

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 8, 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, Council Member Shannon Fairchild, 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, Phil Good, Mike Howard, Jeff Roff, Shanna Roff, Marsha Shriver, and Gina Mencer. 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:** Chili cook off at the Intersection BBQ & Bar will be held at the end of the month. Council Member Fairchild is hoping for at least 50 teams to participate and all funds raised will be donated back into the community.

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

- a) **Invoices**
- b) **Financial Statements** – July 2014, August 2014
- c) **Time Sheets & Payroll Summary:** August 2014
- d) **City Council Minutes:** July 28, 2014, August 11, 2014, August 21, 2014
  - Council Member Steiner moved to approve the consent agenda items; Council Member Good seconded the motion. Roll Call: Koberstein – Aye, Steiner – Aye, Fairchild – Aye, Good – Aye. Motion carried.

**Agenda Item 4) Administrative / Employment Issues:**

- a) **Planning & Zoning Commission Discussion**

After a long discussion amongst the City Council it was decided to not dissolve the Planning & Zoning Commission.

  - Council Member Steiner moved to not dissolve the Planning & Zoning Commission; Council Member Fairchild seconded the motion. Roll Call: Koberstein – Aye, Steiner – Aye, Fairchild – Aye, Good – Aye. Motion carried.
- b) **Discussion on two Regular City Council meetings per month**

City Council Members discussed holding two City Council Meetings a month. After much discussion the City Council members decided to keep it to one meeting a month even though it may lead to longer meetings at times the Council does not feel there is a need to change to two meetings a month at this time.
- c) **Discussion / Decision on authorizing Public Works Supervisor Buys to attend training 9/10 – 9/11/2014**
  - Council Member Good moved to approve Public Works Supervisor Doug Buys to attend training 9/10 – 9/11/2014; Council President Koberstein seconded the motion. Voice vote indicated not opposition with all Council Members signifying aye. Motion carried.
- d) **Discussion / Decision on authorizing City Hall employees to attend training 9/17 – 9/19/2014**
- e) **Discussion / Decision on training additional help to cover city hall during absences**
- f) **Discussion / Decision on closing City Hall 9/17 – 9/19/2014**

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- Council Member Steiner moved to approve City Hall Employee's to attend training in Boise 9/17 – 9/19/2014 and to train additional help to cover the office during their absence; Council Member Good seconded the motion. Roll call: Koberstein – Aye, Steiner – Aye, Fairchild – Aye, Good – Aye. Motion carried.

**Agenda Item 5) Capital Improvement Plan:**

**a) Discussion on the development / adoption of a Capital Improvement Plan.**

This agenda item is pending additional information from staff.

**Agenda Item 6) Streets:**

**a) Presentation / Discussion / Decision on John Deere Backhoe lease / purchase**

Brian Cooley gave a presentation to the New Meadows City Council regarding purchasing a John Deere Backhoe and explained to them that he spoke with John Deere and they agreed to offer the same pricing as the federal contract.

Public Works Supervisor Buys explained to the City Council that he can run the city without the grader and loader but cannot run the city without a backhoe and expressed the importance that the backhoe is the most used piece of equipment by the city. After discussion by the City Council it was decided to purchase a new backhoe from CESCO with the quoted price of \$79,670, minus the trade-in allowance.

- Council Member Good moved to go forward with leasing the backhoe from Cesco and authorized the Mayor to sign the contract; Council Member Steiner seconded the motion. Voice vote indicated no opposition with all signifying aye. Motion carried.

**b) Discussion / Decision on Snow Storage Areas for the 2014 / 2015 winter season**

The council asked that city staff contact JI Morgan regarding the space next to the fire station, Bobbie Barra regarding the corner at the four way stop, and the county regarding the parking area at their old shop asking for permission to store the snow for the 2014 / 2015 winter season.

