

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

1. Roll Call, Welcome & Pledge of Allegiance

Council President Koberstein called the meeting to order at 7:05pm. Council President Tony Koberstein, Council Member Brad Steiner, Council Member Shannon Fairchild, and Council Member Julie Good were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Animal Control/Public Works Assistant Clayton "CW" White, Office Assistant Angie Moore, City Engineer Gregg Tankersley were also present. Public in attendance were Dixie Jeffs, Wes Jeffs, and Phil Good. Council President Koberstein led the Pledge.

2. Communications & Reports:

- a. **Mayor** - None
- b. **Law Enforcement** (Steiner) – None
- c. **Industrial Park** (Fairchild) – Nothing additional other than what is on the agenda
- d. **Public Works** (Good) – Council Member Good thanked Doug and CW for filling in the pot holes around town.
- e. **Parks & Recreation** (Steiner) – Bike-A-Thon money has been given to Meadows Valley Community Foundation and now the city is just waiting for the foundation to cut a check back to the city. T-ball and baseball have completed their season and all went rather smoothly.
- f. **Public Works** (Buys)
Buys stated that the City failed the TSS (Total Suspended Solids) due to algae on sewer lagoons and he is working with City Engineer Tankersley to help the situation.

Buys stated that crews replaced the fire hydrant on the corner of North Heigho Avenue and Colt Street and ran into a few complications but were able to fix them and have water restored around 5:00 am. Buys also stated that they shut 22 valves off trying to isolate one area of town to be shut off to replace the fire hydrant and the combination did not work. Buys pointed out that each time they have to shut the entire town down they run the risk of contamination and in order to help prevent that they have to add chlorine to the system which gives the water a bleach smell and bad taste but it dissipates after a few days. Buys stressed that valves are starting to fail and that he would like to see money budgeted in the next budget to start replacing them.

Buys stated that overall he felt the EPA (Environmental Protection Agency) inspection went exceptional. The EPA found three different areas of concern:

- A documentation error which was from a sewer test failure back in February there was not a letter sent which is required to be done within five days along with the EPA being contacted within 24 hours of the notification of a violation of this manner by telephone.
- The city did not have a map in its plan showing where river test samples are drawn from. Buys and Tankersley immediately took care of this problem and created a map.
- A checklist (plan) that shows how contact is made to the EPA and DEQ when violations occur. This plan is being developed by Buys and city hall staff.

- g. **Animal Control** (White) – Attachment A
- h. **Office Assistant** (Moore) – Attachment B
- i. **City Clerk / Treasurer** (Qualls) – Attachment C
- j. **Engineer** (Tankersley) – Attachment D
- k. **Other** (Mailbag, Other Elected Officials, etc.) – Fosdick Golf Tournament
- l. **Announcements:** None

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

- a. Invoices:** To Date; **Financial Statements:** June 2014; **Time Sheets & Payroll Summary:** June 2014; **City Council Minutes:** June 16, 2014 Meeting Minutes & July 8, 2014 Meeting Minutes.
- Council Member Steiner made to the motion to approve the consent agenda excluding the reimbursement invoice from Double D Custom Meats. Council President Koberstein seconded the motion. Roll Call: Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion passed.

4. Planning & Zoning Issues:

- a. (Previously tabled) Assign Planning & Zoning Tasks:** Discuss / Decision on assigning Planning & Zoning tasks. (Koberstein)

- i. Zoning Map**

New Meadows City Council discussed changing the zoning of North Norris Avenue from General Commercial to Central Commercial. The council agreed that it makes sense to have Virginia Street and North Norris Avenue zoned the same as it will create a flow through New Meadows and will give additional location options.

- ii. Zoning Ordinance**

After much discussion regarding the Zoning Ordinance wording the City Council agreed that the wording regarding conceptual drawings needed to be better defined for commercial building plans.

Council President Koberstein is going to modify the proposal.

The City Council also received a letter from the Planning & Zoning Commission requesting appointments to the Tree Board as specified in the Ordinance 326-11 and to change the ordinance to include trees in other areas. The City Council has agreed to advertise in the newsletters for citizens interested in volunteering to be on the Tree Board. As for changing the ordinance the City Council does not feel it is necessary to change it at this time.

