

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 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 7:06pm. Mayor Spelman, Council President Tony Koberstein, Council Member Brad Steiner, Council Member Heather Wilde, and Council Member Shannon Fairchild were present. City Clerk/Treasurer Jacob "Mac" Qualls, Office Assistant Angie Moore were also present. Public in attendance were Ronn Julian, Ann DeChambeau, Brad Lasater, Jeff Roff, Shanna Roff, Mark Lessor, Misty Hill, Brodie Hill, Fred Erland, Bob Cordy, Marsha Shriver, Debbie Stuart, Bruce Stuart, Donna Brown, Bill Brown, Dan Galligher, Wes Jeffs, Dixie Jeffs, Rick Howland, Len Yancey, Bill Moats, and Dave Henderson. Mayor Spelman led the Pledge of Allegiance.

Agenda Item 2) Communications and Reports:

- a) **Mayor:**
 - i) Welcome & Introduction
- b) **City Council Member Reports:**
 - i) **Law Enforcement** (Wilde) - None
 - ii) **Industrial Park** (Fairchild) - None
 - iii) **Public Works** (Steiner) - None
 - iv) **Parks & Recreation** (Steiner) - None
- c) **Review of Written Staff Reports (Public Works, Animal Control, City Clerk/Treasurer, & Engineer)**
 - i) **Public Works** – Attachment A
 - ii) **Animal Control** – Attachment B
 - iii) **City Clerk/Treasurer** – Attachment B
 - iv) **Office Assistant** – Attachment C
 - v) **Engineer** – Attachment D
- d) **Other:** (Mailbag, Other Elected Officials, etc.)
 - i) IDEQ & Drop Box Comments – Mayor read aloud
 - ii) Other Elected Officials – None
- e) **Citizen Recognition:**
 - i) Marsha Shriver – Bringing brownies for Sewer Bond Open House – Thank You!
 - ii) Thank council for sticking with Mayor, and all city employees for staying on task.
- f) **Announcements:**
 - i) Bike-A-Thon – Council Member Steiner set up a bike-a-thon on Saturday at 9:30am at the school. Participants will ride from the school to Zims Hot Springs have lunch and return to the school. All money raised will be going to the Youth Sports summer program.
 - ii) Free Dump Days – May 17-18, 2014
 - iii) Sewer Bond Election – May 20, 2014 Polls are open from 8am – 8pm

Agenda Item 3) Community Presentations:

- a) **Midas Gold:** Ronn Julian will make a short presentation about Midas Gold and their commitment to the community and their Stibnite Project

Ronn Julian spoke about Midas Gold and the Golden Meadows Project. Wants to know what project they can help the city with. Mr. Julian has lived in Valley County since early 80's. He retired as District Ranger from the Boise National Forrest. In 2012 he noticed a few things happening and went to them in reference to fuel transports. Midas Gold asked Mr. Julian to review some of their projects and give a report for them. Mr. Julian monitored their activities for a couple of months and gave them a report. When Mr. Julian gave his report to Midas Gold along with strategy suggestions Midas Gold implemented all of his strategies. Midas Gold then offered Mr. Julian if he would be interested in working for them part-time. In July Mr. Julian became the Community Relations person for Midas Gold. Midas Gold came in 2008/ 2009 when a few game changes happened. Midas anticipates 3-5 years before

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

they can get the Stibnite mine permitted. Once Midas get the permits for Stibnite they are estimating 400-500 jobs being created. Midas wants to be involved and hear how they can best help. We would like to know how the foundation works and how they can include how the city might have additional needs. Midas made a sizeable donation for the baseball fields in McCall. Mr. Julian can't say that New Meadows will receive the same as McCall but Midas Gold would like to help where they can and give back to surrounding communities. Mr. Julian then asked if there are any questions.

Mayor Spelman stated that there may be questions later on and was pleased to hear how many jobs would be created once Stibnite opens.

Fred Erland asked if there was information on their website regarding the Stibnite mine. Mr. Julian stated a lot of it can be found on their website and that Midas Gold has recently started creating a newsletter.

Mr. Julian stated he would leave some brochures with the city and thanked everyone for the opportunity to speak.

Agenda Item 4) Consent Agenda:

a) Invoices: To Date; **Financial Statements:** April 2014; **Time Sheets & Payroll Summary:** April 2014; **City Council Meeting Minutes:** February, March, April Meeting Minutes, Special April 24, 2014 City Council Meeting Minutes; **Audit Agreement:** FY2013/14 Zwygart & Associates.

- Council Member Brad Steiner moved to approve the consent agenda. Council Member Heather Wilde seconded the motion. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

Agenda Item 5) Planning & Zoning Issues:

a) Brown's Project: Discuss/Decision on: Mayor Spelman went through all the new written comments and stated that Brown's project needs to move forward or be sent back to Planning & Zoning.

i) **Design Review of the Project:** Approve, Approve with Conditions or Deny Application.

