

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, JUNE 16, 2014 AT 7:00PM
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

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

Mayor Spelman called the meeting to order at 7:13pm. Mayor Julie Spelman, Council President Tony Koberstein, Council Member Brad Steiner, and Council Member Julie Good were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Animal Control Officer/Public Works Assistant Clayton "CW" White, City Contract Engineer Gregg Tankersley were also present. Public in attendance were Phil Good, Dixie Jeffs, Wes Jeffs, Fred Erland, and Bill Brown. Mayor Spelman led the pledge.

Agenda Item 2) Communications and Reports:

- a) **Mayor:** None
- b) **Law Enforcement Liaison** (Steiner): None
- c) **Industrial Park Liaison** (Fairchild): None
- d) **Public Works Liaison** (Good): Attachment A
- e) **Parks & Recreation** (Steiner): Council Member Steiner stated that the awards ceremony for the Bike-A-Thon was held on June 7, 2014 and that none of the other participants were able to make it. Steiner also stated that he is working closely with Mrs. Linnea Hall on the Putt for Sports to be held this fall in the football field in which the money will go back to the sports program at Meadows Valley School.
- f) **Public Works** (Buys): Attachment B
- g) **Animal Control** (CW): Attachment C
- h) **Office Assistant** (Moore): Attachment D
- i) **City Clerk/Treasurer** (Qualls): Attachment E
- j) **Engineer** (Tankersley): Attachment F
- k) **Other** (Mailbag, Other Elected Officials, etc.) Reviewed mailbag items. Mayor Spelman is going to talk with Neil Michel.
- l) **Citizen Recognition:** David & Marge Battagila were unable to attend the meeting. Qualls stated he would mail out their certificates for painting the "Welcome Signs".
- m) **City Hall Closure:**
 - a) City Hall will be closed July 4, 2014 in observance of Independence Day and will reopen Monday, July 7, 2014 at 9:00am.

Agenda Item 3) Consent Agenda (Approval of all with Single Motion & Roll Call):

- a) **Invoices**
 - b) **Financial Statements**
 - c) **Time Sheets & Payroll Summary:**
 - d) **City Council Minutes:** May 12, 2014 Meeting Minutes, May 29, 2014 Meeting Minutes, April 28, 2014 Public Hearing Minutes
 - e) **Resignation Acceptance:** Heather Wilde
- Council Member Koberstein moved to approve the consent agenda items; Council Member Steiner seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye. Motion carried

Agenda Item 4) Community:

- a) **Lost Lake Letter:** Discuss / Decision on letter to Adams County Commissioners and USFS encouraging the two organizations to work together to enhance the Los Lake Boat Docks.

City Hall did not receive letter from citizens - Tabled

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b) Adams County Historical Society Membership: Discuss/Decision on joining the Adams County Historical Society.

Qualls stated that the cost to rent the Depot for meeting as a non-member is around \$200.00 and that the City rented the Depot twice last year and paid a total of \$150.00. Qualls also stated that the membership would only cost \$25.00 for the year.

- Council Member Good moved to join the Adams County Historical Society for \$25.00 specifically to have the Depot as an option for meetings that exceed out capacity in the City Council Chambers at City Hall. Council Member Steiner seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye. Motion carried.

Agenda Item 5) Planning & Zoning Issues:

a) Browns Project: Discuss / Decision on reasoning statement

- Council Member Steiner moved to approve Brown's project reasoning statement. Council President Koberstein seconded the motion. Roll call: Koberstein – Aye, Good – Aye, Steiner – Aye. Motion carried

b) Assign Planning & Zoning Tasks: Discuss / Decision on assigning Planning & Zoning tasks. (Koberstein)

- i. **Comprehensive Plan** – Attachment G
- ii. **Zoning Ordinance** – Attachment H

Council President Koberstein read Attachment H aloud.

Mr. Bill Brown stated that he believes that Planning & Zoning as well as City Council needs to be better trained on what their responsibilities are as commissioners and board members.

Mayor Spelman stated that she has been working on getting the City Council and Planning & Zoning additional training and will continue to work on this.

Gregg Tankersley stated he believed the applicant should be responsible to fill out the check list not the Planning & Zoning Commission. Tankersley also stated that the Planning & Zoning commission should be responsible to create the checklist and send it to City Council to be approved.