5. Park:

- a. (Previously tabled) Develop baseball diamond at Dorsey Warr Memorial Park:** Update on construction of a T-Ball Field. (Steiner) **Tabled until further notice**

6. Industrial Park:

- a. (Previously tabled) Addition to Double D Custom Meats bid review:**

Council Member Good stated that she had done some research in regards to what other butcher shops do with their scraps until they can be disposed of. Good found that most butcher shops have barrels that they keep their scraps in until they can be properly disposed of whether it be they day garbage is picked up or not. After much discussion the City Council agreed that they would like to pursue other alternatives at this time as they feel the problem is the butchering side not the meat cutting side as the building was not originally designed for butchering but rather for meat cutting.

City Council also denied the reimbursement request from Double D Custom Meats stating Section 10 in the signed lease agreement reads that all repairs need to have prior approval from the City Council.

7. Water Department:

- a. (Previously tabled) 316 North Heigho Leak:**

Discussion between Council Members revealed they are not going to charge for the new meter that was installed and asked that a written agreement be typed up that is signed in the future so that the agreement is in writing that when the City replaces a water meter per request by the property owner that if indeed it shows that they problem is not with the meter or on the City's side of the meter that the property owner will be responsible for the cost of the new meter installed.

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8. Health & Safety: (Previously tabled) Communications Strategy:

Council Member Good presented the Council with a communications strategy for local businesses in the event the water for the entire town would be shut off to alleviate some of the pressure off City Hall staff. Good also stated that she was in City Hall when the emergency shut off happened and that is why she started working on an alternative to help staff during these situations. The Council agreed this was a good idea and asked Council Member Good to go ahead and start implementing it with the business owners.

9. Street Department:

a. (Previously tabled) North Commercial:

Buyss stressed the importance of the City Council giving direction on the North Commercial Avenue project. Buyss recommended that the City start with the storm drainage and trading an easement with JI Morgan and off the right of way. Buyss also stated that the LID be investigated.

b. *Amended July 14, 2014, 4:00pm White Barrow Source:

City Engineer Tankersley stated that he is 30% complete with the design and needs additional task order from the City Council to continue on with the process.

- Council Member Good made the motion to approve Phase 2 of Task Order 14-01. Council Member Fairchild seconded the motion. Roll call; Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion carried.

c. * Amended July 14, 2014, 4:00pm Sidewalk / ADA Ramp Phase 3 Change Order:

Tankersley asked that the City Council consider extending the sidewalk / ADA Ramp Phase 3 to extend in front of Libby's to meet the requirements for the planned ITD project next summer of cement to pavement.

- Council Member Steiner made the motion to extend the side walk in front Libby's to the corner of North Commercial. Council Member Koberstein seconded the motion. Roll call: Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion carried.

10. Employment Issues:

a. (Previously tabled) Employee Manual Amendment

Council Member Steiner stated that the employee manual already has a section for Compensation time therefore there is no need discuss this issue any further.

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

11. Additional Engineering Tasks:

- a. Discuss / Decision on approval of an Engineering contract for the Sewer Land Application Project to satisfy USDA Rural Development. **None**
- b. Discuss / Decision on assigning additional engineering tasks identified. **None**

12. 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)

Council Members agreed to have another budget workshop for July 28, 2014 at 6:00pm.

- c. Reschedule Budget Hearing

13. Executive Session: Idaho Code 67-2345(1)(b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student.

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- Council Member Steiner moved to go into executive session Idaho Code 67-2345(1)(b), to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student; Council President Koberstein seconded the motion. Roll Call: Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion carried.

The council adjourned into Executive Session at 9:30pm.

The council came from executive session at 9:44pm

14. Public input:

Wes Jeffs commended the City Council on their decision regarding the tree ordinance. Mr. Jeffs also stated that he had been to every meeting regarding Brown's Project but was unable to attend the last Planning & Zoning meeting but heard about the Planning & Zoning meeting from Mrs. Jeffs who was in attendance. Mr. Jeffs stated he felt there was a real leadership opportunity with the sidewalks in reference to the Brown's Project and that integrity is all Mr. and Mrs. Jeffs have been looking for throughout the process.

