

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MARCH 10, 2014 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

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

Council President Angie Moore called the meeting to order at 7:10pm. Council Members; Angie Moore, Shannon Fairchild, Heather Wilde & Brad Steiner were present. City Clerk / Treasurer Jacob "Mac" Qualls, Interim Office Assistant Megan Prickett, Public Works Supervisor Doug Buys, and Contract Engineer Greg Tankersly were present. Member of the public present: Fred Erland, Gina Mencer, Wes Jeffs, Dixie Jeffs, Debbie Stuart, Phillip Good and Dave Henderson were present. Mayor Julie Spelman was excused.

Council President Moore welcomed and thanked those in attendance for coming and then led the Pledge of Allegiance.

Agenda Item 2) Communications and Reports:

- a) **Mayor:** No written report
- b) **City Council Member Reports: (Street, Law Enforcement, Parks & Recreation, Industrial Park)**
 - i. **Public Works:** Steiner reported that staff should purchase additional gravel for the roads
 - ii. **Law Enforcement:** Moore reported no issues
 - iii. **Industrial Park:** Fairchild reported that staff will be forwarding names of individuals interested in the Industrial Park as they come into City Hall or approach city employees.
 - iv. **Parks & Recreation:** No report at this time.
- c) **Review of Written or Verbal Staff Reports**
 - i. **Public Works Report:** Buys reported that he and White have been clearing storm drains as they thaw from the winter. He also reported that there was a scare at the sewer plant as with the recent significant weather the lagoons took on so much additional storm water that raw sewage came close to being discharged. He reported that test for both water and sewer came back fine. He reported that this year is a really bad year for sink holes in the city streets
 - ii. **Animal Control Report:** White had submitted a written report previous to the meeting. (Attachment A)
 - iii. **City Clerk / Treasurer Reports:** Qualls verbally went over the monthly Treasurer Dashboard (Attachment B)
 - iv. **Engineer Report:** Tankersly verbally went over his monthly Engineering Staff Report. He apologized for not having a written report. He asked the council if he should develop a written proposal to develop the White Borrow Source, and the council concurred. Tankersly stated he has met with Stan Branstetter and Buys regarding the drainage issues. Branstetter is to contact Dan Hearne to set up a meeting with him to gain permission to help maintain the ditches.
- d) **Other (Mailbag, Other Elected Officials, etc.):** None

Agenda Item 3) Consent Agenda:

- a) **Invoices:** January & February 2014 Invoices
- b) **Financial Statements:** January & February 2014 Financial Statements
- c) **Time Sheets:** January & February 2014 Time Sheets
- d) **City Council Minutes:** February 4, 2014 Executive Session, February 10, 2014 Regular. February 24, 2014 Joint City Council / Planning & Zoning Commission Meeting Minutes.
 - i. Discrepancies & inaccuracies were noted on the February 10, 2014 meeting minutes and pulled from the consent agenda. Staff will resubmit the minutes at a later meeting.
 - Council Member Steiner moved to approve the Consent Agenda Items with the exception of the February 10, 2014 minutes; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 4) Correcting Certain Actions from February 10, 2014:

- a) **Executive Session Roll Call Vote from February 10, 2014:** Qualls reported that a roll call vote was not taken during the February 10, 2014 City Council Meeting after a motion for the council to move into executive session. It is suggested that a motion be made identifying the error and notating in the minutes of this meeting.
 - Council Member Fairchild moved to retroactively call for a Roll Call Vote for the February 10, 2014 Meeting to allow the council to go into Executive Session; Council President Moore seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.

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Agenda Item 5) Weiser River Trail 8th Annual Bicycle Ride Sponsorship: The WRT representative had not arrived at this point. The item will be picked up when they arrive at the meeting. *(WRT Representatives did not arrive to the meeting, item will be placed on a future agenda)*

Agenda Item 6) Abatement of Dangerous Buildings: Discuss / Decision on next step in abatement of previously noticed dangerous buildings. (Previously tabled)

a) 413 South Morgan (Armes) – How to be abated

- i. Discussion revealed additional research was needed.

b) 400 South Commercial (Studer) – How to be abated

- i. Discussion revealed additional research was needed.

c) 308 South Commercial (Nordstrom) – How to be abated

- i. Council Member Steiner and Council President Moore stated that they had been invited by the owner/agent of the property to come and look at the property. They stated that there home smelled musty, but only appears to need a little bit of tender loving care. The owner stated to them that he would like to get the property sold to a contractor and has located a possible buyer. Moore and Steiner suggested that the council remove 308 South Commercial from the list of properties to be abated.
- Council Member Steiner moved to drop 308 South Commercial from the abatement list; Council Member Fairchild seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – nay. Motion carried.

