%

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.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D

**Office Assistant
Jessi Martin
Monthly Report
Prepared: June 7, 2013**

- Agendas were posted for the June 2013 Regular City Council Meeting on Friday June 7, 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 two new suggestions. One suggestion is anonymous and says "Better Park". The second suggestion is from Ron Wittig and says "Disincorporate the City" 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?
- One additional dog has been licensed. This still leaves the quite a few without a valid City license.
- DRAFT 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, June 12, 2013- pending approval.
- I typed up a draft of the June 3, 2013 Regular Planning & Zoning Minutes and e-mailed them to Mac on Friday, June 7, 2013.
- A global rate change was done on Thursday, May 30, 2013, changing the sewer rate to allow 7,000 gallons without an overage charge for irrigation months.
- A resident called in on Friday, June 07, 2013, and stated that the grading that Public Works Supervisor Buys had done to roads around town had made a significant improvement to road conditions.
- I assessed late fees on all accounts with a balance greater than zero on Wednesday, May 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.
- Property owners in violation of Ordinance 291-04 (nuisance grass/weeds) were sent letters on May 23, 2013 asking that they abate nuisance grass/weeds within 10 days.
- I prepared and mailed out Reminder cards and Disconnect Notices on Friday, May 17, 2013.
- I typed up a draft of the minutes for the May 13, 2013 Special/Regular City Council Meeting. I emailed them to Mac for editing on Friday, May 15, 2013.
- I typed up a draft of the minutes for the May 6, 2013 Planning & Zoning Meeting. I e-mailed them to Mac for editing.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E..



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: June 7, 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

- We reviewed the construction work completed last fall by Richard L. Jordan on 5/30/13 with City Staff and issued a letter identifying outstanding work and additional problems that developed over the winter. We have heard back from Mr. Jordan and are in the process of setting up a meeting to further review with him onsite to determine a plan of action.
- Bid/Contract Documents have been prepared and a notice was sent to the Star News by Mac to run in the paper for two weeks. We will be hosting a pre-bid meeting on Thursday 6/13/13 at 10:00 a.m. and bids are due the following Friday 6/21/13 at 10:00 a.m. It is anticipated that construction will start on or after July 8th and be complete by August 23rd.
- On 5/28/13 a formal request was sent to Aaron Bauges w/ITD requesting an additional \$50,000 in Cash for Towns funding.

Action Items

1. Need to develop a plan for how the City would like to handle construction management and Inspection for the project.
2. Need to provide a final construction schedule update to Aaron w/ITD.
3. Crestline to meet with Richard L. Jordan and evaluate 2012 construction punch list and additional findings as well as come up with a plan for repairs.
4. Crestline to follow up with ITD on request for additional "Cash for Towns" money.

North Commercial Avenue

- Over the last month, Crestline continued to analyzed the JUB "Preliminary Layout Storm Drainage Facilities and Street Plan" in regards to stormwater collection system as well as

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E continued..

Project Status Report - City of New Meadows

June 7, 2013

develop preliminary drawings of the proposed system. We will continue to evaluate these plans and further develop our 30%/Preliminary Construction Plans.

- In a prior 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.
- Crestline has not heard any new updates on Mayor Spelman's efforts to contact ITD and 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.
- A new proposal has been provided by Strata and we have contacted the geotechnical firm recommended by ITD representatives last month. The firm felt that by providing a cost base proposal that they would be in violation of the States QBS (Qualification Base Selection) rules and therefore, they would not provide a proposal. Crestline did some additional research with the other members of our team and the QBS Facilitator Council and determined that although it may be ok to get around these rules as a subconsultant, it was recommended to just be safe and try and fall the rules for selecting companies that provide professional services. We have also included Strata as a member of the Crestline/Mountain Waterworks team, so it only makes sense to use them to complete the North Commercial Ave. project.

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.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E continued...

Project Status Report - City of New Meadows

June 7, 2013

4. How does the City want to proceed with Strata?
 - o Last month it was decided to just focus on just the N. Commercial Ave. area and ignore the rest of town for now.
 - o Can we have authorization to proceed with an agreement for up to \$6,000 and get them started? We can then communicate with Doug to come up with the most cost effective solution for the City using the provided options. If the City backhoe could be used at both the gravel source and the N. Commercial Ave. site, there could be a \$1,000 or so savings to the community.
 - o Can we dig the source with the City's backhoe or do we need to contract with a local contractor who has a track hoe excavator.