- 15. 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.

16. Adjourn

- Council Member Steiner moved to adjourn the meeting; Council Member Good seconded the motion. Voice vote indicated no opposition with all signifying aye. Motion carried.

The meeting adjourned at 9:53 pm.

OFFICIAL: /s/ Julie Spelman
Julie Spelman, Mayor

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

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Animal Control (White) – Attachment A

Jacob Qualls

From: Clayton white [REDACTED]
Sent: Monday, July 14, 2014 12:13 PM
To: new_meadows@frontiernet.net
Subject: Animal Control Report 07-14-14

Animal Control Report
07-14-14

Animal Control has been patrolling each day possible. I have had a report of a St. Bernard chasing cows that are just inside of city limits. I have spoken to the owners of the dog and they were giving a verbal warning. I have not heard of any other complaints since then. One dog "a pit bull" was impounded this last month. A driver was taken into custody by Adams County Sheriff. I missed the call as I was busy that evening but Doug and Mac were able to put the dog inside the city impound yard, where I believe it was released the next day. The owner was cited and payed. Mac issued the citation. I have not had any other complaints or issues as of today's date. I will continue to patrol daily as often as I can. If there are any questions feel free to ask.

Clayton White
Animal Control Officer.

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Office Assistant (Moore) – Attachment B

*Office Assistant
Angie Moore
June 14 - July 14, 2014*

City Hall:

- ✓ Posted Payments
- ✓ Balanced Batches
- ✓ Answered Phones
- ✓ Made Deposits
- ✓ Checked Mail
- ✓ Sent out billing
- ✓ Cleaned City Hall front office, restrooms, and City Council Chambers
- ✓ Filed claims
- ✓ Placed office orders
- ✓ Toured town to confirm weed letter list as some of them had taken care of their lots without a letter being sent.
- ✓ Sent out weed letters
- ✓ Scanned Sewer reports for Mac
- ✓ Reviewed shut offs with Mac
- ✓ Had Mac Sign Payment arrangements
- ✓ Finalized addresses for CEDA survey / assisted Mac with surveys
- ✓ Posted signs around town for City Hall closure 7/4/2014 & 7/11/2014

Parks & Recreation: Youth Sports

- ✓ Finalized Baseball and T-Ball information
- ✓ Filed all youth sports info away
- ✓ Created picture flyer for T-Ball and Baseball pictures and contacted coaches to have them picked up to hand out to their teams
- ✓ Scheduled picture day for T-Ball and Baseball with Franks Photos

Bike-A-Thon:

- ✓ Contacted Donna Eggleston to have her come and pick up the Bike-A-Thon money.
- ✓ Went over information with Donna and kept copies of all information at City Hall on 7/2/2014.
- ✓ Donna said she would get the information to their bookkeeper and get a check cut back to City Hall
- ✓ Still have not received a check from them as of today. (7/14/2014)

Planning & Zoning:

- ✓ Attended Planning & Zoning Meeting on 7/7/2014 and took minutes
- ✓ Typed minutes from 7/9/2014 meeting and sent to Mac for Proofing

City Council:

- ✓ Typed Letter for Council Member Steiner to Rick Howland
- ✓ Attended City Council Budget workshop on 7/8/2014 / took minutes
- ✓ Took contracts for sidewalk project over to Mayor Spelman to have her sign them

Public Works:

- ✓ Posted Notices for water outage around town informing the public of a scheduled water outage at midnight 6/24/2014
- ✓ Made phone calls to local businesses to let them know about water outage so they could prepare for the outage
- ✓ Updated wastewater books for Doug
- ✓ Did EPA inspection on 7/2/2014

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City Clerk / Treasurer (Qualls) – Attachment C