Council Member Koberstein stated that he would like the language changed in the Zoning Code to make the process faster for everyone involved. Koberstein also stated that he would like North Norris Avenue to be zoned the same as Virginia Street as it is also lined with businesses.

Item tabled until July, loss of quorum at 8:17pm.

Agenda Item 6) Park:

a) (Previously Tabled) 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. (Steiner)

Item tabled until July, loss of quorum.

Agenda Item 7) Industrial Park:

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

Council Member Good would like to do some research and see what other butcher shops have done as far as enclosing scrap dumpsters.

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Mayor Spelman is going to talk to Double D Custom Meats and find out exactly what they are wanting along with dimensions and will report back to the City Council in July.

Item tabled until July, loss of quorum.

Agenda Item 8) Water Department:

a) **(Previously Tabled) 316 North Heigho Leak:** Discuss / Decision on billing for the replacement meter.

Item tabled until July, loss of quorum.

Agenda Item 9) Health & Safety:

a) **Communications Strategy:** Discuss on developing a communications strategy.

Item tabled until July, loss of quorum.

Agenda Item 10) Street Department:

a) **North Commercial:** Discuss / Decision on the next steps that the council would like to develop this project.
(Tankersley)

Item tabled until July, loss of quorum.

Agenda Item 11) Employment Issues:

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

b) **Job Descriptions:** Discuss creating / updating job descriptions for Liaisons, Commissioners and Employees. (Good)

Item tabled until July, loss of quorum.

Agenda Item 12) Additional Engineering Tasks:

a) Discuss / Decision on assigning additional engineering tasks identified. – None

Agenda Item 13) FY 14/15 Budgeting:

a) What projects are needed to be built into the budget for the next fiscal year.

b) Setting Budget Workshop (SPECIAL MEETING)

Special budget meeting scheduled for July 8, 2014 6:00pm at City Hall in the City Council Chambers.

Agenda Item 14) AMENDED: (6/16/2014 2:00PM) – New Meadows Wastewater Planning Grant #WWG-335-2011-1 Amendment – Discuss / Decision on extending deadline for submitting the planning documents to December 31, 2014

The New Meadows Wastewater Planning Grant from DEQ needs the mayor's signature for an extension. Qualls stated that Mayor Spelman has been previously authorized to sign documents for DEQ on behalf of the city. This item was only on the agenda to make the council aware.

Agenda Item 15) Public Input:

Wes Jeffs commended Council President Koberstein on his efforts with revamping the Zoning Ordinance.

Dixie Jeffs asked in reference to Double D Custom Meats addition why it is a city expense versus the business owner's expense. Qualls explained that Double D Custom Meats is in the Industrial Park and that the City of New Meadows owns the building therefore all repairs and upgrades are the city's responsibility.

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Agenda Item 16) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or to set a time, date & place for a special meeting.

All tabled items from the June 16, 2014 meeting.

Agenda Item 17) Adjourn:
Meeting adjourned at 9:30pm

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Attachment A (Public Works Liaison)

Public Works Report – Julie Good

On May 30, 2014, I took a tour (with Council Member Tony Koberstein) around the water/wastewater facilities of New Meadows with Doug Buys as our guide. I was highly impressed with Doug's obvious experience and knowledge of the Public Works Department. He gave an overview of the systems, current challenges, future plans and possibilities. I was very glad I took this tour, as it gave me a better understanding of what is happening behind the scenes.

We are facing several daunting needs, but it is apparent that Doug has a good understanding of the financial challenges the city is facing. He has researched alternative methods of taking care of overwhelming issues in order to find fixes that are most financially feasible at this time.

One of those issues is the relining of the giant water tank that sits in the park. A total relining has never been done on the tank, but it is now crucial that it be completed. The \$100,000 that is needed to complete that project is of the highest priority in order to maintain the integrity of the reservoir.

There are also several areas in the city that are in desperate need of upgrade, both water lines and culvert drainage. There is well over \$50,000 needed just to keep these deteriorating areas from becoming disasters.

It seems that because of the technology that is now used in the Public Works Department that there should be at least \$5,000 in the budget each year for upgrades and computerized equipment replacement. Currently, the main computer in the sewer plant needs to be upgraded immediately. Hopefully that can be accomplished before this fiscal year ends.

The old well house on N. Commercial Street definitely needs a facelift. Perhaps this would be a project that could be funded in part by donations of paint and material by area businesses that wouldn't normally be inclined to provide cash donations.

