

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, JUNE 8, 2015 AT 6:00PM  
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 6:20PM. Mayor Koberstein and Council Members; Julie Good, Darbey Edwards, and Shannon Fairchild were present. Council Member Brad Steiner was excused. City Clerk / Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, Principal Engineer Greg Tankersley (Crestline Engineers) and Office Assistant Kim Jackson were also present. Public in attendance: Crystal Bass, Christie Grob (Star News), Wes Jeffs, Dixie Jeffs, Andrea Parnett, and Grant Administrator Kelly Dahlquist with Clearwater Economic Development Association (CEDA).

Mayor Koberstein led the Pledge of Allegiance.

- Council President Good moved to amend the agenda to include the approval of the Excessive Force Policy Resolution and the CEDA contract as the items were not available prior to the posting of the agenda; Edwards seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.
- Council President Good moved to amend the agenda to include the appointment of the Site Administrator for Social Media due to an oversight from the previous meeting; Council Member Edwards seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.

**Agenda Item 2) Public input**

There was no public input offered.

**Agenda Item 3) Land Application Sewer Project**

- Council Member Fairchild moved to include the Determination of Exclusion for Categorical Exclusion to the agenda as it wasn't available prior to posting of the agenda; Council President Good seconded the motion; Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.
- Council President Good moved to include the Grant Administration Contract to the agenda as it was not available prior to the posting of the agenda; Council Member Fairchild seconded the motion; Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion Carried.

Kelly Dahlquist with CEDA stated that the City of New Meadows was awarded the Idaho Department of Commerce Grant for \$470,000 in April 2015. CEDA is going through the steps needed so the City of New Meadows can utilize the funds. Part of the process is the need to adopt the Excessive Force Policy.

Good asked what the administrative work load would be for Qualls in regard to the grant administration. Dahlquist stated there would be an increase in Qualls work load but couldn't provide an exact estimate of the increase in terms of hours, but stated that projects succeed or fail based on the performance of the clerk.

Qualls asked Dahlquist what other clerks had experienced on similar projects. Dahlquist stated it could be approximately eight hours per month.

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- Council President Good moved to approve the Excessive Force Policy Resolution; Council member Fairchild Member seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.
- Council President Good moved to approve the Grant Administration Contract with CEDA; Council Member Fairchild seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.

**Agenda Item 4) Local Option Tax Ordinance DRAFT:**

Council Member Fairchild read an email from an anonymous concerned citizen regarding the Local Option Tax Ordinance draft. The citizen indicated that they felt the city should stay true to the terms that were laid out in the survey or complete the survey again. They were also concerned with who would enforce the ordinance.

The council instructed Qualls to find out if the Local Option Tax returns could be reviewed quarterly by a Certified Public Accountant.

After discussion, it was decided to table approving the draft of the Local Option Tax Ordinance until the July 13, 2015 City Council Meeting as further review of the Ordinance was needed by City Council.

**Agenda Item 5) Burn Permits Ordinance DRAFT:**

After discussion between Council Members, it was decided to table approving the Burn Permit Ordinance Draft until the July 13, 2015 City Council Meeting as further review was needed by City Council.

**Agenda Item 6) Rate / Fee Charging Resolution DRAFT:**

After discussion between City Council Members it was decided that the proposed Budget Workshop would be scheduled for June 22, 2015. The public hearing for the Rate / Fee Charging Resolution Draft is scheduled for August 2015.

**Agenda Item 7) McLain Street Bank:**

City Council members were informed of the progress on the McLain Street bank and discussed the alternatives regarding the removal of rock from Bill Brown's property. There was much discussion concerning the need to take the rock and in doing so, allow the landowner to finish the project. The city of New Meadows would take the rock and stock pile it for future use. Brown stated he would pay for the CAT to pile it up or use his loader and possibly his dump truck as well. Brown agreed to donate gravel to the city of New Meadows to use in the future if McLain were ever to be brought down to ground level. Koberstein stated the city would write up an agreement indicating all the terms and present it for approval by the landowner.

