

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, JANUARY 13, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Agenda Item 1) Roll Call, Welcome & Pledge of Allegiance:**

Mayor Spelman called the meeting to order at 7:00pm. Mayor Spelman, Council President Priddy, Council Member Mencer, Council Member Moore, and Council Member Wilde were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Animal Control Officer/Public Works Assistant Clayton "CW" White, Office Assistant Jessi Martin and Crestline Engineer Gregg Tankersley were also present. Public in attendance were: Brad & Patty Steiner, Shannon Fairchild, Adams County Sheriff's Office Lieutenant Brian Yoakum, Wes & Dixie Jeffs, Mike Howard, Bill Brown, Dennis Nau, Brett Loper, Dave Henderson, and Fred Erland with the Adams County Record.

**Agenda Item 2) Communications and Reports:**

a) **Mayor:** None

b) **City Council Member Reports:** None

c) **Review of Written Staff Reports**

**(Public Works, Animal Control, City Clerk/Treasurer, Office Assistant & Engineer)**

- **Public Works Report:** Written (ATTACHMENT A)
- **Animal Control Report:** Written (ATTACHMENT B)
- **City Clerk / Treasurer Reports:** Written (ATTACHMENT C)
- **Office Assistant Report:** Written (ATTACHMENT D)
- **Engineer Report:** Written (ATTACHMENT E)

Crestline Engineer Gregg Tankersley added that he had recently heard back from Stan Branstetter with Adams Soil & Water Conservation District (AS&WCD) and that Mr. Branstetter had contacted Dan Hearne regarding flooding inside New Meadows City limits from farm fields owned by Mr. Hearne. They discussed different options of alleviating the problem and Mr. Hearne plans to meet with the AS&WCD to further discuss and plan for a solution.

d) **Other (Mailbag, Other Elected Officials, etc.):** Mailbag items included: a letter from the Association of Idaho Cities (AIC) and the December 2013 *Creating Quality Cities* newsletter; a news release titled, Governor Otter Outlines "Targeted, Responsible, Sustainable" Budget Priorities, dated January 6, 2014; Governor Otter's State of State Address; a thank you letter and annual report from West Central Highlands Resource Conservation & Development dated December 9, 2013; the Adams County Historical Society's newsletter "End Of The Line" December, 2013; and draft Planning & Zoning Meeting Minutes dated January 6, 2014.

**Agenda Item 3) Consent Agenda:**

a) **Invoices**

b) **Financial Statements**

c) **Time Sheets:** December 2013

d) **City Council Minutes:** Monday, December 9, 2013

- Council Member Mencer moved to approve the consent agenda items; Council President Priddy seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**Agenda Item 4) Brown's Business Park: Update on status of development**

Clerk/Treasurer Qualls stated that he had met with Mr. Brown on Monday, December 30, 2013 and that no new information had been turned in to City Hall. Qualls explained that he had spoken with City Attorney Bert Osborn and had been informed that since additional information had been requested by the City Council, an additional public hearing is required before a decision is made.

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Mr. Brown read aloud the list of further information that the City Council had required of him during the Public Hearing on October 21, 2013. Mr. Brown explained that he had completed that majority of the additional requirements but needs further guidance on a drainage plan. Mr. Brown suggested that the Council allow him more time to gather the information since he cannot build until after spring. Mr. Brown added that the drainage issue could be more accurately observed during the melt.

- Council Member Wilde moved to schedule a Public Hearing on Monday, May 19, 2014 regarding Brown's Business Park contingent on Mr. Brown having all requested turned in to City Hall on or before April 28, 2014; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 5) Abatement of Dangerous Buildings: Discuss / Decision on next step in abatement of previously noticed dangerous buildings. (Previously tabled)***

- a) **413 S Morgan:** Clerk/Treasurer Qualls explained that a hearing request had been received from a potential buyer of the property, but that the buyer had since backed out of the purchase and that no additional communications had been received. Qualls explained that the house had numerous hazardous issues including water leaks, house fires, no power, and no water.
- Council Member Wilde moved to approve the abatement of 413 South Morgan; Council Member Mencer seconded the motion. Council President Priddy abstained from voting due to conflict of interest, noting that he owns property that borders 413 South Morgan. Voice vote indicated all other members voting aye. Motion carried.
- b) **516/514 South Commercial:** New owners have already begun the process of abating.
- c) **400 South Commercial:** Clerk/Treasurer Qualls stated that the actual owner of the property had passed away upon which time her husband had visited City Hall inquiring about gifting the property to the City. Qualls explained that the process required in order for this to take place was quite extensive and that there had been no incoming communication from owner's husband since that inquiry.