Council Member Fairchild would like to see a written policy or have one developed identifying a complaint procedure. Qualls stated he would research with other cities and report back at the next council meeting.

Agenda Item 7) Gem Grant Approval: Discussion / Decision on submitting Gem Grant for Phase 3 of Sidewalk / ADA Ramp project.

- Council Member Wilde moved to apply for the Gem Grant for the Phase 3 Sidewalk / ADA Ramp Project and listing the clerk as the authorized agent; Council Member Steiner seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.

Agenda Item 8) Adams County Health Care Foundation Grant: Discussion / Decision on submitting the Adams County Health Care Foundation Grant for playground equipment.

- Council Member Wilde moved to apply for the Adams County Health Care Foundation Grant for playground equipment; Steiner seconded the motion. Voice vote indicated no opposition to the motion. Motion carried.

Agenda Item 9) Bond Ordinance: Discussion / Decision on ordering an election for a sewer revenue bond to build a land application sewer treatment facility and storage lagoon.

- Council Member Steiner moved to introduce proposed Ordinance 334-2014; Council Member Wilde seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.
- Council President Moore moved to suspend the rules requiring three separate readings on three separate days and read by title once; Council Member Fairchild seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.
City Clerk Qualls then read aloud the title of proposed ordinance 334-2014.
- Council President Moore moved to adopt Ordinance 334-2014; Council Member Steiner seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.

Agenda Item 10) Equipment Purchase:

a. Discuss / Decision on purchasing a skid steer for sweeping paved streets

Council Member Brad Steiner stated that C&M Lumber has a used Skid Steer with two different buckets. Steiner thought that it would be a good idea if the city purchased the equipment as it could be used for snow removal from the sidewalks. Public Works Supervisor Buys reported that he too had spoken to C&M about the equipment and stated that they had quoted him \$6,500 and was willing to receive payment when the city's new fiscal year began in October 2014.

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The council asked Buys and Steiner to report back at the next council meeting with additional information on the equipment

b. **Discuss / Decision on purchasing a color photo copier for the front office**

Qualls reported that he believe he has secured a donation of a used color photo copier.

Agenda Item 11) Idaho Rural Water Association Conference: Discuss / Decision on authorizing Public Works Assistant to attend training and travel to Boise March 11 – March 14.

- Council Member Wilde moved to authorize Clayton White to attend training and to travel to Boise March 11 to March 14, 2014; Council President Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 12) Mountain West Institute: Discuss / Decision on authorizing the City Clerk / Treasurer to attend training and travel to Boise March 18 – March 21

- Council President Moore moved to authorize Jacob Qualls to attend training and travel to Boise March 18 to March 21, 2014; Council Member Steiner seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 13) Status on Customer Service Specialist: Discussion on hiring process

Qualls reported that he has interviewed many of the applicants so far and has a few more scheduled. He will submit a list of the applicants to the interview committee for suggested secondary interviews.

Agenda Item 14) Public Input: None

Agenda Item 15) Agenda Items for next Meeting:

- a) Weiser River Trail Sponsorship
- b) Complaint Procedure
- c) Equipment Purchase

Agenda Item 16) Adjourn:

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

Meeting adjourned at 8:31 pm

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A (Animal Control Written Report)

Animal Control Report
3-10-14

Animal Control has been out everyday patrolling the streets. I have only had one dog at large and was able to capture the dog. The dog was kenneled for one night at the City's impound yard. Water and food was of course given. I received a phone call the following day from the dogs owner. He made arrangements to get his dog back later on that day. The owner was cited for "dog at large" and also for the kennel fees. This was the first time I have ever had issues with the dog. As far as all other animals in town I have not seen any others outside of the owners property. I did receive a complaint about a "large" dog around N. Heigho. I cant match a description of the dog with any that I know therefor I have been keeping an eye out for it. Once I can match the dog to an owner I will be able to talk to them about the complaint.

