

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING
MONDAY, MARCH 9, 2015 AT 7:00 P.M.
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 7:00 P.M. Mayor Koberstein and Council Members; Julie Good, Brad Steiner, Darbey Edwards, and Shannon Fairchild were present. City Clerk / Treasurer Jacob "Mac" Qualls, Warren Drake (Drake Diversified), and Office Assistant Kim Jackson were also present. Public in attendance: James Fields, Fred Erland (Adams County Record), Becky Arrien, Christie Grob (Star News), Wes and Dixie Jeffs.

Agenda Item 2) Public input:

Wes Jeffs stated concern that the Public input portion of the meeting is at the beginning of the meeting. He asked City Council to have it moved to the end of the meetings in case the public has input from agenda items throughout the meeting.

Koberstein agreed to move Public input to the end of the City Council meeting for tonight.

Agenda Item 3) Employee Matters:

- a. Discussion / Decision on authorizing overnight travel for training for the following dates/employees:
 - I. Wallace – February 25 – Grangeville / Idaho Rural Water Training; March 3 & 4 - Lewiston / Idaho Rural Water Training; March 17 – 19 Boise / Idaho Rural Water Training
 - II. Qualls / Jackson – March 24-27-Boise /Grants (24th) & Mountain West Institute (25th-27th)

Edwards stated that if the training is for multiple days out of town, then the overnight travel should be allowed. Good asked what training Qualls / Jackson would be receiving, Qualls stated he would be receiving Treasurer training and Jackson would be receiving Clerk 101 training with some cross over training. Steiner asked who would be covering City Hall front desk while Qualls and Jackson are gone; Qualls stated Animal Control Officer Wallace and Mayor Koberstein would be covering.

- Council President Good moved to approve the overnight travel for training for Wallace, Qualls, and Jackson; Council Member Steiner seconded the motion. Voice vote indicated no opposition with all members signifying aye. Motion carried.
- b. Discuss / Decision on Employee Retention and Wage Increases and Health Insurance for Probationary Employees.

City Council Members reviewed employee reviews for Probationary Employees Wallace and Jackson. Good asked what the percentage would be for PERSI benefit; Qualls stated the gross increase would be roughly \$1,000.00 per employee annually. Steiner stated he likes the growth he has seen in both employees especially Wallace and that their superiors have seen it as well. Steiner also stated that both employees are assets to the City of New Meadows.

- Council Member Steiner moved to approve wage increases and full benefits for Probationary Employees Wallace and Jackson; Council Member Edwards seconded the motion. Voice vote indicated no opposition to the motion with all members signifying aye. Motion carried.

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c. Discuss / Decision on adopting the City Council Liaison Job Descriptions

Koberstein suggested to lump Agenda Items 3c & 3d together. Fairchild asked what changes were made; Good stated that Koberstein and Qualls had made changes to previous versions.

- Council Member Fairchild moved to adopt the City Council Liaison Job Descriptions and the City Clerk / Treasurer and Office Assistant Job Descriptions; Council Member Steiner seconded the motion. Voice vote indicated no opposition to the motion with all members signifying aye. Motion carried.

d. Discuss / Decision on adopting the City Clerk / Treasurer and Office Assistant Job Descriptions

Agenda Item 4) Communications & Reports:

a. **Official Guests:** (Commissioners, Sheriff, USFS, others)

Warren Drake introduced himself to City Council Members, Koberstein, Staff, and public in attendance. Drake stated the plant looks neat, clean and properly maintained. Drake will continue to meet with City Council members. Qualls asked Drake to keep an Operations Log with the city, and Drake stated he has and has also been keeping his own Operations Log.

b. **Mayor**

I. **Local Option Tax Funding Survey Results**

Mayor Koberstein reviewed the Local Option Tax Funding Survey Results with City Council and members of the public. Please see attachment - .

Council Member Edwards stated that he felt he would like to share the load of funding various projects with the entire community, rather than just the property owners. Council Member Good stated it was important the community be equally responsible for the payment of the tax.

Questions and comments from the public were attempted to be answered and recorded; "Will groceries be taxed? What will the citizens pay? I am not opposed to groceries being taxed. Things should be taxed, except groceries."

