

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, JULY 13, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

Agenda Item 1) Roll Call – Welcome – Pledge of Allegiance

Council President Good called the meeting to order at 7:06 P.M. Council Members; Julie Good, Darbey Edwards, and Shannon Fairchild were present. Mayor Tony Koberstein was ill and Council Member Brad Steiner was excused. City Clerk / Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, and Office Assistant Kim Jackson were also present. Public in attendance: Adams County Sheriff Ryan Zollman (ACSO), Adams County Under Sheriff Jeff Brown (ACSO), Adams County Commissioner Bill Brown, Christie Grob (Star News), Attorney Jeff Wilson, Wes Jeffs, and Dixie Jeffs.

Council President Good led the Pledge of Allegiance.

- Council Member Fairchild moved to amend the agenda to include the ASCO Contract as it wasn't available prior to the posting of the agenda; Council Member Edwards seconded the motion. Roll Call Vote: Good – Aye, Edwards – Aye, Fairchild – Aye. Motion Carried.
- Council Member Fairchild moved to amend the agenda to include the U-Haul Contract as it wasn't available prior to the posting of the agenda; Council Member Edwards seconded the motion. Roll Call Vote: Good – Aye, Edwards – Aye, Fairchild – Aye. Motion Carried.
- Council Member Fairchild moved to amend the agenda to include the Water / Sewer rate update discussion as it wasn't available prior to the positing of the agenda; 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 at this time.

Agenda Item 3) ASCO Contract:

Council President Good stated city council members had questions regarding what is actually being provided and paid for in regards to the ASCO contract.

Council Member Fairchild asked if the City of New Meadows is required to provide a room for ASCO. Sheriff Zollman stated that although the room has been provided by the City of New Meadows for a phone, fax, etc., it's not a requirement. ASCO officers now have the technology to conduct most of their business in their vehicle. Zollman stated that it would be helpful to have access to an area available for after-hours interviews. Council Member Edwards asked Zollman if it would cause a problem if the current room was remodeled and the small office eliminated. Zollman stated that it would work as long as ASCO has access to the restrooms and a place to meet to conduct after-hours interviews.

Council President Good asked Zollman if it was possible to provide a log of how many hours are being spent in New Meadows. Zollman stated the contract requires ASCO officers to be in the city limits of New Meadows 40 hours a week, but they are actually in New Meadows 60 hours a week. He reported that incidents are down partially as a result of Law Enforcement presence in the city limits of New Meadows. Zollman stated there is no way to actually report on all of the hours deputies spend in New Meadows. Council President Good asked Zollman if it would be possible to receive periodic reports showing the incidents for New Meadows and Zollman stated that it would be.

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After the discussion, it was decided that Zollman would provide an Incident log via email to Qualls which will show incidents from January 1, 2015 through July 31, 2015 and a quarterly report will be emailed to Qualls in the future.

- Council Member Fairchild moved to accept the ASCO contract with the change on 1a which should read \$33,660; Council Member Edwards seconded the motion. Roll Call Vote: Good – Aye, Edwards – Aye, Fairchild – Aye. Motion Carried.

Agenda Item 4) Local Option Tax Ordinance DRAFT:

Council Members discussed the Local Option Tax Ordinance which was previously tabled at the June 8, 2015 City Council Meeting. There were questions concerning the items that were being taxed since they are different than what the survey had described.

After discussion, it was decided to table the Ordinance so Qualls can revise the Local Option Tax Ordinance and Council Members will email Qualls of any other items they would like to see changed in the Local Option Tax Ordinance Draft. Qualls will make the requested changes and the Local Option Tax Ordinance Draft will be reviewed by council members at the August 10, 2015 City Council Meeting.

Agenda Item 5) Local Option Tax Resolution DRAFT:

The Local Option Tax Resolution Draft was tabled since it will be changed to reflect the changes on the Local Option Tax Ordinance.

Agenda Item 6) Burn Permits Ordinance DRAFT:

Council members discussed the Burn Ordinance Draft which was previously tabled at the June 8, 2015 City Council meeting.

Council Member Edwards had several recommended changes on definitions and clarification of several sections. He expressed concern that when burn permits are issued, literature should be given out about burning. Council President Good stated a need for further definition and clarification regarding what is excessive smoke.

It was decided that Qualls would make the appropriate changes and have the corrected Burn Permits Ordinance Draft available for council members to discuss and approve at the August 10, 2015 City Council Meeting.

Agenda Item 7) U-Haul Contract:

Buys expressed his desire to add U-Haul rentals to his current services at A.B.T. Towing.

Council Member Fairchild asked if the U-Haul business would take up more space than A.B.T. Towing is currently using and if so, that would result in an additional charge for Buys. Buys stated that there would be no more than 3 to 5 U-Haul vehicles in the Industrial Park / A.B.T. Towing space. Council President Good stated she happened to know that another business, A to Z Storage, is also looking at doing U-Haul in the area. Council President Good asked about insurance. Buys has insurance coverage through A.B.T Towing.

After discussion, it was decided to have Buys write up a proposal including any additional square footage needed and submit it to the City Council at the August 10, 2015 City Council Meeting.

