

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

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

Mayor Koberstein called the meeting to order at 7:01pm. Mayor Koberstein and Council President Julie Good, Council Members Brad Steiner, and Darbey Edwards were present, Council Member Shannon Fairchild was excused. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Contract Engineer Gregg Tankersley, and Administrative Assistant Kim Jackson were also present. Public in attendance: McKayla Qualls, Chrystal Roff, Jared Zwygart (Zwygart & Associates – City Auditor), and Fred Erland (Adams County Record).

Agenda Item 2) Public Input:

Fred Erland asked who from the City Council was missing. City Council members stated that Council Member Shannon Fairchild was absent. No other input was offered from the public.

Agenda Item 3) Fiscal Year 2013 / 2014 Audit Presentation:

Council Member Good asked about assets regarding Government.

Mr. Zwygart presented the FY 2013 / 2014 Audit Report and discussed the varying pages of his reports.

Mr. Zwygart suggested that the Council Members keep the budget in perspective indicating revenues are barely keeping up with expense.

Mr. Zwygart suggested the city not depreciate equipment, but instead wait until the auditor sends a note at the end of the year indicating the depreciation amounts.

Mr. Zwygart suggested that the city should consider realigning job duties or implementing mitigating controls, such as have the City Council review and initial documents related to cash and revenue. He explained the importance of reviewing documents for fraud and that this would protect the City Clerk/Treasurer as well as the city.

Mr. Zwygart suggested the city implement segregation of duties and handed out his opinion letter regarding the outcome of the audit.

Council President Good asked Mr. Zwygart his opinion on Council Members having access to Black Mountain Software to review finances. Mr. Zwygart stated that this idea is a judgment call and if the Council Members, Mayor and Qualls feel comfortable and each have adequate internet access then he didn't see any issues with utilizing the cloud. He suggested that scanning documents would be a great idea as most companies and cities are trying to go paperless.

- Council President Good moved to accept the Fiscal Year 2013 / 2014 Audit Report; Council Member Brad Steiner seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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Agenda Item 4) Public Works:

a. Water / Sewer Back-up Operator:

Buy's discussed the importance of a back-up operator. He stated the DEQ and the EPA requires the city to have one, otherwise there would be a fine so the city is forced to hire a back-up operator. Buy's stated the cost would be \$300.00 and that the operator would work for the city one time per month up to six hours. Council Member Edwards asked if Buy's thought a back-up operator would be cost effective, Buy's stated it would.

Council President Good asked if there was a back-up operator available at Meadow Creek that the city could utilize. Buy's stated no, that he is their back-up operator.

- Council Member Steiner moved to contract with Warren Drake as the back-up operator; Council President Good seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Agenda Item 5) Communications & Reports:

a) Mayor

b) Liaison Reports: Law Enforcement (Steiner), **Industrial Park** (Fairchild), **Public Works** (Edwards), **Parks & Recreation** (Steiner)

c) Staff Reports: Public Works (Buy's), **City Clerk/Treasurer** (Qualls), **Animal Control Officer** (Wallace), **Office Assistant** (Jackson), **Engineer** (Tankersley).

d) Other (Mailbag, Other Elected Officials, etc.)

e) Announcements

*** Staff Reports are attached to the minutes.**

Council Member Steiner stated that Park looks good and that Animal Control Officer Wallace should continue to take care of the park and use the recycling bins.

Council Member Edwards asked if there were any issues other than chlorinator problem, Buy's reported that were none at this time.

Buy's discussed his concerns with Oxarc and the poor service the city has received from the salesman. The city was sold numerous items they didn't need as the salesman wasn't knowledgeable, and the old pump stopped working two hours after he left. He discussed how the pump wasn't compatible with our telemetry system and they are known to gas lock.

Buy's stated he called Idaho Rural Water Association and spoke with another company. That salesman was very knowledgeable and this pump is the best version for our telemetry system. The pump will cost \$2,500 and only has 6 hours of time used. The salesman is allowing the city to use the pump for 6 months to see if it works for our telemetry system. Buy's stated that if the pump is as good as the salesman says it is, he recommends the city purchase it.

Buy's stated the city will still have to purchase a 100 gallon tank for overflow through USA Blue Book. He also suggested the city allow 4 days to review residuals to ensure the pump is working properly.

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Mayor Koberstein stated he will keep Council Members informed of the progress with the pump through email.