Council President Priddy added that he owns property just across the street from 400 South Commercial; that he had spoken with the owner of 400 South Commercial after the owner's wife had passed away and that he had been informed that the owner would never return to New Meadows. Priddy explained that the house was falling down and very dangerous.

- Council President Priddy moved to approve the abatement of 400 South Commercial; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**d) 308 South Commercial:**

Mayor Spelman stated that the owner of 308 South Commercial, Dave Henderson had informed the Council that the house had been cleaned up.

Property owner Dave Henderson stated that the City has not proved the allegation of dangerous mold being in the home. Mr. Henderson stated that if it is proven that there is dangerous mold in the home; the mold will be appropriately handled.

Mayor Spelman stated that it is likely that 50% of homes within city limits harbor mold. She also stated that if mold is dangerous there are companies that can be hired to effectively clean it up.

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Council Member Moore asked if anyone had contacted CTR out of McCall to obtain a report of dangerous mold in the home.

Dave Henderson stated that he had contacted CTR and that no report existed.

Council Member Wilde stated that she had also contacted CTR and was informed that the employee who had been sent to the home when Mr. Henderson hired CTR was no longer employed by CTR. Wilde also stated that the employee had said that the mold issue had been the worst he had ever seen.

Mr. Henderson asked what the former CTR employees credentials were at the time of the allegation.

Council Member Wilde explained that she was still working on contacting the former employee and that when she did, she would find out his credentials.

Council Member Moore stated that the city should have someone unbiased investigate the mold at 308 South Commercial. Moore read from December 9, 2013 meeting minutes Agenda Item 6) 308 South Commercial Avenue Hearing ¶ 7-9.

Dave Henderson inquired whether or not Building Inspector Don Horton had inspected the home. Qualls stated that Mr. Horton could not inspect the home without permission from the owner; but that Mr. Horton had signed a Notice to Abate letter about the building.

Mayor Spelman suggested that the City hire an impartial party to determine whether the mold at 308 South Commercial is considered a health hazard or dangerous.

Council Member Wilde stated that her daughter Java Christensen as well as Dallas Wilmarth are both willing to give statements regarding the house at 308 South Commercial that they previously rented from Mr. Henderson.

Clerk/Treasurer Qualls stated that the city would need owner's permission in order to hire someone to inspect the building.

Mr. Henderson granted the city permission to hire a professional to inspect the building at 308 South Commercial with the request that he be contacted prior to the inspection so that he can be present.

Clerk/Treasurer Qualls clarified that the city would be paying for testing of the mold, not the abatement.

- Council Member Moore moved to approve hiring an impartial certified mold testing company to test for dangerous mold at 308 South Commercial with the permission of owner Dave Henderson while owner Dave Henderson is present as requested; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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***Agenda Item 6) Cell Phone: Discuss / Decision on discontinuing City owned Cell Phones.***

Clerk/Treasurer Qualls explained that the Animal Control cell phone very rarely received incoming calls after regular business hours and that if the phone was discontinued the city would save money. Qualls added that Animal Control phone calls could be forwarded to Animal Control Officer White's personal cell phone from City Hall's second line.

Animal Control Officer White stated that he was against forwarding calls to his personal cell phone due to the fact that it gets poor service and that callers may not be able to reach him.

Mayor Spelman stated that White would be reimbursed \$20.00/month and paid every three months if his personal cell phone was used for City business.

Council Member Mencer stated that White was hired as an Animal Control Officer and that it was necessary that he be available via cell phone.

Council Member Moore stated that White's concerns and wishes needed to be taken into consideration.

Council Member Wilde and Council President Priddy both agreed that the City should continue to provide a cell phone for Animal Control Officer White.

***Agenda Item 7) Sine Die: Adjournment for those stepping down so that newly elected Council Members can take their seats.***

Mayor Spelman declared Sine Die at 7:48pm. Spelman presented plaques to DeOle Priddy and Gina Mencer and thanked them for their numerous years of service to the city.

***Agenda Item 8) Installation of Newly Elected Officials:***

**a) Oath of Office administered to Shannon Fairchild & Brad Steiner**

Mayor Spelman administered the Oath of Office to Brad Steiner.

Mayor Spelman administered the Oath of Office to Shannon Fairchild.