Mark Lessor with the Idaho Bureau of Aeronautics is present to answer questions. Mr. Lessor noticed in the letters that on pilot expressed RPZ was going to be penetrated. He was referring to the 50:1 and based on the information we had and approximate location, therefore aeronautics did not have any objections. Mr. Lessor stated his opinion the building would not impact safety.

- Council Member Brad Steiner made the motion to approve the design review of the project. Council Member Shannon Fairchild seconded the motion. Roll Call: Shannon Fairchild – Aye, Tony Koberstein – Nay, Brad Steiner – Aye, Heather Wilde – Nay, Julie Spelman – Aye. Motion carried

ii) **Conditional Use Permit to construct a 10 unit storage facility:** Approve, Approve with Condition or Deny
Mayor Spelman stated there were no barriers and that Mr. Brown did this as a courtesy for noise areas. Storage units would be right on the property line. Council President Koberstein wanted to bring up CUP to enhance the neighborhood to the west. From looking at the proposal several units are stuck up in the bank and would not do any good at all, there are still two neighbors with no protection at all. CUP should be scrapped, as it does not do what it is intended to do.

- Council President Tony Koberstein moved to deny the Conditional Use Permit as it does not do anything for the noise nuisance; would have preferred landscaping that line with fence and landscaping and eventually the neighbors would have something to look at. Motion failed

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

- Council Member Brad Steiner moved to approve the Conditional Use Permit discussion in reference to approving with conditions. Motion failed
- Council Member Heather Wilde made the motion to send back to Planning & Zoning to get items ironed out on the Conditional Use Permit. Motion failed
- Council Member Heather Wilde made the motion to deny the Conditional Use Permit at this point with reasons identified in Council President Koberstein's previous motion. Council President Tony Koberstein seconded the motion. Roll call: Shannon Fairchild – Nay, Tony Koberstein – Aye, Brad Steiner – Nay, Heather Wilde – Aye, Julie Spelman – Nay. Motion failed

Discussion among the council, a fence is required; storage units were in place of the fence. Council President Koberstein think the best alternative would be scrap the Conditional Use Permit put a fence up with landscaping. Council Member Steiner stated that security would not be an issue then either. Mayor Spelman asked for a motion with conditions.

- Council Member Shannon Fairchild made the motion to approve the Conditional Use Permit with landscaping or fence and move the storage units 15 feet off the lot line to the east. Council Member Steiner seconded the motion adding Mr. Brown could apply for a variance if he chose to. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

iii) **Variance Request to provide relief for constructing a sidewalk:** Approve, Approve with Conditions or Deny Council President Koberstein asked why he couldn't use road mix material, that way we don't force people out onto the roadway and that he didn't think it would cost too much. Council Member Wilde stated she would like to include that the applicant would need to pour concrete at some point identified. Council Member Steiner stated there are not sidewalks in the area maybe approve when there are sidewalks in his area and at that time build the sidewalk. Council President Koberstein stated it is for the safety and use of citizens. Council Member Wilde stated that if a business off the highway should have a sidewalk of some sort and that it looks better for the business.

- Council President Tony Koberstein made the motion to approve the variance with conditions that Mr. Brown installs the sidewalk gravel until which time they can concrete the sidewalk. Council Member Shannon Fairchild seconded the motion. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Nay, Heather Wilde – Aye. Motion carried

b) Family Dollar: Discuss / Decision on:

i. **Design Review of the project:** Approve, Approve with Conditions or Deny

Council President Koberstein asked if it would be feasible to flip the entire development to face the east. Koberstein also stated that he was not sure of the reason but that it might aesthetically make it look better and that he is not asking that the design be changed and applauds Family Dollar's efforts with landscaping. Brad Lasater stated he would go make a phone call but couldn't guarantee he would get an answer tonight as it has to go back to North Carolina to move the building and he didn't know if Family Dollar would approve the building being moved. Mr. Lasater stated the reason for the building facing the way it does was for delivery trucks and that the design team had tried the building three different ways because you will not get an alley way and not enough parking and that is why Family Dollar's design team chose to put the building the way it is in the plans and could cut the one curb.