Clayton White
Animal Control Officer

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Attachment B (Treasurer Report page 1)



Issued March 10, 2014

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of February 28, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
February 28, 2014	\$151,328.86
February 28, 2014	\$145,188.51
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
February 28, 2014	\$44,180.45
February 28, 2013	\$84,976.25
<u>Water Fund</u>	
<u>Fund # 60</u>	
February 28, 2014	\$115,790.05
February 28, 2013	\$85,320.28
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
February 28, 2014	\$71,473.71
February 28, 2013	\$57,884.00
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
February 28, 2014	\$95,589.63
February 28, 2013	\$89,041.28
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
February 28, 2014	-\$16,012.37
February 28, 2013	-\$16,012.37

Our Cash Flows... (End of period)		
Major Funds		
FY 2014: October 1, 2013 - September 30, 2014		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$312,341.00	100%
Revenues	\$140,409.81	45%
Expenditures	\$99,118.19	32%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$419,100.00	100%
Revenues	\$0.00	0%
Expenditures	\$7,813.75	1%
<u>Sidewalks & ADA Ramps Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$59,700.00	100%
Revenues	\$49,100.00	82%
Expenditures	\$1,310.50	2%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$51,028.71	12%
Expenditures	\$54,049.19	13%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$6,565.81	1%
Expenditures	\$1,656.62	0%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$52,170.44	3%
Expenditures	\$56,295.50	3%

More information on back side of this document

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Attachment B (Treasurer Report page 2)



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued March 10, 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		
Sewer Bond	Balance	Rate	Property Tax Revenue Collections		
2030 Maturity (EST)	\$368,412.61	5.13%	Fiscal Year 2014 Budget	\$146,346.00	100%
Annual Payment	\$32,995.00	9/14	Revenues to period end	\$85,691.84	59%
Reserve Required	\$32,995.00	Met	State Shared Revenue Collections		
Water Bond	Balance	Rate	Fiscal Year 2014 Budget	\$55,620.00	100%
2021 Maturity (EST)	\$167,420.22	5.75%	Revenues to period end	\$24,866.99	45%
Annual Payment	\$26,733.00	9/14	Permit & License Revenue Collections		
Reserve Required	\$26,733.00	Met	Fiscal Year 2014 Budget	\$2,015.00	100%
Grader Lease	Balance	Rate	Revenues to period end	\$3,045.25	151%
2018 Maturity	\$213,863.00	3.30%	Franchise Fee Revenue Collections		
Annual Payment	\$31,450.38	PAID	Fiscal Year 2014 Budget	\$15,000.00	100%
Interest Rates ... February 2014			Revenues to period end	\$7,336.58	49%
Location		Rate	Fine & Forfeit Revenue Collections		
Local Gov. Investment		0.1189%	Fiscal Year 2014 Budget	\$5,000.00	100%
Sterling Savings Bank		N/A	Revenues to period end	\$5,489.90	110%

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 2/28/14		As of 02/28/13		As of 02/29/12		As of 02/28/11	
General Fund	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%	\$238,700.00	100%
Revenues	\$140,409.81	45%	\$132,237.85	56%	\$115,475.42	38%	\$123,719.90	52%
Expenditures	\$99,118.19	32%	\$103,079.22	44%	\$80,859.84	27%	\$86,873.41	36%
Water Fund	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%
Revenues	\$51,028.71	12%	\$63,491.63	44%	\$64,919.04	44%	\$68,381.44	44%
Expenditures	\$54,049.19	13%	\$57,467.31	40%	\$58,223.92	40%	\$64,854.37	42%
Sewer Fund	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%
Revenues	\$52,170.44	3%	\$62,325.51	40%	\$65,304.23	42%	\$69,804.72	42%
Expenditures	\$56,295.50	3%	\$60,289.19	39%	\$52,993.16	26%	\$60,791.99	37%
Industrial Park	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%
Revenues	\$6,565.81	1%	\$7,333.36	1%	\$7,322.80	43%	\$7,622.68	17%
Expenditures	\$1,656.62	0%	\$24,311.93	5%	\$1,695.98	10%	\$3,486.45	8%

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