My greatest interest is regarding the \$200,000 that is currently in the City's bank account that has been earmarked for the N. Commercial Street Project. It is part

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Attachment A (Public Works Liaison continued...)

of a grant that was procured, but will not cover the full N. Commercial Street Project budget. Even so, I think it would be beneficial to do one phase of the project and show the community the benefits of upgrading our infrastructure. Why not use the N. Commercial Street Project as a demo of what could be accomplished with appropriate funds and hopefully encourage the creation of an L.I.D. or some other form of financing the project?

Doug has been extremely proactive in pursuing donations of vehicles and equipment, which is commendable and has resulted in a dump truck and small pickup for staff use. There is a definite need for another backhoe since the current backhoe was purchased new in 1997 and has been worked hard all these years. It sounds like that soon the expenses of fixing and maintaining the current backhoe will become cost-prohibitive when compared to purchasing a replacement.

The desludging of the sewer pond will be funded as part of the project budgeted for in the recently passed bond. The scheduling of maintenance of the sewer ponds should be consider in our long range financial planning, though, since the ponds need ongoing maintenance instead of emergency measures enacted when things start falling apart.

The new Lagoon project is obviously an exciting possibility and will provide some relief from the increasing dilemma of proper treatment of water being released back into the Little Salmon River.

It is obvious that many of the needs of the water/wastewater systems are due to short-sighted planning in the past for whatever reason. I came away from the tour with a determination to be proactive in pursuing long-term plans and financial goals that will alleviate the burden on future generations of dealing with these same issues. I also have a better understanding of the challenges facing the Public Works staff and a desire to provide them with all the support they need to do their jobs and provide incentives for their continued loyalty and commitment.

Respectfully Submitted by Julie Good

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Attachment B (Public Works Supervisor)

Doug Buys
Public Works Supervisor
Monthly Report
06-13-14

Water:

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. 12 New External antennas have been installed on Morgan Street; we install around 12 a year in the most problematic area's where we have problems reading in the spring months.
4. Bob Conner's water meter has been moved, It did not exactly as planned, but we did get the job done.
5. The meters that were not reading have been repaired or replaced.
6. We did suffer a line break due to improper mapping and valve placement.
7. We have just received in, 2 new Fire hydrants. One will go on North Heigho, and colt. The other on Katherine and N. Miller.
8. We have fixed a water line break along the highway, This was the line to the old Crossroads café, The line was shut down at the main.

Sewer

1. Sewer Tests have been coming back good.
2. I have started dropping the pond levels, the system must be shut down by June 21st, per our new requirements. DEQ has contacted us saying they are watching us very closely. We can safely start discharging Sept. 21st.
3. We had a partially plugged sewer main in the alleyway between S. Heigho, and S. Miller Street.
4. We have had to stop monitoring the ground water wells in the land app site, due to irrigation.
5. We have sprayed the weeds around Lagoons, and sewer plant. This is done multiple times over the summer months.
6. The New Meter on the outflow has been installed and calibrated.
7. ASAP septic from council, was here and we had our lift station cleaned as well as our inflow station at the plant. This gets sludge buildup that his damaging to pumps and our lagoons.

Streets

1. Streets are looking pretty good, I have a few spots that need attentions, but can't do a lot due to the oil on the roads.
2. I have been working with Greg, and it looks like if all goes well, we will be starting the next phase of the sidewalk project the beginning of July.

Storm Drains

1. I have done a lot of ditch cleaning just east of town; this is the exit point, from Dan Hern's ditch. I was able to remove a lot of material, which will help dramatically in the spring months.
2. I have repaired a broken storm drain in the alley between S. miller and S. Heigho, this spot gets a lot of damage due to the truck traffic of the post office and snowplowing in the winter.

Equipment

1. The equipment is all up and running at this time
2. We had to replace 3 batteries last month, 2 for the well#4 generator and 1 in the animal control pickup.
3. A New alternator belt was needed and installed on the backhoe as well.

Park & Restrooms

1. Irrigation has started at the park; this does require attention every day.
2. The New recycle bins have been built, painted, lettered, and installed at the bathrooms
3. We have removed the old fiberglass boarders around the trees at the park, and installed bricks. I believe this looks a lot better.

Industrial Park

1. New screens have been installed at D and D meats; we have also had C&N Electric there fixing problems as well.

Misc.