- Council President Tony Koberstein made the motion to approve Family Dollar's design review. Council Member Heather Wilde seconded the motion. Len Yancey asked that the City Council to define the welfare of the city. Mr. Yancey stated that he would like the definition because he has issues with a predatory competitor. Mr. Yancey stated he didn't feel he could compete with Family Dollar and pointed out that Family Dollar does not carry fresh

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

produce or meat. Mr. Yancey also stated that if his business closed everyone that depends on the Market for their shopping needs will have to go to McCall and some of them do not have any way to get up there. Mr. Yancey also stated that he provides services that allow people to charge and even allows some to charge longer than he would like to but they are trying to help community members when it's needed. Mr. Yancey stated that he is concerned that if his business closes that it will become even harder to attract others to move here due to there not being a grocery store in town. Marsha Shriver stated she would like to ensure Mr. Yancey that the Planning & Zoning commission did take all of his concerns that were stated into consideration and that Meadows Valley Market provides cheese, meat, and produce and that she would like to see both businesses in New Meadows. Jeff Roff stated he understands everyone concerns and that he has heard a lot of comments around town and appreciates Family Dollar for coming to our community and considering New Meadows as a desired location. Mayor Spelman asked if there were any other questions or comments if not she would like to vote. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

Agenda Item 6) Park:

a) Develop baseball diamond at Dorsey Warr Memorial Park: Rick Howland would like to discuss with the council re-developing a baseball diamond at the park.

Council Member Steiner stated Rick Howland would like to re-develop the baseball field (dirt baseline with a grass infield) that would be designed for t-ball ages not for the older age groups. Steiner stated that they are having a hard time getting time on the ball fields before 6pm. Mr. Howland spoke with Steiner and stated he would like to place the field in the southwest corner as it is near less traveled roads. Steiner stated they would like to get removable bases so that they could remove them at the end of each season and by doing so no damage would happen to the bases and would not cause conflict with the Labor Day Show events. Council Member Wilde asked about the playground. Steiner stated that the playground would have to stay where it currently is. Tabled until cost of construction equipment are collected from Parks & Recreation.

Agenda Item 7) Industrial Park:

c) Addition to Double D Custom Meats bid review: Discuss / Decision on the bids received to perform work at the Industrial Park.

Council President Koberstein stated that he believes the two bids that we have received so far are still too high. Council Member Fairchild stated that she would like to see another bid with the same specs as the first bid we received. Council Member Steiner would like the bid to be more detailed. Mayor Spelman stated that with summer just around the corner the odor is going to becoming a problem again. Mayor Spelman stated she would like it listed in the paper and would like the wording to be 9 X 9 wood structure with a cooling a unit and a door wide enough to hold a dumpster (use S & S Enterprises dimensions)

Agenda Item 8) Animal Control:

a) Ordinance Violation forgiveness: Bruce Stuart would like to address the council regarding a recent animal control violation/fine and request it be quashed.

Several complaints came into City Hall on May 12, 2014. Mr. Stuarts stated that he received an animal control ticked on April 22, 2014 and that the complaints that he received when arriving at the meeting tonight were received at City Hall May 12, 2014. Stuart stated that according to the ordinance he is supposed to get a warning and if another complaint is filed within seven days of his warning he is then to be ticketed but if the seven days is over when another complaint is filed the seven days starts back over and he is issued another warning. Stuart also stated that his name isn't spelled right on the ticket therefore it wouldn't stand in court anyways. Council President Koberstein asked Mr. Stuart if he had been talked to prior to the ticket being given. Mr. Stuart stated that he had been talked to but that the ordinance states a set time frame. Stuart also stated that once a complaint is filed the animal control officer has to time the alleged barking dog for 15 minutes to confirm it barking for five consecutive minutes. Mayor Spelman asked when the council redid the ordinance what exactly did we change. Qualls stated

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

that the council rewrote the ordinance in entirety. Mayor Spelman stated that the citizens that filed the written complaints today had called her at home prior to filling out the written complaint. Stuart stated that none of them have read the ordinance. Stuart stated that there needs to be an actual policy and procedure to follow and that it needs to be handles professionally and asks that the citation and fine be forgiven at this time. CW followed Mayor Spelman's instructions after she had received complaints from three people. Mayor Spelman believes the ticket should be forgiven with the understanding that the city will follow the procedures in the future and this ticket will be changed to a warning.

- Council Member Shannon Fairchild made the motion to change the violation to a warning. Council President Tony Koberstein seconded the motion. Voice vote indicated no opposition. Motion carried

Agenda Item 9) Water Department:

a) 316 North Heigho Leak: Misty Hill would like to address the City Council regarding an ongoing leak at her property.