**c) Discussion / Decision on paving S. Heigho Avenue ½ block**

Buys stated that he and Qualls have been in contact with Family Dollar and had proposed that the city would do prep work if they would pave the ½ block of South Heigho Avenue. Buys stated that Family Dollar had agreed to the proposal of the city staff prepping the road and Family Dollar paving the half block of South Heigho Ave. Qualls stated he has been in contact with Family Dollar office staff regarding timeline of when they thought they would be ready to pave but had not heard back from them and that he is just waiting for a response from the email sent previously. City Council Members decided to go ahead and approve city staff do the prep work for paving due to the small window of time to do so before digging season ends.

- Council Member Steiner moved to approve the prep work for the ½ block of South Heigho Avenue to not exceed \$8,000.00; Council President Koberstein seconded the motion. Voice vote indicated no opposition with all signifying aye. Motion carried.

**d) Discussion / Decision on purchasing a Sander for the Mack Truck (\$2,000)**

Public Works Supervisor Buys stated that every so often the city receives a list of items going up for auction. Buys stated that there was a sander that would attach to the Mack truck and that he had contacted the state regarding the condition of the sander and stated that the sander was in good condition and was available for a decent price. Buys also explained to the City Council that once we start sanding we will never stop and this is a budget item that will continue to go up.

- Council Member Good moved to purchase the sander for the Mack truck for \$2,000.00 plus \$1,000.00 for the fuel to ship the sander. Council President Koberstein seconded the motion. Roll call: Koberstein – Aye, Steiner – Aye, Fairchild – Aye **NAY\***, Good – Aye. Motion carried. (**\*approved with corrections 10/14/2014**)

**Agenda Item 7) Water:**

**a) Discuss / Decision on Water Meter Replacement Agreements**

Council Member Good presented a draft agreement to the City Council at the meeting. Mayor Spelman stated the agreement needs to be legally binding and asked that the drafted agreement be forwarded to the City Attorney.

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- Council Member Steiner moved to forward the drafted agreement to Bert Osborn the City's Attorney to review the document; Council Member Fairchild seconded the motion. Voice vote indicated no opposition with all signifying aye. Motion carried.

**Agenda Item 8) Additional Engineering Tasks:**

- a) Discussion / Decision on assigning additional engineering tasks identified.
- Council Member Steiner moved to approve City Engineer Tankersley and his team to assist City Staff as needed on the capital improvement plan as needed and not to exceed \$1,000.00; Council Member Steiner seconded the motion. Voice vote indicated no opposition with all signifying aye. Motion carried.

**Agenda Item 9) Public Input:**

Wes Jeffs stated that he had filed two written complaints in the last week and a half. Jeffs also stated that one of the complaints was to the state regarding the park and sell right outside of town and that they took care of that situation right away. Jeffs asked for a status update regarding the complaint he filed with the city regarding the RV parked on the side of the road at Bill and Sandy Moats house that had been parked there all summer. Jeffs expressed his concern about the visibility at the intersection especially with school back in session. Mayor Spelman stated that city staff had contacted Mrs. Moats and that she stated they were waiting on a part to fix it and that at that point someone would move the RV. Mr. Jeffs said thank you.

Mike Howard asked if the City Council was in charge of the public hearing being held on Wednesday. The City Council stated that they were not that Planning and Zoning was holding that public hearing. Mr. Howard asked if there was an update on the Water Rights for their property that they teamed up with the City Engineer. Tankersley stated that it could take up to 6 weeks to hear anything and that if he hadn't heard anything by 6 weeks he would make contact.

**Agenda Item 10) 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 Member Steiner seconded the motion. Roll Call: Fairchild – Aye, Good – Aye, Steiner – Aye, Koberstein – Aye. Motion carried.

The Mayor and Council entered executive session at 8:23pm.  
The Mayor and Council exited Executive session adjourned at 8:50pm

Mayor Spelman stated that she was resigning as Mayor effective at the end of the City Council meeting. Mayor Spelman stated that it was due to health reasons.

**Agenda Item 11) Agenda Items for next meeting:**

Nothing at this time.