**Agenda Item 8) Communications and reports:**

Council Members discussed Mayor Spending Limits and the importance of keeping spending within the budget. After the discussion it was decided to formulate a spending limit protocol during budget workshops.

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**\*AMMENDED AGENDA ITEM\*) Site Administrator for Social Media:**

Mayor Koberstein asked the City Council to approve his appointment of Jacob Qualls, City Clerk as the Social Media Administrator for the City of New Meadows.

- Council Member Edwards moved to approve Koberstein's nomination of Qualls as the Director of Social Media; Council President Good seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried

**Agenda Item 9) Consent Agenda (Approval of all with Single Motion & Roll Call)**

Good questioned the C&M Lumber bill regarding expenses for the ditch work and after discussion it was decided that Qualls would formulate a written maintenance agreement with the local ranchers regarding the City's responsibility on ditches.

- Council President Good moved to approve the Consent Agenda excluding the May 1, 2015 City Council Minutes; Council Member Fairchild seconded the motion. Roll Call Vote: Good-Aye, Edwards-Aye, Fairchild-Aye. Motion carried.

**Agenda Item 10) Additional engineering Tasks:**

There were no additional engineering tasks at this time.

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

There were no agenda items for next meeting discussed.

**Agenda Item 12) Adjourn**

- Council Member Good 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 9:05PM

/s/ Anthony J Koberstein  
Anthony J Koberstein, Mayor

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

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ATTACHMENT A PUBLIC WORKS SUPERVISOR REPORT – page 1 of 2

Doug Buys  
Public Works Supervisor  
Monthly Report  
06-03-15

Water:

1. All water samples have come back great.
2. We had a water leak that has been repaired on south commercial
3. The new water line has been installed for the residence on south miller.
4. We placed a small order for supplies for the water dept.
5. 2 new collars and lids were installed on Larae St.
6. Fire hydrant flushing and repair is scheduled for next week, this is if this weeks projects go as planned.
7. The new external antennas are scheduled to be put in within the next couple weeks as well, this takes a donation of the use of a plasma cutter, to make the holes in the cast iron lids.

Sewer

1. Sewer test have come back good, for this time of year
2. I am continuing to drop the lagoons gradually to ensure storage for the summer months, June 22<sup>nd</sup> the ponds will be shut off till September. With the excessive rain so far this year we could potentially have a problem with summer storage.
3. The New sewer line has been installed for the residence on S. Miller.
4. Well monitoring at the land app site is continuing
5. We will be applying weed killer around the entire sewer treatment plant, per our permit requirements.
6. Fence repair has begun around the lagoons as well.

Streets

1. All the roads have been oiled, with the excessive rain, it looks to have diluted the road oil quite a bit, and this is why I urge the council every year to wait till the first part of June.
2. A few pot holes are showing up with all the rain, now that the road oil is in place there is not much I can do till fall.
3. The new "No right turn" sign has been installed on Taylor St. by the recycling center.

Storm Drains

1. We will begin flushing and cleaning storm drains threw out town soon, we try prioritizing the town from worst to best and cleaning accordingly.

Equipment

1. We will be washing down all the equipment hopefully this week, rain permitting.
2. Regular maintenance is being done on the equipment with all the road work being done.

Park & Restrooms

1. The automatic flushers have been installed in the restrooms.
2. Mowing, and trimming has been extensive at the park with all the rain
3. Weed and Feed has been purchased and is being installed to help the looks of the existing grass.
4. Mac and I have come up with a design for 3 benches around the kiosk at the park, after that Mac applied for a grant to do the project.

Industrial Park

1. We have received the Industrial park sign frame from the school, they did not have time to finish the frame before school let out, so I have been working on cleaning it up, and when the weather dries up I will stain the frame and get it installed on the corner of N. Commercial and Virginia
2. Pat's overhead door has been scheduled to service the doors at the industrial park and city shop.
3. A new walk behind trimmer has been purchased to mow grass/weeds around the industrial park, city shop, and wells. The new machine works really well and there are no blades to damage.