Mrs. Hill stated that her water bill shows she has used 30K gallons used. Mrs. Hill stated that she had done some research herself and a family of four they average a use of 300 gallon a day and that a leaking toilet estimates 200 gallons a day so if she is using 9K gallons a month according to the national average so she is wondering where the other 23-27K gallons. Mrs. Hill stated that she has been testing with food coloring in the toilet, has replaced everything in the house, does not have standing water in her basement, and does not have standing water in her yard or a marshy area. Mrs. Hill asked if there is a lack of education about the meters the city uses based on the research she has done there are several things that could be going on and that there is a 1% chance the meter is bad not a 30% chance. Mr. Hill stated that if they are using 15-20K gallons of water that is still a lot of water that can't just disappear, you would be able to see it running on the ground he feels that with it being 7 months it could be a meter issue i.e. the meter not reading correctly. Buys stated that there a brand new meter was installed at the Hill's residence which shows that they do have a leak. Buys explained that when the water is shut off the meter will zero out and that they checked the old meter before taking it out and also tested the new meter when they put it in and both meters zeroed out showing the meters were working properly. Council Member Fairchild stated that her water bills used to be high as well and that she was notified she had a leak but that all of the sudden her water bill went back to normal. Buys stated that Fairchild's leak was a perfect example the water was running under the sidewalk. Mrs. Hill stated she is not expecting the city to fix the leak if it truly is on her side of the meter. Mr. Roff stated that when he has had to check for leaks and that water will seek the path of least resistance. Mr. Roff also stated that galvanized lines can crust with rust and close off the leak sometimes. Mayor Spelman stated that when she had a leak and had to dig up her water line that it didn't even look like a pipe once she got down to it. Buys stated that there it's possible for one meter to be bad but having two meters bad back to back is very unlikely. Council Member Fairchild asked if there was something the city could do once the leak is fixed. Council Member Wilde stated that her leak her letting her water run to keep it from freezing. Mayor Spelman stated that the city as well as the city council will keep an eye on this problem and that it could be a large leak or a small leak but for some reason a puddle is not forming.

b) 414 South Miller Water Line: Buys stated that Bob Connor approached to move his water meter from the driveway and require at least 4 feet to keep it from freezing. Buys also stated that they had the material to do the project but would need a few additional things.

- Council Member Heather Wilde made the motion to replace the water line and water meter at 414 S Miller. Council Member Brad Steiner seconded the motion. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

Agenda Item 10) Health & Safety:

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

a) Koberstein Irrigation Well: Discuss / Authorization of allowing Tony & Cindy Koberstein to dig an irrigation well for irrigation only on their property.

Council President Koberstein stated the irrigation well would be a cased submersible well and that he wants a constant water flow. Mayor Spelman stated that anything deeper than 27 feet would have to go through the state and that the school went for proper permitting based off the depth they wanted to have their well. The city heard about the schools plan to dig a well and went and talked to Mike Howard regarding the well because the original location the school planned on putting the well would conflict with regulations for the city's land application site and asked them to consider a different location for the well. The city approved the well to be dug in city limits and the school got proper permitting. Rate study is on its way.

Agenda Item 11) Street Department:

a) Speer Street Storm Drainage: Public Works would like authorization to replace a culvert between South Heigho Avenue and South Miller Avenue along Speer Street.

Buy's stated he would like to replace the main line that drains most of the south side of town because it is damaged from being hit by the snow plow multiple times and is half full of rock and debris. The cost would be \$2,000.00 for the culvert, \$1,000.00 for the gravel, and \$2,000.00 in wages and equipment time. Council Member Koberstein asked if the culvert could be cleaned out. Buy's stated that the culvert is too damaged. The City Council chose to plan the project and table it until August or September. Qualls highly recommended that each Council Member to schedule a time to tour each department prior to budget workshops so that projects could be prioritized.

Agenda Item 12) City Hall

a) Office Chairs: Discuss / Decision on purchasing office chair replacements

Mayor Spelman stated she really feels that the chairs at City Hall need to be replaced. Moore stated that she had researched multiple chairs and read reviews and picked the best chair she could find for the best price. Moore stated that the chair that was chosen was originally priced at \$599.00 and that she had contacted the Office Savers Representative and he quoted her \$361.99 each.

- Council Member Brad Steiner made the motion to purchase two new office chairs for City Hall. Council Member Heather Wilde seconded the motion. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

Agenda Item 13) Employment Issues:

a) Employee Manual Amendment – Complaints: Discuss / Decision on amending the Employee Manual to allow for information to be removed from an Employee File after a certain period of time. (Spelman)

Mayor Spelman stated she would like to make an amendment to the Employee Manual that after a certain amount of time the council has the choice to go back in and remove the complaint from the employee's file when the error is corrected.

- Council Member Heather Wilde made the motion to amend the Employee Manual to read that after said amount of time the employee can asked the council to have the complaint removed from their file and corrections have been made. Council Member Brad Steiner seconded the motion. Roll call: Shannon Fairchild – Aye, Tony Koberstein – Aye, Brad Steiner – Aye, Heather Wilde – Aye. Motion carried

b) Employee Manual Amendment – Compensation Time: Discuss / Decision on amending the Employee Manual to allow for Compensation Time in lieu of overtime to be earned and / or spent at a later pay period. (Steiner)
Tabled until June

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Agenda Item 14) 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 stated that the city has two projects that are in quite contrast. Family Dollar had all information included in their plans, Brown's Park did not. Mr. Jeffs also stated that he would still like a security fence at the edge of the storage units. Mr. Jeffs also emphasized the illegal acts that had been done on the Brown's Park property.

