

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
APRIL 14, 2014 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

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

Mayor Julie Spelman called the meeting to order at 7:00pm. Council Members; Shannon Fairchild, Heather Wilde & Brad Steiner were present. City Clerk / Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Animal Control Officer Clayton (CW) White and Contract Engineer Greg Tankersly were present. Member of the public present: Brian Yoakum, Angie Moore, Gina Mencer, Chrystal Bass, Floyd Day, Ivan Day, Mike Howard, Jeff Roff, Shanna Roff, Debbie Stuart, Fred Erland, Ron Roberts, Trevor Hensley, Wes Jeffs, Dixie Jeffs, Marsha Shriver, Cindy Koberstein, Tony Koberstein, Sandy Schiffman, and Phil Good.

Mayor Spelman welcomed and thanked those in attendance for coming and then led the Pledge of Allegiance.

Agenda Item 2) Communications and Reports:

- a) **Mayor:** Spelman announced that the city has a new hire. She stated that Angie Moore resigned her position on the City Council and has been hired because of her qualifications and is partially already trained.
- b) **City Council Member Reports: (Street, Law Enforcement, Parks & Recreation, Industrial Park)**
 - i. **Public Works:** None
 - ii. **Law Enforcement:** Deputy Yoakum announced that the Sheriff's Office received a grant to patrol for aggressive driving and safety belts.
 - iii. **Industrial Park:** None
 - iv. **Parks & Recreation:** Steiner announced a Bike-A-Thon that he has put together with the Meadows Valley Community Foundation. The event will raise funds for the city's Summer Youth Sports Program. Participants can be any age. There are pledge papers available on the city website, at the school and at city hall. The event will be held on May 17 beginning at 9am.
- c) **Review of Written of Verbal Staff Reports**
 - i. **Public Works Report:** Buys had submitted a written report previous to the meeting (Attachment A) but added that he had received a quote to rent a lift to change lights at the Industrial Park for \$89 per day from McCall Equipment Rental.
 - ii. **Animal Control Report:** White had submitted a written report previous to the meeting. (Attachment B). Mayor Spelman stated that it is not appropriate for city employees to be yelled at and that White had done the appropriate thing by leaving the situation.
 - iii. **City Clerk / Treasurer Reports:** Qualls verbally went over the monthly Treasurer Dashboard and written Clerk/Treasurer report. (Attachment C)
 - iv. **Engineer Report:** Tankersly verbally went over the monthly written Engineering Staff Report. (Attachment D)
- d) **Other (Mailbag, Other Elected Officials, etc.):** None
- e) **Citizen Recognition:** Mayor Spelman recognized Brian Yoakum for his efforts in keeping the sidewalks cleared of snow this winter and presented him with a Certificate of Appreciation. Mayor Spelman also recognized Ken & Nikki Crogh for sweeping the sidewalks earlier this spring.

Agenda Item 3) Consent Agenda:

- a) **Invoices:** April 2014 Invoices
- b) **Financial Statements:** March 2014 Financial Statements
- c) **Time Sheets:** March 2014 Time Sheets
- d) **City Council Minutes:** April 1, 2014 Executive Session, April 4, 2014 Executive Session Meeting Minutes.
- e) **Budget Calendar:** Fiscal Year 2014/2015 Public Hearing Date, Time & Location (July 14, 2014, 7pm – New Meadows City Hall)
- f) **Fair Housing Resolution:** Declaring April 2014 as Fair Housing Month.
- g) **Resignation Letter:** Formally accepting resignation letter from Angie Moore from the New Meadows City Council.
- h) **Employment Terms:** Approval of Employment Terms
 - i. **Removed pending legal review**
- i) **Industrial Park Contract Transfer:** Double D Custom Meats LLP
 - Council Member Wilde moved to approve the Consent Agenda Items with the exception of the Employment Terms; Council Member Fairchild seconded the motion. Roll Call Vote: Fairchild – aye, Steiner – aye, Wilde Aye. Motion carried.

