

**CITY OF NEW MEADOWS REGULAR CITY COUNCIL MEETING MINUTES
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE
APRIL 13, 2015 – 7:00 PM**

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

Mayor Tony Koberstein called the meeting to order at 7:05PM. Mayor Koberstein, Council Members; Julie Good, and Brad Steiner, and Darbey Edwards were present. Shannon Fairchild was excused. City Clerk / Treasurer Jacob "Mac" Qualls, Greg Tankersley (Crestline Engineers), Animal Control Officer Leonard Wallace, and Office Assistant Kim Jackson were also present. Public in attendance: Becky Arrien, James Fields, Dennis Nau, Jeffery Roff, Shanna Roff, Vicky and Guy Parker (North American Dust Control).

Koberstein Led the Pledge of Allegiance.

Agenda Item 2) Public input:

James Fields asked where the City Council was at in the bulb-out project. Mr. Fields began discussing his idea for the bulb outs. Mayor Koberstein stated the bulb-out discussion would be addressed on Agenda Item 6 and stated that Fields would have an opportunity discuss his ideas at that time.

There was no other Public input offered.

Agenda Item 3) Airport Zoning Ordinance:

Council President Good stated she had questions about the Airport Zoning Ordinance. The first question was in reference to page 6 J-1a. Good read where the section talked about the members of the commission may be removed for cause by the City Council upon receipt of written charges and after a public hearing. Qualls stated it is similar to a P&Z removal. Good ask if this is the only reason. Qualls stated they can expire but they can be reappointed after 3 years.

Good stated her second question was in reference to page 9 regarding the issuance of permits and the time frame in which to do that. Qualls explained that is the normal amount of time for the Airport Commission to make recommendation to hold a public hearing. Once they get that application they will either say yes this in compliance and it needs to go in front of city council, or yes it's in compliance but we request or suggest a P&Z hearing.

Goods other question was in regards to the penalty section of the ordinance. After discussion between Good, Qualls, and Nau Goods question was clarified.

- Steiner moved to introduce the New Meadows Airport Ordinance; Edwards seconded the motion. Roll call vote: Steiner-Aye, Edwards-Aye, Good-Aye. Motion carried.
- Good moved to suspend the rules requiring three separate readings on three separate days and read by title only once; Steiner seconded the motion. Roll Call Vote: Steiner-Aye, Edwards-Aye, Good-Aye. Motion carried.
City Clerk Qualls read the Ordinance aloud.
- Good moved to adopt the New Meadows Airport Ordinance with the exhibit; Edwards seconded the motion. Roll Call Vote: Steiner-Aye, Edwards-Aye, Good-Aye. Motion carried.
- Steiner moved to approve the summary of the New Meadows Airport Ordinance; Good seconded the motion. Roll Call Vote: Steiner-Aye, Edwards-Aye, Good-Aye. Motion carried.

Agenda Item 4) Dust Abatement: Discussion on applying product to city streets.

Vicky and Guy Packer introduced themselves and North American Dust Control (NADC) and passed out a list of their products and prices for City Council Members to review.

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Mayor and Council asked if the product could be applied by city personnel. The Packers stated they could show city staff how to apply the product at the appropriate rate.

Dry times were discussed. The Packers stated the product once applied, normally dries between 20 to 30 minutes. They also advised that the product is environmentally friendly and compliant with regulatory agencies.

The City Council agreed that the product should be purchased and applied by city personnel. Qualls stated that the purchase amount would be an over expenditure within the dust abatement budget line item. The council stated this would be addressed if the budget is re-opened.

Agenda Item 5) Local Option Tax Ordinance DRAFT: Discussion / Decision on approving an ordinance ordering an election for a local added sales tax.

Council President Good stated she had a few questions on the draft. She stated there were no provisions for Yard Sales and that should be addressed. She also stated that the Motor Vehicle definition needed more clarification.

The council discussed a scenario if Lumberman's were to deliver inside the city limits, they too would have to pay the sales tax. The council questioned who would police the ordinance. Qualls stated that the tax could be collected at the same time as a building permit issuance.

The draft had duplicate chapters (9 & 21), required more defined definitions, and other scrivener errors. The council tabled the ordinance for a future meeting.

Agenda Item 6) Sidewalk Bulb-Out Suggestions: Discussion / Decision on types of art to place in the bulb-outs so that an appropriate quote can be obtained.

Mayor Koberstein stated he had been in discussion with a local artist about some ideas for art in the bulb-outs. Koberstein displayed previous works of the artist. An estimate of around \$4,000 per bulb-out was discussed.

