

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, AUGUST 12, 2013
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 1) Roll Call:

Council President Priddy called the meeting to order at 7:03pm. Council President Priddy, Council Member Mencer, Council Member Moore, and Council Member Wilde were present. Mayor Spelman 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 also present. Public in attendance were Adams County Sheriff Ryan Zollman, Under Sheriff Jeff Brown, Carol Bond, Wes Jeffs, Dixie Jeffs, Jimmy Joiner, Tina Joiner, Pat Kennedy, Dave Henderson, Heather Wittel, Megan Martinez, Robert Sweetgall, Tutie Neeves, Bill Brown, Johnny Brown, Brad Dreyer, Wendy Green, Julie Burkhart, Stan Branstetter, Kurt Barnett, Tony Koberstein, Cindi Koberstein, Donna Eggleston and Reporter Fred Erland with the Adams County Record.

Agenda Item 2) Welcome & Pledge of Allegiance

Council President Priddy led the Pledge of Allegiance and welcomed those that were present.

Agenda Item 3) Communications and Reports:

a) Mayor

Not present

b) City Council Members

i. Streets Liaison (Wilde) - None

ii. Law Enforcement Liaison (Moore) - None

iii. Water / Sewer Board of Appraisers (Spelman, Mencer, Priddy) - None

c) Staff

i. Public Works Report: Pubic Works Supervisor Buys reported that he had submitted a written report (**ATTACHMENT A**) and offered to answer any questions of the Council.

ii. Animal Control Report: Animal Control Officer White stated that he had submitted a written report but it had not been included in their packets, he verbally went over the contents and asked for questions. No one had questions regarding White’s report.

iii. City Clerk / Treasurer Reports: Clerk/Treasurer Qualls submitted written reports and verbally went over his reports. (**ATTACHMENT B**)

iv. Office Assistant Report: 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 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: an Agenda for the West Central Mountains Electrical Plan meeting scheduled for Thursday, August 15, 2013. A letter from Idaho Independent Intergovernmental Authority (III-A) explaining a 6.8% increase for FY13/14.

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Agenda Item 4) Approval of Invoices:

Council Members reviewed invoices.

Citizen Megan Martinez explained invoices that she had submitted for reimbursement prior to the July 8, 2013 City Council Meeting for which reimbursement had been delayed due to questions the Council had. Council Member Mencer suggested that prior to the start of the next youth sports season a meeting between Clerk/Treasurer Qualls, Martinez, and the Parks & Rec Coalition be scheduled to review rules, regulations, and budget.

- Council Member Mencer moved to approve the payment of invoices; 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:

Council Members reviewed time sheets.

- Council Member Moore moved to approve July 2013 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: July 8, 2013

Council Members reviewed July 8, 2013 Regular City Council Meeting Minutes.

- Council Member Mencer moved to approve July 8, 2013 Regular City Council Meeting Minutes; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 7) Community

a) Adams Soil & Water District would like to make a presentation to the City Council

Julie Burkhart introduced and described duties of the Adams Soil & Water District and requested \$500.00 to help support the services provided.

TABLED

b) Pickle Ball Group would like to address the City Council to make a presentation and solicit funds to improve courts

Robert Sweetgall presented the history of pickleball and displayed for the Council how it is played. Mr. Sweetgall requested financial support from the city to transform tennis courts at MeadowCreek into pickleball courts.

TABLED

c) Bonded LLC would like to introduce themselves and discuss the possibility of using them for Drug and Alcohol Testing for the 2014 Calendar Year

Carol Bond explained that newly open business Bonded LLC was certified to perform Drug and Alcohol Testing and asked that the City utilize the service during the 2014 calendar year.

TABLED

Agenda Item 8) Resolutions:

Adams County Disaster Mitigation Plan Adoption

- Council Member Mencer moved to approve the Resolution adopting the Adams County Disaster Mitigation Plan; Council Member Moore seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.