Misc.

1. If there are any questions, comments, or concerns please let me know.
2. I have met with Bill Brown, concerning his project, on Taylor and Norris, per mayor's request I let him know he must replace the rock that was removed from city property on McClain str. Later that week I met again with Mr. Brown and the Mayor, It was than discussed

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ATTACHMENT A PUBLIC WORKS SUPERVISOR REPORT – page 2 of 2

Doug Buys  
Public Works Supervisor  
Monthly Report  
06-03-15

on not replacing the rock, rather removing part of the rock from city property to help slop the existing property to Mr. Brown's property. The city would than haul off the material and stock pile the rock at the city shop.

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ATTACHMENT B ANIMAL CONTROL REPORT – page 1 of 1

Leonard Wallace  
Animal Control Officer/Public Works Laborer  
Monthly report  
06-03-15

Animal control: I did not have any complaints this month. I caught three dogs two dogs were actually turned into me but the owner called me the night before I came and helped look for the dogs but people had already picked up the dogs. Because of the willingness of the owner to contact me as soon as possibly knowing the dogs were loose I released the dogs to the owner with minimal fines.

Water: Did an install for a mobile home to be rented out as soon as the owner is finished remodeling and building a roof. We bought a new weed trimmer that I used to cut the grass around well four

Sewer: Also installed a sewer service at the same house. We bought the chemicals to kill the weeds around the sewer ponds.

Streets: we sprayed dust abatement.

Sidewalks: I sprayed the weeds and grass coming up in the bulb outs.

Park/Restrooms: The park is growing fast been mowing almost two times a week. If we could get a couple of nice days I would spray the park with weed killer to remove the dandelions. I removed the grass shavings from the park. Been doing my best to keep up on the bathrooms at the park.

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ATTACHMENT C CITY CLERK / TREASURER REPORT - page 1 of 3

Clerk / Treasurer Report for June 8, 2015

Page 1 of 1

**1. Treasurer / Clerk Reports**

- a. May Bank Statements Received & Balanced– Umpqua Bank & LGIP.
- b. The Treasurer Dashboards for May are available for your review at the meeting.

**2. Planning & Zoning**

- a. I have spoken to another developer regarding building housing. At first they would like to build two or three apartments, but then also over the winter a few more single family homes.

**3. Training / Out of Office / Important Dates**

- a. Tomorrow I will be meeting with Kelly from CEDA regarding the Grant for some training and grant set up.

**4. City Hall Day to Day Operations**

- a. We have been swamped! I am bringing the budget together for your July meeting. I suggest a 'workshop' later this month so that you all can see the tentative budget and help develop the budget. Doug has given me many items, Leonard has given me his wish list, and Kim is also adding in her suggestions. The budget will be 'project based' so that you can more easily see where we spend money. A few highlights:
  - i. Codifying our codes
  - ii. Storm Water projects
  - iii. Sewer Land Application projects
  - iv. Water Pump Rehab
  - v. Lawnmower for the park
  - vi. Mayoral Cell/Smart phone
  - vii. Maybe even a part time office assistant?
- b. I have been attending at many ABC meetings as I can. This is an exciting project for our region as it will help all of us grow sustainably.
- c. The "Special Assessment" Letters have gone out. We are receiving some compliance. The SA is one time a year I can file a Special to be collected in the same manner as property taxes.
- d. I hope you all enjoy the "Memo Monday's" that we have been sending out.

**5. Developments**

- a. I last heard from Leading Tech (Family Dollar contractors) about a week ago. They emptied the dumpster! They are also looking at the end of July now.