***Agenda Item 9) Roll Call:*** Mayor Spelman reconvened the meeting at 7:53pm. Mayor Spelman, Council Member Moore, Council Member Wilde, Council Member Steiner, and Council Member Fairchild were present.

***Agenda Item 10) Council President Election: The Council President is elected by the sitting City Council. (The President presides over meetings in the mayor's absence.)***

Mayor Spelman suggested that Angie Moore be elected by the Council since she had the most experience as a City Council Member.

- Council Member Steiner moved to elect Council Member Angie Moore as City Council President; Council member Wilde seconded the motion. Voice vote indicated no opposition with all members voting aye. Motion carried.

***Agenda Item 11) Signatory Authority: Authorizing Elected Officials Signatory Authority***

Clerk/Treasurer Qualls explained that the newly elected officials needed to be authorized to sign checks on behalf of the City and that it was required that the bank have a copy of the signatory authority.

- Council Member Wilde moved to authorize elected officials signatory authority; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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***Agenda Item 12) Mayoral Appointments (Liaisons):***

**a) Law Enforcement (Works closely with the Sheriff's Office) Previously Moore**

Council President Moore expressed interest in continuing as Law Enforcement Liaison. Mayor Spelman asked the Council to approve her appointment of Moore as the Law Enforcement Liaison.

- Council Member Wilde moved to approve the appointment of Council President Moore as the Law Enforcement Liaison; Council Member Steiner seconded the motion. Roll Call: Fairchild aye, Moore aye, Steiner aye, and Wilde aye. Motion carried.

**b) Streets (Works closely with the Public Works Supervisor) Previously Wilde**

Mayor Spelman suggested that Council Member Steiner be appointed as Streets Liaison due to his experience. Mayor Spelman asked the Council to approve her appointment of Steiner as Streets Liaison.

- Council President Moore moved to approve the appointment of Council Member Steiner as the Streets Liaison; Council Member Fairchild seconded the motion. Roll Call: Fairchild aye, Moore aye, Steiner aye, and Wilde aye. Motion carried.

**c) Parks & Recreation (Presides over the Parks & Recreation Committee Meetings and serves on the committee) Previously Mencer**

Council Member Steiner expressed interest in being appointed as Parks & Recreation Liaison. Mayor Spelman asked that the Council approve her appointment of Steiner as Parks & Recreation Liaison.

- Council Member Wilde moved to approve the appointment of Council Member Steiner as the Parks & Recreation Liaison; Council Member Fairchild seconded the motion. Roll Call: Fairchild aye, Moore aye, Steiner aye, and Wilde aye. Motion carried.

**d) Industrial Park (Works closely with staff to expand and operate the Industrial Park) Previously Mencer**

Council Member Fairchild expressed interest in being appointed as the Industrial Park Liaison. Mayor Spelman asked the Council to approve her appointment of Fairchild as Industrial Park Liaison.

- Council President Moore moved to approve the appointment of Council Member Fairchild as the Industrial Park Liaison; Council Member Wilde seconded the motion. Roll Call: Fairchild aye, Moore aye, Steiner aye, and Wilde aye. Motion carried.

**e) Board of Appraisers (Meets to discuss and make recommendations to the full City council on matters affecting water and sewer works/rates of the city) Previously Spelman, Mencer, & Priddy**

Mayor Spelman requested the appointment of Council President Moore and Council Member Wilde to the Board of Appraisers.

- Council Member Fairchild moved to approve the appointment of Council President Moore and Council Member Wilde to the Board of Appraisers; Council Member Steiner seconded the motion. Roll Call: Fairchild aye, Moore aye, Steiner aye, and Wilde aye. Motion carried..

**f) Other Liaisons / Committees (As appointed by the Mayor or established by the City Council)**

Mayor Spelman stated that getting youth in the community more involved was very important to her and that she and Clerk/Treasurer Qualls had discussed a Youth Advisory Group. Spelman explained that she would like youth input regarding the park, extracurricular activities and other city issues.

Clerk Treasurer Qualls suggested that possibly Mayor Spelman meet with the Student Council at the school or invite them to City Hall on a monthly basis.

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Meadows Valley School Superintendent Mike Howard stated that he believed it was a positive idea to involve youth and that Mayor Spelman could start by contacting Principal Dr. Ed Kalinowski.