**Agenda Item 12) Adjourn:**

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

Meeting adjourned at 8:56pm

**OFFICIAL:** /s/ Tony Koberstein  
Anthony J Koberstein, Mayor

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

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**Attachment A (Public Works Report)**

Doug Buys  
Public Works Supervisor  
Monthly Report  
09-08-14

Water:

1. We did have a scare on a water sample, but after a retest all came back great.
2. A couple bad meters have been repaired.
3. The City's and most of the private backflow preventers have been tested. This is required annually.
4. The sensor in the tank has failed, this tells well #3 when to kick on and off, The sensor has been replaced, but it is not cheap. The system is working as it should again.
5. We had a problem with Well #4 as well, it seems somehow it overloaded a major breaker, C&N Electric quickly diagnosed and fixed the problem.

Sewer

1. We are still holding discharge, this will be a photo finished with rain, and cooler temperatures.
2. We have continued our measuring of ground water at the land app site.
3. I will be attending a 2 day class in Worley, ID for my water/wastewater CEU's to keep my certifications.

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. The small section on main street at the park has been paved, this will help when the state finally comes threw and paves town, Although the project could've went better, It is still a big improvement on what was there. We have received many compliments.
3. I have received complaints about homeowners trees that are hanging into roadways, this will be a problem for the plowing months as well, it hits and sometimes damages city equipment, as well as blocks your vision at intersections.

Storm Drains

1. After a meeting with Greg, and Dan Hern, and others. We are now able to access Mr. Hern's property and Clean the irrigation Ditches that flow into the city. This will help illuminate the amount of water that reaches the city. This will start late this month or early next month, depending when the water is shut off and cows are gone.
2. We plan on hitting this project quite aggressively, Cleaning the ditches, building a dyke along the ditches, and also where the water enters Dan Hern's field. Although this will cost the city some time and fuel, I do believe this is the only way to get this done as needed, and it is best for the city.

Equipment

1. The hyd cylinder on the backhoe will need to be repaired/replaced before winter if something else is not done; we are using about 5 gallons every time we use it for an extended period of time.
2. A new cutting edge was purchased and installed on the grader, primarily for the asphalt project, but it needed done for the fall grading of the roads as well.
3. Beginning next month we will start preparing the equipment for winter, oil changes, filters ect.
4. New tires have been put on the City's animal control pickup, this was a unforeseen cost, the tires were not that old but were beginning to separate. We use this truck for out training as well.

Park & Restrooms

1. We have pretty much stopped irrigating for the summer, with the cooler temperatures, also to save money with all the park improvements.
2. We finished putting pavers around the last 2 trees, next to the bathrooms, We also did some fancy brick work around the small aspen grove in the north east corner of the park as well. I believe this has made a big improvement on the park.
3. Labor day has taken it's toll on the park again, as it does every year. We will get it back in shape the best we can.

Industrial Park

1. The Toilet in the Industrial park between S&S enterprises and ABT Towing has been repaired. This took a whole new tank section.

Misc.

1. If I have forgotten anything or if there are any questions please let me know.
2. The rock in the islands has been completed by us, on the sidewalk project. It came out pretty well.

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**Attachment B (Animal Control Report)**

Animal Control Report

09-05-14

Animal Control has been steady this last month, I have had three impounds two of which were the same dog for the same offense. The first of the three happened on 8-14-14. I was doing my morning rounds and noticed some dog prints outside of the gates at the sewer ponds I felt that I should check it out and found rested against the side of pond one a larger chocolate lab who looked as if he had been swimming most of the night and was very tired. I grabbed my control stick and was able to help the dog out of the pond. I then fed and watered him and took pictures for City Hall to post. The owner came into City Hall and claimed the dog. I cited the owner for "dog at large" plus "kennel fees" and also for no being licensed. The first of the two offenses on the other dog happened on 8-19-14. I received a phone call from Council Person Steiner around 4:15 that day stating that a Golden lab had followed one of his kids home and was wanting to know if I could come get it. I went to Council Person Steiner's house where they had the dog leashed and ready to go. I had Mr. Steiner take a photo of the dog to forward it to Mac so it too could be posted. Later that evening I got a phone call from the owner of the dog and I came back into town to release the dog. I cited for "dog at large, kennel fees" and gave him two weeks to license the dog. The owner had stated that the dog had been in town for only a short time. I am inclined to believe this because in my daily patrols i do not remember seeing the dog before. The second citation was issued 8-26-14. I was out of town and when I got back I got a text from Doug stating that that same dog was locked up again for the same reasons as before. The owner later then came into City Hall and City Hall called about it so I came down to the kennels where I met the owner a short time later. I cited for the same reasons as before but this time fees were doubled. I do not know as of yet if the owner has licensed the dog but will be looking into it soon. Other than those items I have continued to do my daily patrols and will continue to do so. If there are any questions please ask. Thank you.