Mr. James Fields was recognized. Fields explained that the community could do a walking tour to increase local foot traffic at the bulb-outs, and possibly have some sort of signage at the bulb-outs that might discuss the local historical families of the community. Fields also suggested someone find Pete Carver. Carver is also a metal artist and might have additional ideas.

Mayor Koberstein stated that he was also in contact with an artist from New Plymouth who would be touring the community soon.

Agenda Item 7) Communications & Reports:

- a) **Official Guests:** (Commissioners, Sheriff, USFS, others) – no report
- b) **Mayor** – Mayor Koberstein stated he would like to have Courtney Day be placed on the Meadows Valley Parks & Recreation Coalition.
- c) **Liaison Reports:**
 - I. **Law Enforcement** (Steiner), - nothing to report
 - II. **Industrial Park** (Fairchild), - absent
 - III. **Public Works** (Edwards), - nothing to report

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- IV. **Parks & Recreation** (Steiner) – Steiner stated he would like to disband the Parks & Recreation Coalition. The council asked that a bit more time be given be it be disbanded to see if additional people can be found that would like to volunteer on the board.
- d) **Staff Reports: Public Works** (Buys), **Animal Control Officer** (Wallace), **City Clerk / Treasurer** (Qualls), **Office Assistant** (Jackson), **Engineer** (Tankersley) – Written reports attached to the minutes.
- e) **Other** (Mailbag)
- f. **Announcements**

Agenda Item 8) Consent Agenda (Approval of all Single Motion & Roll Call

a. Invoices: To Date; **Financial Reports & Payroll Summary:** March 2015; **City Council Minutes:** March 9, 2015; **Resolution:** Social Media Policy; **Grant Authorization:** Cash For Towns; **Budget Hearing Notice:** August 10, 2015

Meeting minutes were removed from the consent agenda for errors.

- Steiner moved to approve the Consent Agenda; Edwards seconded the motion. Roll Call Vote: Steiner-Aye, Edwards-Aye, Good-Aye. Motion carried.

Agenda Item 9) Additional Engineering Tasks:

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

No Additional Engineering tasks were discussed that this time.

Agenda Item 10) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or to set a time, date & place for a special meeting.

- Parks & Recreation Coalition
- Waste Water Fee Schedule – May 1, 2015 3PM
- Budget Workshop meeting - May1, 2015 3PM

Agenda Item 11) Adjourn

- Steiner moved to adjourn the meeting. Edwards seconded the motion. Voice vote indicated no opposition to the motion, with all present members signifying aye. Motion carried.

The meeting adjourned at 9:04PM.

/s/ Anthony J Koberstein
Anthony Koberstein, Mayor

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

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Attachment A – Public Works Report (1 of 2 pages)

Doug Buys
Public Works Supervisor
Monthly Report
04-13-15

Water:

1. All water samples have come back great.
2. More external antennas have been ordered, this highly increases productivity in meter reading.
3. We hooked up a new connection on south miller street, for a new residence.
4. We will be flushing and exercising hydrants soon, this will tell us which hydrants are working as well as which ones need to be replaced this summer.
5. When the ground water goes down, we will be exposing the pipe that started leaking last fall and capping the line. Currently we have a valve shut off that we need to get turned back on.
6. 4 new lids and collars have been installed at different places around town, this is primarily due to private snow plows during the plowing season.
7. The valve issue along the main lines will have to be addressed soon. The failing valves will eventually cause major problems threw out the aging system.

Sewer

1. Sewer test have come back good, normally this time of year we aren't doing so well due to rain, snowmelt, and I and I.
2. The tank for the chlorine room has been installed and is working great. We did have an unforeseen problem with installation. A wall had to be removed and rebuilt to get it into the chlorine room.
3. Sewer line cleaning and cameraing has been scheduled for June, I am planning to do all of Ridgeview sub.
4. Well monitoring at the land app site is continuing
5. I will start lowing the ponds gradually this month; this will ensure adequate storage for the summer, without potentially failing sewer tests.
6. I have ASAP set to pump out the lift station in town as well as out inflow basin at the sewer plant..
7. Greg and I are planned to meet to discuss the new land app and sewer system upgrades.
8. The gravel piles around the lagoons from snow plowing have been cleaned up and smoothed out.
9. A dead dog was pulled out of lagoon 1, and buried. This happens from time to time.
10. I will be ordering our weed killer and ground sterilizer, this is a continuous task threw out the summer for both the sewer department, and around the well houses as well.

