

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JULY 8, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Mayor Spelman called the meeting to order at 7:10PM. Mayor Spelman, Council President Priddy, Council Member Moore, and Council Member Mencer were present. Council Member Wilde was not in attendance. 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 Adams County Sheriff Ryan Zollman, Adams County Under Sheriff Jeff Brown, 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

None

b) City Council Members

i. Streets Liaison (Wilde)

Not present.

ii. Law Enforcement Liaison (Moore)

Sheriff Zollman reported that the Sheriff’s Office is working to obtain funding to purchase a new computer system that will be helpful in providing more detailed reports to the City.

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

Mayor Spelman, Council President Priddy, and Council Member Mencer agreed to meet Wednesday, July 10, 2013 at 7pm to make a decision regarding water and sewer rates for the 2013/2014 fiscal year.

c) Staff

- i. Public Works Report:** Public Works Supervisor Doug Buys reported that water samples had been sent in to Analytical Labs for testing. Two out of three loads of magnesium chloride had been delivered and applied to streets for dust abatement. Five new surveillance cameras had been installed at the park bathrooms.

Buyes added that he had met with Meadows Valley School Superintendent Mike Howard regarding the City’s plan for land application at the property north of the school and the school’s plan to install an irrigation well near the site. Howard informed Buys that the Idaho Fish and Game Department had been in contact with the school and had plans to take one-hundred loads of material out of the school’s property and build a fishing pond north of the school and south of the City’s potential land application site. Buys had since been in contact with the Fish and Game Department who did not believe the two projects would affect one another. However DEQ would not comment until either the land application permit was applied for or the pond installed. Buys also reported that he was working with Idaho Rural Water representative Bill Burke on the issues noted above.

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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.)

Mailbag items included: a flyer advertising a free Idaho Community Block Grant workshop on August 7, 2013 that Qualls would be attending and a letter from Idaho Power regarding a meeting that would be held at the Holiday Inn Express in McCall from 10a-2p on August 15, 2013. Mayor Spelman reported that she would attend the Idaho Power meeting and invited other Council Members to attend as well.

Agenda Item 4) Approval of Invoices:

Mayor Spelman and Council Members reviewed invoices.

- Council Member Mencer moved to approve the payment of invoices with the exception of a reimbursement request from Meagan Martinez until more information was obtained; Council Member Moore 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 Moore moved to approve time sheets; 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 City Council Meeting Minutes: June 10, 2013 & Executive Session Meeting July 1, 2013

- Council Member Mencer moved to approve June 10, 2013 Regular City Council Meeting Minutes, and July 1, 2013 Executive Session 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 request for Meadows Valley Days to place a banner over Highway 55 (Meadows Valley Days Committee)***

- Council President Priddy moved to approve the request from the Meadows Valley Days Committee to place a banner over Highway 55 to advertise for Meadows Valley Days; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

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b) Discussion / Decision on request for the use of the City Equipment for Mud Volleyball (Meadows Valley Days Committee)

- Council Member Mencer moved to approve allowing the use of City Equipment for the Mud Volleyball Event; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 8) Utility Billing:

a) Discuss / Decision on request to forgive Tax Assessment for Delinquent Account (Serene Meadows)

Clerk/Treasurer Qualls explained that the previous owners of Serene Meadows foreclosed on the project property. They have requested that the city release the Special Tax Assessment previously filed when they were not the legal owners of the property. The Adams County Prosecuting Attorney wrote a letter to the city indicating that it was his opinion that the city release the Special Assessment, and a District Court Judge agreed with the opinion.

- Council President Priddy moved to request the bond payment only from the time that the Palmer's took back ownership; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

b) Discuss / Decision on Special Tax Assessments regarding other delinquent accounts

The executor of an estate with a delinquent account submitted a letter which stated that a notice of intent to file a Special Tax assessment had been received. The letter requested that the City postpone filing Special Tax Assessment for six months. The Council discussed the delinquent account and the request.

- Council Member Mencer moved to deny granting the requested six month extension on placing a Special Tax Assessment for delinquent account #117-00; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 9) Industrial Park:

a) Discuss / Decision on Industrial Park Expansion & Walter Steed Contract for grant services

Council Member Mencer stated that it was her understanding that the contract with Walter Steed for grant services had been suspended at the City Council Meeting held on June 10, 2013 which she had been unable to attend. Mencer explained that she felt Steed should continue to work on obtaining funding for Industrial Park Expansion in order to attract new businesses to the area. Mencer requested that she and Clerk/Treasurer Qualls meet with Walter Steed to discuss obtaining grant funds to expand the Industrial Park.

b) Discuss / Decision on replacing water heater at Double D Custom Meats

Council Member Moore asked if Double D Custom Meats' owners had signed the lease extension agreement for 2013. Clerk/Treasurer Qualls stated that the agreement had not been returned, but that the business owners had been making a monthly lease payment. Council Member Mencer suggested that the City require that the owners of Double D Custom Meats sign the lease extension agreement within 10 days or require that Double D Custom Meats vacate the Industrial Park before August 9, 2013. Council Member Moore stated that after the contract is signed and returned to City Hall or after Double D has vacated the building the City will pay to repair/replace the water heater.