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 C CITY CLERK / TREASURER REPORT - page 2 of 3



Issued: June 8, 2015

City of New Meadows, Idaho  
 Monthly Reporting Dashboard

FY: October 1, 2014 - September 30, 2015

<b>Our Investments &amp; Cash</b>	
Balances as of May 31, 2015	
<b>General Fund</b>	
<b>Fund # 1</b>	
May 31, 2015	\$114,348.48
May 30, 2014	\$151,003.81
<b>Transportation Fund</b>	
<b>Fund # 2</b>	
May 31, 2015	\$35,677.95
May 30, 2014	\$43,842.95
<b>Water Fund</b>	
<b>Fund # 60</b>	
May 31, 2015	\$147,264.78
May 31, 2014	\$131,500.14
<b>Industrial Park Fund</b>	
<b>Fund # 63</b>	
May 31, 2015	\$85,597.61
May 31, 2014	\$73,794.02
<b>Sewer Fund</b>	
<b>Fund # 65</b>	
May 31, 2015	\$105,819.08
May 31, 2014	\$108,419.28
<b>Sewer Grant Fund</b>	
<b>Fund # 66</b>	
May 31, 2015	-\$32,713.48
May 31, 2014	-\$18,533.62

<b>Our Cash Flows.... (End of period)</b>		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<b>General Fund Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$166,660.94	49%
Expenditures	\$169,003.89	49%
<b>Transportation Fund Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$5,968.75	4%
<b>Water System Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$99,583.62	63%
Expenditures	\$74,941.57	48%
<b>Industrial Park Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$11,979.08	46%
Expenditures	\$5,454.08	21%
<b>Sewer System Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$99,501.25	8%
Expenditures	\$95,770.81	8%

**More information on back side of this document**

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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued: June 8, 2015

FY: October 1, 2014 - September 30, 2015

Long Term Debt			Specific Revenue Collections at a Glance.....		
			FY: October 1, 2014 - September 30, 2015		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b>Property Tax Revenue Collections</b>		
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	\$108,033.77	66%
Reserve Required	\$32,995.00	Met	<b>State Shared Revenue Collections (Revenue, Liquor, Highway Users)</b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$34,231.59	59%
Annual Payment	\$26,733.00	9/15	<b>Permit &amp; License Revenue Collections</b>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$3,130.02	62%
2018 Maturity	\$213,863.00	3.30%	<b>Franchise Fee Revenue Collections</b>		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2015 Budget	\$17,500.00	100%
			Revenues to period end	\$13,677.26	78%
<b>Reinvest Rates ... April 2015</b>			<b>Fine &amp; Forfeit Revenue Collections</b>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2015 Budget	\$7,500.00	100%
Local Gov. Investment		0.2618%	Revenues to period end	\$4,941.84	66%
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 05/31/15		As of 05/31/14		As of 05/31/13		As of 05/31/12	
<b>General Fund</b>	<b>\$342,100.00</b>	<b>100%</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>
Revenues	\$166,660.94	49%	\$172,782.95	55%	\$162,858.32	69%	\$148,161.36	49%
Expenditures	\$169,003.89	49%	\$159,281.10	51%	\$166,266.62	71%	\$165,318.59	55%
<b>Water Fund</b>	<b>\$157,658.00</b>	<b>100%</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>
Revenues	\$99,583.62	63%	\$100,396.75	24%	\$100,819.13	70%	\$103,349.62	70%
Expenditures	\$74,941.57	48%	\$73,499.82	17%	\$79,817.12	55%	\$85,242.14	58%
<b>Sewer Fund</b>	<b>\$1,218,326.00</b>	<b>100%</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>
Revenues	\$99,501.25	8%	\$102,495.74	6%	\$100,070.88	64%	\$103,472.67	67%
Expenditures	\$95,770.81	8%	\$86,254.93	5%	\$83,400.61	54%	\$86,763.09	42%
<b>Industrial Park</b>	<b>\$25,869.00</b>	<b>100%</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>
Revenues	\$11,979.08	8%	\$10,419.34	2%	\$11,824.73	2%	\$11,483.71	67%
Expenditures	\$5,454.08	8%	\$2,384.51	0%	\$24,934.81	5%	\$2,858.95	17%

