

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, AUGUST 11, 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 7:10pm. 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, Office Assistant Angie Moore, Animal Control Officer/Public Works Assistant Clayton "CW" White, City Engineer Gregg Tankersley were also present. Public in attendance were Dixie Jeffs, Wes Jeffs, Bryan Cooley, Brian Yoakum, and Christie Grob. 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): None
- e) **Parks & Recreation** (Steiner): None
- f) **Public Works** (Buys): Attachment A
- g) **Animal Control** (CW): Attachment B
- h) **Office Assistant** (Moore): Attachment C
- i) **City Clerk/Treasurer** (Qualls): Attachment D
- j) **Engineer** (Tankersley): Attachment E
- k) **Other** (Mailbag, Other Elected Officials, etc.)
- l) **Announcements:** City Hall will be closed September 1, 2014 in observance for Labor Day

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

- a) **Invoices**
- b) **Financial Statements** – July 2014
- c) **Time Sheets & Payroll Summary:** July 2014
- d) **City Council Minutes:** July 14, 2014, July 28, 2014
- e) **Planning & Zoning Resignation Acceptance:** Brandy Padgett

- Council Member Steiner moved to approve the consent agenda items except Financial Statements, City Council Minutes, and Falvey invoice contingent on explanation of questioned charges then Mayor Spelman can sign the check to pay Falvey; Council Member Good seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye, Fairchild - Aye. Motion passed.

Agenda Item 4) Planning and Zoning Issues:

- a) **(Previously Tabled) Assign Planning & Zoning Tasks:** Discuss / Decision on assigning Planning & Zoning tasks.
 - i. **Zoning Map**
 - ii. **Zoning Ordinance**

- Council Member Steiner moved to assign proposed changes to the Zoning Map and Zoning Ordinance to the New Meadows Planning and Zoning Commission. Council Member Fairchild seconded the motion. Roll Call: Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion passed.

Agenda Item 5) Industrial Park:

- a) **Invoice Reconsideration:** Double D Meats is requesting reconsideration of the reimbursement for a thermostat repair.

- Council Member Steiner moved to approve reimbursement to Double D Meats for the replacement of the thermostat. Council President Koberstein seconded the motion. Voice vote indicated no opposition with all council members signifying aye. Motion passed.

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Agenda Item 6) Employment Issues:

- a) **(Previously Tabled) Job Descriptions:** Discuss creating / updating job descriptions for Liaisons, Commissioners and Employee's.

Item tabled until further notice. Council Member Good will start working on creating / modifying job descriptions and will put this item back on the agenda once work is completed on job descriptions.

Agenda Item 7) Additional Engineering Tasks:

- a) Discuss / Decision on assigning additional engineering tasks identified.

Nothing at this time.

Agenda Item 8) Finances:

- a) FY 14 / 15 Budget Presentation
b) FY 14 / 15 Budget Public Hearing / Testimony
c) FY 14 / 15 Budget Ordinance Adoption – or – Reduction
- Council Member Steiner moved to introduce the budget Ordinance 325-2014. Council Member Fairchild seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye, Fairchild – Aye. Motion passed.
 - Council Member Good moved to approve Ordinance 325-2014 and suspend the rule to read once by title. Council Member Steiner seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye, Fairchild – Aye. Motion passed.
 - Council member Fairchild moved to approve Ordinance 325-2014. Council Member Good seconded the motion. Roll Call: Koberstein – Aye, Good – Aye, Steiner – Aye, Fairchild – Aye. Motion passed.
- d) Local Option Tax Funding Discussion

After much discussion amongst the City Council Members it was decided that the best option for the city is to start the leg work and prepare for the May 2015 election to get the Local Option Tax on the ballot. City Council Members asked that the City of New Meadows staff work on creating a capital list with costs for each item created to present at the September Regular City Council Meeting.

Agenda Item 9) 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 Member Good moved to go into executive session per 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 passed.

Entered executive session at 8:30pm.

