

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 9, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

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

Mayor Tony Koberstein called the meeting to order at 7:04PM. Mayor Koberstein and Council Members; Julie Good, Brad Steiner, Darbey Edwards, and Shannon Fairchild were present. Public Works Supervisor Doug Buys, Principal Engineer Gregg Tankersley (Crestline Engineers), and Office Assistant Kim Jackson were also present. Public in attendance: Marsha Shriver, and Wes Jeffs.

Agenda Item 2) Public input:

No public input was offered at this time.

Agenda Item 3) Sidewalk / Ramp “Bulb Outs”:

Mayor Koberstein discussed decorating the Sidewalk / Ramp “Bulb Outs” with City Council Members, and Public Works Supervisor Buys. Several ideas were discussed. Marsha Shriver stated she would like the city to allow different groups to sponsor a bulb out and suggested maybe a small replica in memory of someone special to the group with a two person bench and an appropriate sized shrub or tree. Shriver also discussed a concern that evergreens should not be allowed as they fill in too much which in turn blocks the view of the street. She also stated that some citizens have been parking on the bulb out in front of the Post Office. After the discussion it was decided that Council Members Steiner and Edwards would research the different ideas discussed and provide feedback to Mayor Koberstein.

Agenda Item 4) Water User Fees:

Mayor Koberstein stated that citizens have expressed the desire to water their yards in the summer but can't afford to do so. Mayor Koberstein asked City Council Members and the public in attendance for their input on the matter and asked them to consider lowering water rates for summer irrigation. Mrs. Shriver stated that she and many citizens don't use their allotted 3,000 gallons. Mrs. Shriver stated that she would like to see the winter water usage banked and used for summer usage or for the City Council members to consider a zero base rate and for citizens to be charge per gallon. After discussion between Mayor Koberstein, City Council Members, Buys, and Tankersley; it was decided that the City would conduct a water rate study and present it at the City Council Meeting on March 9, 2015.

Agenda Item 5) Job descriptions:

Council President Good presented the draft of the City Council Liaison Positions job descriptions. Council Members read and discussed the draft, and decided to add the Liaison descriptions to the agenda for March 9, 2015.

Agenda Item 6) Communications & Reports

- a) **Official Guests:** (Commissioners, Sheriff, USFS, others) - None
- b) **Mayor** - None
- c) **Liaison Reports: Law Enforcement** (Steiner), **Industrial Park** (Fairchild), **Public Works** (Edwards), **Parks & Recreation** (Steiner) - None
- d) **Staff Reports: Public Works** (Buys), **Animal Control Officer** (Wallace), **Office Assistant** (Jackson), **Engineer** (Tankersley) – See attached Staff Reports
- e) **Other** (Mailbag)
- f) **Announcements**

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Agenda Item 7) Consent Agenda (Approval of all with Single Motion & Roll Call

a) Invoices: To Date; Time Sheets & Payroll Summary: January 2015; City Council

Minutes: January 12, 2015.

- Council Member Steiner moved to approve the Consent Agenda items; Council Member Edwards seconded the motion. Voice vote indicated no opposition to the motion with all Council Members signifying Aye. Motion carried.

Agenda Item 8) Additional Engineering Tasks:

No Additional Engineering Tasks offered at this time.

Agenda Item 9) Agenda Items for next meeting:

Discuss City Council Liaison Position job descriptions.

Agenda Item 10) Adjourn

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

Meeting adjourned at 8:28PM

/s/ Anthony Koberstein

Anthony Koberstein, Mayor

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
02-03-15

Water:

1. All water samples have come back great.
2. I have consulted with Greg and Tim and we are moving forward with the Water Master Plan
3. We are looking for funding as well for the Water Master Plan
4. The New 2 inch meter has been installed at the Fire station.
5. All The valves at the booster station have been lubricated and exercised, this needs to be done regularly to ensure valves will open and close when needed.
6. Meter reading becomes more problematic this time of year due to water and ice buildup.