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 D ADMINISTRATIVE ASSISTANT – page 1 of 1

Kim Jackson  
Administrative Assistant  
Monthly Staff Report  
06/08/2015

**City Hall**

1. Familiarizing myself with the new phone system
2. Weekly cleaning and ordering office supplies
3. Attended weekly Mayor Staff Meetings
4. Filing

**Planning & Zoning**

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

**City Council**

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

No Important Dates to report at this time

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ATTACHMENT E ENGINEER'S REPORT – page 1 of 5



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

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

**JOB NO.:** 15001

**DATE:** June 3, 2015

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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.
- We put a call into LHTAC and left a message for Mr. Scott Ellsworth in regards to the City's 2015-2016 STP Rural Federal-aid Applications and the ranking of 27 out of 28 received applications. Our Call was not returned and we need to follow up. We will report back on this as soon as we are able to connect with Scott. The plan is to figure out why the City's application was ranked so low and what can be done for future applications to receive higher scores.
- After we hear back from LHTAC we will 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.

### Virginia Street Stormwater System

- There is really no new information on this project. We did talk with Mark Campbell from ITD and they are still developing the stormwater design for the project and once they know more and/or their preliminary design is complete, he will follow up with us. If we do not hear back, we will follow up with ITD later in the month.

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323 Diehard Lane, Suite C · PO Box 2330 · McCall, Idaho 83638 · 208.634.4140 · Fax 208.634.4146

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ATTACHMENT E ENGINEER'S REPORT – page 2 of 5

Project Status Report - City of New Meadows

June 3, 2015

Action Items

1. Continue to follow up with ITD.
2. Send additional information to ITD pertaining to the proposed N. Commercial Ave. stormwater collection system as needed.
3. 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.
- Last month, Doug was able to get out and clean up the ditch maintenance work that was completed last season. While completing the work he was hit up by Dan Hearne who stated things along the lines of, the work that was completed has impacted his irrigation practices. Dan made some demands and Doug completed a portion of them, but not all. This additional work was not what was agreed to last fall. We spent some time with Doug and Mayor Koberstein discussing the matter, but are not sure of the final resolution and did not discuss during the month of May.

Action Items

1. None at this time. It may be beneficial to follow up with Dan Hearne as there are still a few drainage modification projects that could be completed on his property adjacent to the county right-of-way that could benefit the City.

Facility Plan/EID

- We reviewed J-U-B's final draft for the EID document on Monday, May 11<sup>th</sup>. Our Engineering Team along with Doug reviewed the document and returned comments back to J-U-B within about 48 hours. The EID was then submitted to DEQ on Friday, May 15<sup>th</sup> and that morning Mac received confirmation from DEQ that it was received.
- In the confirmation to Mac, it states that review of the document by DEQ has been assigned to Mike May. We plan to follow up with Mike/DEQ and J-U-B sometime during the middle of June.

Action Items

1. Follow up with DEQ and J-U-B on the status of the EID.
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

- We followed up with the Idaho Department of Water Resources (IDWR) and the water right split associated with the Land Application Site has supposedly been moved to the top of the pile again. Our contact with IDWR said earlier this week "I will just do it myself now." Hopefully things will be wrapped up in the near future.
- There are no updates on the groundwater monitoring. We did complete some updates to our spreadsheets and developed new graphs that model groundwater elevations together based upon yearly data. This information will be useful when obtaining the Land Application Permit

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Project Status Report - City of New Meadows

June 3, 2015

required for the Wastewater Improvement Project. City Staff is now monitoring the wells on a bi-weekly basis and the groundwater levels are continuing to drop for now, but we anticipate that they will rise again as soon as the irrigation water is turned on. 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 proposed stormwater conveyance system. In order to move a significant project forward we are going to need a Stormwater 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.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, JUNE 8, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT E ENGINEER'S REPORT – page 4 of 5