1. If I have forgotten anything or if there are any questions please let me know.
2. The rear of city hall, CW has painted the trim around the doors and windows; We have also brought in gravel and brought it up to grade around the entrance.

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Attachment C (Animal Control)

Jacob Qualls

From: Clayton white [REDACTED]
Sent: Monday, June 16, 2014 12:31 PM
To: new_meadows@frontiernet.net
Subject: RE: Reports

Animal Control Report
06-16-2014

Animal Control has been out almost every day this month patrolling town. I have asked a few people to remove their dogs from our city park. All of them did what I asked without being to upset. We we approached by a citizen while on another job and were asked to keep our eyes out for an orange iguana. Later that day we received a phone call from City Hall about said iguana at the end of Wiley street. We went right over and were able to catch the iguana without incident and returned it back to its owners. I was asked to keep my eye open for a "red and white" dog on S. Commercial that had been at large earlier in the morning. I went to see but could not find any such dog. I have a large stack of "complaint" forms for citizens. One will be handed out for each complaint made, I will ask them to fill one out and return it to City Hall to be filed if the complainant chooses to do so. This will assist in the future and a paper trail can be made. It also allows me to be able to identify problematic dogs. If there are any questions please feel free to ask.

Clayton White
Animal Control Officer.

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Attachment D (Office Assistant)

*Office Assistant
Angie Moore
May 16 – June 13, 2014*

City Hall:

- ✓ Posted Payments
- ✓ Balanced Batches
- ✓ Answered Phones
- ✓ Made Deposits
- ✓ Sent out reminder and disconnect notices
- ✓ Went through May's disconnect list and highlighted addresses to post Imminent Disconnect Notices
- ✓ Made payment arrangements with customers that came into City Hall with their disconnect notices, scanned into customer accounts
- ✓ Trained on billing
- ✓ Separated C&M bill into departments
- ✓ Received multiple public records requests and met with Mac when he got back in the office
- ✓ Cleaned City Hall front office, restrooms, and City Council Chambers
- ✓ Toured town to see who we need to send out friendly reminders to please mow/weed eat

Parks & Recreation: Youth Sports

- ✓ Called ASAP and order outhouse for Baseball field
- ✓ Typed letter to youth sports coaches letting them know what information I still needed from them
- ✓ Ordered Baseball and T-Ball Shirts from Gradient Shift Graphics in Riggins
- ✓ Picked up Baseball shirt in Riggins
- ✓ Finalized baseball and softball rosters
- ✓ Ordered Baseball's from McU Sports
- ✓ Ordered Baseball helmets from Walmart

Bike-A-Thon:

- ✓ Collected sponsor money (Still waiting on the final \$50.00 to be brought in so I can hand it over to Donna with the Foundation)
- ✓ Emailed Brad final numbers for each participant
- ✓ Will be finalizing everything by the end of next week (6/20/2014)

Planning & Zoning:

- ✓ Attended Planning & Zoning Meeting on 6/2/2014 and took minutes
- ✓ Typed minutes from 6/2/2014 meeting and sent to Mac for Proofing

City Council:

- ✓ Attended City Council Meetings on 5/12/2014 & 5/29/2014
- ✓ Prepared packets for meetings
- ✓ Set up City Council Chambers for meetings
- ✓ Typed City Council Minutes for 5/12 & 5/29

Public Works:

- ✓ Researched iPads for Doug
- ✓ Called local businesses to let them know water was back on 6/11/2014
- ✓ Let residents and businesses know Water main broke and water would be off temporarily
- ✓ Ordered iPad Air for Doug with Mayor Approval
- ✓ Printed shipping label every Wednesday to Analytical Laboratory for Doug
- ✓ Set up time for Tony and Shannon to tour with Doug. Shannon canceled due to sick employee calling in so I called Julie Good to see if she was interested in taking Shannon's place. Shannon will tour at a later date.

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Attachment E (City Clerk / Treasurer)

Clerk / Treasurer Report for June 16, 2014

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1. Treasurer Reports

- a. May 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. The initials do not mean that you necessarily approve of the numbers, but that they are the numbers that were presented to you.
- d. The water / sewer rate survey will begin on or about June 20. Idaho Rural Water (Bill Burke) will be trying to get it complete the week of June 23.

2. Grants

- a. The city received word today (June 16, 2014) that the DEQ Wastewater Planning Grant #WWG-335-2011-1 can be amended if the city approves moving the completion date to December 31, 2014. (AMENDED AGENDA ITEM)

3. Community Meetings / Events

- a. MeadowCreek Golf Resort is hosting a Free Fireworks Show on July 4th – Watch for flyers.