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Agenda Item 9) Contract/Task Approvals:

a) Approval of Contract for Law Enforcement Services FY 13/14

Adams County Sheriff Ryan Zollman explained contract options with the Council stating that the department was asking the city to pay 10% more than previous years due to increased fuel and insurance costs. Zollman also explained that the department would like to ask the city to pay a one-time payment of \$5,000.00 to help fund a new computer software system that would improve reporting capabilities.

The Council asked that the Sheriff's department spend more time patrolling within city limits.

- Council Member Moore moved to approve the contract with the Adams County Sheriff's Department with an increase of 10% as well as a one-time grant of \$5,000.00 to assist fund a new computer system; Council President Priddy seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.

Agenda Item 10) Continuous Temperature Monitoring: Discuss / Decision on purchasing Continuous Temperature Monitoring equipment to comply with the new National Pollution Discharge Elimination System Permit effective August 1, 2013

Public Works Supervisor directed the Council's attention to a bid that he had obtained from Advanced Control Systems (ACS) for a continuous temperature monitoring system which is required by the city's National Pollution Discharge System (NPDES) Permit. Buys explained that a large daily fine will be added that if the city does not meet the requirements of the NPDES Permit.

- Council Member Wilde moved to approve the purchase of a Continuous Temperature Monitoring System from ACS; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 11) Sewer Treatment Facility Plan Amendment & Environmental Information Document: Discuss progress from JUB regarding tasks

Item had been addressed by Crestline Engineer Gregg Tankersley in his written report.

Agenda Item 12) Lowering Speed Limits: Discuss / Decision on lowering speed limits inside city limits from 15 MPH to 10 MPH

The Council discussed the option of lowering speed limits to 10 MPH on side streets inside city limits. Sheriff Zollman explained to the Council that a 10 MPH speed limit is difficult to enforce. The Council requested that the Sheriff's department have more presence inside city limits so that the 15 MPH speed limit is followed. The Council suggested a "slow down" campaign during which time the 15 MPH speed limit be advertised.

Agenda Item 13) McLain Street Extension: Discussion / Decision on improving McLain Street from Cunningham to North Norris Avenue

Property owner Bill Brown explained that he would be renting a large D9 Cat and leveling his property at the corner of North Norris and Taylor Streets. Brown stated that if the city would like to continue McLain Street east from North Cunningham through to North Norris he would be willing to do the work while he has the equipment on his property. The Council heard opinions of adjacent property owners and discussed the option of McLain Street continuing through to North Norris Avenue. TABLED

Agenda Item 14) Well #4 Alley Access: Discussion / Decision on plowing alleyway to only the end of Speer Street and to the entrance of Well #4

The Council discussed the option of plowing snow to the end of Speer Street and down the alley to the entrance of Well #4. Council President Priddy requested that property pins be located on the property at the corner of Speer Street and the alley. Clerk/Treasurer Qualls explained that Mayor Spelman had made the executive decision to plow as described.

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Agenda Item 15) Abatement of Dangerous Buildings/Structures

a) Discussion / Decision on abating the Skate Park of ramps

- Council President Priddy moved to approve the abatement of the ramps at the skate park; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

b) Discussion / Decision on abating dangerous buildings inside the City of New Meadows following the 1997 Abatement of Dangerous Buildings Code

Clerk Treasurer Qualls explained, as a courtesy owners of five properties were mailed letters stating that their properties would be discussed for the possibility of recommendation for abatement by the City Council during the meeting. The letters were also posted at each property.

A property owner who had received a letter regarding his property stated that the property that had been noticed was currently and had previously been filled with tenants and that he did not believe that his property should be recommended for abatement. The property owner stated that he planned to continue to work on the house/property.

Clerk/Treasurer Qualls explained the appropriate process of dangerous building abatement as stated in the 1997 Abatement of Dangerous Buildings Code.