Council Member Good asked what the City Council needs to do next, Qualls stated he has begun the draft of the ordinance to and will submit it to the City Council on May 13, 2015.

II. **Budget workshop schedule**

Mayor Koberstein and Council Members discussed the budget workshop schedule and it was decided to have Friday morning meetings for several months beginning April 10, 2015 at 9:00 AM.

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

Mayor Koberstein discussed the playground equipment and stated he had met with Brett Carpenter (Shop Teacher and Head of Maintenance at Meadows Valley School District) and a few youth from the Meadows Valley School District. MVHS Student Courtney Day would like to sit on the Parks and Recreation Committee, Koberstein reported. Koberstein stated the youth are reviewing the playground equipment catalogues and have several good ideas. Koberstein asked the youth to find suitable equipment for children two years old to high school age which would allow children to interact together as well as alone.

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Resident James Fields stated concern about insurance and liability of the city in regards to the playground equipment. He stated he would like to see durable, safe, and sustainable playground equipment in the future.

Mayor Koberstein stated the equipment he has researched is durable, safe, built to last, and built to sustain in our region. Edwards and Steiner stated their appreciation of the children being involved in the playground equipment selection.

Mayor Koberstein and City Council Members discussed the Freon leak at Double D Meats LLC. After the discussion it was decided that Qualls would send the contract to Bert Osborn (City Attorney) asking for legal opinion. If the opinion were the city pay the claim, Qualls would process the claim and have the appropriate signatures attached to it.

Mayor Koberstein and City Council Members discussed the Sidewalk Bulb-Out suggestions. One suggestion was to incorporate local heritage into the art work. Koberstein stated he had spoken to a local landscaper which had offered to put together a diagram with low maintenance shrubs that use little water.

Council Member Edwards asked Mr. Fields for his input. Fields stated the area's heritage consisted of logging and ranching but that iron sculptures are a trend. Fields voiced concern that the citizens may question why the city is spending money on sculptures and having a local option tax while water rates aren't reduced or lower than they currently are.

Council Member Steiner asked Wes and Dixie Jeffs for their opinion. Mr. Jeffs stated they would submit any suggestions to the City Council at later time.

Resident Becky Arrien suggested artwork that would represent outdoor activities found in the area.

Council President Good suggested City Council put ideas together and approach local residents.

- d. **Staff Reports: Public Works** (Buys), **Animal Control Officer** (Wallace), **City Clerk / Treasurer** (Qualls), **Office Assistant** (Jackson), **Engineer** (Tankersley): The council reviewed the written staff reports (see attached)
- e. **Other** - None
- f. **Announcements** – No announcements

Agenda Item 5) Consent Agenda (Approval of all with Single Motion & Roll Call: Invoices: To Date; Financial Reports & Payroll Summary: February 2015; City Council Minutes: February 9, 2015

Good stated there was a scrivener error on Agenda Item 3 of the February 9, 2015 City Council Meeting Minutes.

- Council Member Steiner moved to approve the Consent Agenda with corrections made to the minutes; Council President Good seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

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Agenda Item 6) Addition Engineering Tasks: Discuss / Decision on assigning additional engineering tasks identified.

No Additional Engineering Tasks offered at this time.

Agenda Item 7) Agenda Items for next meeting:

- a. Water Rate Study
- b. Sidewalk Bulb-Outs
- c. Industrial Park issue
- d. Local Option Tax Ordinance

Agenda Item 8) Adjourn

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

Meeting adjourned at 8:30PM

/s/ Anthony J Koberstein

Anthony J Koberstein, Mayor

ATTEST: /s/ Jacob M Qualls

Jacob M Qualls, City Clerk

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Attachment (2015 Local Option Tax Results – Summary) page 1