Clayton White

Animal Control Officer.

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**Attachment C (Office Assistant Report)**

*Angie Moore*  
*Administrative Assistant*  
*August 12 - September 8, 2014*

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**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
- ✓ Received written complaint from a citizens
- ✓ Walked down to see sidewalk project progress
- ✓ Filed check stubs
- ✓ Organized front office
- ✓ Took papers and checks over for the Mayor to sign
- ✓ Received Back Flow Testing reports and filed in folder
- ✓ Posted Closed Signs for Labor Day

**Planning & Zoning:**

- ✓ Started prep work on Planning & Zoning Public Hearing

**City Council:**

- ✓ Typed CC Minutes for August 21, 2014 Special City Council Meeting
- ✓ Listened to CC Meetings for November 20, 2012 and July 8, 2014
- ✓ Set up for City Council Meeting
- ✓ Filed out questions for Julie Good regarding job description

**Public Works:**

- ✓ Booked Doug's motel room for training September 9-11, 2014
- ✓ Printed shipping labels for Doug

**Important Dates Coming Up:**

- ✓ September 10<sup>th</sup> – Planning and Zoning Public Hearing
- ✓ September 16-19 – ICCTFOA Training in Boise

**\*\*September 23<sup>rd</sup> is my 1<sup>st</sup> day in my new position at the hospital so I will not be at City Hall on Tuesday's and Thursday's. \*\***

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 / Treasurer Report)**

Clerk / Treasurer Report for September 8, 2014

Page 1 of 1

1. **Treasurer Reports**
  - a. August Bank Statements Received– Umpqua Bank. The LGIP Statement has not arrived yet.
  - a. The Treasurer Dash Board will be sent out once all the statements have been received and reconciled.
  - b. Please initial any reports that are presented to you.
  - c. I have not yet received any further information regarding the Rate Study.
  - d. The Capital Improvement Plan is still very much in DRAFT form, but I hope to have something ready by Monday for you to review.
2. **Community Meetings / Events**
  - a. The Meadows Valley Ambulance Service in conjunction with the Adams County Commissioners have been meeting and holding public meetings to discuss the creation of a taxing district. The next meeting is scheduled for October 2 at 7pm.
  - b. The AVIC will be meeting potentially on September 19 at 9am in McCall.
3. **Complaints**
  - a. This month we received complaints (written & verbal): motor homes (RVs) parked in the rights of way of city streets and in yards, low hanging tree branches, dust, dogs at large as well as tall grasses & weeds, speeding vehicles and other traffic violations. These complaints were handled or forwarded onto the appropriate persons/entities. In some cases a simple phone call to the offender took care of the situation.
4. **Delinquent Water / Sewer Charges**
  - a. One of the major delinquencies we had filed to the Adams County Treasurer was paid in full at closing. The “Special Assessment” was cancelled at the county.
5. **Training – (Agenda Item)**
  - 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. **Building Permits** – I have sold several building permits or have had customers contact me regarding the process.
  - b. **Developments** – I have had a few developers contact me regarding various ideas they are considering to bring to our community (some residential & some commercial).
  - c. **Rezone & Conditional Use Permit** – Mr. & Mrs. Brown have submitted information to have a parcel of property rezoned from R3 to Industrial and to operate a Recycle (Salvage) Business on that property. It is important that you not take testimony regarding either side of this issue at this time. If you do, you MUST declare that testimony at a public meeting or hearing so that the others can here the SAME testimony that you did.
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. Training (9/16 afternoon – 9/19)

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

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**Attachment D (City Clerk / Treasurer Report page 2)**