Clerk / Treasurer Report for July 14, 2014

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1. **Treasurer Reports**
 - a. June 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. Corrective JV’s were made for the County Sales Tax, Property Taxes & Personal Property Tax Revenues. They had been applied to the wrong accounts.
 - e. 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. ***Still not complete***
2. **Community Meetings / Events**
 - a. Meadows Valley Days 49th Annual Event is scheduled for Labor Day Weekend. Another planning meeting has been scheduled for July 28th 7pm.
 - b. Fosdick Golf Tournament is on August 2nd & 3rd at the Meadow Creek Golf Resort.
3. **Complaints**
 - a. Tall weeds / grasses & overhanging trees letters went out last week.
 - b. We have received complaints regarding RV’s parked in yards for more than the allotted time in the Zoning Ordinance. – No action taken other than politely asking a few of the residents to move them.
 - c. We received complaints (over Facebook) regarding loud music from the local establishments providing live music. – No action taken at this time.
4. **Delinquent Water / Sewer Charges**
 - a. Attached is a list of Delinquent Accounts that have been appropriately noticed per our ordinances. On July 31st / August 1st I will be filing the amounts to be collected in the same manner as property taxes and making the necessary deferral journal entries
5. **Training**
 - a. Angie & I attended training in McCall on July 11th. The training was in regards to: Tort Claim Process, The America in Bloom Program, Municipal Financial Advisor / Municipal Bond Purchasing-Sales and of course networked with Clerks & Treasurers from across District 3. Presenters: ICRMP – Jim McNall; McCall City – Carol Coyle; Zion’s Bank – Cameron Ariel & Christian Anderson. Cities represented: McCall, Cascade, Donnelly, New Meadows, New Plymouth, Nampa, Caldwell, Marsing and Greenleaf.
6. **Sidewalk / ADA Ramp Project**
 - a. It looks like the Phase 3 has started. Crestline has sent letter to the residents bordering the project at ITD’s request to formalize Access Permits.
 - b. Phase 3 was believed to encompass all the way to Libby’s and include a “Bulb Out”, however that is not the case even though that is how the grants were written. The current “Phase 3” has an addition to include the “Bulb Out” which is an additional \$16,821.97. Completing this portion will not only tie the project to the rest of the walkability of the community but also allow ITD to pave “Curb to Curb” next summer. Permission is requested. Amending the Agenda would be necessary to approve this portion of additional work. The cost would come out of our savings from the General Fund. If approved a total of \$24,515.05 would be spend out of “City Funds” on a project totaling \$323,614.05 (\$299,100 in grant funds).
7. **Budget Workshop**
 - a. An additional Budget Workshop needs to be scheduled. My suggestion would be the final week of July.
8. **Staff Meeting** – City staff meets roughly every other morning around 9am to discuss projects that each are working on. Council Members are invited to stop in!
9. **Training / Out of Office / Important Dates**
 - a. July 21-24th – Personal time

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

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City Clerk / Treasurer (Qualls) – Attachment C continued....

Clerk / Treasurer report for July 14, 2014

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2014 Water / Sewer Special Assessments - Potential								
Notice of...	ACCT	Balance	30 days	60 days	90 days	120 days	Notes	
Special Assessment	043-00	\$485.20	\$408.20	\$331.20	\$254.20	\$177.20	Bank Owned	X
Special Assessment	044-00	\$301.00	\$224.00	\$147.00	\$70.00	\$0.00	Bank Owned	X
Special Assessment	045-00	\$553.00	\$476.00	\$399.00	\$322.00	\$245.00	Bank Owned	X
Special Assessment	046-00	\$508.20	\$431.20	\$354.20	\$277.20	\$200.20	Bank Owned	X
Special Assessment	047-00	\$382.00	\$344.50	\$307.00	\$269.50	\$232.00	Bank Owned	X
Special Assessment	073-00	\$840.00	\$763.00	\$686.00	\$609.00	\$532.00	Unoccupied Owner	X
Special Assessment	164-00	\$235.00	\$213.00	\$191.00	\$169.00	\$147.00	Estate – State taking	X
Special Assessment	189-00	\$257.00	\$235.00	\$213.00	\$191.00	\$169.00	Estate	X
Special Assessment	190-00	\$1,628.52	\$1,551.52	\$1,474.52	\$1,397.52	\$1,320.52	Estate	X
Special Assessment	246-00	\$840.00	\$763.00	\$686.00	\$609.00	\$532.00	PAID IN FULL!	
Special Assessment	260-00	\$693.00	\$616.00	\$539.00	\$462.00	\$385.00	Unoccupied Owner	X
Special Assessment	288-00	\$840.00	\$763.00	\$686.00	\$609.00	\$532.00	Estate	X
Special Assessment	312-00	\$535.00	\$513.00	\$491.00	\$469.00	\$447.00	Investigating	
Total + \$100 each account assigned		\$8,097.92						