New Meadows City Local Option Tax Survey – January / February 2015

Survey information: The Mayor, City Council and City Staff created a survey over the months of December and January. City Staff sent out or hand delivered the survey to 145 New Meadows households. The surveys that were sent or delivered were to those in the home that were of age to vote in which the city had addresses for or knowledge of. There were approximately 240 surveys either sent out or hand delivered to New Meadows residents 18 years or older. There were 9 surveys returned either undeliverable or address unknown. Out of the 231, 52 surveys were returned indicating a **22.5%** survey return rate. **THIS WAS NOT A SCIENTIFIC SURVEY.**

1. **Survey participants were asked if they live within the corporate New Meadows City Limits.** Out of the 52 returned surveys, 51 answered YES and 1 answered NO. This indicates **98%** of participants identified themselves as living within the corporate city limits.
2. **Survey participants were asked if they were registered to vote within the New Meadows City Limits.** Out of the 52 returned surveys, 48 answered YES and 4 answered NO. This indicates **92%** identified themselves as registered to vote in New Meadows.
3. **Survey participants were asked if they would support a Local Option Tax.** Out of the 52 returned surveys, only 50 answered the question. 33 answered YES and 7 answered NO. This indicates a **63%** approval of a Local Option Tax.
 - a. **Survey participants were asked if they would support a 1% initiative.** Of the 30 that answered this question, **23** indicated they **WOULD** support a 1% initiative and **7** indicated they would **NOT** support a 1% initiative.
 - b. **Survey participants were asked if they would support a 2% initiative.** Of the 31 that answered this question, **22** indicated they **WOULD** support a 2% initiative and **9** indicated they would **NOT** support a 2% initiative.
 - c. **Survey participants were given an opportunity to suggest another percentage they would support if neither the 1% or 2% were selected.** 1 survey indicated they would support a $\frac{1}{2}$ %.
4. **Survey participants were asked what they would like to see taxed.**
 - a. **Groceries:** 18 YES and 13 NO, **58%** indicated approval
 - b. **Dining Out:** 31 YES and 3 NO, **91%** indicated approval
 - c. **Convenience Food(s):** 29 YES and 4 NO, **88%** indicated approval
 - d. **Coffee / Soda:** 27 YES and 7 NO, **79%** indicated approval
 - e. **Short Term Lodging:** 28 Yes and 3 NO, **90%** indicated approval
 - f. **Liquor / Beer / Wine:** 26 YES and 8 NO, **76%** indicated approval
5. **Participants were asked if they had any other ideas / suggestions on raising revenue to complete infrastructure projects within the City of New Meadows.**

Comments on raising revenue included raising water and sewer rates, grants, fundraisers, car washes, and using grant money more timely.

There were additional comments on cutting expenditures from those that would not support a Local Option Tax. Those comments included reduce wasteful spending and to reevaluate the number of employees.

Another group of comments indicated the following uncategorized: Kudos for thinking outside of the box, a LOT would be ok if money were spent properly, funds must be designated to infrastructure projects and untouchable for other projects/purchases/payroll, and paved streets would be nice.

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Attachment (2015 Local Option Tax Results – Summary) page 2

Survey #	Q1		Q2		Q3		Q3a		Q3b		Q3c		Q4a		Q4b		Q4c		Q4d		Q4e		Q4f		Q5 Comments
	Yes	No																							
21	1		1		1		1		1		1		1		1		1		1		1		1		
20	1		1		1		1		1		1		1		1		1		1		1		1		
19	1		1		1		1		1		1		1		1		1		1		1		1		
18	1		1		1		1		1		1		1		1		1		1		1		1		
17	1		1		1		1		1		1		1		1		1		1		1		1		
16	1		1		1		1		1		1		1		1		1		1		1		1		
15	1		1		1		1		1		1		1		1		1		1		1		1		
14	1		1		1		1		1		1		1		1		1		1		1		1		These funds must be designated to infrastructure projects and untouchable for other projects, purchases, payroll etc.
13	1		1		1		1		1		1		1		1		1		1		1		1		
12	1		1		1		1		1		1		1		1		1		1		1		1		
11	1		1		1		1		1		1		1		1		1		1		1		1		
10	1		1		1		1		1		1		1		1		1		1		1		1		Paved streets would be really nice
9	1		1		1		1		1		1		1		1		1		1		1		1		
8	1		1		1		1		1		1		1		1		1		1		1		1		Extended Comments
7	1		1		1		1		1		1		1		1		1		1		1		1		Extended Comments
6	1		1		1		1		1		1		1		1		1		1		1		1		
5	1		1		1		1		1		1		1		1		1		1		1		1		Use grant money more wisely and in a more timely fashion
4	1		1		1		1		1		1		1		1		1		1		1		1		
3	1		1		1		1		1		1		1		1		1		1		1		1		Fundraisers, Car washes include cigarette tax
2	1		1		1		1		1		1		1		1		1		1		1		1		
1	1		1		1		1		1		1		1		1		1		1		1		1		Grants
Totals	51	1	48	4	33	17	23	7	22	9	0.5	18	13	31	3	29	4	24	7	28	3	26	8		