***Agenda Item 13) Grant Writer / Administrator Contract: Discuss / Decision on contract for Grant Writer / Administrator Services to Clearwater Economic Development Association.***

Qualls reported that he had reviewed the Memorandum of Understanding with City Attorney Bert Osborn who had suggested one small change. The change was approved by Clearwater Economic Development Association (CEDA). Qualls explained the city had gone through a formal selection process and CEDA was selected by the committee and the council. This agreement finalizes the agreement.

- Council Member Wilde moved to approve the Memorandum of Understanding with Clearwater Economic Development and to authorize Mayor Spelman to sign; Council President Moore seconded the motion. Roll Call: Fairchild-aye, Moore-aye, Steiner-aye, and Wilde-aye. Motion carried.

***Agenda Item 14) Air Compression Brake Ordinance: Discuss Decision on changing the penalty from a misdemeanor to a fine not less than \$271.00.***

Officer Brian Yoakum explained that truck drivers that travel through New Meadows often live far away and are unable to return to Adams County to be present at court. With the presented updated Air Compression Brake Ordinance a truck driver could receive a misdemeanor and be required to pay a fine of no less than \$271.00 instead of being cited for a misdemeanor and having to travel back to Adams County for court. Yoakum stated that he had spoken with an Adams County Judge regarding the issue and that the fine amount had been suggested by the Judge.

- Council President Moore moved to suspend the rules and adopt the ordinance by reading the title only once; Council Member Wilde seconded the motion. Roll Call: Fairchild-aye, Moore-aye, Steiner-aye, and Wilde-aye. Motion carried.

Clerk/Treasurer Qualls read aloud the Air Compression Brake Ordinance by title.

- Council Member Wilde moved to approve the adoption of the Air Compression Brake Ordinance; Council Member Steiner seconded the motion. Roll Call: Fairchild-aye, Moore-aye, Steiner-aye, and Wilde-aye. Motion carried.

***Agenda Item 15) Public Hearing Procedures Resolution: Discuss / Decision on approving a recommended resolution outlining procedures for public hearings.***

Clerk / Treasurer Qualls explained that during training at the January 6, 2014 Planning & Zoning Meeting he learned that Cities are required to have a Land Use Public Hearing Procedure Resolution. Qualls explained that the presented resolution was written by the Association of Idaho Cities Attorney Jerry Mason.

- Council Member Steiner moved to approve the adoption of the Land Use Public Hearing Procedure Resolution; Council President Moore seconded the motion. Roll Call: Fairchild-aye, Moore-aye, Steiner-aye, and Wild-aye. Motion carried.

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**Agenda Item 16) City Officials Day at the Capital: Discuss / Decision on allowing elected officials to attend Thursday, January 30, 2014 the City Officials Day at the Capital. Each year, the Idaho Legislature makes critical policy decisions that impact cities. Their decisions affect property taxes, state shared revenues, annexations authority, city water rights and many other areas. It is essential that all city officials are engaged with legislators and informed of these critical issues. During this event there are opportunities to communicate with legislatures and become informed about important legislative issues facing Idaho's cities. Cost is \$25.00 per person, lunch provided.**

- Council Wilde moved to approve that Mayor Spelman and Council President Moore (tentatively) attend the City Officials Day at the Capital; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**Agenda Item 17) Assigning Additional Engineering Tasks: Discuss / Decision on additional engineering tasks (Tankersley) None.**

Clerk / Treasurer Qualls explained that the Engineering budget for the year had nearly been exhausted and suggested the possibility of reopening the budget to amend may become necessary to start new or continue with large projects.

**Agenda Item 18) Serene Meadows LLC Letter: Discuss / Decision on Authorizing Mayor Spelman to sign letter to Serene Meadows LLC.**

- Council President Moore moved to authorize Mayor Spelman to sign the response letter to Serene Meadows LLC and to mail it certified with a return receipt; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

**Agenda Item 19) Public Input: Members of the public may offer input on city-related items that are not on the agenda for public hearing. Please keep comments to three minutes. Any item requiring City Council action must be placed on a future agenda for consideration. Comments regarding the performance by city employees are inappropriate at this time and should be directed to the Mayor by appointment after tonight's meeting.**

Wes Jeffs commended the City Council and Planning & Zoning Commission for attending training and thanked the elected and appointed official for their service to the city.

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

Tabled Items.

**Agenda Item 21) Adjourn**

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

Meeting adjourned at 8:47pm.