By filing a "Special Assessment", the Water & Sewer funds will be able to collect their fees. Each account is charged an additional \$100 filing fee which is collected when the property owner pays there taxes. These "Special Assessments" are handled just like taxes and cannot be forgiven in foreclosure, unlike liens. No one likes to do this, but it is necessary and is in New Meadows Ordinance that it must be done. These amounts reflect charges for Base Water & Base Sewer as well as the Base Water Bond and Base Sewer Bond amounts plus late fees.

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City Clerk / Treasurer (Qualls) – Attachment C continued...

CITY OF NEW MEADOWS, IDAHO
QUARTERLY FINANCIAL REPORT
FOR PERIOD ENDING JUNE 30, 2014

APPROPRIATED FUNDS:	EXPENDITURES	% OF BUDGETED APPROPRIATION	% OF BUDGETED REVENUE
GENERAL FUND (1):			
PERSONNEL SERVICES	63,370.55		
OPERATING EXPENSES	107,785.55		
TOTAL	\$171,156.10	55.0%	59.0%
WATER FUND (60):			
PERSONNEL SERVICES	39,012.97		
OPERATING EXPENSES	51,095.44		
SYSTEM IMPROVEMENT	0.00		
TOTAL	\$90,108.41	21.0%	27.0%
SEWER FUND (65):			
PERSONNEL SERVICES	37,383.33		
OPERATING EXPENSES	55,825.14		
SYSTEM IMPROVEMENT	173.78		
TOTAL	\$93,382.25	6.0%	15.0%
SPECIAL FUNDS:			
N COMMERCIAL PAVE FUND (2)	7,861.25	1.0%	0.0%
SIDEWALK & ADA RAMP (3)	3,321.39	6.0%	166.0%
INDUSTRIAL PARK (63)	3,732.75	1.0%	2.0%
SEWER GRANT FUND (66)	8,585.00	0.0%	0.0%
TOTAL (SPECIAL FUNDS)	\$23,500.39		
TOTAL EXPENSES (ALL FUNDS)	\$378,147.15	11.0%	
TOTAL REVENUES (ALL FUNDS)	\$527,017.97		15.0%

INTERESTED CITIZENS ARE INVITED TO INSPECT THE SUPPORTING DETAIL OF THE ABOVE FINANCIAL STATEMENT AT NEW MEADOWS CITY HALL, 401 VIRGINIA STREET.

Jacob Qualls Clerk/Treasurer

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City Clerk / Treasurer (Qualls) – Attachment C continued...



Issued July 14, 2014

City of New Meadows, Idaho
 Monthly Reporting Dashboard

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

Our Investments & Cash	
Balances as of June 30, 2014	
<u>General Fund</u>	
<u>Fund # 1</u>	
June 30, 2014	\$125,684.50
June 30, 2013	\$112,928.24
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
June 30, 2014	\$43,842.95
June 30, 2013	\$70,741.64
<u>Water Fund</u>	
<u>Fund # 60</u>	
June 30, 2014	\$132,385.94
June 30, 2013	\$108,845.93
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
June 30, 2014	\$75,443.28
June 30, 2013	\$62,559.97
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
June 30, 2014	\$111,750.53
June 30, 2013	\$111,472.74
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
June 30, 2014	-\$21,711.12
June 30, 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	\$185,744.49	59%
Expenditures	\$171,156.10	55%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$419,100.00	100%
Revenues	\$0.00	0%
Expenditures	\$7,861.25	1%
<u>Sidewalks & ADA Ramps Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$59,700.00	100%
Revenues	\$99,100.00	166%
Expenditures	\$3,321.39	6%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$421,078.00	100%
Revenues	\$115,030.75	27%
Expenditures	\$90,108.41	21%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$517,686.00	100%
Revenues	\$11,493.40	2%
Expenditures	\$3,732.75	1%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2014 Budget	\$1,672,235.00	100%
Revenues	\$115,570.44	7%
Expenditures	\$93,382.25	6%

More information on back side of this document

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City Clerk / Treasurer (Qualls) – Attachment C continued...