Executive session adjourned at 9:00pm

Mayor Spelman stated that nothing was resolved during executive session and that the City Council Members could not come to an agreement. Therefore this issue would be brought up again at another meeting.

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Agenda Item 10) Public Input:

Dixie Jeffs expressed interest in participating in a budget committee if the City Council decided to create a committee to work on the budget. Mrs. Jeffs also spoke in regards to the Planning & Zoning meetings stating that the commission seemed to be confused on what was being asked in the proposal regarding the Design Review and Re-Zoning of North Norris Avenue.

Wes Jeffs suggested having a liaison to go between the Planning and Zoning Commission and the City Council Members.

Agenda Item 11) Agenda Items for next meeting:

- John Deere (Buys)
- Snow Storage (Buys)
- Local Option Tax – Capital List
- 2 Meetings a month instead of having one meeting a month
- Discuss P&Z

Agenda Item 12) Adjourn:

- Council Member Steiner moved to adjourn the meeting. Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all Council Members signifying aye. Motion passed.

OFFICIAL: /s/ Tony Koberstein
~~Julie Spelman, Mayor~~
Tony Koberstein, Council President

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

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Attachment A (Public Works Supervisor Report)

Doug Buys
Public Works Supervisor
Monthly Report
08-11-14

Water:

1. All water tests came back great as usual.
2. The Fire pump in the booster station is showing excessive wear, with the above normal use this summer.
3. Angie has drafted letters to homeowners and business owners, asking for their backflow testing certificates.
4. The new fire hydrant has been installed at the corner of Virginia and N. Miller.
5. A New Service line was installed on Virginia Street, this was due to the side walk project, and a excited excavator operator.
6. The New water service for the Family dollar has been installed. All new parts and meter were installed. This was done to eliminate any problems due to the old main located in the alley.

Sewer

1. We are still holding our discharge, the warm weather is helping with evaporation, but it is still going to be close.
2. We have repaired a sewer main; this was due to the sidewalk project as well. Idaho power drilled threw the top of the main. But we quickly had the main repaired.
3. We have continued our measuring of ground water at the land app site.
4. The weeds around the lagoons have been sprayed again, this is ongoing threw out the summer.

Streets

1. We have been water the roads to reactivate the oil, about once a week. This isn't the best use of funds, but it keeps the public happier. This a huge cost to our water dept, as well as fuel and truck time.
2. I have got numbers for the first block on S. Heigho Street; this is to install base rock and gravel to prepare for asphalt.

Storm Drains

1. I have found enough parts and pieces to fix the small section failing in S. Miller. We will get that project done this week. I will have to buy at least 2 loads of gravel though.
2. More storm drain cleaning will be done this fall.

Equipment

1. I have got several different quotes coming from John Deere, regarding a new back hoe. John Deere will gladly give a presentation when ready.
2. Our current backhoe will need seals put in a couple of hydraulic cylinders and an axle before winter.

Park & Restrooms

1. The park is looking pretty good, this has required a lot of water due to the Hot and dry conditions this summer.
2. With left over money in the park dept, we will try and get the remainder 2 trees bordered with brick, like the rest are prior to labor day.

Industrial Park

- 1.

Misc.

1. If I have forgotten anything or if there are any questions please let me know.
2. I have power washed the entrance to city hall, so painting could be done.
3. The sidewalk project is nearly completed, this alone has taken a lot of time, overseeing the project, answering questions, repairs etc.

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Attachment B (Animal Control Report)

Animal Control Report
8-11-14

Animal Control has been a little busier this last month. Tuesday the 29th an English Bulldog was picked up by Tamarack mill by Forest service and was brought into New Meadows, they found Doug at ABT and Doug put the dog into the pound. He was put on Facebook and stayed with us for 2 day until the owners were able to contact City Hall and Angie called me. I got the owners number and called them, we met at 12:30 p.m. on Thursday. I only charged the kennel fees as he was brought to New Meadows and not caught in City limits. On 7-31-14 I got a report of a small dog running around by the recycling center. I went over right away and was un able to locate the dog. On my way back from City Hall I seen the dog running around in the same place. I was able to catch him with the help of my control stick. I placed him in the pound as well and placed on the City's Facebook. He stayed at the pound until 8-7-14 he was adopted out as he reached his "stay" limitations as per our city ordinance. At 11:28 a.m. on 8-6-14 I received a phone call from Mayor Spelman reporting a dog in the Larea St. area. When I was able to get over there I was not able to locate the dog. I did drive all of the area and all of town included. But never was able to find it. I have kept my eyes open for it. I believe that covers Animal Control other than that I have been out patrolling as usual and will continue to do so.