Streets

1. The streets are looking really well; all the streets have been graded at least once.
2. A handful of alleys have been graded, I still have a handful yet to do. I normally only grade the alleys once a year in the spring.
3. We hauled in 6 loads of gravel and built up a section of Mclain street, this will help with drainage that is normally a problem.
4. Main street has been swept twice so far, the first sweeping takes quite a bit due to sand and silt threw out the winter months.
5. We have started washing main street as well, the sweeper cannot get around all of the bulb outs.
6. Crosswalks are scheduled to be painted next week; this depends mostly on the weather.
7. Mac and I are pricing dust abatement products to find the best product for the lowest amount of money. I have heard concern about the mag chloride we have been using so we are following up on some other products.
8. We have done a lot of cleanup for spots where the plow or bucket has dug in during snow plowing, we have a few more spots to do, but we have the majority of them done.

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Attachment A – Public Works Report (2 of 2 pages)

Doug Buys
Public Works Supervisor
Monthly Report
04-13-15

Storm Drains

1. Storm drains have been working well so far, we will begin cleaning existing pipes this summer, as well as cleaning existing open ditches and recutting existing ones.
2. Currently we have budgeted a new 24in line down South Miller, as long as funds are still there and the board wishes to proceed we will be installing that this summer as well.
3. As soon as the ground firms up in Dan Hern's field we will be out there knocking down the piles and making that look good for the summer.

Equipment

1. The park mower has been maintained for the year, mowing will start as of this week.
2. The Mack dump truck was taken to Boise for a recall notice.
3. Regular maintenance is being done on the equipment with all the road work being done.

Park & Restrooms

1. Automatic flushers for the 3 toilets have been ordered, we were sent the wrong ones initially, but we have the correct ones ordered and will install them as soon as they get here.
2. A new counter top, and sink has been installed in the woman's side.
3. 4 automatic air fresheners, 2 automatic soap dispensers, 2 mirrors have been installed in both sides.
4. The floors have been repainted, it has had 2 coats of paint, and one clear coat over top of it.
5. We have gotten an estimate for automatic door locks for the bathrooms, it was an unexpected \$2300.00

Industrial Park

1. The new motor, and switch has been installed at the city shop's air compressor. It is up and running.
2. The parking lot of the Industrial park has been graded and gravel has been hauled into the meat shop around their concrete apron.
3. I will be getting a price estimate on having the heaters maintained at the industrial park this summer, at the industrial park.

Misc.

1. If there are any questions, comments, or concerns please let me know.

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Attachment B – City Clerk / Treasurer Report (1 of 4 pages)

Clerk / Treasurer Report for April 13, 2015

Page 1 of 2

1. Treasurer / Clerk Reports

- a. March Bank Statements Received & Balanced– Umpqua Bank & LGIP.
- b. The Treasurer Dashboards for March will be available for your review at the meeting.
- c. The FY2014/2015 Quarter 2 will be published in the Star News this month.
- d. The City was #1 on the Water Planning Grant for DEQ. This means that of the \$60,000 of water planning that should occur, half will be paid for with this grant. USDA-RD is looking at funding the other ½. I have been working with USDA-RD on this other grant.

2. Planning & Zoning

- a. P&Z has held their required Public Hearing on the Airport Zoning. They have recommended that you adopt, but also look at the Penalty Clause of the ordinance, mainly the portion that states that a violation is considered new for each and every day it exists.

3. Training / Out of Office / Important Dates

- a. Kim & I attended many training sessions while at the Mountain West Institute. Some of the significant education that we will need to address:
 - i. There will be a few clarifying items that we will need to incorporate into our ordinances and policies. One of those is “Misdemeanor Re-Classification”. The State of Idaho is reclassifying many of their misdemeanors to civil penalties in an effort to reduce the costs associated with the Public Defender System. The Legislature, through the Association of Idaho Cities has asked that Cities consider doing the same. We will be reviewing each of our ordinances that have a Misdemeanor, and bringing a proposal to the Council for amendment consideration.
 - ii. With the changes in several Federal Regulations, the City will need to adjust its Personnel Policy Manual to conform to the Federal Regulations. Many have to do with: Affordable Care Act, Family Medical Leave Act and Federal Labor Standards Act.
 - iii. Open Meetings, Public Records, Ethics and Prohibition of Contracts benefitting Public Officials will be updated in the coming years. The State Legislature did update Open Meeting Violations as per the fine imposed. It currently is \$50 per Open Meeting Violation, but will soon increase substantially. – DO NOT VIOLATE! It becomes very expensive, very quickly.
- b. I attended a City Clerk District 3 Meeting in Homedale on April 9. The Clerks meet quarterly to discuss issues affecting our cities and how we each are working through them. Yesterday’s topics included the new Title 74 (Open Meetings, Public Records, Ethics and Prohibition of Contracts benefitting Public Officials, Conduction of Meetings, Agenda / Minute Preparation, Media Relations/Press Releases, Social Media, and the Annual Road and Street Financial Report. There were over 20 City Clerks at that meeting. Our next meeting is in McCall on July 10.