Marsha Shriver stated that she could not hear how the council voted on a couple of different agenda items. Mrs. Shriver also questioned Mr. & Mrs. Brown as they were leaving and is concerned because they are very unhappy at this point. Mrs. Shriver went on to explain she is concerned because Mr. Brown is aware of Boise County being charged \$5M for not meeting all criteria and had a personality conflict. She fears that if things are not done correctly that the city will end up in a lawsuit.

Chrystal Roff stated that she feels the City Council did well making their decisions during tonight's meeting.

Dixie Jeffs stated that she has looked into endowment on property and it never runs out they use the language of sacred land and that the statute of limitations never runs out. She went on to say that she is a pretty patient person and that her biggest concern is how things were done unethically. She believes a lot will be revealed in the next three years. She also believes there are a lot of ways to bring prosperity although doesn't believe that compromising standards is the way to do it whether they are threatening or not.

Jeff Roff stated once you start giving variance everyone is going to expect it. He went on to state that he feels we need to stick to our ordinances. It is not the council's responsibility to decide whether a buffer zone is needed as long as the design fits within your standards otherwise you will be setting precedence. He went on to state that he understands some leniency on the sidewalk but this is what it costs to do business in our community. If you are requiring then you are going to be bullied especially on these property setbacks make sure they are up to our specifications.

Council President Koberstein stated he came in on the tail end and he had never seen a worse set of plans with so many imaginary holes. We literally pull teeth and that man was not going to give an inch. Koberstein went on to state that he felt he knew what he was going to do from the get go. Everyone understands it's always about money.

Agenda Item 15) Agenda Items for next meeting: Nothing at this time.

Agenda Item 16) Adjourn

- Council Member Heather Wilde made the motion to adjourn at 10:24pm. Council Member Shannon Fairchild seconded the motion. Voice vote indicated no opposition. Motion carried

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment A

Doug Buys
Public Works Supervisor Monthly Report
05-12-14

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. We had a problem with the radio in the booster station, but it was replaced and the system is working as needed again.
4. I new water tap, line and meter was installed on miller street for a new residence.
5. We have a handful of meters in town that are not reading; I have ordered parts and will get them fixed as soon as I get them.

Sewer

1. Sewer Tests have been coming back really well for this time of year.
2. A new sewer tap was installed for the new residence on Miller Street.
3. I am getting prices from pipeline for smoke testing; they said they can do half of the town in a day. This will identify a lot of our Infiltration and Inflow.
4. We are continuing the monitoring the ground water wells in the land app site weekly to get as much info as possible.
5. We had an inspection from USDA on our water and sewer facilities to see if they were being maintained properly, The lady told me that we were doing an excellent job.

Streets

1. I have graded all the roads again, and as of today applied the second shipment of road oil. There is one more load coming and will apply it as soon as it gets here.
2. We oiled about a month earlier this year, I did not like the finished product, it was just too soon, and next year I plan on waiting till the first of June as usual.
3. We have swept for the second time on Virginia Street.
4. The Cross walks have been painted, we tried a new way this year, and it worked great, and used less paint.

Storm Drains

1. One new culvert has been installed on Nora Street.
2. I have priced the new culvert for in front of Barnett's house, were looking about 2000.00 for the pipe alone.
3. I would like to replace the entire pipe from Katherine Street to Barnett's house, with a bigger pipe, as this line drains most of the south side of town.

Equipment

1. The equipment is all up and running at this time
2. I had to spend some money on the yellow IHC water truck to get it up and going for road oil.

Park & Restrooms

1. Mowing has begun at the park, watering is still a little while off.

Industrial Park

1. Thanks to the school, we were able to borrow a lift to change the light bulbs in the Industrial Park, We got most done, but did find 2 lights that were not working. We have C&N Electric looking into it.

Misc.