Clayton White
Animal Control

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Attachment C (Office Assistant Report)

Angie Moore
Administrative Assistant
July 14 - August 11, 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
- ✓ Reviewed shut offs with Mac
- ✓ Completed August Newsletter and distributed around town
- ✓ Received written complaint from a citizen regarding another citizen burning trash.
- ✓ Finished August Newsletter and had Mac review and distributed to the local businesses
- ✓ Clipped newspaper articles
- ✓ Walked down to see sidewalk project progress
- ✓ Received multiple phone calls regarding sidewalk project

Planning & Zoning:

- ✓ Attended Planning & Zoning Meeting on 8/4/2014 and took minutes
- ✓ Typed minutes from 8/4/2014 meeting and sent to Mac for Proofing

City Council:

- ✓ Attended CC meeting on July 28 took minutes
- ✓ Typed CC Minutes for July 28, 2014 Special City Council Meeting
- ✓ Set up for City Council Meetings
- ✓ Sent letterhead to Julie Good per request
- ✓ Typed letter for Julie Spelman

Public Works:

- ✓ Typed Backflow Test letters for Doug and put them in Mayor's inbox to be signed

Important Dates Coming Up:

- ✓ August 22 – Need to leave at 2pm
- ✓ August 29 – Labor Day Set Up
- ✓ September 5 – City Hall Closed – Labor Day
- ✓ September 5 – Gone all day

If you have any questions please don't hesitate to ask me. Things have been busy in the office with the sidewalk project and just in general. Everything seems to be going rather smoothly overall.

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Attachment D (City Clerk Report)

Clerk / Treasurer Report for July 14, 2014

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1. Treasurer Reports

- a. July Bank Statements Received– Umpqua Bank & LGIP, Reconciliation is taking some time this month.
- a. The “Treasurer Dashboard” will be emailed out after the bank reconciliation has been accomplished.
- b. 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.
- c. The water / sewer rate study is in the process of being finalized by Idaho Rural Water. He had hoped to be present tonight to present it, but it still being processed. *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 August 14th 7pm at the Library.

3. Complaints

- a. Again this month 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.
- b. No other complaints came in to me.

4. Delinquent Water / Sewer Charges

- a. We deferred a total of \$8,782.17 to the Adams County Treasurer for collection. Within the next few weeks we will cancel \$2,984.65 for payments received for closing on a property. I have been working with the listing agent, the buyer’s agent and the title company to collect the amount due.

5. Training

- a. Angie and I would like to get our training and lodging scheduled. The ICCTFOA (Idaho City Clerks Treasurers and Finance Officers Association) is scheduled for September 17-19. We would like to leave on Tuesday afternoon to avoid any possible overtime for that week, but also arrive early so that we can do our meets and greets early (Tuesday evening). We usually leave around 1pm.
 - I. Lodging - \$432 for lodging (2 rooms x 3 nights)
 - II. Conference Registration - \$195 & \$215 (1 Member & 1 non-Member – negotiating)
 - III. Meals estimated - \$60 (2 dinners X \$15, 2 breakfast x \$7.50 & potentially 2 lunches x \$7.50)
 - IV. Travel estimated - \$140
 - V. Total \$1042 (Current available appropriation \$4,772)

6. Planning & Zoning “Developments”

- a. **Housing** - Over the past few weeks I have been contacted by two housing developers that would like to possibly build within the community.
- b. **Business** – I have a pending application that should be into my office by today for a possible rezone.
- c. **Residential** – I have been contacted by a contractor that may submit for a client to build a garage / shop that would need to go through the variance process.
- d. **Business** – I have been contacted by a developer that would like to build a new business in the community. They are currently looking at purchasing ground in the city to build a business. They would have to go at least through the “Design Review” process.