Agenda Item 6) Consent Agenda (Approval of all with Single Motion & Roll Call)

- a) Invoices: To Date; Financial Statements: November 2014; Time Sheets & Payroll Summary: November 2014; City Council Minutes: November 10, 2014; 2015 Meeting Calendar: Calendar of City Council / Planning & Zoning Meeting for 2015; Resolution: Land Use Hearing Procedures; Resolution: STP Grant Application; Water Meter Replacement Agreement: Approval of the Water Replacement Agreement.

Council Member Edwards stated concern regarding the Water Meter Replacement Agreement and the possibility of citizens manipulating water meters. He asked the number of days and time the city allows for the water meter replacement. Council President Good suggested 3-5 days; Qualls suggested it could be on a case by case basis as well if the council wished.

- Council Member Steiner moved to approve all consent agenda items; Council Member Edwards seconded the motion. Roll call vote: Steiner – Aye, Good – Aye, Koberstein – Aye, Edwards – Aye. Motion carried.

Agenda Item 7) Additional Engineering Tasks:

Principal Engineer Tankersley discussed STP cost estimates.

Mayor Koberstein asked Tankersley about the progress with the Industrial Park Sign for the Senior Center. Tankersley stated he will contact Koberstein by December 10, 2014 at 3:00pm.

Agenda Item 8) Agenda Items For Next Meeting:

There were no agenda items discussed.

Council Member Edwards asked about the Tree Encroachments Ordinance. Qualls stated it is the same as snow removal and weed ordinances. He will email Council Member Edwards the Tree Ordinance for review.

Agenda Item 9) Adjourn

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

Meeting adjourned at 8:20 pm.

OFFICIAL: /s/ Anthony J Koberstein
Anthony J. Koberstein, Mayor

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

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Attachment A (Public Works Supervisor Report)

Doug Buys
Public Works Supervisor
Monthly Report
12-04-14

Water:

1. All water samples have come back great.
2. Due to the cold snap we had there was a handful of frozen and broken lines, none were on the city's side though.
3. We've gotten the fuel filled at the generator at Well #4, and The Fire pump at the booster station filled.
4. The Generator at Well #4 has been maintained for the year, we are still waiting for oil for the Fire pump.

Sewer

1. We have not gotten our test results as of yet to see if we have passed out test yet.
2. We have received the new liquid chlorinator, as of 2 days ago the system is up and running. I am not impressed with the salesman or his company. I request we hold off a month paying them to see if the system is what we need.
3. I will test for my land app. Certification Dec. 17th
4. I did meet with Stuart from Mountain water works to get some ideas how to keep from failing our TSS test, as I stated before there is not much we can do with our current system. But I will be trying a few little things
5. Well monitoring at the land app site is continuing
6. We've gotten most all the old fence torn down at the land app site.

Streets

1. We've plowed snow once already, due to the timing of the storm and the wet heavy conditions; I had employees and a volunteer remove the berm out of driveways, after plowing.
2. Markers were installed around the bulb outs on main street, this helps us at night to distinguish where the curb is at.
3. Plowing was difficult due to cars and trailers parked on the roads, also the soft conditions make plowing very difficult, there were a hand full of spots that the blade dug into the dirt. I cannot fix these spots properly till spring.
4. Greg, mac, tony, brad and I met together to discuss a new grant that's available to redo and improve 2 streets in town, and will continue to work on it.

Storm Drains

1. I have gotten one ditch in Hern's property cleaned and reshaped, I will work on the other as time allows.
2. In the spring as things dry out, we will have to be back out in Hern's property and smooth out the piles of dirt and debris that was taken out of the ditch.
3. The ditch at the end of Katherine, behind J.I. Morgan's office has been cleaned to help the spring runoff, this consist of removing of silt and cat tails from the ditch to let water flow freely.

Equipment

1. All the snow removal equipment has been installed and maintained
2. All the equipment has been serviced for the winter. This consists of Oil and filters changes, and greased and cleaned.
3. A new block heater was installed in the loader, this is critical to have in the winter months, to protect the equipment, and ensure the equipment is ready to use at all times.

Park & Restrooms

1. Regular cleaning and maintenance continues at the bathroom continues.

Industrial Park

1. C&N Electric has fixed the light problem at the meat shop. They are also getting us replacement lights for the other building which will save a lot of time and money, due to all the problems we've had with them.
2. A leaking valve has been replaced at the meat shop as well.

Misc.