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- Council Member Moore moved to approve replacing or repairing the water heater at Double D Custom Meats after the lease extension agreement is signed; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 10) City Hall Security:

a) Discuss/ Decision on purchasing camera system for City Hall

- Council Member Mencer moved to approve the purchase of a camera system for City Hall at a cost of \$699.00 plus shipping costs; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 11) Contract / Task Approvals:

a) Discuss / Decision on allowing Gregg Pearce to paint fire hydrants

The Council decided against having fire hydrants painted by Gregg Pearce.

b) Approval of Contract for Legal Services Bert Osborn FY 13/14

- Council Member Moore moved to approve a contract for Bert Osborn's legal services for FY13/14; Council President Priddy seconded the motion. A roll call vote indicated: DeOle Priddy - aye, Gina Mencer - aye, Angie Moore - aye. Motion carried.

c) Approval of Contractor Services for Phase 2 of the Sidewalk/ADA Ramp Project

- Council President Priddy moved to approve Contractor Services for Phase 2 of the Sidewalk/ADA Ramp Project with Falvey Construction; Council Member Moore seconded the motion. A roll call vote indicated: DeOle Priddy - aye, Gina Mencer - aye, Angie Moore - aye. Motion carried.

d) Approval of Addendum #2 for Cash for Towns Grant of additional \$50,000

- Council President Priddy moved to approve by Resolution the Addendum #2 for Cash for Town's Grant of an additional \$50,000; Council Member Moore seconded the motion. A roll call vote indicated: DeOle Priddy - aye, Gina Mencer - aye, Angie Moore - aye. Motion carried.

Agenda Item 12) Continuous Temperature Monitoring: Discuss / Decision on purchasing Continuous Temperature Monitoring Equipment to comply with the National Pollution Discharge Elimination System Permit that takes effect August 1, 2013

Public Works Supervisor Doug Buys reported that the National Pollution Discharge Elimination System Permit (NPDES) had been received and takes effect August 1, 2013. Buys reported that the NPDES Permit requires that the city continuously monitor the temperature of discharge. Buys stated that the City does not discharge during summer months. Buys asked that the Council be prepared for an expenditure of around \$5,000.00 to purchase the continuous temperature monitoring system prior to February of 2014 to avoid a costly fine.

Agenda Item 13) Assigning Additional Engineering Tasks: Discuss / Decision on additional engineering tasks (Tankersley)

None

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Agenda Item 14) Setting Special Meeting for Budget Workshop / Hearing:

- a) ***Discuss / Decision on date for FY 13/14 Budget Workshop & Tentatively Adopt FY13/14 Budget***
TABLED
- b) ***Discuss / Decision on date for FY 12/13 Budget Hearing Amendment***
TABLED
- c) ***Discuss / Decision on date for FY 13/14 Budget Hearing***
TABLED

Agenda Item 15) Public Input:

None

Agenda Item 16) 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.

Council President Priddy requested that lowering speed limits to 10mph within City Limits be placed on the next agenda for discussion.

Council Member Moore requested that COLA for FY 13/14 be placed on the August 2013 Agenda.

Agenda Item 17) Adjourn

- Council President Priddy moved to adjourn the July 8, 2013 Regular City Council Meeting at 9:24PM; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried. Meeting adjourned at 9:24PM.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A

ANIMAL CONTROL REPORT

07-8-13

The month of June has been a slightly busier month, I have still been patrolling at least once a day if possible. Also I received a call about a dog in a truck that was being impounded off of Cemetery Rd. about 4:50 Monday July 1st. I took the call and impounded the dog. I kept him for a total of two days and upon receipt from the city I released the dog back to his owner. Not much else to report other than I have issued a verbal warning to an owner who have not had any prior citations from the City or myself.