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued September 8, 2014

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

Our Investments & Cash	Our Cash Flows.... (End of period)																																																																														
<p>Balances as of August 31, 2014</p> <p style="text-align: center;"><u>General Fund</u></p> <p style="text-align: center;"><u>Fund # 1</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">\$146,839.56</td> </tr> <tr> <td>August 31, 2013</td> <td style="text-align: right;">\$125,629.52</td> </tr> </table> <p style="text-align: center;"><u>Transportation Fund</u></p> <p style="text-align: center;"><u>Fund # 2</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">\$43,747.95</td> </tr> <tr> <td>August 31, 2013</td> <td style="text-align: right;">\$66,566.30</td> </tr> </table> <p style="text-align: center;"><u>Water Fund</u></p> <p style="text-align: center;"><u>Fund # 60</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">\$144,791.63</td> </tr> <tr> <td>August 31, 2013</td> <td style="text-align: right;">\$124,280.04</td> </tr> </table> <p style="text-align: center;"><u>Industrial Park Fund</u></p> <p style="text-align: center;"><u>Fund # 63</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">\$77,602.41</td> </tr> <tr> <td>August 31, 2013</td> <td style="text-align: right;">\$65,453.24</td> </tr> </table> <p style="text-align: center;"><u>Sewer Fund</u></p> <p style="text-align: center;"><u>Fund # 65</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">\$124,835.34</td> </tr> <tr> <td>August 31, 2013</td> <td style="text-align: right;">\$121,003.78</td> </tr> </table> <p style="text-align: center;"><u>Sewer Grant Fund</u></p> <p style="text-align: center;"><u>Fund # 66</u></p> <table style="width: 100%;"> <tr> <td>August 31, 2014</td> <td style="text-align: right;">-\$28,807.37</td> </tr> <tr> <td>June 30, 2013</td> <td style="text-align: right;">-\$16,012.37</td> </tr> </table>	August 31, 2014	\$146,839.56	August 31, 2013	\$125,629.52	August 31, 2014	\$43,747.95	August 31, 2013	\$66,566.30	August 31, 2014	\$144,791.63	August 31, 2013	\$124,280.04	August 31, 2014	\$77,602.41	August 31, 2013	\$65,453.24	August 31, 2014	\$124,835.34	August 31, 2013	\$121,003.78	August 31, 2014	-\$28,807.37	June 30, 2013	-\$16,012.37	<p style="text-align: center;">FY 2014: October 1, 2013 - September 30, 2014</p> <p><b>Major Funds</b></p> <p style="text-align: center;"><u>General Fund Revenues &amp; Expenses</u></p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2014 Budget</td> <td style="text-align: right;">\$312,341.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$248,719.65</td> <td style="text-align: right;">80%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$214,922.59</td> <td style="text-align: right;">69%</td> </tr> </table> <p style="text-align: center;"><u>Transportation Fund Revenues &amp; Expenses</u></p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2014 Budget</td> <td style="text-align: right;">\$419,100.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">0%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$7,908.75</td> <td style="text-align: right;">1%</td> </tr> </table> <p style="text-align: center;"><u>Sidewalks &amp; ADA Ramps Revenues &amp; Expenses</u></p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2014 Budget</td> <td style="text-align: right;">\$59,700.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$99,100.00</td> <td style="text-align: right;">166%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$102,293.90</td> <td style="text-align: right;">171%</td> </tr> </table> <p style="text-align: center;"><u>Water System Revenues &amp; 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More information on back side of this document

CITY OF NEW MEADOWS  
 REGULAR CITY COUNCIL MEETING  
 MONDAY, SEPTEMBER 8, 2014 AT 7:00PM  
 CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Attachment D (City Clerk / Treasurer Report page 3)**