7. 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!

8. Training / Out of Office / Important Dates

- a. August 25 – Personal time
- b. August 29 – Prep for Labor Day Events
- c. September 1 – City Hall Closed – Labor Day
- d. September 4 – Personal time

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

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Attachment E (Engineer Report)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: August 7, 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

- Phase 3 of the project is nearing completion. Contractors are paving today and we have been told that everything else should be completed by the end of the week. We are anticipating that we will have both Substantial and Final Completion Inspections by the end of next week.
- We are currently in the process of preparing Application for Payment No. 1 and will be submitting for City Council Approval by Monday morning at the latest.
- Our plan is to work with ITD on closing out all of the permit requirements within the month of August.

Action Items

1. Prepare Application for Payment No. 1
2. Perform Substantial and Final Completion Inspections and prepare all necessary closeout documents for the project
3. Closeout ITD permit.

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. The City is also considering a local option tax to help with funding this project.

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Attachment E (Engineer Report continued)

Project Status Report - City of New Meadows

August 7, 2014

- We have yet to be able to catch up with Kelly Dahlquist with CEDA on conversations that were had about a month ago as she has been on vacation and in training. It is still possible that a Community Development Block Grant (CBDG) may not be needed for the Wastewater Improvement project and if so, the City could consider persuing those funds for the N. Commercial Ave. project.
- We anticipate looking into how this project can be phased over the next month and will report back to City Council.

Action Items

1. Evaluate a phased project approach from a construction standpoint and discuss with LHTAC.
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.

Gravel/Rock Source

- There is no new information on this project. We will be working within the next few months to file all required permits and applications.

Action Items

1. Continue to work on all required permits and applications.

Virginia Street Stormwater System

- There is no new information on this topic.
- We have contacted ITD and our supposed new contact for the project via phone and email and have yet to hear back from him.

Action Items

1. Continue to follow up with ITD and determine the scope of their project and any other necessary details.
2. Follow up with Mayor, City Council, and Staff to discuss project status and how we would like to proceed after hearing back from ITD.

Flooding from Farm Fields

- There is no new information on this topic.
- We continue to follow up with the Adams Soil & Water Conservation District (AS&WCD) and we have yet to really see any progress. Based on our last conversations, AS&WCD was looking into the availability of their engineer to 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. Hopefully this will happen in the near future.

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Attachment E (Engineer Report continued)

Project Status Report - City of New Meadows

August 7, 2014

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 including the final revision of the archeological survey that was prepared. We have received approval of the document from the State Historic Preservation Office and are still awaiting final approval from the Nez Perce Tribe.
- J-U-B is two Agency comments/responses away from wrapping up the Agency comment portion of the EID. Once all comments are received, they anticipate about a two week turnaround for the final document.

Action Items

1. Once all tasks have been completed, Crestline will prepare formal letter to Charlie Perkins w/DEQ in regards to additional funding support upon completion of the EID portion of the project to help recoup some of the additional project expenses.
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 are also working with the School District on this as well, because the process involves splitting an existing water right between three owners. Our hopes are that they will cover the application cost since the City has developed all of the exhibits. Our plans are to 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 once a month until it is determined that monitoring is no longer needed or the intervals should be increased. 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.

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Attachment E (Engineer Report continued)

Project Status Report - City of New Meadows

August 7, 2014

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

- There is no new information on this topic.
- A while back, 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 in past months, 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 continues to work with Carol Garrison from USDA-RD on funding for the Wastewater Improvement Project.
- We are hopeful that she has all of the necessary information, but will continue to provide assistance as necessary until we hear the final word on the requested funding.

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- As stated in previous months, 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. USDA can request funds from Washington, D.C. up until the first week of September.

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.