The Council discussed each address that had been noticed and made the decision to continue the abatement process on each property with the exception of 401 South Morgan Avenue that currently has tenants and that the owner had been at the meeting to discuss.

c) Discussion / Decision on renting an excavator to abate dangerous buildings

Public Works Supervisor Buys explained that he had requested a bid from Cesco to rent an excavator and it was included in the Council's packets for information.

Agenda Item 16) 2013 Northern Conference: Discuss/Decision on allowing Public Works Supervisor Doug Buys to attend training at the Northern Conference in Lewiston September 11th & 12th 2013.

- Council Member Wilde moved to approve allowing Public Works Supervisor Doug Buys to attend training at the Northern Conference in Lewiston September 11th & 12th 2013; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 17) ICCTFOA Conference: Discuss / Decision on allowing office staff to attend training at the Idaho City Clerks Financial Officers Association Conference in Boise September 18th-20th 2013

- Council Member Moore moved to approve allowing Clerk/Treasurer Qualls and Office Assistant Jessi Martin attend training at the Idaho City Clerks Financial Officers Association Conference in Boise September 18th-20th 2013; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 18) COLA: Discuss / Decision on Cost of living allowance for FY13/14

The Council reported that staff would not be receiving a cost of living allowance for FY13/14.

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Agenda Item 19) Assigning Additional Engineering Tasks: Discuss / Decision on additional engineering tasks (Tankersley)

Crestline Engineer Gregg Tankersley asked that the Council approve a task order of up to \$2000.00 for continued work on the Waste Water Treatment Facility Plan Amendment (WWTFPA) and Environmental Information Document (EID) that Crestline and Mountain Waterworks is assisting JUB on completing.

- Council Member Mencer moved to approve an additional engineering task of up to \$2000.00 for continued work on the WWTFPA and the EID; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Agenda Item 20) Budget: Tentatively Adopt FY13/14 Budget

City Council Members reviewed and discussed the proposed budget with Clerk/Treasurer Qualls. Qualls explained that because of the property tax repeal by the Idaho Legislature and the declining market value, the city would not be allowed to collect roughly \$18,000 in property taxes for the general fund. To make up the difference the city has a few choices: They can eliminate two full-time positions and pay the unemployment benefits or the city could split out dust abatement roadway project and collect separately along with the ICRMP premium. By doing the latter option, it would reduce the amount the general fund would collect from \$117,000 to around \$101,000. The dust abatement would collect no more than \$17,500 and the ICRMP premium of no more than \$9,000.

- Council President Priddy moved to tentatively adopt the FY13/14 Budget; Council Member Moore seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.

Agenda Item 21) Setting Public Hearing Dates:

a) Discuss / Decide on date for FY 13/14 Water/Sewer Rate Hearing

The FY13/14 Water/Sewer Rate Hearing scheduled for September 9, 2013.

b) Discuss / Decide on date for FY 12/13 Budget Amendment Hearing

The FY12/13 Budget Amendment Hearing scheduled for September 9, 2013.

c) Discuss / Decide on moving FY 13/14 Budget Hearing

The FY13/14 Budget Hearing scheduled for September 9, 2013.

Agenda Item 22) 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 23) 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 24) Adjourn

- Council President Priddy moved to adjourn the August 12, 2013 Regular City Council Meeting at 10:29PM; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried. Meeting adjourned at 10:29PM.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A

Doug Buys
Public Works Supervisor
Monthly Report
08-12-13

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. The external antennas for the water meters have arrived and we will be installing them this week.
4. We will be doing some Fire hydrant maintenance this week, flushing and lubricating
5. With the loss of power last night, there was no interruption in water service.

Sewer

1. We are still holding our effluent, and not discharging, therefore we are not testing.
2. With the Hot, dry weather we should have no problems holding threw out the summer months
3. I have started lowering the ponds to allow for summer storage. This will happen July 1st.
4. We have sprayed around the lagoons for weeds and all looks very well, we have sprayed three times already and are still battling a few spots but overall the lagoons look good.
5. We have gotten our bid from ACS, for the constant monitoring of the temperature, I believe we should move on this ASAP.
6. I will need to attend the fall conference in Lewiston, put on by IRWA, to comply with the CEU's needed to keep my Water/Sewer certifications.
7. The sludge in pond 1 is getting quite excessive, we really need to start planning on getting it removed.
8. We have met with Greg, Tim, and Stewart and reviewed the Facility plan provided by JUB, although we have a few changes, I think were finally on our way to get this completed.