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Attachment B

Clerk / Treasurer Report July 8, 2013

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1. **Treasurer Reports**
 - a. The Sterling Savings Bank Statement was received and will be reconciled on July 8 prior to the meeting.
 - b. LGIP Statement will be reconciled when it is received, so an actual Cash Dashboard will be available as soon as it is reconciled.
 - c. A Quarterly Treasurer Report will be available on Monday as soon as reconciliation is complete for at least the Sterling Savings Account. This will be in draft only until the LGIP is reconciled. It will be published as a legal once completed.
2. **Community Meetings / Events**
 - a. Chamber Meeting – July 24 please attend if you can!
 - b. The Ponderosa Pine Relay will happen July 19-20.
 - c. The Fosdick will be held August 3 & 4.
3. **Industrial Park**
 - a. AT&T has changed their legal address for notices. We still have a valid lease agreement with them, even though the Conditional Use Permit was denied. I have updated our records to show the change in address
4. **Grants**
 - a. I met with the Downtown Committee that is supposedly working on the Dorsey Warr Memorial Park on June 21 at noon. Unfortunately our grant deadline has expired July 1 for the grant I was working on. I will continue to work with them to help so that we are not so far behind the curve ball next year for this particular grant.
 - b. The Leroy Matthews Tournament was held in McCall a few weekends ago. The proceeds of this tournament are to go to the city to improve the playground equipment at Dorsey Warr Memorial Park.
5. **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
 - c. Pending a Design Review Hearing from Planning & Zoning and approval from City Council, a new business will open in town with a possibility of 3-4 full time jobs and the possibility of 3-4 part time positions as well. Browns Business plans on opening a Auto Maintenance Shop as well as a consignment business.
6. **Training / Out of Office**
 - a. July 17 – Payette River Scenic Byway Meeting – New Meadows / McCall / Donnelly.
 - b. Jessi will be gone July 22-24
 - c. July 29-31 – I will be taking some personal time, but will be in to do Payroll and File the Special Assessments at the County Treasurer's Office in Council.
 - d. August 7 - Idaho Community Block Development Grant Workshop
 - e. August 14 – PERSI Meeting at the Depot
7. **Budget**
 - a. I have preliminarily run some numbers for next fiscal year. Our Market Value dropped about \$1.5 Million since last year. About a third was due to the Idaho Legislature. This equates to about \$17,000 in lost revenue for the City of New Meadows. There is a way to make up the revenue legally, and I have spoken to the County Clerk, Association of Idaho Cities and will verify with the Idaho State Tax Commission. This is a discussion that needs to take place in one of our Budget Workshops. I propose sooner rather than later because of publication deadlines for the formal budget adoption hearing.

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Attachment B continued...



Issued July 8, 2013

Our Investments & Cash	
Balances as of June 30, 2013	
<u>General Fund</u>	
<u>Fund # 1</u>	
June 30, 2013	\$112,916.77
June 30, 2012	\$125,934.31
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
June 30, 2013	\$70,728.84
June 30, 2012	\$100,224.35
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
June 30, 2013	\$5,183.40
June 30, 2012	\$3,631.65
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
June 30, 2013	-\$128.73
June 30, 2012	-\$128.73
<u>Water Fund</u>	
<u>Fund # 60</u>	
June 30, 2013	\$108,841.17
June 30, 2012	\$84,956.23
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
June 30, 2013	\$62,550.86
June 30, 2012	\$89,773.34
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
June 30, 2013	\$111,458.36
June 30, 2012	\$101,681.28
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
June 30, 2013	-\$16,012.37
June 30, 2012	-\$17,361.37

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 - June 30, 2013		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$171,969.59	73%
Expenditures to Date	\$192,930.41	82%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$128.90	0%
Expenditures to Date	\$32,987.55	8%
<u>Youth Sports Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$3,100.00	100%
Revenues to Date	\$1,205.00	78%
Expenditures to Date	\$1,387.65	45%
<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	\$114,233.47	79%
Expenditures to Date	\$85,530.57	59%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$12,892.28	2%
Expenditures to Date	\$25,463.99	5%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$112,911.70	73%
Expenditures to Date	\$90,273.80	58%
<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 B continued...

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City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued July 8, 2013