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued September 8, 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		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<u>Property Tax Revenue Collections</u>		
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	\$141,206.58	96%
Reserve Required	\$32,995.00	Met	<u>State Shared Revenue Collections</u>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2014 Budget	\$55,620.00	100%
2021 Maturity (EST)	\$167,420.22	5.75%	Revenues to period end	\$53,880.81	97%
Annual Payment	\$26,733.00	9/14	<u>Permit &amp; License Revenue Collections</u>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2014 Budget	\$2,015.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$8,514.75	423%
2018 Maturity	\$213,863.00	3.30%	<u>Franchise Fee Revenue Collections</u>		
Annual Payment	\$31,450.38	PAID	Fiscal Year 2014 Budget	\$15,000.00	100%
			Revenues to period end	\$17,971.33	120%
<b>Reinvest Rates ... July 2014</b>			<u>Fine &amp; Forfeit Revenue Collections</u>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2014 Budget	\$5,000.00	100%
Local Gov. Investment		0.1160%	Revenues to period end	\$8,789.34	176%
Sterling Savings Bank		N/A			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012		FY 2010 / 2011	
	As of 8/31/14		As of 8/31/13		As of 8/31/12		As of 8/31/11	
<b>General Fund</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>	<b>\$238,700.00</b>	<b>100%</b>
Revenues	\$248,719.65	80%	\$241,201.26	102%	\$268,740.52	89%	\$222,580.44	93%
Expenditures	\$214,922.59	69%	\$235,050.70	100%	\$233,758.94	78%	\$194,241.21	81%
<b>Water Fund</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>	<b>\$154,613.00</b>	<b>100%</b>
Revenues	\$148,989.38	35%	\$148,235.73	103%	\$149,917.44	102%	\$155,290.74	100%
Expenditures	\$107,063.09	25%	\$100,626.45	70%	\$109,166.92	74%	\$118,298.87	77%
<b>Sewer Fund</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>	<b>\$164,275.00</b>	<b>100%</b>
Revenues	\$142,848.13	9%	\$140,781.46	90%	\$143,537.26	92%	\$149,909.91	91%
Expenditures	\$106,353.17	6%	\$109,386.86	70%	\$155,943.60	76%	\$118,252.51	72%
<b>Industrial Park</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>	<b>\$46,150.00</b>	<b>100%</b>
Revenues	\$15,230.90	3%	\$16,553.02	3%	\$15,945.85	93%	\$15,625.69	34%
Expenditures	\$4,201.01	1%	\$26,014.07	5%	\$3,684.65	21%	\$5,094.45	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.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 8, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Attachment E (Engineer Report)**



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

**CLIENT:** City of New Meadows, Idaho

**JOB NO.:** 13006

**DATE:** September 5, 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 complete with the exception of the final application of concrete sealer. We are withholding project retainage in the amount of 5% until this work is complete.
- We are currently in the process of preparing Application for Payment No. 2 and will be submitting for City Council Approval by Monday morning at the latest. Application for Payment No. 2 will include a balancing Change Order and a Change Order for project extras.
- We have yet to close the project out with ITD. However, it is anticipated the we will be completing this within the upcoming weeks.

### Action Items

1. Finalize Application for Payment No. 2 and project Change Orders.
2. Prepare all project closeout documents.
3. Closeout ITD permit.
4. Closeout project contract documents and release retainage upon completion of concrete sealer application.

### North Commercial Avenue

- We have spent some time reviewing the project construction plans and it appears that we could phase the project to utilize the available funds. If we do this, using the \$200,000 of LHTAC money, it is likely that we will only be able to complete two or so blocks of the project. It would seem logical that these would be the first two blocks from Virginia Street to Colt Street.

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**Attachment E (Engineer Report page 2)**

Project Status Report - City of New Meadows

September 5, 2014

- We need to coordinate with Mac and see how much money is remaining from the Cash for Towns funds. It is logical that this work would include the NW and SW corners of the Virginia Street intersection. The installation of large storm drain stub-out (42") should also be considered within the first phase and prior to when ITD rebuilds the highway through town.
- It should be noted that although a phase approach may be more affordable at this time, it will more than likely cost significantly more. An example of this is the Sidewalk & ADA Ramp Improvement project.
- Now that we are confirmed that the project should more than likely be able to be phased, we will need to follow up with LHTAC and get there approval for a phased approach based upon the work that has been completed and the estimated project cost.
- As we have discussed in the past, the 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 local option tax that is being considered by the City could be a viable option to help fund this project.
- We have discussed the possibility of pursuing a Community Development Block Grant (CBDG) for this project with Kelly Dahlquist from CEDA. Conversations have lead us to believe that the Idaho Department of Commerce has gotten away from helping with "Downtown Revitalization Projects," which this would be considered. Kelly has a training in the next few weeks and she will know more after that, so we can get her to provide an update.