Project Status Report - City of New Meadows

June 3, 2015

Action Items

1. Notify DEQ once the final determination is made for funding of 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

- On May 11<sup>th</sup> we were notified by Kelly Dahlquist with CEDA that the Idaho Department of Commerce (IDOC) awarded the City a \$470,000 Community Development Block Grant for the Wastewater Improvement Project. Kelly is currently working on the environmental component that is required for funds to be allocated. Our Team is providing support in regards to this task on an as needed basis. There is a public comment period associated with the environmental work that will wrap up around July 9<sup>th</sup>. At that point in time IDOC will start to develop contracts.
- Now that our Engineering Team has received word that from IDOC we are continuing to address comments received from USDA-RD in regards to the Facility Plan and environmental components of the project. Once complete, USDA-RD should be able to finalize the project funding package.

Action Items

1. Continue to work with Mac, CEDA, USDA-RD, and the IDOC as needed until the project is funded.
2. If the City is in agreement with the final funding for the project we will need to finalize and execute the engineering contract.

Water System Facility Plan Update Funding

- Per our previous status reports, 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. On May 28<sup>th</sup> the City received a letter from DEQ confirming this and that we will need to submit an application for the drinking water planning grant no later than November 30, 2015 to obtain funds.
- Mac has been in communication with USDA-RD in regards to obtaining funding for the remaining portion of the Facility Plan Update. Although they are still working to solidify the funding, it sounds as though the maximum amount of money that they will put forward to the project is \$22,000. Unfortunately, that means the remaining \$8,000 of the project cost will need to be funded by the City.
- Initially we were lead to believe that USDA-RD would fund the remaining portion of the project that was not covered by DEQ. However, USDA-RD has determined that the City should be able to afford funding a portion of the project. As stated above, it is initially looking like the City will need to finance about \$8,000 of the project. This means that that about 87% of the project will be funded with grant monies. At this point in time we need to understand if the City is willing to contribute that amount of money to the project. If that is not the case, then there is no need to continue to pursue the funding.

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ATTACHMENT E ENGINEER'S REPORT – page 5 of 5

Project Status Report - City of New Meadows

June 3, 2015

- Last week we spent some time reviewing contracts for the project, but it was decided to wait to hear what funding package will come through from USDA-RD and if the City wants to move forward knowing that they will need to cover a portion of the cost.

Action Items

1. Determine if the City is willing to fund a portion of the project.
2. Follow up with USDA-RD.
3. Continue to work with City Staff to better understand water system issues/deficiencies to be addresses within the Facility Plan Update.

Family Dollar Sidewalks

- Over the last few months we have spent a fair amount of time dealing with the Family Dollar project and the construction/replacement of the sidewalks along Virginia Street/U.S. Highway 95. The process has been far from smooth and there has been some communication breakdown and/or misunderstandings. It seems as though for the most part, all off the City's construction requirements were met.
- Unfortunately, the finished appearance of the sidewalk is not ideal and there is additional damage to the existing curb and gutter which will need to be replaced. We are still waiting to hear back from Family Dollar representatives in regards to a follow up email that was sent out last Friday, May 29<sup>th</sup>. We will work with Mayor Koberstein and City Staff to determine how to move forward with the sidewalk appearance efforts once we receive a response.

Other

- Our General Engineering Services invoice for the month of May was significantly larger than normal. This had to do with efforts associated with development of project funding/grants for the City (ITD, two USDA-RD projects, and IDOC) and work associated with the Family Dollar project. We would be happy to discuss these efforts as necessary. Additionally, if projects need to be broken out better and more Task Orders developed we are happy to do that as well. The only issue with Task Orders is that it can take almost a month for authorization depending on when the next City Council meeting is.
- It is our understanding based upon the last City Council Meeting, that we did not attend, that the City would like to move forward with development of improvements to City Code, Policy's, and Ordinances pertaining to public infrastructure. We will work to prepare a formal Task Order for this work and try to have it ready for discussion at Monday's City Council meeting.