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Attachment B – City Clerk / Treasurer Report (2 of 4 pages)

Clerk / Treasurer Report for April 13, 2015

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4. City Hall Day to Day Operations

- a. City Hall Carpets were cleaned April 6 by a local business.
- b. Just so that each of you is aware, City Hall annually has an infestation of "Earthworms" each spring. The nearest I can tell, they climb either through the carpet or the wall between the Sheriff's Office Annex and the Council Chambers. The worm migration is quite disgusting, but is soon followed by Ants and Spiders. The worms we can do nothing about, but the ants and spiders we usually spray for or apply an insecticide around the perimeter of City Hall.
- c. With Umpqua Bank now closing at 2pm, we are occasionally taking deposits to McCall, especially at the close of the fiscal month.
- d. Several Complaints have been filed in recent weeks. Tony is handling those as they come in. Most complaints have to do with neighbors; burning garbage, parking, etc.

5. Developments

- a. I have had serious discussions with a local developer about building some affordable housing units in New Meadows. The developer has just closed on the property and will be submitting an application to P&Z within the next month.
- b. Tony has also been speaking to potential developers as well.
- c. Family Dollar in Cascade stated to me the other day that the manager has been chosen for the New Meadows Store. Leading Tech Development has advised they will be paving the week of April 27. After the building is completed (or close), Leading Tech notifies Family Dollar. There is usually a 45 day period from notification to store opening. Using this time line, we are looking at the first part of June before an opening.

6. DRAFT Burning Ordinance

- a. Tony has asked that I draft an ordinance to ban open burning within the city limits. Time permitting; I will have something drafted by the meeting time for your review.

There is a ton more information that is not in this report. Please if you have any questions, call, email or stop in.

Thanks - Mac

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Attachment B – City Clerk / Treasurer Report (3 of 4 pages)



Issued: April 13, 2015

City of New Meadows, Idaho
Monthly Reporting Dashboard

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	
Balances as of March 31, 2015	
<u>General Fund</u>	
<u>Fund # 1</u>	
March 31, 2015	\$147,924.65
March 31, 2014	\$147,613.46
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
March 31, 2015	\$35,677.95
March 31, 2014	\$43,842.95
<u>Water Fund</u>	
<u>Fund # 60</u>	
March 31, 2015	\$136,579.60
March 31, 2014	\$123,652.33
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
March 31, 2015	\$85,280.62
March 31, 2014	\$72,316.08
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
March 31, 2015	\$98,936.52
March 31, 2014	\$101,424.94
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
March 31, 2015	-\$32,282.33
March 31, 2014	-\$16,392.37

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	\$136,811.89	40%
Expenditures	\$105,233.84	31%
<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	\$73,731.41	47%
Expenditures	\$59,884.98	38%
<u>Industrial Park Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$9,432.93	36%
Expenditures	\$4,716.31	18%
<u>Sewer System Revenues & Expenses</u>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$73,508.28	6%
Expenditures	\$78,234.62	6%

More information on back side of this document

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Attachment B – City Clerk / Treasurer Report (4 of 4 pages)



City of New Meadows, Idaho
Monthly Reporting Dashboard

Issued: April 13, 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	\$98,096.96	60%
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	\$22,791.13	40%
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	\$2,759.45	54%
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 ... March 2015			Revenues to period end	\$8,153.93	47%
Location		Rate	Fine & Forfeit Revenue Collections		
Local Gov. Investment		0.1586%	Fiscal Year 2015 Budget	\$7,500.00	100%
Umpqua Bank		N/A	Revenues to period end	\$2,834.54	38%
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 03/31/15		As of 03/31/14		As of 03/31/13		As of 03/31/12	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$136,811.89	40%	\$148,293.77	47%	\$132,848.67	56%	\$122,563.50	41%
Expenditures	\$105,233.84	31%	\$110,596.88	35%	\$123,314.01	53%	\$142,849.34	47%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$73,731.41	47%	\$75,243.90	18%	\$75,765.66	52%	\$78,425.13	53%
Expenditures	\$59,884.98	38%	\$64,056.30	14%	\$63,707.56	44%	\$72,380.52	49%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$73,508.28	6%	\$76,938.27	5%	\$74,831.53	48%	\$78,879.53	51%
Expenditures	\$78,234.62	6%	\$64,056.30	4%	\$65,669.71	42%	\$72,736.92	35%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$9,432.93	6%	\$7,638.31	1%	\$9,048.88	2%	\$9,022.60	53%
Expenditures	\$4,716.31	6%	\$1,886.75	0%	\$24,331.11	5%	\$2,438.95	14%