Streets

1. All the Streets have been sprayed with the dust control, After watching this product work, I think we continue to use this product in the future. Next year tho, we will make a few changes on how it's applied.
2. All the new stop signs have been installed threw out town. There is only a few left that have not been replaced.
3. As soon as the decision is made on the speed limit signs, we will get them replaced as well.
4. After talking with Greg today, the sidewalk project should be mostly complete today.
5. We dug 3 holes on North Commercial, and took samples of the material and sent them to STRATA for annualizes, for the North Commercial project.

Storm Drains

1. With ITD's help the cleaning of the pipes under Main Street, and North Commercial was a huge Success, Not only were the lines cleaned, but we learned a lot, where the system is located.
2. We hope this fall, to get a lot of our other current system cleaned.

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.
3. I donated the use of my hot water pressure washing and CW and I gave most of the equipment a well needed bath.
4. I received a quote from John Deere for the rental of a excavator for the removal of the old houses.

Park & Restrooms

1. The New Camera's have been installed at the restrooms, and Kiosk.
2. The slide was removed at the park, and CW built a small ramp in it's place, the playground equipment there is showing great signs of fatigue.

Industrial Park

1. We have sprayed and weed eated, most all of the weeds around the industrial park.
2. We will be installing a new sink at the industrial park.

Misc.

1. I have installed an entire video surveillance system threw out City Hall, It was a huge pain, but I think it came out really well for a fat kid.
2. If I have forgotten anything or if there are any questions please let me know.

ATTACHMENT A

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Clerk / Treasurer Report August 12, 2013

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1. Treasurer Reports

- a. The Sterling Savings Bank Statement was received and reconciled.
- b. LGIP Statement was received and reconciled.
- c. The New Meadows July Financial Dashboard is attached to this report.

2. Community Meetings / Events

- a. The Idaho Iron Warriors will be in town this weekend (15th – 17th). This group is about 80-100 Motorcycle Riders is a charitable organization that actively supports public safety members who have died or suffered injuries in the line of duty...see announcement.
- b. Meadows Valley Days is August 31 – September 2
- c. The Carnival will be in town a few days prior to MV Days and close after Labor Day

3. Industrial Park

- a. Double D Custom Meats was sent the letter demanding the return of their lease or vacating the property (Certified Mail – Unclaimed). They did not comply, so an Eviction Notice was sent via Certified Mail, First Class Mail & Hand Delivered. Per Bert Osborn, they have thirty days to vacate the premise within 30 days (July 25, 2013). Their last day that to vacate prior to the city furthering the eviction process would be August 24.
- b. I received word that Double D Custom Meats were killing livestock at the Industrial Park over this past weekend.
- c. I also received word that a RV is parked on the property and it appears as if someone might be living onsite.
- d. Because this has been a public process, I have had an individual approach that would like to open a butcher shop at the same location. I also have had another individual approach with another idea to use the space. I told the individuals to begin to formulate their business plans to present to the City Council once the process is complete.

4. Grants

- a. I attended the Grant Workshop put on by the Idaho Department of Commerce. I learned about the Block Grant Process. The next deadline mid-November.

5. New Business in town

- a. Tushkowskis' are opening a Thrift Store in the old Lloyds Mountain Sports Building.

6. Planning & Zoning Issues

- a. The P&Z will be holding another Public Hearing on the Design Review of Browns Business Park. The application substantially changed in the workshop, so a Variance and Conditional Use Permit process are being triggered.