Sewer

1. I have not received the results for our sewer testing as of yet to know where we are at for the month.
2. The Blower room has been maintained for the year, New oil, belts, filters and greased.
3. There was a set back on the day tank for the chlorinator room, I expect the tank any day now.
4. Well monitoring at the land app site is continuing
5. This spring I would like to continue cleaning and camera more sewer lines, and also smoke testing to identify I and I problems.
6. A sewer manhole had to be replaced due to snowplowing by either city or a private contractor.

Streets

1. With the warming temps, and rain the roads are not looking good..
2. Pot holes are becoming a problem which is normal for the weather's conditions, not much can be done though until the frost is out of the ground and the roads dry up.
3. Gravel is used for the major pot holes to get us by, but gravel must be used sparingly until the gravel pits reopen.

Storm Drains

1. We have opened drains multiple times and will have to continue to work on them especially with the rain.
2. Water seems to be flowing to the appropriate places for the most part, Ice and snow easily diverts the water, which quickly becomes a problem. This is pretty normal this time of year, we well continue to keep up on the situation the best we can with what we have to work with.

Equipment

1. We had to have a tire fixed on the backhoe, we couldn't find a definite cause.
2. Snow plowing is hard on equipment, we are strict on greasing the equipment threw out the winter.
3. The Mack dump truck has been maintained for the year, but after a problem with an oil filter more oil had to be purchased

Park & Restrooms

1. New automatic air fresheners have been installed in the park bathrooms

Industrial Park

1. The electric motor on the commercial air compressor at the city shop has fried, replacement cost is looking around 6 to 8 hundred dollars. I have not ordered it I will wait to hear from the council.

Misc.

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

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Attachment B (Animal Control Report)

Leonard Wallace
Animal control officer/public works laborer
Monthly report
02-02-15

Animal control: I caught three dogs this month they were licensed dogs the owner contacted me with in few hours to see if I had their dogs I returned the dogs.

Water: I have been learning as much as possible about the water system. I read the meters myself this month with only a little help for a couple meters. I have been signed up to attend a class in Lewiston for two days in March.

Sewer: I have been learning how to take and ship of the weekly samples and how the sewer systems work and where the sewer mains are along with the lift stations and man holes. I am signed up to attend a one day class in Grangeville on the 26th of February.

Storm drains: Doug has been showing me where the storm drains are and how to locate them to drain the water from the streets during the constant melting and raining that has been occurring during the season.

Sidewalks: I have been doing my best to remove the snow from the sidewalks along Main Street with the city's snow blower.

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Attachment C (Administrative Assistant Report)

Kim Jackson
Administrative Assistant
Monthly Staff Report
02/09/2015

City Hall

1. Created file for incoming Local Tax Option Surveys
2. Assisted with customer billing
3. Assisted with vendor billing
4. Created Property Files for North & South Properties and updated
5. Began updating Utility Billing with County Assessment Log information
6. Entering Claims

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
3. Made copies of Draft FAR Part 77 drawing information from Gregg Tankersley and gave to P&Z Commissioners

City Council

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

Public Works

1. Created shipping labels for sewer samples
2. Filing

Important Dates

1. Mac gone until 2/11/2015

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Attachment D (Engineer's Report page 1)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: February 5, 2015

Mayor Koberstein, City Council and Staff,

In reference to the below listed project(s) we have prepared the following comments/brief synopsis of work in progress.

North Commercial Avenue

- There is no new information on this project. Other projects we are working on for the City have pushed this project to the back of the list. We are awaiting the results of the LHTAC STP Rural Application for new funding that was submitted last month. We were also visited by two members of ITD to discuss storm drainage associated with the project. This is further discussed under the "Virginia Street Stormwater Section" of this report.

Action Items

1. Wrap up project loose ends and provide 30% project design and cost estimate info to the City.
2. Write letter to LHTAC and see if they will accept a reduced project. TBD if STP Rural Application is not successful
3. Follow up with Mac and determine the status of the remaining Cash for Towns money.