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Attachment (2015 Local Option Tax Results – Summary) page 3

Survey #	Q1		Q2		Q3		Q3a		Q3b		Q3c		Q4a		Q4b		Q4c		Q4d		Q4e		Q4f		Q5 Comments	
	Yes	No	FREE	Yes	No	Yes		No																		
52	1		1				1	1					1					1								
51	1		1				1	1					1					1								Raise water & sewer rates
50	1		1				1	1					1					1								Kudos for thinking out of the box
49	1		1				1	1					1					1								
48	1		1				1	1					1					1								No idea
47	1		1				1	1					1					1								1 Extended comments
46	1		1				1	1					1					1								1 Extended comments
45	1		1				1	1					1					1								
44	1		1				1	1					1					1								A local tax would be ok if money were
43	1		1				1	1					1					1								1 spent properly
42	1		1				1	1					1					1								Reevaluate the number of employees it would take to run the city. It used to take one clerk and one who ran the water / sewer and road maintenance
41	1		1				1	1					1					1								Extended comments
40	1		1				1	1					1					1								Extended comments
39	1		1				1	1					1					1								Extended comments
38	1		1				1	1					1					1								Extended comments
37	1		1				1	1					1					1								Extended comments
36	1		1				1	1					1					1								Extended comments
35	1		1				1	1					1					1								Extended comments
34	1		1				1	1					1					1								Extended comments
33	1		1				1	1					1					1								Extended comments
32	1		1				1	1					1					1								Extended comments
31	1		1				1	1					1					1								Extended comments
30	1		1				1	1					1					1								Extended comments
29	1		1				1	1					1					1								Extended comments
28	1		1				1	1					1					1								Extended comments
27	1		1				1	1					1					1								Extended comments
26	1		1				1	1					1					1								Extended comments
25	1		1				1	1					1					1								Extended comments
24	1		1				1	1					1					1								Extended comments
23	1		1				1	1					1					1								Extended comments
22	1		1				1	1					1					1								Extended comments

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Attachment (2015 Local Option Tax Results – Summary) page 4

Question	Yes	No
1. Do you live within the corporate New Meadows City Limits?	51	1
2. Are you registered to vote within the New Meadows City Limits?	48	4
3. Would you support a Local Option Tax?	33	17
3a. If you would support, would you support a 1% initiative?	23	7
3b. If you would support, would you support a 2% initiative?	22	9
3c. What % would you support if neither of the above?		0 -.5%
4. What would you like to see taxed?		
4a. Groceries	18	13
4b. Dining Out	31	3
4c. Convenience Food(s)	29	4
4d. Coffee / Soda	24	7
4e. Short Term Lodging	28	3
4f. Liquor / Beer / Wine	26	8
5. Do you have other ideas/suggestions on raising revenue to complete infrastructure projects within the City of New Meadows?		