OFFICIAL: /s/ Julie Spelman  
Julie Spelman, Mayor

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

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Doug Buys  
Public Works Supervisor  
Monthly Report  
01-13-14 – Prepared 01/09/2014

**Water:**

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. We have only had one meter freeze so far this year, which is really good considering the cold temps.
4. There have been a hand full of houses that have frozen up this year, but all have been on the owner's side of the meter.
5. We are having problems with the radio at Well #4, ACS is shipping us a new radio to be installed.

**Sewer**

1. Sewer Tests have been coming back really well for this time of year.
2. The sampling is a pain, but we are getting into a routine and making it work.
3. We have lost our compliance officer from EPA, We have not heard who our new one will be, this could either be a good thing or bad thing, depending on the person who is assigned the new task.
4. Bill, from IDRWA is working to find a dredge to remove the sludge in pond #1 ourselves. If this is possible this will save the City almost \$180,000.00
5. Our flows are low, but due to ice buildup in the sampling basin, the flows show extreme flows, but with the cold temps, there is not much we can do about it.
6. We have been pulling measurements of ground water, out of the 4 monitoring wells we installed in the new land app site

**Streets**

1. The streets are holding together fairly well, considering the winter we're having.
2. I talked to the state shortly after Christmas, regarding the extremely icy roadways in town, they were nice enough to come through and sand the intersections for us, and give us some sand so we could have some in stock for further problems.
3. A very big THANK YOU to Kraig Spelman from the state, for coming through for our little city before someone got hurt, due to the ice. Please take the time to thank him, when you see him.
4. We have only plowed the streets one time, so far this year.

**Storm Drains**

1. All the drains and ditches are frozen over, which can easily be a problem when the temperature warms up.
2. We are still working for find funds for any and all storm drainage upgrades.

**Equipment**

1. With the little amount of plowing, we have had no issues with the equipment.
2. We have replaced the door hinges, and brakes on the city's S-10 pickup.

**Park & Restrooms**

1. We are pricing auto flushers for the park bathrooms.

**Industrial Park**

1. Other than plowing, and heaters, the industrial park has had no issues.

**Misc.**

1. If I have forgotten anything or if there are any questions please let me know.

**ATTACHMENT A**

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**Animal Control Report**

**01-10-14**

Animal Control has been steady, I have been patrolling nearly every day possible. But still with the cold weather we have been experiencing not many people have been letting their dogs out as often or for as long as they might in warmer weather. I have not received any complaints or phone calls recently. I will however continue to do my daily patrols to the best of my abilities. I wish I had more to report on and if anything comes up I will add it to my report then.

C.W. White

Animal Control Officer

**ATTACHMENT B**

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Clerk / Treasurer Report for January 13, 2014

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**1. Treasurer Reports**

- a. The Sterling Savings Bank Statement was received and will be reconciled by meeting time.
- b. LGIP Statement has not been received yet.
- c. The New Meadows December Financial Dashboard will be included at meeting time.
- d. The Financial Reports will be in the book and ready for your review, approval, initials and date.
- e. The Monthly Treasurer Report will be presented at meeting time.
- f. The 1<sup>st</sup> Quarter of 2013/2014 Quarterly Report will be process and published after approval of invoices this evening. The report will be emailed once prepared.

**2. Community Meetings / Events**

- a. AVIC (Adams/Valley/Idaho counties Collaborative) will be holding a meeting on January 17 at 9am at McCall College. AVIC holds a meeting once a month for local agencies/non-profits to collectively meet and plan and encourage one another. This is a great brain-storming group of professionals and volunteers that want to make sure that our region thrives.

**3. New Business in town**

- a. I am working with an individual that is investigating whether or not to build a new business in New Meadows, potentially creating 5-10 jobs. The individual/corporation wants to remain anonymous until they are ready for building applications / design review.

**4. Browns Business "Park"**

- a. I met with Mr. Brown on December 30. He indicated that he has everything ready to turn into the City Council that was asked of him in October with the exception of the storm drainage request.

**5. Planning & Zoning**

- a. The New Meadows Planning & Zoning held their regular meeting on January 6, 2014. They watched four of the training videos produced by Association of Idaho Cities. *(Minutes included in packet)*

**6. Complaints**

- a. No complaints have come to me regarding the city since the last meeting.

**7. Alcoholic Beverage Licenses**

- a. All Alcoholic Beverage Licenses were issued as they each had the appropriate documentation and fees required by ordinance.