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

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B

Clerk / Treasurer Report for May 12, 2014

Page 1 of 2

1. Treasurer Reports

- a. April Bank Statements Received & Reconciled – Umpqua Bank & LGIP
- b. The Treasurer Dashboard is on the table for your review. Supporting information is in the ‘book’ and can be reviewed.
- c. It is very important that the reports that are being submitted are initialed. If they are not, then there are no checks and balances.
- d. Budgeting time is once again upon us. I need a decision as to whether or not employees will receive an annual Cost of Living Increase. The COLA is NOT a merit increase where they are rewarded for performance, but an increase due to cost of living increases (food, rent, electricity, etc). Bureau of Labor Statistics indicate that cost of living in October 2013. The cost of living from 2012 to 2013 went from \$1.00 to \$1.01 or 1%. Using their calculator it went up the same amount from 2013 to 2014.
- e. Rate Survey, if the council wishes, I would like to get Idaho Rural Water to complete a rate study that is free. This will satisfy the USDA Requirements for our system when/if we are able to bond for the sewer project. Additionally the council will need to determine if rates need to be adjusted for next year. (This is not because of the Sewer Bond, but because of rate increases the city has to pay such as increase in testing fees, increase in electrical costs, etc.
- f. Each Council Person needs to meet with each department to help understand the needs of that particular department. Please schedule so that you can see firsthand the issues that we are facing. This will help to determine the priorities for the upcoming fiscal year.
- g. After your tour, please inform me of what you found so that I can get into a working budget for next fiscal year. If it is not in the budget, then it is very difficult to justify the expense and reopen the budget to expend the funds.

2. Grants

- a. The city was not successful in its Phase 3 Gem Grant to complete sidewalk construction from North Miller to North Commercial Avenues, however the grant committee has placed our application 3rd in line for funding this cycle if another project falls through on their end. It would be likely that we would be funded. I will be pursuing other avenues to fund this phase 3 and future phases.
- b. The city was not successful in the Adams County Health Care Foundation Grant for playground equipment matching funds. The funder liked the project, but felt that it did not meet their criteria.
- c. I learned of a new grant today (5/12/14) for baseball / softball youth programs. I would like to begin working with a local focus group (MV Parks & Rec) to design and construct additional youth fields or to better our current fields.

3. Community Meetings / Events

- a. Idaho Gives was May 1st and four Meadows Valley Nonprofits signed up to participate. The AVIC Collaborative is already working on next year. This group of people are ones that you need to get involved with, beyond any other.

4. Browns Business “Park”

- a. The written comments received after the close of open public testimony are in your packets.

5. Family Dollar Design Review

- a. The application in its entirety is on the table for your review. The Planning & Zoning Commission forwarded onto the City Council with a favorable recommendation. The applicant agreed in the meeting to place a hedge or fence along the residential side of their project, agreed to asphalt the entire project including the alleyway, to work with Idaho Power and to construct an 8 foot sidewalk along the west side of the project property. A full staff report will be on the table as well. The applicant should be in the audience to answer any questions you might have for them. This is not a public hearing, as written notice did not go out to affected property owners in a 300 foot area. This does not mean that you can not listen to the public tonight, but please try to keep it to the zoning ordinance and not attacks on their business or business practices. This is a DESIGN REVIEW, not a public hearing.

6. Complaints

- a. As of staff report preparation, a single complaint came in from Loretta Shively in reference to the Stuart’s dogs on Katherine Street. Melanie Fausett brought in a complaint in reference to the Stuart’s dogs on Katherine Street as well. Copies of each have been included on the table for your review.

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B continued...

Clerk / Treasurer Report for May 12, 2014

Page 4 of 4

7. Office Assistant

- a. Angie is doing a fabulous job in the front. In the first week we had her, she was assigned additional tasks that previously were completed by me. We are still working on workflow and learning how to help one another better. My definition of workflow is anticipating each other's moves and prioritizing projects that need completed or worked on and who is best suited for which tasks.

8. Training / Out of Office / Important Dates

- a. May 13 – Out of Office 10am – 3pm
- b. May 14 – In House Training put on by Idaho Rural Water on Reuse Systems
- c. May 17 – Bike-A-Thon
- d. May 17 & 18 – Annual “Free Dump Days”
- e. May 20 – Sewer Bond Election, Polls open 8am to 8pm.
- f. May 21 – WICAP in the office to meet with local citizens and discuss their programs that provide assistance. 11:30am – 1pm
- g. May 24-26 Western States Traditional Rendezvous (couple hundred Archers and Families camping out behind Osborn Ranch)
- h. May 26 – Office Closed – Memorial Day
- i. May 28 – Budget & Levy Training
- j. June 3 – June 6 – I was invited to be a visiting team member for a community review in Rigby with the Idaho Rural Partnership. As a visiting team member, I was told I bring experience and knowledge to their community that they might not have. I will be taking this time as vacation time.
- k. June 7 – SAVES The Day
- l. June 7 – Canyon County Historical Society Bus Tour from Weiser to New Meadows – 40 people

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

CITY OF NEW MEADOWS
 SPECIAL CITY COUNCIL MEETING
 MAY 12, 2014, 7:00PM
 CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B continued....