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Agenda Item 4) Parks:

a) Picnic Table Purchase: Discussion / Decision on purchasing picnic tables at the park from the Meadows Valley School Shop Class

Qualls reported that the school shop class would like to build two additional picnic tables for the park at a rate of \$130 each. Steiner suggested that the city maybe look at recycle receptacles as two local citizens had approached him with the idea.

Marsha Shriver stated that the city blames the kid for much of the vandalism and suggested that the tables maybe be built out of a harder material or a different finish. Qualls stated that there are now security cameras outside of the park restrooms and the city has been successful in finding recent vandals.

- Council Member Steiner moved purchase one picnic table and two containers from the school shop program; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 5) Industrial Park:

a) Addition: Discussion / Decision on hiring S&S Enterprises to perform work at the Industrial Park

The owners of Double D Custom Meats LLP would like to have the city enclose a portion of their leased building to house the dumpsters to help reduce the smell from their operations. They submitted a bid from S&S Enterprises in the amount of \$7,260. They stated that the city received numerous complaints last year regarding the smell and they believe that this project would solve the problem. Last year they used come chemicals to reduce the smell, but that was only a band aid for the problem.

The council discussed the project and the bid and suggested that another bid / estimate be obtained from another contractor that is also licensed to perform Public Works.

Item Tabled pending further information.

Agenda Item 6) Sewer Department

a) EID & Additional Studies: Discuss / Decision on authorizing Crestline Engineers in obtaining additional required studies and coordination and update on current status of Environmental Information Documents for Waste Water Treatment Facility Plan.

Gregg Tankersly stated that the city could hire JUB to perform the additional studies required or that they could hire Crestline to perform the added required work.

- Council Member Wilde moved to hire Crestline Engineers to perform the work and approved Task Order 13-5b; Council Member Steiner seconded the motion. Roll Call Vote: Fairchild – aye, Steiner – aye, Wilde – aye. Motion carried.

b) Election Bond Issue: Discuss / Decision on Grant Development Services Contract.

Qualls reported that since the city approved holding a bond election, the city should enter into a contract with Clearwater Economic Development Association to begin to develop grant applications.

- Council Member Steiner moved to approve the contract with Clearwater Economic Development Association to develop grant applications for the sewer project; Council Member Wilde seconded the motion. Roll Call Vote: Fairchild – aye, Steiner – aye, Wilde – aye. Motion carried.

c) Sewer Bond Issue Open House: Discuss / Decision on Open House

Qualls reported that Clearwater Economic Development Association has suggested and Open House. The cost for them to coordinate and develop the Open House would be paid through the Bond Funds if approved. Half of the amount would be due after the open house and the other half after the bond is successful. If the bond is not successful CEDA writes off that amount.

- Council Member Wilde moved to hire CEDA to do the Open House; Council Member Steiner seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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Agenda Item 7) Health & Safety

a) School Irrigation Well: Discuss / Authorization of allowing Mayor Spelman to sign letter authorizing the drilling of a well on school grounds for irrigation purposes only.

Buy's reported that the city had given permission previously but that the school would like a letter from the city. He stated that he has worked with the school on the placement of the well. He stated that the school worked through the permitting process with the Idaho Department of Water Resources.

Tony Koberstein asked if the city were to allow private irrigation wells, would this not set a precedent. He added that if approved, he too could seek the same approval.

- Council Member Steiner moved authorize Mayor Spelman to sign the authorization letter; Council Member Fairchild seconded the motion. Roll Call Vote: Fairchild – aye, Moore – aye, Steiner – aye, Wilde – aye. Motion carried.

b) Abatement of Dangerous Buildings / Discuss / Decision on next step in abatement of previously noticed dangerous buildings – Abatement Policy Resolution Discussion.

Qualls reported that no other city he contacted had a written policy other than the Uniform Code the city currently uses. Qualls reported that he had spoken to Don Horton, the building inspector, who advised that if a complaint comes into city hall, it should be forwarded in writing to his office. He will review the complaint and if needed bring in other agencies.