7. Elections

- a. Gina Mencer & DeOle Priddy's seats on the City Council are up for re-election this term. The deadline to file a Declaration of Candidacy is September 6, 2013 by 5pm. Candidates seeking election must have their petitions verified by the County Clerk's Office prior to turning them into me. My office will be open until 5pm. If a candidate chooses, they can pay a \$40 filing fee in lieu of the petition of candidacy. The public notice will be published on August 22 and August 29 in the Star News. The election would be held on November 5, 2013. The successful candidates would be sworn in January 13, 2013 at the Regular City Council Meeting.

8. Training / Out of Office

- a. August 14 – PERSI Meeting at the Depot
- b. August 15 – Personal Time
- c. September 18-20 – Jessi and I would like permission to attend the ICCTFOA Conference in Boise.

9. Budget

- a. The budget looks extreme this year. I have placed the projects that need/should be completed into the budget. These projects are contingent on receiving bond approval from the voters for Water and Sewer Upgrades and tie them into grants as well. After tentative approval of the budget, it needs to be published at least twice 7 days apart and a public hearing will need to be held (September 9). The Water / Sewer Rates will need a public hearing as well if changes are to be made.
- b. Because of the legislative action taken earlier this year, the city of New Meadows is due to lose about \$17,000 in General Fund revenues. A new line item on the tax roll will attempt to replace that to accomplish dust abatement. Additionally a "Tort Claim" fund to pay our Municipal Insurance has been established in our draft budget to help alleviate General Fund income deficiencies.

Any questions or concerns, please ask!!! - mac

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ATTACHMENT B



Issued August 12, 2013

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash

Balances as of July 31, 2013

<u>General Fund</u>	
<u>Fund # 1</u>	
July 31, 2013	\$134,312.92
July 31, 2012	\$160,574.89
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
July 31, 2013	\$67,402.36
July 31, 2012	\$100,239.50
<u>Youth Sports Fund</u>	
<u>Fund # 4</u>	
July 31, 2013	\$5,126.66
July 31, 2012	\$3,623.45
<u>Warren Brown Youth Park Fund</u>	
<u>Fund # 5</u>	
July 31, 2013	-\$128.73
July 31, 2012	-\$128.73
<u>Water Fund</u>	
<u>Fund # 60</u>	
July 31, 2013	\$117,251.30
July 31, 2012	\$94,314.36
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
July 31, 2013	\$63,107.74
July 31, 2012	\$91,155.03
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
July 31, 2013	\$117,999.73
July 31, 2012	\$111,616.23
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
July 31, 2013	-\$16,012.37
July 31, 2012	-\$16,236.37

Our Cash Flows....

FY 2013: October 1, 2012 - July 31, 2013

<u>Major Funds</u>		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$234,039.00	100%
Revenues to Date	\$226,779.72	96%
Expenditures to Date	\$220,495.35	94%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$419,100.00	100%
Revenues to Date	\$154.92	0%
Expenditures to Date	\$33,833.65	8%
<u>Youth Sports Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$3,100.00	100%
Revenues to Date	\$1,505.00	97%
Expenditures to Date	\$1,490.15	48%
<u>Sidewalk / ADA Ramp Project</u>		
Fiscal Year 2013 Budget	\$0.00	TBD
Revenues to Date	\$97,572.18	0%
Expenditures to Date	\$71,853.24	0%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$144,375.00	100%
Revenues to Date	\$130,829.80	91%
Expenditures to Date	\$92,620.60	64%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$520,075.00	100%
Revenues to Date	\$13,978.34	3%
Expenditures to Date	\$25,903.17	5%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2013 Budget	\$155,735.00	100%
Revenues to Date	\$126,998.09	82%
Expenditures to Date	\$96,263.76	62%
<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...