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

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2013: October 1, 2012 - June 30, 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	\$94,815.31	72%
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	\$47,058.50	85%
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	\$2,331.25	66%
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 ... June 2013			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2013 Budget	\$6,000.00	100%
Local Gov. Investment Pool		?	Revenues to Date	\$3,012.20	50%
Sterling Savings Bank		0.0000%			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2012/2013		FY 2012/2011		FY 2011/2010		FY 2010/2009	
	As of 06/30/13		As of 06/30/12		As of 06/30/11		As of 06/30/10	
General Fund	\$235,994.00	100%	\$301,017.00	100%	\$238,700.00	100%	\$234,150.00	100%
Revenues	\$171,969.59	73%	\$215,662.99	72%	\$167,477.32	70%	\$144,388.31	60%
Expenditures	\$192,930.41	82%	\$191,187.57	64%	\$144,287.69	60%	\$147,962.22	62%
Water Fund	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%	\$164,498.00	100%
Revenues	\$114,233.47	79%	\$116,393.59	79%	\$121,618.72	79%	\$95,562.61	58%
Expenditures	\$85,530.57	59%	\$90,791.77	62%	\$97,986.38	63%	\$97,396.45	59%
Sewer Fund	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%	\$177,460.00	100%
Revenues	\$112,911.70	73%	\$116,226.52	75%	\$122,791.23	75%	\$100,079.61	56%
Expenditures	\$90,273.80	58%	\$141,311.11	69%	\$96,892.40	59%	\$93,719.95	53%
Industrial Park	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%	\$16,500.00	100%
Revenues	\$12,892.28	2%	\$13,183.24	77%	\$13,182.21	29%	\$12,501.68	76%
Expenditures	\$25,463.99	5%	\$3,188.95	19%	\$5,046.45	11%	\$11,472.00	70%

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.

MAC

LG IP Interest
Not posted yet

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**CITY OF NEW MEADOWS, IDAHO
 QUARTERLY FINANCIAL REPORT
 FOR PERIOD ENDING JUNE 30, 2013**

APPROPRIATED FUNDS:	EXPENDITURES	% OF BUDGETED APPROPRIATION	% OF BUDGETED REVENUE
GENERAL FUND (1):			
PERSONNEL SERVICES	76,921.18		
OPERATING EXPENSES	116,009.23		
TOTAL	\$192,930.41	82.0%	73.0%
WATER FUND (60):			
PERSONNEL SERVICES	35,925.49		
OPERATING EXPENSES	49,605.08		
SYSTEM IMPROVEMENT	0.00		
TOTAL	\$85,530.57	59.0%	79.0%
SEWER FUND (65):			
PERSONNEL SERVICES	36,488.48		
OPERATING EXPENSES	53,785.32		
SYSTEM IMPROVEMENT	0.00		
TOTAL	\$90,273.80	58.0%	73.0%
SPECIAL FUNDS:			
N COMMERCIAL PAVE FUND (2)	32,987.55	8.0%	0.0%
SIDEWALK & ADA RAMP (3)	37,582.03	•	•
YOUTH SPORTS (4)	1,387.65	45.0%	78.0%
WARREN BROWN YOUTH (5)	0.00		0.0%
INDUSTRIAL PARK (63)	25,463.99	5.0%	2.0%
TOTAL (SPECIAL FUNDS)	\$97,421.22		
TOTAL EXPENSES (ALL FUNDS)	\$466,156.00	32.0%	
TOTAL REVENUES (ALL FUNDS)	\$513,387.12		35.0%

INTERESTED CITIZENS ARE INVITED TO INSPECT THE SUPPORTING DETAIL OF THE ABOVE FINANCIAL STATEMENT AT NEW MEADOWS CITY HALL, 401 VIRGINIA STREET.

Jacob Qualls Clerk/Treasurer

*LG ID
 Interest
 Not posted
 yet.
 (initials)*

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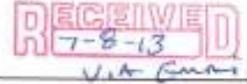
Attachment C

**Office Assistant
Jessi Martin
Monthly Report
Prepared: July 8, 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 Box 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?
- 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, July 10, 2013- pending approval.
- I typed up a draft of the July 1, 2013 Regular Planning & Zoning Minutes and e-mailed them to Mac on Wednesday, July 3, 2013.
- Volleyball has been a success; the short/trial season began on June 18 and concluded on Wednesday, July 3, 2013. Games were rained out the on June 19 as well as June 25. One of the players had a net that we were able to use until the construction of the court is complete. Four large teams participated in the league this year and are excited to play again next year. With more time to plan I am sure that next year more teams will get involved with the City of New Meadows Volleyball league.
- The billing process was started on Friday, June 28, 2013; bills were mailed out on Monday, July 1, 2013.
- I assessed late fees on all accounts with a balance greater than zero on Friday, June 28, 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 would like to do another grass/weed tour on Tuesday, July 9, 2013 and send notices again to property owners in violation of Ordinance 291-04 on Wednesday, July 10, 2013.
- Additional property owners in violation of Ordinance 291-04 (nuisance grass/weeds) were sent letters on Tuesday, June 11, 2013 asking that they abate nuisance grass/weeds within 10 days.
- I prepared and mailed out Reminder cards and Disconnect Notices on Wednesday, June 19, 2013.
- I typed up a draft of the minutes for the June 10 Regular City Council Meeting. I emailed them to Mac for editing on Thursday, June 20, 2013.