Mayor Spelman stated that the porch on the vacant Pine Knot Café is a danger and should be removed.

Marsha Shriver asked if the pickup on the corner of South Norris and Virginia Street is allowed to be parked there. Mayor Spelman stated that it should not be there and will work on getting it removed.

c) Junk Ordinance Enforcement: Discuss / Decision on letter received from Sandy Schiffman.

Mrs. Schiffman stated that the city has yards full of junk and it is not popular among the neighbors that have to look at it. She stated that every year the property owners where the junk sits taunt the city. She suggests that the city give a lot of notice that the city is going to follow the ordinance and cite the property owners. She believes that giving lots of notice will help to get the town cleaned up. She suggests that the city have a heart to heart discussion with these property owners, but not just give lip service but actually follow through. She stated that the city is getting a reputation that is not pleasant. Schiffman stated that downtown is looking better, but that there are still a handful of property owners not complying. She suggests that the city follow its ordinances and laws.

Mayor Spelman stated that often people ignore the tickets they receive but that the city could add them to the property taxes. Spelman stated that the city will continue to work on the problem. She stated that as she drives around she is seeing some people clean up their properties.

Schiffman suggested that the city discuss the issue in the newsletter that is placed around town, but to also follow-up with property owners who are violating the ordinances. She stated that she does not have a personal issue with the property owner that has outhouses stored behind Browns Mountain Market, but suggests a fence be built. Mayor Spelman stated she would talk to Mr. Neil Michel

d) Camera Key: Discuss / Decision on who will have the secondary key to the DVR System.

Council Member Fairchild will have the secondary key to the DVR system.

Agenda Item 8) Street Department

a) Dust Abatement: Discuss / Decion on ordering dust abatement product

- Council Member Wilde moved to authorize Public Works to purchase dust abatement product from Olson; Council Member Steiner seconded the motion. Voice vote indicated no opposition to the motion. Motion carried.

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b) Taylor Street Letter: Discuss / Decision on sending a letter to the school asking that their delivery drivers use North Commercial Avenue

Citizens have complained that the Taylor Street is being used more and more for traffic to the school. A suggestion to divert the school traffic to North Commercial Avenue was made and brought before the council. Public Works Supervisor Buys stated that the city could ask the school to inform their drivers to use the Commercial Avenue access. Mike Howard was present at the meeting and stated that he did not see a problem with the school asking drivers to use the alternate route, but asked that a letter include a map that they could hand out.

Sandy Schiffman stated that she lives in the area and has seen a lot of small children in the area.

Dixie Jeffs stated that she appreciates the Adams County Sheriff Deputies patrolling in the area, and that seems to have cut down on some of the speeding traffic.

Mayor Spelman stated that she has saw more patrolling in the city and appreciates the extra patrols of the community.

c) McLain Street Rock: Discuss / Decision on removing rock from the east side of McLain Street for city use

The city received a written request to allow Mr. & Mrs. Brown to remove rock from a portion of McLain Street adjacent to their proposed project at the corner of Taylor Street and US Highway 95. The rock, if allowed to be excavated, would be given to the city, but also allow for their property to be developed further. The excavation would allow for a gentler slope into the Brown's property.

Wes Jeffs stated that before any approval is given by the city, it would be appropriate of the city to find out how much has already been taken.

The council suggested that the Browns get with an engineer and come up with an appropriate detailed grading plan. Gregg Tankersly stated that it would be prudent if the city were to see additional detailed plans of the proposal prior to making a final decision on the matter.

Tony Koberstein stated that it was his belief that if the Browns proposal for the excavation were approved, then they could petition to have access off of McLain Street and have it further developed.

Marsha Shriver stated that as a member of the Planning & Zoning she believed that the Browns plan to develop the property included access off of the southern portion of the property and not McLain Street.