Issued May 12, 2014

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of April 30, 2014	
General Fund	
Fund # 1	
April 30, 2014	\$151,003.81
April 30, 2013	\$142,988.88
Transportation Fund	
Fund # 2	
April 30, 2014	\$43,842.95
April 30, 2013	\$82,583.13
Water Fund	
Fund # 60	
April 30, 2014	\$131,500.14
April 30, 2013	\$99,084.76
Industrial Park Fund	
Fund # 63	
April 30, 2014	\$73,794.02
April 30, 2013	\$60,243.50
Sewer Fund	
Fund # 65	
April 30, 2014	\$108,419.28
April 30, 2013	\$102,272.47
Sewer Grant Fund	
Fund # 66	
April 30, 2014	-\$18,533.62
April 30, 2013	-\$16,012.37

Our Cash Flows.... (End of period)		
Major Funds		
FY 2014: October 1, 2013 - September 30, 2014		
General Fund Revenues & Expenses		
Fiscal Year 2014 Budget	\$312,341.00	100%
Revenues	\$167,794.48	54%
Expenditures	\$127,236.22	41%
Transportation Fund Revenues & Expenses		
Fiscal Year 2014 Budget	\$419,100.00	100%
Revenues	\$0.00	0%
Expenditures	\$7,813.75	1%
Sidewalks & ADA Ramps Revenues & Expenses		
Fiscal Year 2014 Budget	\$59,700.00	100%
Revenues	\$49,100.00	82%
Expenditures	\$1,574.25	3%
Water System Revenues & Expenses		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$88,257.40	21%
Expenditures	\$65,678.53	16%
Industrial Park Revenues & Expenses		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$9,346.38	2%
Expenditures	\$2,116.88	0%
Sewer System Revenues & Expenses		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$90,110.88	5%
Expenditures	\$73,685.58	4%

More information on back side of this document

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B continued ...



Issued May 12, 2014

City of New Meadows, Idaho
Monthly Reporting Dashboard

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	\$37,206.90	67%
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	\$4,031.50	200%
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 ... April 2014			Revenues to period end	\$13,761.52	92%
Location		Rate	Fine & Forfeit Revenue Collections		
Local Gov. Investment		0.1023%	Fiscal Year 2014 Budget	\$5,000.00	100%
Sterling Savings Bank		N/A	Revenues to period end	\$7,012.03	140%

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 4/30/14		As of 4/30/13		As of 4/30/12		As of 4/30/11	
General Fund	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%	\$238,700.00	100%
Revenues	\$167,794.48	54%	\$162,506.57	69%	\$142,395.08	47%	\$149,554.22	63%
Expenditures	\$127,236.22	41%	\$153,222.38	65%	\$153,796.32	51%	\$111,084.70	47%
Water Fund	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%
Revenues	\$88,257.40	21%	\$88,234.39	61%	\$91,223.12	62%	\$95,166.69	62%
Expenditures	\$65,678.53	16%	\$74,342.46	51%	\$78,616.99	53%	\$80,837.03	52%
Sewer Fund	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%
Revenues	\$90,110.88	5%	\$87,578.25	56%	\$90,588.71	58%	\$96,328.89	59%
Expenditures	\$73,685.58	4%	\$77,453.32	50%	\$80,180.15	39%	\$79,060.37	48%
Industrial Park	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%
Revenues	\$9,346.38	2%	\$10,126.56	2%	\$10,404.26	61%	\$10,393.14	23%
Expenditures	\$2,116.88	0%	\$24,705.63	5%	\$2,648.95	15%	\$4,086.45	9%

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

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C

*Office Assistant
Angie Moore
April 21 - May 12, 2014 Report*

- As all of you probably know I started my new job with the city on April 21, 2014. It has been busy! I have had to have a few refreshers on some of the tasks that I haven't had to do in a few years but it seems it came right back to me. There is a lot more to the Office Assistant position than meets the eye. I am still trying to catch on to the flow of the office but am confident that I will have it figured out soon.
- I have attended a Planning and Zoning meeting, the Brown's Park public hearing, and the special City Council meeting since starting at the city. I also attended the Open House for the Sewer Bond Election and found it to be very informative. I wish more citizens would have shown up but am happy that the one's that did gave feedback.
- I have been busy with payments, scanning documents, organizing the office, cleaning, and filing documents in the correct files.
- I prepared Tony's binder with all pertinent information needed and prepared his calendar with all City Council meetings as well as Planning and Zoning meetings.
- I've prepared City Council packets and delivered them as well as Planning and Zoning packets for the meetings.
- On April 23, 2014 Family Dollar brought in their design review application along with payment.
- I sold a replacement dog tag and updated the spreadsheet but haven't sold any other dog tags.
- I created the Youth Summer Sports spreadsheet for T-Ball, Softball, and Baseball sign ups and Animal Control Violation spreadsheet
- I organized the front office including the shelving with the Employee, Elected Officials, and Appointed Officials inbox's and cleaned out all the out dated catalogs and magazines and sent them to recycling with Doug and CW.
- I've closed 6 batches since I started the 1st one I shadowed Mac, on the 2nd one I did with him watching in case I had questions and the rest I have done on my own and all batches have balanced...YEAH!!!
- I have prepared and delivered P&Z packets as well as City Council Packets.
- Created the Sewer Bond Open House poster and the Clean Up poster.
- Worked on Newsletter
- Updated City Council Member binders.
- Council Members Wilde and Steiner asked me to locate summer Volleyball info and make copies for them after the special city council meeting. I was able to complete that task by the next day.
- I typed up the draft city council minutes for the special city council meeting in April as well as February's minutes.
- We had a new w/s hookup fee come in.
- Placed office supply order and researched office chairs to find the best chair with the best reviews for the best price to be purchased for office staff.
- Contacted the New Meadows Senior Center to check availability/reserve for 5/8/2014 for the Sewer Bond Open House.
- Posted Agenda's around town for Brown's Park Public Hearing
- We have been busy in the office so this is just an overview with some of the important events highlighted. If you have any questions please feel free to ask and I will do my best to answer them. Thanks again for this opportunity!