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

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CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment B (City Clerk / Treasurer Report & Dashboard page 1)

Clerk / Treasurer Report for December 8, 2014

Page 1 of 1

1. Treasurer / Clerk Reports

- a. November Bank Statements Received & Balanced– Umpqua Bank & LGIP. Idaho First will send their statements quarterly.
- b. The Treasurer Dashboard is attached.
- c. Please initial any reports that are presented to you.
- d. The Capital Improvement Draft is still being worked on.
- e. Our Auditor came and performed his duties on November 5. He has submitted Journal Entries that I entered last week.
- f. The final FY 2013/2014 quarterly report will be published next week.
- g. I am nearly completion of the Annual Street Road Finance Report. (much after the audit adjustments)
- h. The STP Grant is a priority this week. Gregg will be presenting figures that I can plug into the resolution. The deadline to get all 12 copies to Boise is December 12, 2014.
- i. The Dept of Commerce Grant was mailed by CEDA on time. Our only copy is on the table for your to review. Feel free to stop in if you would like further detail or to copy it. If you like I can scan it and upload it to the website next week.

2. Training / Out of Office / Important Dates

- a. Kim and I attended the ICRMP training in Council last week. It was on Harassment, Discrimination and Public Records (added bonus).
- b. City Hall will be closed on Christmas Day. Employees have been given the day after as an unpaid holiday (vacation or comp time day).
- c. City Hall will be closed on New Year's Day, but open on New Year's eve until at least 3pm.

3. City Hall –

- a. I have been training Kim on more in-depth procedures within our system. She in turn is training Tony.
- b. PLEASE REMEMBER YOUR PUBLIC HEARING NEXT WEEK ON THE ANNEXATION. A DRAFT ORDINANCE WILL BE PRESENTED AT THAT TIME AS WELL FOR THE ANNEXATION.

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

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
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 CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
 Attachment B (City Clerk / Treasurer Report & Dashboard page 2)



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued December 8, 2014

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	Our Cash Flows.... (End of period)																																																																					
<p>Balances as of November 30, 2014</p> <p style="text-align: center;">General Fund</p> <p style="text-align: center;">Fund # 1</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">\$93,724.73</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">\$88,479.99</td> </tr> </table> <p style="text-align: center;">Transportation Fund</p> <p style="text-align: center;">Fund # 2</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">\$38,012.95</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">\$49,909.20</td> </tr> </table> <p style="text-align: center;">Water Fund</p> <p style="text-align: center;">Fund # 60</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">\$115,719.40</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">\$102,228.04</td> </tr> </table> <p style="text-align: center;">Industrial Park Fund</p> <p style="text-align: center;">Fund # 63</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">\$80,345.14</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">\$68,659.74</td> </tr> </table> <p style="text-align: center;">Sewer Fund</p> <p style="text-align: center;">Fund # 65</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">\$90,019.57</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">\$85,667.47</td> </tr> </table> <p style="text-align: center;">Sewer Grant Fund</p> <p style="text-align: center;">Fund # 66</p> <table style="width: 100%;"> <tr> <td>November 30, 2014</td> <td style="text-align: right;">-\$31,160.59</td> </tr> <tr> <td>November 30, 2013</td> <td style="text-align: right;">-\$16,012.37</td> </tr> </table>	November 30, 2014	\$93,724.73	November 30, 2013	\$88,479.99	November 30, 2014	\$38,012.95	November 30, 2013	\$49,909.20	November 30, 2014	\$115,719.40	November 30, 2013	\$102,228.04	November 30, 2014	\$80,345.14	November 30, 2013	\$68,659.74	November 30, 2014	\$90,019.57	November 30, 2013	\$85,667.47	November 30, 2014	-\$31,160.59	November 30, 2013	-\$16,012.37	<p style="text-align: center;">Major Funds</p> <p style="text-align: right;">FY: October 1, 2014 - September 30, 2015</p> <p style="text-align: center;">General Fund Revenues & Expenses</p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2015 Budget</td> <td style="text-align: right;">\$342,100.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$26,193.87</td> <td style="text-align: right;">8%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$48,168.66</td> <td style="text-align: right;">14%</td> </tr> </table> <p style="text-align: center;">Transportation Fund Revenues & Expenses</p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2015 Budget</td> <td style="text-align: right;">\$143,386.00</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;">\$3,633.75</td> <td style="text-align: right;">3%</td> </tr> </table> <p style="text-align: center;">Water System Revenues & Expenses</p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2015 Budget</td> <td style="text-align: right;">\$157,658.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$25,159.16</td> <td style="text-align: right;">16%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$30,100.28</td> <td style="text-align: right;">19%</td> </tr> </table> <p style="text-align: center;">Industrial Park Revenues & Expenses</p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2015 Budget</td> <td style="text-align: right;">\$25,869.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$2,909.28</td> <td style="text-align: right;">11%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$940.26</td> <td style="text-align: right;">4%</td> </tr> </table> <p style="text-align: center;">Sewer System Revenues & Expenses</p> <table style="width: 100%;"> <tr> <td>Fiscal Year 2015 Budget</td> <td style="text-align: right;">\$1,218,326.00</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">\$24,872.41</td> <td style="text-align: right;">2%</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;">\$33,948.10</td> <td style="text-align: right;">3%</td> </tr> </table>	Fiscal Year 2015 Budget	\$342,100.00	100%	Revenues	\$26,193.87	8%	Expenditures	\$48,168.66	14%	Fiscal Year 2015 Budget	\$143,386.00	100%	Revenues	\$0.00	0%	Expenditures	\$3,633.75	3%	Fiscal Year 2015 Budget	\$157,658.00	100%	Revenues	\$25,159.16	16%	Expenditures	\$30,100.28	19%	Fiscal Year 2015 Budget	\$25,869.00	100%	Revenues	\$2,909.28	11%	Expenditures	\$940.26	4%	Fiscal Year 2015 Budget	\$1,218,326.00	100%	Revenues	\$24,872.41	2%	Expenditures	\$33,948.10	3%
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CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
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 CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
 Attachment B (City Clerk / Treasurer Report & Dashboard page 3)