The council asked that a letter be sent to the Browns stating they needed a more detailed grading plan before the request would be placed on the agenda for further discussion.

d) Cedric Street Sinkhole: Discuss / Decision on repairing a portion of Cedric Street

The city received a request from the McFaddens asking that a sinkhole be repaired on Cedric Street. The street is being used as their driveway currently and only services their residence. Public Works asked how the sinkhole should be addressed.

The council asked that a letter be drafted and sent to the McFaddens stating that the city will not be repairing the sinkhole at this time, including if the city were to improve the street, they would be in violation of the parking code and could be cited.

e) Additional Engineering Tasks: Discuss / Decision on White Borrow Source

Gregg Tankersly asked that the city approve an additional engineering task to develop the project further as identified in the task order.

- Council Member Steiner moved to approve Engineering Task Order 14-01; 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 9) Training: Discuss / Decision on authorizing Council Member Wilde to travel to training to the Association of Idaho Cities Annual Conference in June and pay the registration fee

- Council Member Steiner moved allow Council Member Wilde and Mayor Spelman to attend the Association of Idaho Cities Annual Conference in June and pay the registration fees; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 10) Consideration of Open Seat on City Council: Discuss / Decision on process for appointing someone to the vacant seat

Discussion among the Mayor and Council reflected that letters of interest be submitted no later than noon, April 24, 2014. City staff will develop press releases and post signs around the community and use social media.

Agenda Item 11) Public Comments:

Marsha Shriver was recognized by Mayor Spelman. Mrs. Shriver stated that she would like the city to develop an ordinance concerning trees on the main thoroughfares in the community. She has now seen three of the four large trees removed.

Council Member Steiner stated that the trees Mrs. Shriver is talking about were in state right of way and the city has not control over. The city can not control trees on private property.

Mrs. Shriver stated that she understands removing diseased or dying trees but dislikes good trees being removed.

Mayor Spelman thanked Mrs. Shriver for her comments and stated the city will look into protecting trees in the future.

Agenda Item 12) Agenda Items for next meeting:

- a) Industrial Park Addition- Double D Custom Meats, LLP
- b) Koberstein Irrigation Well

Agenda Item 16) Adjourn:

- Council Member Steiner 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 9:45 pm

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A (Public Works Written Report)

Doug Buys
Public Works Supervisor
Monthly Report
04-14-14

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. I would like to get the Fire Hydrant on N. Heigho street changed out this summer, It's one the of the last stand pipes left in the main system.
4. We plan on relocating a problem water line for Bob Conner this summer, this waterline is much to shallow, and consistently freezes in the winter, causing Bob and the city unneeded expense.

Sewer

1. Sewer Tests have been coming back really well for this time of year.
2. We have had an excessive amount of I and I this spring, leading to higher flows at the sewer plant.
3. Pipe line specialties has cleaned and camera 1640 feet of sewer line. All went really well.
4. We are monitoring the ground water wells in the land app site weekly to get as much info as possible.

Streets

1. We have done pretty well with soft spots in the roads this year; they are starting to firm up finally
2. I have graded all the roads at least once, some many times to help dry out the roads and keep them passable.
3. When the roads firm up totally, I will re-grade all the roads and get them all ready for road oil.
4. I would like to haul in some gravel to McClain Street, there are some low spots there, and would like to raise the road up some.
5. We have swept Main Street once already this year; this is a big job the first couple of times.
6. The paint has been ordered for the crosswalks; as soon as weather permits we will get that done as well.

Storm Drains

1. With the warming temperatures, all the storm drains are working fairly well at this time.
2. I was contacted by a citizen on Larae street asking if we could drop that ditch down, to help that street drain. All the ditches on that street tend to be a problem.

Equipment

1. All the snow equipment as been taken off, and greased and prepared for summer operations.

Park & Restrooms

1. The park has survived pretty well over the winter, as it firms up we will get it all back into shape.
2. The Fence at the skate park has been repaired.