**8. Payroll**

- a. End of Year Tax Forms will be prepared and delivered/sent by the end of the January
- b. Q4 Unemployment Payroll Report has been completed and uploaded to the State of Idaho
- c. Idaho Payroll for 2013 will be submitted electronically by the end of February
- d. W2 Info will be submitted electronically to the IRS by the end of February
- e. 1099 Information will be submitted electronically to the IRS/State by the end of February

**9. McCall Training Invitation**

- a. The City of McCall has invited our Planning & Zoning Commission, City Elected Officials & City Staff to free training put on by Association of Idaho Cities Attorney Jerry Mason. The training will be at McCall City Hall on January 28 from 5:30pm to 8pm. If you would like to attend, please contact me so that we can RSVP.

**10. Training / Out of Office**

- a. January 2 – Sick Day
- b. January 8 – Partial Sick Day (after 2pm)
- c. January 13-17 – I will be teaching for a few hours at the school in the mornings
- d. January 20 - City Hall Closed for Martin Luther King Day / Human Rights Day

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

**ATTACHMENT C**

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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued January 13, 2014

FY 2013: October 1, 2013 - September 30, 2014

<b>Our Investments &amp; Cash</b>	
Balances as of December 31, 2013	
<u>General Fund</u>	
<u>Fund # 1</u>	
December 31, 2013	\$86,858.00
December 31, 2012	\$104,339.09
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
December 31, 2013	\$47,154.20
December 31, 2012	\$96,423.78
<u>Water Fund</u>	
<u>Fund # 60</u>	
December 31, 2013	\$103,185.39
December 31, 2012	\$78,433.43
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
December 31, 2013	\$69,791.08
December 31, 2012	\$58,381.43
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
December 31, 2013	\$82,785.18
December 31, 2012	\$82,399.65
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
December 31, 2013	-\$16,012.37
December 31, 2012	-\$18,486.37

<b>Our Cash Flows... (End of period)</b>		
Major Funds		
FY 2014: October 1, 2013 - September 30, 2014		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$312,341.00	100%
Revenues to Date	\$42,944.22	14%
Expenditures to Date	\$75,406.81	24%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$419,100.00	100%
Revenues to Date	\$0.00	0%
Expenditures to Date	\$6,187.50	1%
<u>Sidewalks &amp; ADA Ramps Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$59,700.00	100%
Revenues to Date	\$0.00	0%
Expenditures to Date	\$1,310.50	2%
<u>Water System Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues to Date	\$26,447.22	18%
Expenditures to Date	\$40,573.85	10%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues to Date	\$4,422.92	1%
Expenditures to Date	\$1,196.36	0%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues to Date	\$27,227.89	2%
Expenditures to Date	\$42,712.42	3%

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City of New Meadows, Idaho  
Monthly Reporting Dashboard

Issued January 13, 2014

FY 2014: October 1, 2013 - September 30, 2014

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY 2014: October 1, 2013 - September 30, 2014		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
2029 Maturity (EST)	\$361,615.00	5.13%	Fiscal Year 2014 Budget	\$146,346.00	100%
Annual Payment	\$32,995.00	<b>9/14</b>	Revenues to period end	\$12,932.55	9%
Reserve Required	\$32,995.00	<b>Met</b>	<b>State Shared Revenue Collections</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2014 Budget	\$55,620.00	100%
2020 Maturity (EST)	\$172,160.00	5.75%	Revenues to period end	\$12,469.82	22%
Annual Payment	\$26,733.00	<b>9/14</b>	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	<b>Met</b>	Fiscal Year 2014 Budget	\$2,015.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$2,386.25	118%
2018 Maturity	\$213,863.00	3.30%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	\$31,450.38	<b>PAID</b>	Fiscal Year 2014 Budget	\$15,000.00	100%
			Revenues to period end	\$3,285.31	22%
<b>Interest Rates ... October 2013</b>			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2014 Budget	\$5,000.00	100%
Local Gov. Investment		0.0954%	Revenues to period end	\$2,173.50	43%
Sterling Savings Bank		N/A			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 12/31/13		As of 12/31/12		As of 12/31/11		As of 11/30/10	
<b>General Fund</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$222,500.00</b>	<b>100%</b>	<b>\$238,700.00</b>	<b>100%</b>
Revenues	\$42,944.22	14%	\$45,203.51	19%	\$27,943.67	9%	\$44,378.11	19%
Expenditures	\$75,406.81	24%	\$76,325.75	33%	\$55,456.19	18%	\$49,057.70	21%
<b>Water Fund</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>	<b>\$154,613.00</b>	<b>100%</b>
Revenues	\$26,476.03	6%	\$38,727.30	27%	\$37,983.03	26%	\$41,866.67	27%
Expenditures	\$40,573.85	10%	\$44,117.27	31%	\$45,708.69	31%	\$40,449.21	26%
<b>Sewer Fund</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$155,300.00</b>	<b>100%</b>	<b>\$164,275.00</b>	<b>100%</b>
Revenues	\$27,227.89	2%	\$36,906.77	24%	\$37,570.05	24%	\$42,367.68	26%
Expenditures	\$42,712.42	3%	\$45,652.52	29%	\$41,914.51	20%	\$39,852.00	24%
<b>Industrial Park</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>	<b>\$46,150.00</b>	<b>100%</b>
Revenues	\$4,422.92	1%	\$4,875.93	1%	\$4,861.28	28%	\$4,853.31	11%
Expenditures	\$1,196.36	0%	\$21,317.07	4%	\$1,269.98	7%	\$2,851.96	6%