4. Complaints

- a. Tall weeds / grasses & overhanging trees have been the main complaints that I have heard about this month. We are working on notifying property owners.

5. Public Records Requests

- a. In the last month I have received more public records requests than in those filed on an annual basis. The requests for information are for minutes (both P&Z and City Council), water / sewer utility amounts owed for; city staff, elected officials & planning & zoning members. I have even received a request for audio and video recordings of meetings and have city hall. I have filled each of these requests or are working on these requests.

6. Attended Training

- a. I attended the State Tax Commissions Budget & Levy Training in May in Nampa.
- b. I was a visiting team member for the Community Review of Rigby in eastern Idaho. There were many ideas that I learned a lot more about community participation. I was also able to rub elbows with some very important (state & federal) funders that have projects in Meadows Valley and appreciate what we have been able to accomplish. Believe it or not, Meadows Valley is one that the Idaho Rural Partnership looks towards for certain benchmarks we have achieved.

7. Staff Meeting – City staff meets roughly every other morning around 9am to discuss projects that each are working on. It might be a good idea if a council member were to stop by at the same time to find out additional day to day projects.

8. Training / Out of Office / Important Dates

- a. June 20th – Personal Day
- b. July 2nd – Personal Day
- c. July 4th – City Hall Closed
- d. July 11th – Training in McCall for both Angie and myself. Would anyone like to cover City Hall on that day? If not, we can close. It is important to attend this free training as we
- e. July 21-24th – Personal time

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

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Attachment E (City Clerk / Treasurer continued...)



Issued June 16, 2014

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of May 31, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
May 31, 2014	\$127,907.79
May 31, 2013	\$115,925.25
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
May 31, 2014	\$43,842.95
May 31, 2013	\$77,108.94
<u>Water Fund</u>	
<u>Fund # 60</u>	
May 31, 2014	\$136,480.19
May 31, 2013	\$100,272.40
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
May 31, 2014	\$74,599.35
May 31, 2013	\$61,712.49
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
May 31, 2014	\$108,470.33
May 31, 2013	\$104,996.06
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
May 31, 2014	-\$19,412.37
May 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	\$172,782.95	55%
Expenditures	\$159,281.10	51%
<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	98%
Expenditures	\$1,574.25	3%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$100,396.75	24%
Expenditures	\$73,499.82	16%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$10,419.34	2%
Expenditures	\$2,384.51	0%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$102,495.74	6%
Expenditures	\$86,254.93	5%

More information on back side of this document

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Attachment E (City Clerk / Treasurer continued...)



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued June 16, 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	\$95,965.67	66%
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%
Reinvest Rates ... April 2014			Revenues to period end	\$13,918.52	93%
Location		Rate	Fine & Forfeit Revenue Collections		
Local Gov. Investment		0.1134%	Fiscal Year 2014 Budget	\$5,000.00	100%
Sterling Savings Bank		N/A	Revenues to period end	\$7,252.58	145%

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 5/31/14		As of 5/31/13		As of 5/31/12		As of 5/31/11	
General Fund	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%	\$238,700.00	100%
Revenues	\$172,782.95	55%	\$162,858.32	69%	\$148,161.36	49%	\$154,457.17	65%
Expenditures	\$159,281.10	51%	\$166,266.62	71%	\$165,318.59	55%	\$123,944.69	52%
Water Fund	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%
Revenues	\$100,396.75	24%	\$100,819.13	70%	\$103,349.62	70%	\$108,028.29	70%
Expenditures	\$73,499.82	17%	\$79,817.12	55%	\$85,242.14	58%	\$90,845.72	59%
Sewer Fund	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%
Revenues	\$102,495.74	6%	\$100,070.88	64%	\$103,472.67	67%	\$109,639.44	67%
Expenditures	\$86,254.93	5%	\$83,400.61	54%	\$86,763.09	42%	\$88,762.67	54%
Industrial Park	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%
Revenues	\$10,419.34	2%	\$11,824.73	2%	\$11,483.71	67%	\$11,778.55	26%
Expenditures	\$2,384.51	0%	\$24,934.81	5%	\$2,858.95	17%	\$4,546.45	10%

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

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Attachment F (Engineer)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: June 16, 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