Industrial Park

1. I was asked by a tenant of the IP to assist in the changing light bulbs; this is quite the project with the high ceilings. We will have to rent a man lift from McCall rental.

Misc.

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

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Attachment B (Animal Control Written Report)

Animal Control Report
04-11-14

Animal Control has received a few complaints about dogs barking and at large. All have been given a verbal warning and told the next complaint will result in a citation to the the parties involved. One complaining citizen became aggravated and verbal. I told this citizen that I will not be spoken to in that way and left. I went over to mayor Spelman's house and informed her of what had happened. Other than that I have been doing my regular patrols daily and will continue to do so.

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Attachment C (Clerk / Treasurer Report page 1)

Clerk / Treasurer Report for April 14, 2014

Page 1 of 1

1. Treasurer Reports

- a. March Bank Statements Received & Reconciled – Sterling Savings Bank & LGIP
- b. 2nd Quarter Treasurer Report has been completed and will be published by April 30
- c. 1st Quarter Unemployment figures will be submitted by April 30
- d. 2014 1st Quarter 990's will be completed and submitted by April 30
- e. The Treasurer Dashboard is on the table for your review. Supporting information is in the 'book' and can be reviewed.
- f. It is very important that the reports that are being submitted are initialed. If they are not, then there are no checks and balances.

2. Community Meetings / Events

- a. AVIC (Adams/Valley/Idaho counties Collaborative) will be holding a meeting on April 18 at 9am in McCall. AVIC is the local group of non-profits in our region that have been collaborating on Idaho Gives. Idaho Gives is May 1, 2014 and is the single largest day in Idaho for online giving.
- b. Jet Boat Races – April 26 & 27
- c. Idaho Gives is May 1st

3. Browns Business "Park"

- a. The Brown Business Park is ready for a public hearing on April 28. Packets will be delivered next week with any new information. Mr. & Mrs. Brown have requested the hearing be moved up from May. Notices were sent and a Public Hearing notice has been published.

4. Complaints

- a. No written complaints have come into the office this month.

5. Previous Meeting Minutes

- a. The minutes for February and March are not complete or accurate at this point. A misunderstanding occurred in the office and Megan has not and will not be correcting them. I will review the tapes and more than likely have to come up with a verbatim record for the February meeting.

b. Training / Out of Office

- a. April 18 – AVIC Collaborative (Tentative)
- b. April 25 – Out of Office - Training
- c. April 29 – Out of Office – Personal Time
- d. May 1 – Out of Office – Idaho Gives

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

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Attachment C (Clerk / Treasurer Report page 2)



Issued April 14, 2014

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of March 31, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
March 31, 2014	\$147,813.46
March 31, 2013	\$138,648.87
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
March 31, 2014	\$43,842.95
March 31, 2013	\$84,993.90
<u>Water Fund</u>	
<u>Fund # 60</u>	
March 31, 2014	\$124,418.88
March 31, 2013	\$94,456.78
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
March 31, 2014	\$72,316.08
March 31, 2013	\$59,559.52
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
March 31, 2014	\$102,225.23
March 31, 2013	\$98,885.07
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
March 31, 2014	-\$16,392.37
March 31, 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	\$148,293.77	47%
Expenditures	\$110,596.88	35%
<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	\$1,574.25	3%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$75,243.90	18%
Expenditures	\$59,722.96	14%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$7,638.31	1%
Expenditures	\$1,886.75	0%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$76,938.27	5%
Expenditures	\$64,056.30	4%

More information on back side of this document

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Attachment C (Clerk / Treasurer Report page 3)