Raise water & sewer rates
Kudos for thinking out of the box
No idea
Extended comments
Extended comments
A local tax would be ok if money were spent properly
Reevaluate the number of employees it would take to run the city. It used to take one clerk and one who ran the water / sewer and road maintenance
Extended comments
Extended comments
Cut wasteful spending
Extended comments
These funds must be designated to infrastructure projects and untouchable for other projects, purchases, payroll etc.
Paved streets would be really nice
Extended Comments
Extended Comments
Use grant money more wisely and in a more timely fashion
Fundraisers, Car wahses include cigarette tax
Grants

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Public Works Report

Doug Buys
Public Works Supervisor Monthly Report
03-04-15

Water:

1. All water samples have come back great.
2. Meter reading has been slow due to water in the meter pits
3. One bad meter has been replaced on Morgan Street.
4. The public works assistant has been taking water classes, I am pushing him in as many classes as are reasonable and available this summer to have him test this fall for his water certification,
5. I have gotten information and working on pricing for a upgraded version for our current water meters, this will allow us to pinpoint a leak on the citizens side of the meter much faster, and saving both them and the city time and money.

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 tank for the chlorine room has just arrived; it will take me some thought on how to get it installed.
3. We experienced Very high flows during the rain and snow melt, it was obviously early this year. This is mainly due to I and I threw out the system.
4. Well monitoring at the land app site is continuing
5. We did have a problem with the auger room during the rain and run off, the high flows can easily plug up the auger and cause backup threw out the collection system, the problem was caught in time and fixed.
6. The public works assistant is also taking sewer classes and my hope is to have him test for a sewer certification this fall as well.

Streets

1. Streets are improving, I have lightly bladed most of the north/south streets, this is the first time they have ever been bladed even lightly this early in the year. As they firm up I will continue on the rest of them.
2. With the lack of winter sink holes and soft spots were minimal this year.
3. With warming temperatures I have been cleaning up intersections and other area's that gravel or dirt was built up due to the blade digging in while snow plowing. This happens every year some worse than others but I will get most all the worst spot done as quickly as I can, before I blade all the roads.
4. We will be sweeping main street within the next few weeks, soon after weather permitting we will get the crosswalks painted as well.

Storm Drains

1. **THE TOWN DID NOT FLOOD ☺** Due to all the ditch work on Hearn's property when the rain and snow melt happened the ditch on Hearn's property worked great, keeping the water from town and the city's storm drains were able to keep up. This worked perfectly this year even with flooding all around us.
2. There were a couple spots that did back up during the rain and snow melt, this was due to ice or frozen pipes, but were easily taken care of and water was flowing.
3. I will continue threw out the summer to keep up on the storm drains and ditches to keep this good luck going.

Equipment

1. All the equipment has been greased routinely
2. Most of the snow plowing equipment has been taken off for the year, only the grader remains.
3. The door on the S-10 had to have new bushing put in it.
4. New batteries were installed on the Mack dump truck

Park & Restrooms

1. Automatic flushers for the 3 toilets have been ordered
2. A new counter top for the woman's bathroom has been ordered.
3. Security cages have been ordered to protect the new automatic air fresheners
4. C&M is currently pricing timed electric locks for the bathrooms
5. We have priced and ordered paint and supplies to redo the floor in both bathrooms.

Industrial Park

1. The New Motor has arrived for the air compressor, I have it installed and am just waiting for a heavy duty on/off switch to come in and I will have it up and going again.
2. A New video surveillance sign was installed at the meat shop to try to denture any mischief in the area.
3. A new post had to be installed on the equipment bay; this was due to an old unsafe rotting post.

Misc.

1. Tony, Brad and I met on the family dollar site to discuss the storm water retention pond, It was agreed by all to do away with this because of potential hazards. After talking with the contractor he was very eager to help us eliminate the problem and have current storm water flow to existing drains.

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City Clerk / Treasurer Reports – page 1

Clerk / Treasurer Report for March 9, 2015

Page 1 of 1

1. Treasurer / Clerk Reports

- a. January Bank Statements Received & Balanced– Umpqua Bank & LGIP.
- b. February Bank Statements Received & Balanced – Umpqua Bank
- c. The Treasurer Dashboards for January & February will be available for your review at the meeting.
- d. The FY2014/2015 Quarter 1 was published in the Star News last month.
- e. The FY2013/2014 Budget was entered in the BSO.
- f. The Idaho State Tax Commission accepted the Annexation.
- g. It sounds like we made the 2nd round with Idaho Department of Commerce and the Sewer Facility Grant! Additional information was requested and supplied to our grant writer.