- Since the last City Council meeting we were informed that the City was indeed successful in obtaining additional GEM Grant funding and we are now moving forward with the next phase of the project.
- The original ITD Permit that was submitted in 2012 has expired. We have been in communication with ITD and updated/resubmitted a new permit late last week. We are hopeful that ITD will provide a quick turnaround on their review since that original project has not changed.
- We have been in communication with Falvey Corporation, LLC (Falvey) who completed the last phase of the projects construction. We will be meeting with them tomorrow to discuss the contract amount and will report back to City Staff on the results of that meeting.
- Falvey would like to start construction between the week of June 23rd and June 30th. By the time everything gets put together, it will more than likely be the 30th or later if we can agree with them on a contract price.

Action Items

1. Crestline to follow up with ITD on the status of ITD permit renewal.
2. Crestline to meet Falvey Corporation and discuss construction cost and follow up with City Staff.

North Commercial Avenue

- There is no new information on this topic.

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- 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.
- It is possible that a Community Development Block Grant (CBDG) may not be needed for the Wastewater Improvement project. We have discussed looking into CBDG funds for this project with Kelly Dahlquist, the City's grant administrator/writer with Clearwater Economic Development Association (CEDA). Kelly is going to put some feelers out there and see if there is any potential for obtaining CBDG monies for this project.

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 phased 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. Continue 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.

Gravel/Rock Source

- Crestline is in the process of preparing 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.
- We did receive some email correspondence from ITD discussing that ITD has slated their project through town for the 2016 construction season. According to ITD, this project will involve total reconstruction of the roadway, installation of edge drains and storm sewer pipe among other items. ITD is in need of more information from the City as we are trying to finalize this project by September 30th 2014.

Action Items

1. Review email correspondence and discuss project with Rick Skinner from ITD.
2. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project.

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Flooding from Farm Fields

- There is no new information on this topic.
- We attempted to contact Stan Branstetter last month with the Adams Soil & Water Conservation District (AS&WCD) 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 cleaned the last 600' ± of the main ditch closest to State Highway 55 on U.S. Forest Service property to maintain/clean using City equipment.

Action Items

1. Continue to follow up with the AS&WCD and provide updates to City Staff.

Facility Plan/EID

- Crestline has received archeological study and has sent the final report to J-U-B.
- We met with Greg Martinez from the USACE to review the onsite wetlands. At this point in time it appears that we shouldn't have any problems addressing any of the concerns that the USACE might have had in their original letter. We are in the process of preparing a summary of our site visit for submittal to Mr. Martinez. His response back to this will be provided to J-U-B.
- We have followed up with the Diane Evans Mack on the ground squirrel study and she has completed her field work and reported back that we "can assume the areas in question are not occupied by northern Idaho ground squirrel," based on her 2 surveys. Diane will compile a brief summary documenting the details within the next week.
- Last month we 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 prepare a formal summary of our site visit with Greg Martinez to Mr. Martinez and provide final correspondence from the USACE to J-U-B.
2. Crestline to prepare formal letter to Charlie Perkins w/DEQ in regards to additional funding support.
3. 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 now transition to doing every other week until it is determined that monitoring is no longer needed. Crestline has offered to

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help with this as needed and/or if City Staff does not have the time to do so. We have also provided City Staff with bar chart results of this year's monitoring for their files.

- We will continue to import data provided/collected by City Staff into our spreadsheet/bar charts 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?
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 has been notified by the DEQ that they have sufficient funds to offer a loan for the City's Wastewater Improvement Project. At this point in time, our team has not ruled out the possibility of needing DEQ funds for Engineering. It is recommended that the City write a letter to MaryAnna Peavey that you are currently waiting to see what USDA-RD says about funding by the end of July, but the City could still potentially be interested in these funds.

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Action Items

1. Continue to work on funding package and City to notify DEQ that the City is interested in the allotted funds before June 30, 2014

Wastewater Improvement Project Funding

- Or Engineering Team is also working with Carol Garrison from USDA-RD on various funding for the Wastewater Improvement Project. At this point in time, it looks like the City qualifies for a lower interest rate, currently at 2.5%, and up to 75% grant. As to what amount of grant they'd have available to give the City, there is no way of knowing until they get a complete application as it will be dependent on how much grant is available at that time or closer to the time when we obligate the funds.

Action Items

1. Continue to work with Mac and USDA-RD as needed to get a complete application.

Other

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