**Disclaimer:** General Assumption that all bills will be paid as presented. Does not include depreciation!

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, JANUARY 13, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Office Assistant  
Jessi Martin  
Monthly Report  
Prepared: January 08, 2014**

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- 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 reviewed City Attorney Bert Osborn's invoice and confirmed that all cases took place within city limits.
- 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, January 15, 2013- pending approval.
- Draft minutes for the January 8, 2014 Planning & Zoning meeting were completed.
- I am enrolled in Black Mountain Training Sessions January 15<sup>th</sup> & 16<sup>th</sup>.
- All calendars around the office have been updated.
- New black ink for the color printer was ordered from Office Savers, the last cartridge did not work, it was under warranty and a replacement was mailed.
- Billing was completed on Tuesday, December 31, 2013.
- I assessed late fees on all accounts with a balance greater than zero on Friday, December 27, 2013.
- I have made courtesy calls and/or sent e-mails to owners of vehicles parked in the right of way that may cause a hazard for snow plowing.
- Draft minutes of the Monday, December 9, 2013 Regular City Council Meeting were completed.
- By mistake, I included the updated Comprehensive Plan, Zoning Code and various ordinances and resolutions in the Planning & Zoning Packets that were delivered on Friday, January 3. The documents were not meant to be given to the P&Z members but placed in their binders at the January 6 meeting. I called all of the Commissioners, apologized for my error and asked that they bring the documents and their binders to the meeting so that their binders could be updated. They were all understanding and brought the binders and documents. Binders were updated and returned to Commissioners on Thursday, January 9, 2014.
- I made phone calls to residents that were mailed a disconnect notice and did not contact me. I informed them of the date that late fees are assessed and the shut off date. I was able to collect payment or make arrangements with most customers on the disconnect list this month so no one's water was shut off for non-payment. I am making an effort to be more vigilant in adding notes on delinquent accounts.
- Christmas cards that were signed by Mayor Spelman, City Council Members, and Staff were mailed out on December 19, 2013.
- I prepared and mailed out Reminder cards and Disconnect Notices on Monday, December 16, 2013.
- Mac and I attended the District III ICCTFOA meeting and training in Nampa on Friday, December 13, 2013. Motivational speaker Derrick Boles opened the meeting with a leadership discussion and exercises. The group then toured Nampa's new Public Safety building.

**ATTACHMENT D**



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

**CLIENT:** City of New Meadows, Idaho

**JOB NO.:** 13006

**DATE:** January 9, 2014

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Mayor Spelman, City Council and Staff,

In reference to the above listed project(s) we have prepared the following comments/brief synopsis of work in progress.

### Sidewalk & ADA Ramp Improvements

- There is no new extensive information on this topic.
- Mac spoke with Sandy Schiffman to discuss the sidewalk in front of The Connection Coffee Shop. Ms. Schiffman has decided to just have the City Crews install a small pipe under a gravel fill ramping up to the Connection's elevated front porch/entrance. In order to do this some type of retainage must be completed by Ms. Schiffman to prevent gravel from going under the porch/building. Once this is completed, the gravel and pipe can be installed. Labor and materials associated with this work will be provided by the City since the existing porch prevented the construction of a new sidewalk in that area.

### Action Items

1. Meet with City Staff to discuss how we want to proceed with the remaining phases of the project. Do we plan on constructing anything during the Summer of 2014?