Action Items

1. Continue to 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. Follow up with Mac and determine the status of the remaining Cash for Towns money.
4. 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

- We have submitted a draft Application for Annexing the White Property into the City to Mac for review and approval. When finished, it will be ready for signature by Mayor Spelman.
- We are planning to wrap up work on the CUP Application to the City for the project as well as the Idaho Department of Lands (IDL) reclamation plan. It is anticipated that these will be completed within the next couple of weeks.

Action Items

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

Virginia Street Stormwater System

- There is no new information on this topic.

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**Attachment E (Engineer Report page 3)**

Project Status Report - City of New Meadows

September 5, 2014

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

- On August 27<sup>th</sup> we met with members of the Adams Soil & Water Conservation District (AS&WCD) including their engineer, Adams County Road and Bridge, City Staff, and Dan Hearne to discuss the flooding from farm fields east/southeast of town. The meeting was productive and we seemed to make some progress.
- Dan Hearne was in agreement with allowing City Staff to come onto his property and complete selective ditch maintenance. We also discussed the placement of fill within a few areas of Dan's property off of Walker Lane. This would force water within the larger road side swales/ditches to the North toward the State Highway 55 and to the west down Substation Road. Currently, there are low areas adjacent to the ditches and when seasonal runoff reaches a certain level in the ditch it overflows through the low point on Dan's property and eventually sends extra runoff into town. Hopes are that these proposed fill improvements will minimize the potential for flooding
- Dan Hearne asked that Doug contact him so that they can discuss project details before he proceeds with the ditch maintenance work.
- The AS&WCD is going to prepare a small report/meeting summary and we will get our final notes together sometime next week to compare. All documents will be provided/forwarded onto City Staff.

Action Items

1. Continue to follow up with the AS&WCD and provide updates to City Staff.
2. Prepare final meeting notes/summary.

Facility Plan/EID

- There is no new information on this topic.
- Crestline has provided all of the necessary/requested additional information to J-U-B. We continue to follow up with them every other week or so for a status update. We usually hear back from them within a day or so, and unfortunately their hands are tied until they receive all Agency comments.
- J-U-B is now one Agency comment/responses away from wrapping up the Agency comment portion of the EID. This lone comment is from the Nez Perce Tribe. 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.

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**Attachment E (Engineer Report page 4)**

Project Status Report - City of New Meadows

September 5, 2014

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**

- There is no new information on this topic.
- We have completed all application paperwork associated with transferring the water rights for 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). The application was filed jointly with the Meadows Valley School District and they provided the application fee for both the School and the City.
- Based on our correspondence with the IDWR it typically takes 6 – 8 week to complete the transfer. We have confirmed that they have received the City's application and we will follow up at the six week time frame.
- City Staff has resumed ground water monitoring of the wells on a monthly basis. Crestline will continue to work with City Staff to provide support with collected groundwater monitoring data and will also continue to update our spreadsheet/bar charts until it is determined that monitoring is no longer needed.

**Action Items**

1. Follow up with the IDWR on the status of the water right transfer.
2. City Staff to continue monitoring wells until it is determined to be no longer necessary.
3. 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

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**Attachment E (Engineer Report page 5)**

Project Status Report - City of New Meadows

September 5, 2014

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 USDA-RD on funding for the Wastewater Improvement Project. We have been informed that the USDA-RD was unable to get the project into the 2014 funding cycle. The 2015 funding comes available in October this year.
- We are hopeful that USDA-RD has all of the necessary information, but will continue to provide assistance as necessary until we hear the final word on the requested funding.
- It still looks like the City will qualify for lower interest rates and up to 75% grant under the 2015 program. As to what amount of grant USDA-RD will have available to give the City, there is no way of knowing until the application has been approved and they are ready to obligate the funds.

Action Items

1. Continue to work with Mac and USDA-RD as needed until they are ready to obligate funds.

**Other**

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