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: May 12, 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

- The City was not successful in obtaining additional GEM Grant funding and this project is considered to be on hold until we hear otherwise.

Action Items

1. None until the City determines how they would like to proceed with the project.

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 continues to be 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.

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. If a phase approach is determined necessary, Crestline can prepare a final design proposal for review and approval by City Council based upon meeting(s) with City Staff.
3. Start to work with City Staff and the City's grant administrator/writer, Clearwater Economic Development Association (CEDA) to try and secure additional funding for this project.

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

May 12, 2014

Gravel/Rock Source

- Crestline has started to prepared preliminary planning drawings/exhibits for the White Borrow Source (WBS). When finished we will provide them to City Staff/Council for review and further discussion. Upon completion of the first phase of the project development, and authorization to proceed, we will discuss with City Staff, the best way to move forward with obtaining a Conditional Use Permit and a Reclamation Plan with the Idaho Department of Lands. As part of this phase we also intent to send the preliminary drawings/exhibits to the ITD Division of Aeronautics to continue discussions in regards to the project.

Action Items

1. Continue to work on 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.

Action Items

1. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project.

Flooding from Farm Fields

- There is no new information on this topic.
- We attempted to contact Stan Branstetter with the Adams Soil & Water Conservation District (AS&WCD) last month and did not receive a response. We will continue to follow up with Stan who has 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.
- 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. We need to follow up with Doug on when he will have the time needed to complete this work. 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

- Crestline has started to compile the information requested during the agency review of the EID. It is our understanding the field work associated with the archeological study has been completed and we anticipate receiving the final report within the next week or so.
- The northern ground squirrel study and the wetland observation work are considered to be seasonal and it is still a little early. We have followed up with the Diane Evans Mack on the

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

May 12, 2014

ground squirrel study and anticipate completing work associated with the wetlands as temperatures warm and onsite vegetation continues to develop.

- We have also contacted Charlie Perkins w/DEQ to determine if there is additional funding to help cover a portion of this additional environmental work requested during the EID review. According to Charlie, when a grant recipient is requesting an increase to their existing grant, the DEQ requests that a formal letter request stating exactly how much they will need, along with what the increase will fund be submitted.

Action Items

1. Crestline to follow up with sub-consultants on the status of their work.
2. Crestline to setup a formal site visit with the Greg Martinez from the USACE to review possible onsite wetlands.
3. Crestline to prepare formal letter to 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 has started to develop a spreadsheet for the collected groundwater monitoring data and developed graphs presenting the ground water levels onsite. We will continue to import data provided/collected by City Staff into this spreadsheet until it is determined that monitoring is no longer needed.

Action Items

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

Stormwater Collection System

- Although there is no new information on this issue we will continue to leave it in our report as an ongoing reminder.
- Much of the City's stormwater system needs to be cleaned/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?

CITY OF NEW MEADOWS
SPECIAL CITY COUNCIL MEETING
MAY 12, 2014, 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment D continued...

Project Status Report - City of New Meadows

May 12, 2014

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

- There is no new information on this topic
- Last month we reported that the City was 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.

Action Items

1. None until notified by DEQ.

Wastewater Bond Election

- We attended the City's Sewer Bond Election "Open House" last week. Although attendance was lower than hoped, Kelly Dahlquist w/CEDA did an excellent job with setup and preparation of exhibits.
- It is starting to look like there are many viable funding alternative for this project. Upon successfully obtaining the bond, it is possible that almost 75% of the proposed project could be completed using grant monies minimizing the financial impacts to City.

Action Items

1. Continue to work with Mac and CEDA as needed until the bond election.

Other

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