### North Commercial Avenue

- Crestline did an evaluation of pavement sections throughout the area and communicated with STRATA to reduce the pavement section thickness for N. Commercial Ave.. We will include these changes in the final construction plans for the project.
- The preliminary design is complete and we are currently finalizing the construction cost estimate for funding purposes. This should be completed within the next few weeks.

### Action Items

1. Finalize 30% design cost estimate.
2. Meet with City Staff to discuss 30% design budget, the proposed phased approach, and a scope of work for final design.

**ATTACHMENT E**

CITY OF NEW MEADOWS  
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Project Status Report - City of New Meadows

January 9, 2014

3. Prepare final design proposal for review and approval by City Council based upon meeting(s) with City Staff.

**Gravel/Rock Source**

- A cost/benefit analysis of using borrow/rock from the City's source has been completed. The purpose of the analysis was to evaluate the cost of using borrow/rock from the City source with a woven geosynthetic below and above vs. whether or not the City would be better off to not develop the source and just import subbase material from an alternate location.

**Action Items**

1. Crestline to meet with City to discuss the cost/benefit analysis of using material from the proposed borrow/rock source for road subbase material. If it is decided to proceed with the source, Crestline will work with Mac to develop a Task Order for the preparation of formal Reclamation Plan to submit to the Idaho Department of Lands (IDL) for review and approval.
2. Also, if the City decides to move forward with the gravel/rock source we need to determine how we want to proceed in regards to the ITD Division of Aeronautics.

**Virginia Street Stormwater System**

- There is no new information on this topic. At the October City Council meeting it was agreed that we get together and discuss after the first of the year.

**Action Items**

1. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project. To be completed during January/February 2014.
2. Possibly continue with the conceptual design and quantity take off for the project based upon this meeting.

**Flooding from Farm Fields**

- Crestline and City Staff met with Stan Branstetter, a local supervisor with the Adams Soil & Water Conservation District (AS&WCD) and walked Dan Hearne's property and property to the north adjacent to State Highway 55 which is believed to be owned by the U.S. Forest Service.
- After the site visit, Stan planned on contacting Mr. Hearne to discuss the property, AS&WCD role in providing assistance, and the resources that they have to help. Stan also planned on passing his observations from the visit onto the AS&WCD board.
- The goal of the AS&WCD would be to find a good solution that could potentially help both, the City of New Meadows and Mr. Hearne.

**Action Items**

1. Follow up with the AS&WCD sometime before the end of January.

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**Facility Plan/EID**

- Based on the Crestline Teams last correspondence with JUB, the EID agency letters were to be mailed out by 12/6/13. The review and comment from agencies could take anywhere from 14 - 60 days. At this time we should be about half way through the agency comment period. Our Team has sent a follow up email to Matt Uranga with JUB to check on the status of the project/comments.

Action Items

1. Continue to follow up with JUB on the status of the DEQ's final approval of the facility plan as well as the EID during the agency comment period.

**Land Application Site**

- City staff completed the initial monitoring of the wells last month. Crestline will work with Doug to review the information collected and discuss a protocol for collecting future results.
- Continuous monitoring will need to be completed during winter snow melt and through the growing season.

Action Items

1. Review collected data with Doug and discuss future methods for monitoring and how to log the collected data.

**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.
- Crestline needs to work with City Staff to determine options to obtain possible funding for an amendment/future updates to the Stormwater Master Plan.

Action Items

1. Is there money in the City's budget for ongoing maintenance of the stormwater collection 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.
3. The Crestline Team and City Staff need to evaluate the potential for funding assistance for the development of updates/improvements 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.

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**IDEQ Grants and Loans**

- Crestline and Mountain Waterworks submitted Letter of Interest (LOI) forms to the Idaho DEQ for Fiscal Year 2015. The purpose of submitting the LOI is to try and get on DEQ's State Revolving Fund (SRF) loans priority list. SRF loans provide low-interest funding (up to 100%) of project costs to design and construct water and wastewater system improvements.
- The LOI forms needed to be turned in before January 3, 2014 to be considered for FY 2015 funding which was completed. Submitting these forms does not require any long term commitment or financial cost/burden to the City. Their only purpose is to notify the DEQ that the City is possibly interested in obtaining assistance for projects. If they are not submitted, the City will not be eligible for DEQ assistance.
- The LOI submitted by our team was to seek funding for recommended improvements outlined in the most recent Wastewater Facility Plan. This included wastewater land application improvements, WWTP sludge removal, and some I&I study/repair work.

**Action Items**

1. None until notified by DEQ.

**Other**

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