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.

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Attachment C – Animal Control / Public Works Assistant Report (1 page)

Leonard Wallace
Animal control officer/public works laborer
Monthly report
04-13-15

Animal control: we had our annual clinic to license dogs this month we had a great turn out. I have been patrolling for dogs to be at large. People have been doing a lot better job at keeping their dogs at home or on a leash.

Water: I have taken over the meter readings to do myself. I Attended my class in Lewiston along with the annual Idaho Rural Water Conference in Boise I have been studying for the test I plan to become an operator in training in June.

Sewer: I have been assisting in the weekly testing's and sampling. I attended a couple classes on sewer while I was at the IRWA conference.

Streets: I have swept the streets twice. To remove the gravel and the dust from the side of the highway, I also have been learning to run the grader so I can hopefully be grading the roads as soon as possible. We are also in the process of washing the side of the high way to remove the silt that creates all of the dust.

Sidewalks: The markers for the snow removal crew were taken out of the bulb outs.

Park/Restrooms: I have been doing my best to keep up with the maintenance in the restrooms. I painted the floors and we put mirrors up and soap dispensers. We installed a new stainless steel countertop in the woman's restroom and sink. Also he have installed automatic air fresheners to keep down the fowl odors. We have ordered automatic flush valve for the women's restroom, and the men's.

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Attachment D – Administrative Assistant Report (1 page)

Kim Jackson
Administrative Assistant
Monthly Staff Report
04/13/2015

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
6. Attended Clerk / Auditor Training – Mountain West Institute 4/23/2015 – 4/27/2015
 1. I learned a great deal from this training to further assist Mac with his duties. I also learned that the City of New Meadows has a great deal of process in place which eliminates fraud.

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. Doug gone 4/13/2015

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Attachment E – Engineer Report (1 of 5 pages)



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: April 10, 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

- LHTAC has released the results for the 2015-2016 STP Rural Federal-aid Applications and the City of New Meadows was ranked 27 out of 28 applicants.
- We need to follow up with LHTAC and discuss the rankings, but it does not seem likely that the City will receive Federal Funding for the project. Therefore, we will need to regroup and figure out our next steps moving forward.

Action Items

1. Follow up with LHTAC on STP Rural rankings. Determine why the project was ranked so low and figure out if it's worth pursuing again.
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 if STP Rural Application is not successful.
4. Follow up with Mac and determine the status of the remaining Cash for Towns money.

Virginia Street Stormwater System

- There is no new significant information on this project.
- We followed up with ITD earlier this week as we had yet to hear any updates in regards to the project. The road re-construction of Virginia Street is still scheduled to begin construction late spring/early summer 2016.
- ITD has yet to finish the project design nor have we received a preliminary design for the project. The proposed project design that has been completed includes determining the correct section to be used (0.45' asphalt, 0.6' road mix base, approx. 2' sub-base) and a preliminary finished grade of the road which will remain close to the existing grade. ITD has not completed the stormwater system plans as yet, although Mark Campbell (ITD Designer)

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NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE
APRIL 13, 2015 – 7:00 PM**

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Project Status Report - City of New Meadows

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- has said that they intend to replace the existing storm sewer main lines in Virginia Street with the same diameter main lines.
- We discussed the outletting of main lines near N. Commercial Ave. and tying into/re-constructing the main trunk line in the shoulder of N. Commercial Ave. per our preliminary design and the 1995 J-U-B Stormwater Master Plan. They do not currently have a defined plan for the daylighting of main lines/tying into existing stormwater pipes near N. Commercial Ave., but he did let us know that there is no budget for the construction of main lines under N. Commercial Ave. We did discuss the proposed 42" main trunk line that crosses Virginia Street near N. Commercial Ave and Mark said that they would try to incorporate that into the design and would contact us as they move forward with the design of the main lines beneath Virginia Street.