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued July 14, 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	\$102,867.70	70%
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	\$41,918.90	75%
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	\$4,086.00	203%
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		0.1301%	Fiscal Year 2014 Budget	\$5,000.00	100%
Sterling Savings Bank		N/A	Revenues to period end	\$7,609.43	152%

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 6/30/14		As of 6/30/13		As of 6/30/12		As of 6/30/11	
General Fund	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%	\$238,700.00	100%
Revenues	\$185,744.49	59%	\$171,981.06	73%	\$215,662.99	72%	\$167,477.32	70%
Expenditures	\$171,156.10	55%	\$192,950.41	82%	\$191,187.57	64%	\$144,287.69	60%
Water Fund	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%	\$154,613.00	100%
Revenues	\$115,109.64	27%	\$114,238.23	79%	\$116,393.59	79%	\$121,618.72	79%
Expenditures	\$90,108.41	21%	\$85,550.57	59%	\$90,791.77	62%	\$97,986.38	63%
Sewer Fund	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%	\$164,275.00	100%
Revenues	\$115,505.18	7%	\$112,926.08	73%	\$116,226.52	75%	\$122,791.23	75%
Expenditures	\$93,382.25	6%	\$90,293.80	58%	\$141,311.11	69%	\$96,892.40	59%
Industrial Park	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%	\$46,150.00	100%
Revenues	\$11,493.40	2%	\$12,901.39	2%	\$13,183.24	77%	\$13,182.21	29%
Expenditures	\$3,732.75	1%	\$25,463.99	5%	\$3,188.95	19%	\$5,046.45	11%

Disclaimer: Assuming that all claims are paid as presented. Amounts may not be accurate if bank statements are not reconciled, interest is not posted or claims are paid from outside of period.

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Engineer (Tankersley) – Attachment D



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: July 11, 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 original ITD Permit that was submitted in 2012 has expired. We have successfully obtained a new permit, but there has and will continue to be some additional coordination that we did not anticipate. Specifically, ITD does not have documentation of approaches to Libby Electric's property or Susan Barnett's property. We have mailed a letter to both property owners with ITD's request to have an ITD 2109 Form completed for their approaches to ITD maintained highways. Also, scheduled for 2016, ITD is re-paving and making storm drain system improvements through the downtown corridor of New Meadows. We are coordinating with ITD with regards to how the Sidewalk & ADA Ramp Improvements affect their project.
- We have been in communication with Idaho Power and Frontier Communications coordinating the utility pole relocation necessary for the ADA Ramp Improvements at the NW and NE corners of Virginia Street and Miller Street. The utility pole at the NE corner of the intersection housed a street light which is owned by Idaho Power. The street light will be relocated to the pole at the NW corner of the intersection and the utility pole at the NE corner will be removed. The utility pole at the NW corner will be relocated by Frontier Communications so it does not conflict with the proposed ADA Ramp.
- We have been in communication with Falvey's LLC (formally Falvey Corporation, LLC) and a contract has been signed by both the City and Contractor for the amount of \$72,822.98. Prior to the 4th of July holiday we were asked to add the additional sidewalk and ADA ramp into the project at the NE Corner of the intersection of Virginia Street and N. Commercial Avenue. We are currently communicating with Idaho Power and the New Meadows Senior Center (NMSC) to relocate utility poles at the NW and NE corners of Virginia Street and N. Commercial Avenue which is necessary to complete the ADA Ramp. Although the construction timing of completing this additional ADA Ramp Could be a challenge, but we are working with Falvey's and we believe it can be accomplished. We have also provided a

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complete breakdown of the project costs that we anticipate for the project as a whole, as well as this additional portion to Mac.

- Falvey's LLC (Falvey) has saw cut the asphalt associated with the proposed improvements and will officially start construction demolition on Monday 7/14/14. They plan to pave the first week of August.