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued December 8, 2014

FY: October 1, 2014 - September 30, 2015

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY: October 1, 2014 - September 30, 2015		
Sewer Bond	Balance	Rate	Property Tax Revenue Collections (LOT not included)		
2030 Maturity (EST)	368412.61 (TBD)	5.13%	Fiscal Year 2015 Budget	\$148,413.00	100%
Annual Payment	\$32,995.00	9/15	Revenues to period end	\$7,279.10	4%
Reserve Required	\$32,995.00	Met	State Shared Revenue Collections		
Water Bond	Balance	Rate	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	167420.22 (TBD)	5.75%	Revenues to period end	\$11,396.27	20%
Annual Payment	\$26,733.00	9/15	Permit & License Revenue Collections		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
Grader Lease	Balance	Rate	Revenues to period end	\$1,076.45	21%
2018 Maturity	\$213,863.00	3.30%	Franchise Fee Revenue Collections		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2015 Budget	\$17,500.00	100%
Reinvest Rates ... October 2014			Revenues to period end	\$3,765.63	22%
			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2015 Budget	\$7,500.00	100%
Local Gov. Investment		0.1390%	Revenues to period end	\$1,240.65	17%
Umpqua Bank		N/A			
Idaho First (2 year CD's)		0.8000%			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2014 / 2015		FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012	
	As of 11/30/14		As of 11/30/13		As of 11/30/12		As of 11/30/11	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$26,193.87	8%	\$30,090.91	10%	\$44,579.78	19%	\$25,980.36	9%
Expenditures	\$48,168.66	14%	\$54,459.41	17%	\$53,502.68	23%	\$36,875.37	12%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$25,159.16	16%	\$25,605.22	6%	\$24,347.27	17%	\$25,345.95	17%
Expenditures	\$30,100.28	19%	\$31,367.79	7%	\$35,140.90	24%	\$29,191.80	20%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$24,872.41	2%	\$26,398.71	2%	\$24,644.39	16%	\$24,618.49	16%
Expenditures	\$33,948.10	3%	\$33,900.20	2%	\$37,060.99	24%	\$28,385.33	14%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$2,909.28	2%	\$3,046.72	1%	\$3,492.53	1%	\$3,173.98	19%
Expenditures	\$940.26	3%	\$947.05	0%	\$18,450.20	4%	\$720.00	4%

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 CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment C (Animal Control Report)

Leonard Wallace
Animal control officer/public works laborer
Monthly report
12-04-14

Mac and I have created a new process in which records will be maintained for animal control. We also now have complaint forms so if a person has a complaint about somebody's animal they can contact me I will give them a complaint form which they can fill out and return to me or city hall. I have used this new system in the matters of a barking dog on Commercial Street. I issued a verbal warning about the matter.

Doug has been training me as much as he can on the water and sewer systems.

I have been learning about the equipment and the removal of snow.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment D (Administrative Assistant Report)

Kim Jackson
Administrative Assistant
Monthly Report
12-08-2014

City Hall

1. Requested additional training from Mac to better assist him with fewer interruptions and assistance.
2. Assisted Mac with filing and worked on back log of filing in front office.
3. Created new file's and labels
4. Received overviews of billing procedures with Mac.
5. Attended ICRMP Harassment & Ethics Training offered through Adams County with Mac.
6. Created customer totals sheet to track activity of customer service counter and submitted to Mac for review and revision.