Gravel/Rock Source

- Mac met with Diane Green from the Idaho Department of Lands (IDL) to further discuss his original/draft Reclamation Plan submittal. Diane provided a list of items and figures, that need to be provided to IDL for review and approval. These are pretty standard and we assumed that they would be required, but while working with Mac we decided to just let everything ride and see what happened before we had the geotechnical evaluation completed.
- Crestline can work with Mac as much as needed to complete drawings/figures/details as required by IDL for the Reclamation Plan. It is estimated that engineering services association with this work could range from \$5,000 - \$7,500. At this time it probably makes the most sense to hold on this until after we get the results back from Strata on the source material.
- Can we dig holes at the source with City's backhoe for the geotechnical evaluation.

Action Items

1. Obtain results from Strata for the gravel source evaluation.
2. If material is worthwhile and the source is determined to be good for road subbase material, Crestline will prepare a formal proposal for review and approval and then work with Mac on finalizing the Reclamation Plan for final submittal to IDL.
3. Determine how we want to proceed in regards to the ITD Division of Aeronautics letter once we hear back from Strata on the source material results now that we have heard back from IDL.

Virginia Street Stormwater System

- There is no new information on this project. A formal Task Order has been prepared for a conceptual design to be submitted to ITD. Crestline to start work on this in the near future.

Action Items

1. Prepare conceptual design and quantity take off to submit to ITD.
2. Follow up with ITD and let them know that we are still interested in potential funding for these improvements if determined necessary.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E continued...

Project Status Report - City of New Meadows

June 7, 2013

Flooding from Farm Fields

- There is no new information on this topic. Last month, Crestline mentioned that they had 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

- Dr. A.T. Wallace will be in McCall on June 14th and our team would like to have him walk the wastewater lagoons and land application site. Stuart Hurley will be contacting Doug to set up this meeting/visit.
- At this point in time we have nothing new on the draft NPDES permit. It is assumed that the City will let us know once any new information or comments back show up.

Action Items

1. No additional actions at this time.

Facility Plan/EID

- Tim Farrell and Mayor Spelman had a good meeting with Matt Uranga (JUB), Jack Gants (IDEQ, engineering), and Charlie Parkins (IDEQ, funding). Hopefully this meeting will help to get JUB back on track.
- Preliminary comments for the 2013 Amendment to the Draft 2008 City of New Meadows Wastewater Treatment Facility Plan were received by JUB from IDEQ. Tim sent an email to Matt U. on 6/4/13 in regards to the comments from IDEQ and he has yet to receive a response. In his email, Tim also asked for a detailed timeline for completion of the Facility Plan Amendment, including EID approval.

Action Items

1. Tim to follow up with Matt U. and IDEQ.
2. We need to develop a formal Task Order for ongoing work associated with the Facility Plan/EID. Approval by Council on a not-to-exceed Task Order in the amount of \$2,000 is requested at this time. The proposed amount is an estimate and will be used to keep project associated tasks moving forward. As work associated with Facility Plan/EID

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E Continued...

Project Status Report - City of New Meadows

June 7, 2013

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CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY JUNE 10, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment E continued...

Project Status Report - City of New Meadows

June 7, 2013

progresses and additional funding is determined to be needed, it will be further discussed with the City Council prior to proceeding.

Stormwater Collection System

- There is no new information on this issue. As stated in previous months, 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.

Other

- It is requested by the Crestline Team that a General Engineering Task Order be developed for small projects moving forward. Work completed under this Task Order will be general in nature and will require a request from the City and/or approval prior to proceeding and billing to the Task Order.
- Current examples of what might fall with General Engineering Task Order include, but are not limited to the following:
 - Review of reuse regulations
 - Correspondence and review of water rights
 - Water/sewer rate study presentations
 - Maps for parks
 - Other miscellaneous engineering tasks

Action Items

1. Determine a monthly budget for the proposed task order.