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued August 12, 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	\$130,144.78	99%
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	\$54,479.60	98%
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	\$2,391.25	68%
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	\$14,883.01	114%
Interest Rates ... July 2013			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2013 Budget	\$6,000.00	100%
Local Gov. Investment Pool		0.1211%	Revenues to Date	\$3,241.85	54%
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 07/31/13		As of 07/31/12		As of 07/31/11		As of 07/31/10	
General Fund	\$235,994.00	100%	\$301,017.00	100%	\$238,700.00	100%	\$234,150.00	100%
Revenues	\$226,779.72	96%	\$257,300.97	85%	\$209,334.55	88%	\$195,395.47	82%
Expenditures	\$220,495.35	94%	\$210,798.28	70%	\$168,883.15	71%	\$160,317.77	67%
Water Fund	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%	\$164,498.00	100%
Revenues	\$130,829.80	91%	\$132,995.67	90%	\$139,894.91	90%	\$122,049.74	74%
Expenditures	\$92,620.60	64%	\$102,998.64	70%	\$106,708.67	69%	\$104,892.77	64%
Sewer Fund	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%	\$177,460.00	100%
Revenues	\$126,998.09	82%	\$129,897.73	84%	\$135,939.42	83%	\$131,094.17	74%
Expenditures	\$96,263.76	62%	\$148,793.31	72%	\$108,416.61	66%	\$102,990.20	58%
Industrial Park	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%	\$16,500.00	100%
Revenues	\$13,978.34	3%	\$14,564.93	85%	\$13,835.76	30%	\$14,197.18	86%
Expenditures	\$25,903.17	5%	\$3,455.32	20%	\$5,094.45	11%	\$8,963.65	54%

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

**Monthly Report: Office Assistant
Prepared: August 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 2 new suggestions. One was to add a shower at the park; some cyclists passing through made this suggestion. The other was to thank MeadowCreek for the 4th of July fireworks display. 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, August 14, 2013- pending approval.
- I verified with Adams County that each case that the City was billed for by the attorney was a City case.
- I typed up a draft of the August 5, 2013 Regular Planning & Zoning Minutes and e-mailed them to Mac for editing on Wednesday, August 7, 2013.
- Billing was done on Thursday, August 1, 2013.
- I printed Animal Control and Industrial Park receipting reports on Tuesday, July 30, 2013.
- A citizen contacted City Hall on Tuesday, July 30, 2013 requesting that his group be placed on the August 12, 2013 City Council Agenda to request a donation from the City to refurbish tennis courts at MeadowCreek to be used for playing pickle ball. He e-mailed the information to me and I forwarded it on to Clerk/Treasurer Qualls, Mayor Spelman, and the City Council.
- Custom Works began mowing properties that had been noticed and continued to be in violation of Ordinance 291-04 on Monday, July 29, 2013.
- Bills for grass/weed abatement were mailed to property owners on Tuesday, August 6, 2013.
- I drafted a letter identifying properties will be discussed by the Mayor and City Council at the next regular meeting due to the possibility of the property housing a dangerous building which may be in need of abatement on Monday, July 29, 2013.
- I assessed late fees on all accounts with a balance greater than zero on Friday, July 26, 2013.
- I made phone calls to all residents that were mailed a disconnect notice, letting them know the date that late fees are assessed and the shut off date. I was able to collect payment or make arrangements with all customers on the disconnect list this month so no one's water was shut off for non-payment. I 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 Wednesday, July 17, 2013.
- Mayor Spelman and I patrolled town for properties in violation of Ordinance 291-04 (grass/weed/debris) on Monday, July 15, 2013. I prepared and mailed out notices to property owners on Thursday, July 18, 2013.
- I typed up a draft of the minutes for the July 8, 2013 Regular City Council Meeting. I emailed them to Mac for editing on Friday, July 26, 2013.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, AUGUST 12, 2013
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

ATTACHMENT D



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Service

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: August 12, 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

- Richard L. Jordan has completed all work identified to be repaired on 6/20/13 during our onsite meeting. Crestline has prepared the final Application for Payment for Mr. Jordan's work, releasing his 5% retainage that has been withheld. A certificate of final completion will be issued to Mr. Jordan discussing the projects warranty period and closing out the first phase of construction project.
- Over the last month, Falvey Construction has started Phase 2 (Bid Alternatives 1 and 3) of the sidewalk construction project and should complete the project to substantial completion status, with the exception of the asphalt paving on or before 8/15/13. Paving will be completed by 8/21/13 and we will have the projects final completion inspection later that week.
- Since the second phase of the project has been so successful, we are discussing the possibility of completing the two northern corners at the Miller Ave. intersection. There are existing utilities (water and power/light) that need to be relocated and present challenges so we are looking into the feasibility of completing the work.