Action Items

1. Continue coordination with NMSC (easement in process of being granted) and Idaho Power about moving of utility poles at the intersection of N. Commercial Avenue and Virginia Street.
2. Oversee placement of utility pole being moved by Frontier Communications at the NW corner of Virginia and Miller Streets.
3. Provide construction engineering and inspection services for the project beginning 7/14/2014.

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.
- Based on conversations we had last month, 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.
- We heard back from Kelly with CEDA and it sounds like the Department of Commerce (Commerce) could potentially consider this project and it might fall under their Downtown project. According to commerce, they would need to have a "needs assessment" and assume this is from the Master Plan. Crestline needs to follow up with Kelly on documents that the City has in place and how the will or will not help the cause. We will continue to work with Kelly to see where we stand and what additional work/studies may be necessary.

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, CEDA to try and secure additional funding for this project.

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Gravel/Rock Source

- We have finalized preliminary planning drawings/exhibits for the White Borrow Source and will provide copies of these and a summary of the project and our findings for review and discussion with City Council and Staff.
- After discussion and authorization to proceed, we will determine 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 intend to send the preliminary drawings/exhibits to the ITD Division of Aeronautics to continue discussions in regards to the project.

Action Items

1. Discuss preliminary planning drawings/exhibits with City Council and Staff. Based upon these discussions, we will be directed on how to proceed with this project or it will be put on hold, which will tell us whether or not to follow up with 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.

Flooding from Farm Fields

- There is no new information on this topic.
- We were able to get in touch with Stan Branstetter with the Adams Soil & Water Conservation District (AS&WCD) and he is going to determine the availability of having the AS&WCD engineer come to the area and work toward setting up a meeting with Dan Hearne, Adams County, New Meadows, and the AS&WCD to discuss things that could be done to help improve the situation.

Action Items

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

Facility Plan/EID

- Crestline has provided all of the necessary/requested additional information to J-U-B and we are waiting for additional comments from the agencies. We did receive comments back in regards to the archeological survey that was prepared. We discussed these with the surveys

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preparer, Dr. Mark Plew. Dr. Plew is currently working out of the country, but anticipates addressing the comments/concerns shortly after he returns from his trip on July 22nd.

Action Items

1. Crestline to prepare formal letter to Charlie Perkins w/DEQ in regards to additional funding support upon completion of the EID portion of the project.
2. Continue to follow up with J-U-B on project status so that they can complete their portion of the work.

Land Application Site

- Crestline has been working on the application paperwork associated with transferring the water rights associated with the land application site over to the City. This includes filling out a short application and the preparation of figures/exhibits to be submitted to the Idaho Department of Water Resources (IDWR). We will present the final paperwork to the City for review and signature/approval when complete.
- We have not received any updates from City Staff on the ground water monitoring wells and need to follow up. Last month we recommend that the wells continue to be monitored and that City Staff transition to doing so every other week until it is determined that monitoring is no longer needed. This is even if the groundwater is influenced by irrigation of the property. Crestline has offered to 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.
- Crestline 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?

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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

- Crestline worked with City Staff to send a response to DEQ in regards to the fact that the City may still be interested in DEQ's allotted funds for the Wastewater Improvement Project. As stated last month, our team has not ruled out the possibility of needing DEQ funds for Engineering.

Action Items

1. Notify DEQ once the final determination is made for funding for the project.

Wastewater Improvement Project Funding

- Our Engineering Team is also working with Carol Garrison from USDA-RD on funding for the Wastewater Improvement Project.
- We have some odds and ends to get together for the application submittal, and will submit as much information as we possibly can by the end of the month. Because of some of the delayed agency responses, we are uncertain as to if we will have closure in regards to all of the environmental components of the applications before our application submittal.
- As stated last month, 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.
- A draft copy of an Engineering Contract must be submitted with the application to USDA-RD. This will be provided to the City prior to the July 14th City Council meeting. The final contract would need to be signed by all parties before USDA-RD can obligate funds as soon as August 8th. Therefore, it will more than likely be necessary to have special meeting for the signature of this contract after City Council has had a week or so to review.

Action Items

1. Continue to work with Mac and USDA-RD as needed to get a complete application.
2. City Council to review, comment and approve Engineering Contract at a special meeting.

Other

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