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Attachment D



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Service

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: July 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

- We met onsite with Richard L. Jordan and City Staff on Thursday 6/20/13 to discuss outstanding work and additional problems that developed over the winter. Mr. Jordan plans on starting repairs/changes on 7/8/13 and should complete the work within a 1-2 week period.
- Bids for 2013 construction (Phase 2) were received and opened at 10:30 a.m. on Friday 6/21/13 at 10:00 a.m. The low bid Contractor was Falvey Construction, LLC (Falvey) a local contractor from McCall. We are in the process of negotiating with the Contractor to complete Bid Alternatives 1 and 3 of the project which would finish out the sidewalk on the south side of the street. It is anticipated that work associated with this phase of the project will start Monday 7/15/13.
- An addendum to the City's "Cash for Towns" agreement with ITD was received on Thursday 6/27/13 adding another \$50,000 in grant money Cash for Towns funding. To date, the City and Crestline have secured \$150,000 in grant money from ITD to be used ADA ramp improvements along downtown corridor.

Action Items

1. Need to finalize Construction Contract and negotiations with Falvey.
2. Start construction observation of repairs to be completed by Richard L. Jordan and 2013 work to be completed by Falvey
3. Need to provide a final construction schedule update to Aaron w/ITD.

North Commercial Avenue

- 30%/preliminary design is ongoing and should be completed within the next month or so.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JULY 8, 2013 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

July 5, 2013

- Crestline met with City Staff to further discuss how to complete geotechnical evaluations N. Commercial Ave./borrow source and are in the process of developing a formal agreement w/STRATA

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.

Gravel/Rock Source

- Doug visited the proposed borrow source with the City's backhoe and was able to successfully dig down to 8'. Based on his observations, the material is perfect 3" minus material. There is approximately 6" of topsoil over the top of fractured basalt. According to Doug, we should be able to rip with a dozer for perfect road subbase material.
- There are no other updates on this project. Once we receive the geotechnical evaluation from STRATA, a formal plan will be provided to the City for direction moving forward.

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 proposal for working with Mac to develop a formal Reclamation Plan to submit to the Idaho Department of Lands (IDL) for review and approval.
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. Crestline has started to prepare schematic design drawings for this project and will continue to work there development this month.

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.

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Project Status Report - City of New Meadows

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Flooding from Farm Fields

- There is no new information on this topic.

Action Items

1. Need update on progress with ditch maintenance by farmers.
2. 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 Adams Soil & Water Conservation District (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.

Wastewater Treatment Plant NPDES Permit

- Stuart Hurley and Dr. A.T. Wallace from our wastewater team were onsite on Friday 6/14/13 to meet with Doug and Gregg. During the site visit, we toured the WWTP and the land app site. Stuart and Dr. Wallace were optimistic about the site, but were concerned about the potential for high ground water. We discussed future studies on the property and the need an additional geotechnical evaluation as well as the installation of monitoring wells for observing the groundwater onsite.
- The group also discussed the City's Infiltration & Inflow (I&I) issues and the need to develop a plan to address the problems. It sounds as though if I&I is fixed and sludge is removed from the first cell/pond of the WWTP the City could add another 100 or so hookups to the system.
- The final NPDES permit has been issued to the City and will become effective August 1, 2013. The Crestline/Mountain Waterworks team will further review and provide guidance to the City as needed.

Action Items

1. Install groundwater monitoring wells.
2. Review NPDES permit and provide further direction to the City.
3. Discuss I&I and develop a plan for identifying problems and how to fix.

Facility Plan/EID

- There is no new information on this project. Crestline has requested an update from Tim F. on the status of the Facility Plan/EID. Based on this update, we may need to regroup and develop a new plan moving forward.

Action Items

1. Follow up with Tim on the status of the Facility Plan/EID.

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.

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Project Status Report - City of New Meadows

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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.

Meadows Valley School District

- A response has been received from the Idaho Department of Water Resources (IDWR) pertaining the City's protest of a proposed irrigation well for the Meadows Valley School District.
- We discussed the with irrigation well with Mac and Doug prior to the issuance of the letter by IDWR on 6/28/13 and the need to figure out the location of the well and what the School District intends to use it for. We are still waiting to hear back on this. Now that a formal response has been issued by IDWR, we recommend that our Engineering Team and the City meet directly with the School District to determine exactly what their intentions are.

Action Items

1. Meet with the Meadows Valley School District to discuss well and exact details of the proposed improvements including obtain a copy of their Water Right Application.

Other

- No other information and/or projects to discuss at this time