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	\$91,681.33	63%
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	\$3,576.25	177%
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%
			Revenues to period end	\$7,658.13	51%
Interest Rates ... March 2014			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2014 Budget	\$5,000.00	100%
Local Gov. Investment		0.0918%	Revenues to period end	\$6,520.35	130%
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 3/31/14		As of 3/31/13		As of 3/31/12		As of 3/31/11	
General Fund	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%	\$238,700.00	100%
Revenues	\$148,293.77	47%	\$132,848.67	56%	\$122,563.50	41%	\$130,924.22	55%
Expenditures	\$110,596.88	35%	\$123,314.01	53%	\$142,849.34	47%	\$97,502.69	41%
Water Fund	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%
Revenues	\$75,243.90	18%	\$75,765.66	52%	\$78,425.13	53%	\$81,862.39	53%
Expenditures	\$59,722.96	14%	\$63,707.56	44%	\$72,380.52	49%	\$71,848.75	46%
Sewer Fund	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%
Revenues	\$76,938.27	5%	\$74,831.53	48%	\$78,879.53	51%	\$83,571.69	51%
Expenditures	\$64,056.30	4%	\$65,669.71	42%	\$72,736.92	35%	\$70,491.18	43%
Industrial Park	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%
Revenues	\$7,638.31	1%	\$9,048.88	2%	\$9,022.60	53%	\$9,007.44	20%
Expenditures	\$1,886.75	0%	\$24,331.11	5%	\$2,438.95	14%	\$3,786.45	8%

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

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Attachment D (Engineer Report page 1)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: April 9, 2014

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

- Mac has submitted for additional GEM Grant funding and we should know if he was successful in securing additional funds sometime later this month.
- We have been contacted by Falvey Corporation in regards to the next phase of construction for the project. They completed Phase 2 construction and are "all in" to work on the next phase if the City secures funding and decides to proceed. Prices would be the same as they bid last year, and if there is additional work added to the scope they will complete it for the same price. Once we know the details and quantities they would like to review mobilization costs. Other than that, all bid prices will remain the same.
- The advantage of continuing to use Falvey Corporation is that it would eliminate the need to put the project out to bid again and eliminate engineering costs associated with bid documents as well as the potential of increased construction costs. Although Falvey Corporation was slightly more expensive than our Phase 1 contractor, his bid was considerably less than the other bidders last year.

Action Items

1. None until we are notified that the City has received additional GEM Grant Funding

North Commercial Avenue

- There is no new information on this topic.
- The 30% design and cost estimate has been provided to City Staff. Current focus is on securing funding for the City's Wastewater Improvement project and it has been determined through conversations that it is will be difficult to obtain funding for two large scale projects and the wastewater project is priority because of the potential for monetary fines.

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Attachment D (Enigneer Report page 2)

Project Status Report - City of New Meadows

April 9, 2014

Action Items

1. Follow up with City Staff to discuss 30% design budget, possibly a phased approach, and a scope of work for final design.
2. Prepare final design proposal for review and approval by City Council based upon meeting(s) with City Staff.
3. Work with City Staff and the City's newly hired grant administrator/writer, Clearwater Economic Development Association (CEDA) to try and secure additional funding for this project.

Gravel/Rock Source

- We have prepared a formal Task Order for the development of what we are now calling the City of New Meadows, White Borrow Source (WBS). The Task Order includes a two phased approach, including the preparation of preliminary planning documents and final development plans to be submitted to the City for the purposes of obtaining a Conditional Use Permit and a Reclamation Plan with the Idaho Department of Lands. Phase 1 of the WBS will included the preparation of preliminary drawings/exhibits for discussions with City Staff/ITD Division of Aeronautics. Upon approval of the preliminary planning documents at the next City Council meeting, Crestline will be available to start with the preparation of the final development plans/documents and approval at the next City Council Meeting.

Action Items

1. None until approval is obtained from City Council to proceed with the first phase of the project.
2. Prepare preliminary drawings/exhibits for discussions with City Staff and 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 net to get together and discuss this topic after the first of the year. We have not acted on this and need to follow up on the Action Items listed below.

Action Items

1. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project.
2. Possibly continue with the conceptual design and quantity take off for the project based upon this meeting.