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.

Flooding from Farm Fields

- There is no new information on this project.
- We intend to setup a time to meet with Doug to review the completed improvements on Dan Hearne's property last fall and discuss others work/cleanup that may be necessary.

Action Items

1. Follow up with Doug to review completed improvements and discuss ditch bank clean up. This is critical as we may still want to completed additional drainage modification projects on Dan Hearne's property.

Facility Plan/EID

- J-U-B has failed to provide the draft EID document yet again this month. We have followed up numerous times and our last correspondence received from Matt Uranga lead us to believe that he might have time to get to it last week and have the draft to us by April 4th. One week later we have yet to receive anything. Our Engineering Team has discussed the status and ongoing lingering of this work and feel that it is now appropriate to have either the Mayor or the City's attorney write a letter to J-U-B for not honoring their contract to complete the work. We have and can provide a detailed history of our communication with J-U-B if determined necessary.
- 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. A week or so later Matt Uranga responded with a schedule that was not met. Our Team has discussed the status of things with Charlie Parkins of the DEQ earlier this week and he stated that ultimately it's the responsibility of the City to make sure that this work is completed as the agreement for the funding is between the DEQ and the City not the DEQ and J-U-B. Therefore, the DEQ is not obligated to, and is not going to provide any assistance to help the City with J-U-B's non-responsiveness.

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Action Items

1. Discuss status of project and determine a plan of action in regards to J-U-B's non-responsiveness with Mayor, City Council, and City Staff.
2. Continue to follow up with J-U-B on project status so that they can complete their portion of the work.
3. 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 several months since we submitted fees for the additional water right to IDWR so we will follow up on the status as they have had the new information for a significant amount of time.
- There are no updates on the groundwater monitoring. 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.
2. City Staff to continue monitoring wells until it is determined to be no longer necessary.
3. Crestline to continue to prepare spreadsheets and graphs showing changes in groundwater elevations.

Stormwater Collection System

- Although there is no new information on this issue we will continue to leave it in our report as an ongoing reminder.
- Much of the City's stormwater system needs to be cleaned/maintained. Regular maintenance can potentially help with water quality as well as help to alleviate the potential for flooding.
- Crestline needs to work with City Staff to determine options to obtain possible funding for an amendment/future updates to the Stormwater Master Plan.

Action Items

1. Is there money in the City's budget for ongoing maintenance of the stormwater collection system?
2. If we are going to work on minor improvements it may be good to start to have City Staff identify the system on our new aerial mapping. From there we can attempt to prioritize system maintenance on an annual basis.
3. The Crestline Team and City Staff need to evaluate the potential for funding assistance for the development of updates/improvements to the Stormwater Master Plan and an evaluation of the existing water/sewer system to determine potential conflicts with a

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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 new updates on the DEQ funding for the wastewater project as we are still waiting for the entire funding package to come together. As stated in past months, our team has not ruled out the possibility of needing DEQ funds for Engineering. We will provide updates on this topic as we learn more.

Action Items

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

Wastewater Improvement Project Funding

- There is no new information on this project.
- As stated over the last few months, 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 to collect additional information from the City as well as provide updates to the project schedule and preliminary cost estimate for the addendum.
- 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

- There is no new information on this project.
- 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 month. We have received no real comments to date. We will follow up with Mac and Dennis Nau to finalize/wrap things up for the project. This will include one last in house review of the prepared exhibits.

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Action Items

1. Follow up with Mac and Dennis Nau to determine if there are any comments pertaining to the draft exhibits.
2. Complete final exhibits and wrap up the project.

Water System Facility Plan Update Funding

- The City of New Meadows was ranked 1 out of 11 on the Statewide FY2016 Drinking Water Planning Grant Priority List and will receive a \$30,000 grant from the Idaho DEQ.
- The estimated total cost of the Facility Plan Update is \$60,000. Our Team is actively working to obtain the remaining \$30,000 necessary to complete the project from USDA Rural Development (USDA-RD). In order to complete the application a "Notice of Intent to File to an Application with USDA, Rural Development" must be posted in the Star News. To our knowledge this has yet to be completed. We will follow up with Mac to make sure the posting gets in next week's paper.

Action Items

1. Follow up with Mac on USDA-RD posting in the Star New. Get the Affidavit of Posting from Mac and forward to USDA-RD.
2. Start to work with City Staff to better understand water system issues/deficiencies to be addresses within the Facility Plan Update.

Other

- There are no other items at this time.