2. Planning & Zoning & Development

- a. P&Z has called for their hearing on the Airport Zoning Ordinance. Dennis Nau has been an invaluable asset to us as we go through this process.
- b. Tony & I have met with a potential developer to bring affordable housing to New Meadows. We will keep you updated as we can.

3. Training / Out of Office / Important Dates

- a. Leonard attended training in Grangeville. Because of the weather and snow conditions we asked him to arrive the night before and stay at a hotel.
- b. Leonard also is attending training in Lewiston March 3 & 4, he will be staying overnight with friends/family.
- c. Leonard is attending the Idaho Rural Water Training Conference in Boise March 17th – 19th. His overnight lodging will need to be approved.
- d. Myself & Kim are scheduled to attend training in Boise on March 23 (Grant Class w/DEQ, USDA, Dept. of Commerce & Idaho Bond Bank) and then the Mountain West Institute (Clerk/Treasurer Training) on March 24 – 27th. Our overnight lodging will need to be approved. Leonard has been training to also help in the front by taking payments and will be working in the office while we are away.

4. City Hall

- a. Kim did a great job last month with entering claims, with few mistakes. She has been entering claims this month as well. Great Job Kim!
- b. We have developed additional forms to help create a more defined process in dealing with alleged complaints as well as service orders.
- c. A RABIES CLINIC HAS BEEN SCHEDULED FOR SATURDAY MARCH 28. Leonard, Kim and I will be working that day so we will be shortening up our hours as much as we can that week. The month of March is licensing month for dogs, so please if you have one, license your pet(s)!

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

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City Clerk / Treasurer Reports – page 2



City of New Meadows, Idaho
 Monthly Reporting Dashboard

DELAYED ISSUE: March 9, 2015

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	
Balances as of January 31, 2015	
<u>General Fund</u>	
<u>Fund # 1</u>	
January 31, 2015	\$162,195.12
January 31, 2014	\$157,906.48
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
January 31, 2015	\$36,894.20
January 31, 2014	\$45,469.20
<u>Water Fund</u>	
<u>Fund # 60</u>	
January 31, 2015	\$123,677.08
January 31, 2014	\$108,170.90
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
January 31, 2015	\$83,500.01
January 31, 2014	\$70,633.13
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
January 31, 2015	\$96,257.41
January 31, 2014	\$89,109.92
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
January 31, 2015	-\$31,590.98
January 31, 2014	-\$16,012.37

Our Cash Flows.... (End of period)		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$119,775.35	35%
Expenditures	\$81,397.92	24%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$5,968.75	4%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$49,729.12	32%
Expenditures	\$47,528.54	30%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$6,640.51	26%
Expenditures	\$1,727.64	7%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$49,758.63	4%
Expenditures	\$60,895.46	5%

More information on back side of this document

CITY OF NEW MEADOWS
 REGULAR CITY COUNCIL MEETING
 MONDAY, MARCH 9, 2015 AT 7:00 P.M.
 NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

City Clerk / Treasurer Reports – page 3



City of New Meadows, Idaho
 Monthly Reporting Dashboard

DELAYED ISSUE: March 9, 2015

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		
2030 Maturity (EST)	\$354,298.76	5.13%	Fiscal Year 2015 Budget	\$148,413.00	100%
Annual Payment	\$32,995.00	9/15	Revenues to period end	\$87,443.69	54%
Reserve Required	\$32,995.00	Met	State Shared Revenue Collections (Revenue, Liquor, Highway Users)		
Water Bond	Balance	Rate	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$18,706.97	32%
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	\$2,151.45	42%
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%
			Revenues to period end	\$7,897.93	45%
Reinvest Rates ... December 2014			Fine & Forfeit Revenue Collections		
Location		Rate	Fiscal Year 2015 Budget	\$7,500.00	100%
Local Gov. Investment		0.1365%	Revenues to period end	\$1,949.54	26%
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 01/31/15		As of 01/31/14		As of 01/31/13		As of 1/31/12	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$119,775.35	35%	\$133,837.15	43%	\$121,490.90	51%	\$110,254.17	37%
Expenditures	\$81,397.92	24%	\$88,440.21	28%	\$89,895.47	38%	\$64,002.14	21%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$49,729.12	32%	\$51,113.06	12%	\$51,214.56	35%	\$51,994.52	35%
Expenditures	\$47,528.54	30%	\$48,942.04	12%	\$49,533.25	34%	\$52,896.54	36%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$49,758.63	4%	\$52,343.30	3%	\$49,725.25	32%	\$51,981.00	33%
Expenditures	\$60,895.46	5%	\$50,693.67	3%	\$51,252.14	33%	\$46,787.10	23%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$6,640.51	4%	\$5,495.10	1%	\$5,954.52	1%	\$6,243.27	36%
Expenditures	\$1,727.64	5%	\$1,426.49	0%	\$22,313.52	4%	\$1,479.98	9%