Planning & Zoning

1. Attended monthly Planning and Zoning meetings and hearings.
2. Typed and submitted drafts of Planning and Zoning Meeting minutes to Mac for review

City Council

1. Attended monthly City Council Meetings.
2. Typed and submitted drafts of City Council Meeting minutes to Mac for review.

Public Works

1. Received training from Mac on procedure for printing labels for sewer samples

Important Dates

1. City Hall will be closed on Christmas Day – December 25. Mayor Koberstein has approved City Hall to be closed the day after Christmas December 26.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment E (Engineer Project Status Report page 1)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 13006

DATE: December 3, 2014

Mayor Koberstein, 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. To wrap things up, we just need a signed copy of the Certificate of Final Completion returned to us from Mac. We are still waiting on this as of 12/3/14.

Action Items

1. Obtain Certificate of Final Completion from Mac.

North Commercial Avenue

- As discussed in the past, this project has been put on hold indefinitely. There has been no progress on the items below. We have shifted our focus to provide services pertaining to LHTAC funding and more specifically an STP Rural Application. At this point in time we are working to determine estimated project design/construction costs. Once complete we will provide to Mac and continue assisting as necessary until the application is submitted. The STP rural funding will require a 7.34% local match and funds can be awarded up to \$2,000,000 without penalties. The proposed project we are exploring includes improvements to N. Commercial Ave., N. Heigho Ave., and McLain St. between the two streets.
- We have a few loose ends to wrap up on the original N. Commercial Ave. project in regards to what we were working on and will get them taken care of after submittal of the STP Rural Application.
- We have started to prepare a letter to LHTAC to see if they will allow the City to use the provided funds to rebuild the road structural section to a gravel surface with geotextile fabric, 18" of subbase rock, and 4" base rock. This means that the City would not pave or install any stormwater improvements as identified in the LHTAC grant applications. Since this has yet to be finished, we have no updates on this. We hope to report back on this at the December City Council meeting. This letter may no longer be necessary if STP Rural funding is successfully obtained.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment E (Engineer Project Status Report page 2)

Project Status Report - City of New Meadows

December 3, 2014

- We still need to coordinate with Mac and see how much money is remaining from the Cash for Towns funds. If it is decided that we will not be doing the N. Commercial Ave. project it may be worth considering that the City return any remaining money back to ITD.

Action Items

1. Continue to provide assistance in regards to the STP Rural Application.
2. Wrap up project loose ends and provide 30% project design and cost estimate info to the City.
3. Write letter to LHTAC and see if they will accept a reduced project. TBD
4. Follow up with Mac and determine the status of the remaining Cash for Towns money.

Gravel/Rock Source

- There is no new information on this topic and we are awaiting a date on when we will present applications to City Council.

Action Items

1. Present application to the City Council at the TBD meeting date.

Virginia Street Stormwater System

- There is no new information on this topic.

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 project.
- It is our understanding that Doug has started to work on some of the determined maintenance areas located on Dan Heame's property. We have offered to provide assistance to Doug if needed on this project.

Action Items

1. Continue to follow up on the project as necessary.

Facility Plan/EID

- Earlier this week, J-U-B received written confirmation that the environmental review component of the EID is over and that they can work on the final completion of the document.
- We are currently working with our project team and J-U-B to establish a reasonable completion time frame for the final EID document. J-U-B is looking into their schedule and will get back to us by the end of the week.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment E (Engineer Project Status Report page 3)

Project Status Report - City of New Meadows

December 3, 2014

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

- There is no new information on this topic.
- There are no updates on the transferring of the water rights for the property. All application paperwork has been submitted and we have followed up multiple times since the original submittal on 8/15/14.
- Last month we wrote a formal request to the Idaho Department of Water Resources (IDWR) asking the application not continue to be put off and be moved closer to the top of the list. We will follow up again in the next week or so.
- City Staff continues to monitor ground water in the monitoring wells on a monthly basis. Crestline continues 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. Continue to 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

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
DECEMBER 8, 2014, AT 7:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS
Attachment E (Engineer Project Status Report page 4)

Project Status Report - City of New Meadows

December 3, 2014

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

- The funding application to the Idaho Department of Commerce (IDOC) was submitted by CEDA on November 21st.
- Our Engineering Team continues to work with USDA-RD on funding for the Wastewater Improvement Project. We have received some formal comments and will be working to address those.

Action Items

1. Continue to work with Mac, CEDA, USDA-RD, and the Idaho Department of Commerce as needed until they are ready to obligate funds.

Other

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