Action Items

1. Wrap up Phase 2 construction.
2. Determine the feasibility of completing northern corners of Miller Ave.

North Commercial Avenue

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

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ATTACHMENT D continued...

Project Status Report - City of New Meadows

August 12, 2013

- STRATA was in town on 8/1/13 to perform their onsite work associated the geotechnical evaluations for N. Commercial Ave. and the borrow source. The report for this work is forthcoming.

Action Items

1. Crestline to continue work on the projects 30%/preliminary design work and work towards finalizing.
2. Further discuss working to apply for a Community Development Block Grant for North Commercial Ave. for storm drain and pathway improvements. Crestline to work with Mac on this and discuss whether or not we want to reach out to a third party for support. Our team recommends contacting Kelly Dahlquist with Clearwater Economic Development Association (CEDA) if considered as an option.

Gravel/Rock Source

- As stated above, STRATA was onsite 8/1/13. Four test pits were excavated in the hillside at the source and samples were obtained for analysis and development of a typical roadway section for N. Commercial Ave. and possibly the rest of town.
- 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

- ITD was in town on 7/23/13 and 7/24/13 to flush, clean and evaluate the existing Highway 95/Virginia Street storm drain system. Much was learned about the existing system and piping configuration.
- There is no other new information on this project. Earlier last month, this project was somewhat put on hold. However, based upon the recent work completed by ITD, Crestline needs to follow up with Mayor and ITD to determine this projects direction moving forward.

Action Items

1. Follow up with Mayor and ITD on project status.
2. Possibly continue with the conceptual design and quantity take for the project.

Flooding from Farm Fields

- There is no new information on this topic.

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ATTACHMENT D continued...

Project Status Report - City of New Meadows

August 12, 2013

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

- There is no new information on this topic. Future reports to will lump this topic into the following section (Facility Plan/EID).

Facility Plan/EID

- JUB provided an updated draft to the Faculty Plan on 7/30/13. The Crestline Team met with City Staff last Friday 8/9/13 to discuss the document and review comments. A letter to JUB will be sent with comments and revisions to be included in the final document.
- The team will continue to work with JUB with hopes of getting a the final draft submitted to IDEQ in the near future. Once approved by IDEQ, public meetings will be held to select an alternative from which the EID document will be developed. From there, the Crestline Team will work with funding agencies to develop a funding package for bond election in March 2014.

Action Items

1. Crestline team to provide comments to JUB on Draft Facility Plan.
2. Work with City Staff to install groundwater monitoring wells at the land application site.
3. Continue to evaluate 2014 wastewater projects (land application and I&I study/repairs) funding options, and develop a plan moving forward.

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.

Meadows Valley School District

- The location of the proposed well has been determined and we have downloaded all the water right information from the Idaho Department of Water Resources (IDWR) website.

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ATTACHMENT D continued...

Project Status Report - City of New Meadows

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- The Crestline Team will work with IDEQ/IDWR to determine separation/setback requirements from surface water and wells. We have started to prepare exhibits that can be updated after these meetings and used for future discussions with the School District and the Idaho Fish & Game.

Action Items

1. Start conversations with IDEQ and IDWR about projects/separation requirements in the vicinity of the land application site.
2. Improve exhibits for discussions with all involved parties.
3. Meet with the Meadows Valley School District to discuss their proposed well, exact details and the possibility of moving it to an alternative location.

Other

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