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
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City Clerk / Treasurer Reports – page 4



Issued: March 9, 2015

City of New Meadows, Idaho
 Monthly Reporting Dashboard

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	
Balances as of February 28, 2015	
<u>General Fund</u>	
<u>Fund # 1</u>	
February 28, 2015	\$148,476.93
February 28, 2014	\$151,328.86
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
February 28, 2015	\$35,677.95
February 28, 2014	\$44,180.45
<u>Water Fund</u>	
<u>Fund # 60</u>	
February 28, 2015	\$129,046.57
February 28, 2014	\$115,371.34
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
February 28, 2015	\$84,122.36
February 28, 2014	\$71,473.71
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
February 28, 2015	\$93,586.72
February 28, 2014	\$96,008.34
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
February 28, 2015	-\$32,207.23
January 31, 2014	-\$16,012.37

Our Cash Flows.... (End of period)		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<u>General Fund Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$124,874.77	37%
Expenditures	\$90,794.00	27%
<u>Transportation Fund Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$5,968.75	4%
<u>Water System Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$62,045.64	39%
Expenditures	\$52,342.52	33%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$7,711.01	30%
Expenditures	\$2,298.30	58%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$62,201.77	5%
Expenditures	\$67,623.23	6%

More information on back side of this document

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City Clerk / Treasurer Reports – page 5



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued: March 9, 2015

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		
2030 Maturity (EST)	\$354,298.76	5.13%	Fiscal Year 2015 Budget	\$148,413.00	100%
Annual Payment	\$32,995.00	9/15	Revenues to period end	\$91,951.96	56%
Reserve Required	\$32,995.00	Met	State Shared Revenue Collections (Revenue, Liquor, Highway Users)		
Water Bond	Balance	Rate	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$18,706.97	32%
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	\$2,151.45	42%
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%
			Revenues to period end	\$8,153.93	47%
			Fine & Forfeit Revenue Collections		
			Fiscal Year 2015 Budget	\$7,500.00	100%
			Revenues to period end	\$2,278.29	30%

Reinvest Rates ... December 2014	
Location	Rate
Local Gov. Investment	0.1838%
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 02/28/15		As of 02/28/14		As of 02/28/13		As of 02/28/12	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$124,874.77	37%	\$140,409.81	45%	\$132,237.85	56%	\$115,475.42	38%
Expenditures	\$90,794.00	27%	\$99,133.85	32%	\$103,079.22	44%	\$80,859.84	27%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$62,045.64	39%	\$63,398.05	15%	\$63,491.63	44%	\$64,919.04	44%
Expenditures	\$52,342.52	33%	\$54,064.86	13%	\$57,467.31	40%	\$58,223.92	40%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$62,201.77	5%	\$64,910.60	4%	\$62,325.51	40%	\$65,304.23	42%
Expenditures	\$67,623.23	6%	\$56,311.17	3%	\$60,289.19	39%	\$52,993.16	26%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$7,711.01	5%	\$6,565.81	1%	\$7,333.36	1%	\$7,322.80	43%
Expenditures	\$2,298.30	6%	\$1,656.62	0%	\$24,311.93	5%	\$1,695.98	10%

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Administrative Assistant Report

Kim Jackson
Administrative Assistant
Monthly Staff Report
03/09/2015

City Hall

1. Assisted with customer billing
2. Entering Claims
3. Completed update of Utility Billing with County Assessment Log information
4. Continued working on Property Files.
5. Created Front Desk Procedure Manual

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. Assisted putting together P&Z Packets.