Virginia Street Stormwater System

- Kerby Kirkham and Mark Campbell from ITD stopped by our office a few weeks ago to discuss ITD's plans for Virginia Street and necessary stormwater improvements. Per our conversation it would seem that ITD intends to replace the Virginia Street storm drain system as part of their project. They also asked about the N. Commercial Ave. collection line. We shared all information we knew about the project/system. Earlier this week we sent AutoCAD files to ITD and will be sending them additional information pertaining to the N. Commercial Ave. stormwater system.

Action Items

1. Send additional information to ITD pertaining to the proposed N. Commercial Ave. stormwater collection system.
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.

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Attachment D (Engineer's Report page 2)

Project Status Report - City of New Meadows

February 5, 2015

Flooding from Farm Fields

- There is no new information on this project.
- We will work with Doug during spring snowmelt and the summer as needed.

Action Items

1. None until spring snowmelt/runoff.

Facility Plan/EID

- Prior to last month's City Council meeting we received an email back from J-U-B that they would have a draft of the EID to the City by the end of January for review. We have not received the draft document at this point in time. We emailed Matt Uranga and have yet to receive a response. We will give him until the first part of next week and then follow up over the phone if we don't hear from him.

Action Items

1. Continue to follow up with J-U-B on project status so that they can complete their portion of the work.
2. 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.

Land Application Site

- We were notified that there was an additional water right associated with the Land Application Site that we were not aware of. According to the Idaho Department of Water Resources (IDWR), this additional water right will need to be split as well and would require an additional \$100 fee. We discussed this with Mac and it was decided to submit a letter with fee to IDWR to keep things moving forward and get the water right split completed. The fee for the first water right split was covered by the Meadows Valley School District.
- We need to ramp up our efforts in regards to groundwater monitoring. City Staff will monitor the wells every two weeks in February and the weekly during the months of March and April. We will then determine a new monitoring schedule from May on after we have had a chance to review the results. 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. Continue to follow up and work with the IDWR on finalizing 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.

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Attachment D (Engineer's Report page 3)

Project Status Report - City of New Meadows

February 5, 2015

- 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

- As requested during last month's City Council meeting we started to work with our Engineering Team to explore potential funding opportunities for improvements to the City's water system. As we have stated in the past, in order to be eligible for water/wastewater funding, the City needs to have current planning documents (less than 5 years old) in place for the respective systems. The Water Master Plan document is from August, 2008. Not only is it out date, the City did not really agree with the proposed improvements.
- Our Engineering Team was able to contact DEQ and were allowed to submit a Letter of Interest for a Wastewater Planning Grant. The estimated cost to amend/develop a new Water System Facility Plan/Master Plan document is \$60,000. At this point in time we are hopeful that between the DEQ and other funding sources, that we can fund the entire cost of the document.
- 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. Wait to hear back from the DEQ in regards to our funding request and continue to work with other potential funding sources to try and get 100% of the water system planning project funded.
2. Notify DEQ once the final determination is made for funding for the project.
3. Determine if IDEQ wastewater construction funds are need and we hear back from other funding sources.

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Attachment D (Engineer's Report page 4)

Project Status Report - City of New Meadows

February 5, 2015

Wastewater Improvement Project Funding

- The Idaho Department of Commerce (IDOC) has advanced the City's funding application to the addendum stage which required that a written and electronic addendum to application be submitted by March 6, 2015. Our Engineering Team and CEDA will work as necessary with Mac to complete the addendum prior to the deadline.
- Additionally, our Engineering Team continues to work with USDA-RD on funding for the remaining amount associated with the Wastewater Improvement Project. USDA-RD continues to wait for the results IDOC Community Development Block Grant before they put together a formal funding package. We have been told that they plan on funding the project no matter what happens with the Block Grant.

Action Items

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

Airport Zoning

- We have been working with Mac and Dennis Nau to develop exhibits associated with the New Meadows Airport including FAR Part 77 Surfaces. We have provided a draft/50 percent drawing to Mr. Nau. He has requested additional exhibits/modifications to these drawings. We will continue to discuss these efforts with Mac when he returns from vacation, but it is anticipated that we will be able to complete this work under the City's General Engineering budget for the next couple of months.

Other

- There are no other items at this time.