Flooding from Farm Fields

- There is no new information on this topic.
- Doug and I met with Stan Branstetter with the Adams Soil & Water Conservation District (AS&WCD) on March 3rd to discuss this years recent runoff. Stan agreed to contact Dan Hearne and try to determine when he would be in town so that we could setup a meeting with Dan, Adams County, New Meadows, and the AS&WCD to discuss things that could be done to help improve the situation. Crestline has followed up with Stan via email and are awaiting a response with an update.

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- While onsite we discussed that Doug has obtained permission from the U.S. Forest Service to maintain/clean the last 600' ± of the main ditch closest to State Highway 55 using City equipment. Doug plans to complete this work, weather permitting. The success of this work could be used as an example to show Dan Hearne the work product/ability of the City to maintain the ditches on his property.

Action Items

1. Continue to follow up with the AS&WCD and provide updates to City Staff.
2. City Staff to maintain/clean the last 600' ± of the main ditch closest to State Highway 55.

Facility Plan/EID

- At this point, we believe that JUB has received a majority of the agency responses pertaining to the EID. Some of the responses that were received will require additional work to be completed. Crestline has discussed the additional work that is required with City Staff and it makes sense for our team to provide assistance in addressing the additional work that is needed. We have obtained proposals for some of the work, will do some of it in house and it looks like we have been able to obtain a local representative from the Idaho Fish and Game to complete a study of the northern ground squirrel at no cost to the City.
- We have prepared a formal Task Order to help facilitate the additional work required by the agency comments. A majority of this work is seasonally dependent and field work should be able to be proceed in the next month or so as temperatures warm and winter wears off.
- JUB has suggested that we contact Charlie Perkins w/DEQ to determine if there is additional funding to help cover a portion of this additional work now needed. If City Council is in agreement with our formal Task Order we can present it to Mr. Perkins to see if DEQ can help.

Action Items

1. City Council to authorize Task Order for additional service associated with the EID.
2. Crestline to authorize sub-consultants and continue to coordinate/gather the necessary information to satisfy the agencies as outlined in the Task Order.
3. Crestline to contact Charlie Perkins w/DEQ in regards to additional funding support.
4. Continue to follow up with JUB on project status so that they can complete their portion of the work.

Land Application Site

- City staff continues to monitor the ground water wells and will do so on a weekly basis through the growing season. Crestline has offered to help with this as needed and/or if City Staff does not have the time to do so.
- Crestline met with Doug to complete monitoring a weeks ago. We reviewed the information collected to date and discussed monitoring protocol for collecting future results. Crestline will develop a spreadsheet for the collected data graphing ground water levels. Upon completion of this spreadsheet we can hand it over to the City to maintain/enter data into or Crestline can continue to update monthly with the monitoring data provided by City Staff..

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Action Items

1. City Staff to continue monitoring wells until it is determined to be no longer necessary.
2. Crestline to prepare a spreadsheet and graphs showing changes in groundwater elevations.

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.

IDEQ Grants and Loans

- The City is ranked No. 2 on the State of Idaho Water Quality State Revolving Loan Funds "List of Fundable Clean Water Loan Projects." The proposed projects listed to be eligible for grants and loans for the fiscal year of 2015, beginning in July 1, 2014 are currently within the public comments period until April 21st.

Action Items

1. None until notified by DEQ.

Wastewater Bond Election

- Crestline is currently providing support to Mac and Kelly Dahlquist w/CEDA in regards to the upcoming bond election on an as needed basis. Kelly has provided Mac with some ideas for a bond election open house and they are working together to develop/approve a proposal for CEDA's service in assisting with this. The success of the upcoming bond election will revolve around efforts put into selling the project to the community. Everything is starting to fall into place in regards to the wastewater improvement project. Once the bond is in place the City, CEDA, and our engineering team can work to obtain additional funding/assemble a

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funding package to help reduce the overall amount of loan needed by the City to fund the proposed improvements.

Action Items

1. Continue to work with Mac and CEDA as needed.

Other

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