City Council

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

Public Works

1. Created shipping labels for sewer samples.
2. Created Service / Work Orders
3. Filing

Important Dates

1. Leonard gone 3/17/2015 – 3/19/2015 for IRWA conference.
2. Rabies Clinic 3/28/2015.
3. Mac and Kim working split shifts on 3/23/2015 so as not to obtain overtime hours.
4. Mac and Kim gone 3/24/2015 – 3/27/2015 Mountain West Training.
5. PERSI meeting 3/14/2014 at 10:00am, 11:00am, and 3:00pm.

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Engineer Report – page 1



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: March 3, 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 a few months ago.

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

- There is no new information on this project.
- We have yet to hear any updates from ITD and need to follow up.
- As discussed last month, it appears 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, but we have had no additional follow up in regards to the project.

Action Items

1. Send additional information to ITD pertaining to the proposed N. Commercial Ave. stormwater collection system as needed.
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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Engineer Report – page 2

Project Status Report - City of New Meadows

March 3, 2015

Flooding from Farm Fields

- There is no new information on this project.
- At this point in time, it appears that a majority of the snow on the valley floor is clear and that there were not any major flooding issues this season. It is difficult to tell if this project was a complete success due to our mild winter and lack of significant snow pack.
- We will work with Doug this spring/summer to review the completed improvements and discuss others that may be necessary.
- At a minimum, based on driving by the project, Doug will want to get back out and clean up the ditch banks as weather permits.

Action Items

1. Follow up with Doug to review completed improvements and discuss ditch bank clean up.

Facility Plan/EID

- On February 5th we received an email response back from Matt Uranga with J-U-B and were promised the draft EID by February 10th, two – three weeks after we were initially promised the original draft. We have still yet to see the draft document.
- On February 23rd we received an email from the DEQ asking for a status update of the final document in regards to the funding they have provide. We promptly responded and requested that J-U-B provide an update with no response on the project schedule with no response. A follow up email was sent today.

Action Items

1. Continue to follow up with J-U-B on project status so that they can complete their portion of the work. If J-U-B continues to be non-responsive we will contact DEQ for guidance on how to proceed.
2. Once all tasks have been completed, Crestline will prepare a 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

- There is no update on the water right split associated with the Land Application Site that we are aware of. It has been a little over a month since we submitted fees for the additional water right to IDWR so we will continue to wait, as they have not had the new information for a significant amount of time.
- There are no updates on the groundwater monitoring. Because of the unseasonably warm weather and the appearance of high ground water, City Staff is monitoring the wells on a weekly basis. We continue to monitor the results and determine a new monitoring schedule in the near future. 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.

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Engineer Report – page 3

Project Status Report - City of New Meadows

March 3, 2015

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 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 are no updates on the Letter of Interest for the Water System Planning Grant that was submitted to DEQ earlier this year. As stated last month, 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 for a Water System Planning Grant and continue to work with other potential funding sources to try and get 100% of the water system planning project funded.

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Engineer Report – page 4

Project Status Report - City of New Meadows

March 3, 2015

2. Notify DEQ once the final determination is made for funding for the Wastewater Improvement project.
3. Determine if IDEQ wastewater construction funds are needed once we hear back from other funding sources.

Wastewater Improvement Project Funding

- As stated last month, 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. We worked with CEDA over the last few week to collect additional information from the City as well as provide updates to the project schedule and preliminary cost estimate. Our Engineering Team will continue to work with CEDA and Mac as necessary to complete the addendum prior to Friday's 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 submitted updated draft exhibits of the New Meadows Airport Zoning including FAR Part 77 Surfaces for the P&Z meeting that was held last Monday. We are currently awaiting comments from Mac and Dennis Nau to finalize/wrap things up for the project.

Action Items

1. Follow up with Mac and Dennis Nau to complete exhibits.

Other

- There are no other items at this time.