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Agenda Item 8) Water / Sewer Rate Increase Update:

Council members received and reviewed the new Water / Sewer Rate Increase Update and stated they were pleased with the direction it is taking. Buys expressed concern with the ramifications if vacant homes were only charged the admin and capital project fee and a recession were to happen. Buys was concerned that the City of New Meadows would have to reduce the number of employees. He also stated that if a house fire were to happen, he didn't want to see the neighbors have to pay fees in addition to their current charges.

After the discussion, it was decided to have Qualls formulate another chart showing the effect of the change on residents.

Agenda Item 9) Communications & Reports:

a. Official Guests: (Commissioners, Sheriff, USFS, Others)

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

i. Employee Presentation – Good

Council President Good presented Qualls with a Certificate of Appreciation for all of his work on the Idaho CDBG Sewer Land Application Grant and council members congratulated Qualls on all of his efforts.

ii. Local Attorney Introduction – Fairchild

Council Member Fairchild introduced Jeff Wilson, Attorney. Mr. Wilson introduced himself and stated he has a home in New Meadows and is spending much more time here than in the past. Mr. Wilson stated that he is available to provide attorney services to the City so the City would have a local Attorney represent them. The Council Members expressed interest in looking at proposals from the current City Attorney and Mr. Wilson's firm.

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

Council Member Edwards asked Buys about the sidewalks at Family Dollar and Buys stated they did a poor job. The Council Members expressed the need to delay the issuing of an occupancy permit until the sidewalk issue has been addressed. Qualls stated he would call Don Horton regarding this issue.

Council Member Edwards had a question about Wallace's staff report in reference to the same dog being picked up three times. He asked about the fee structure for multiple offenses.

Council Member Edwards asked about the brown spots in the park. Buys stated weed killer and grass seed has been applied but hasn't taken off yet.

Qualls stated the city was awarded a \$30,000 USDA grant for the Master Water Plan he submitted.

d. Other (Mailbag) & Announcements

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Agenda Item 10) Consent Agenda (Approval of all with Single Motion & Roll Call)

Invoices: To Date; **Financial Reports & Payroll Summary:** June 2015; **City Council Minutes:** May 1, 2015, May 11, 2015, June 8, 2015, June 12, 2015

Council President Good stated concern with the Crestline Engineering invoice in regards to the cost of the attendance of Tankersley at monthly City Council Meetings. Council President Good stated Tankersley shouldn't be required to attend monthly City Council Meetings unless he has something new to report to council members in addition to his Staff Report. Good also asked Qualls if there was a possibility of Tankersley submitting his staff report earlier than it has been in the past. The Council Members requested that the reports only reflect the projects which have been worked on or changed during the month in order to streamline the report.

Council President Good asked why the City Council Meeting Minutes for May 1, 2015, May 11, 2015, June 8, 2015, and June 12, 2015 weren't available. Qualls stated they hadn't been edited prior to the July 13, 2015 City Council Meeting.

- Council Member Edwards moved to approve the Consent Agenda with the exception of the City Council Meeting Minutes; Council Member Fairchild seconded the motion. Roll Call Vote: Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

Agenda Item 11) Additional Engineering Tasks:

There were no additional engineering tasks at this time.

Agenda Item 12) Adjourn

- Council Member Edwards made a motion to adjourn the City Council Meeting; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion.

The meeting adjourned at 8:38PM

Anthony J Koberstein, Mayor

ATTEST: _____
Jacob M Qualls, City Clerk / Treasurer

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ATTACHMENT A (Public Works) 1 of 2 pages

Doug Buys
Public Works Supervisor
Monthly Report 07-07-15

Water:

1. All water samples have come back great.
2. 2 new Fire Hydrants have been ordered
3. The parts to block off the line that was shut off on S. Heigho have been ordered, this is needed to turn valves back on to ensure proper flow, threw out the system.
4. We have assisted the school in exposing an under irrigation line that had been leaking, when the repairs are made we will back fill the hole.
5. A water leak was identified on Katherine Street; this was in the property owner's irrigation line.
6. We have begun fire hydrant flushing, this helps clean and exercise the hydrants as well as identifying any broken or damaged hydrants.
7. We had multiple problems with the radios that are used in our SCADA/telemetry system, 2 radios had to be replaced. I have also talked with ACS about what we can do to keep this from happening.
8. I have done several locates for water/sewer
9. An agreement was made with the owner of 413 Morgan, so the owner could have water close to his residence, while he begins construction on the home.
10. A water meter was filled in with asphalt, while the parking lot of family dollar was being paved, we immediately contacted them to fix the issue, we inspected the meter after it was dug out, and appears no actual damage had been done to the meter.

Sewer

1. The sewer ponds have been shut down for the summer months, hopefully we can retain the water until October 1st and we will discharge once again.
2. We noticed we had a violation of our permit, we are required to continually monitor temperature of the effluent, on several occasions in June we went over the allowed temperature. This is due to lowering the ponds and the abnormally warm temperatures in June.
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.
7. A lot of weed spraying has been done around the lagoons, We were forced to purchase different and very expensive chemicals for the growing "goat head" weed problem.
8. A backup occurred on N. Heigho, after inspection of the main, it turned out to be on the property owner's line.
9. I have done several locates for water/sewer
10. Sewer line cleaning has been pushed back to Sept. 8th. This is due to breakdown and mobilization fees.
11. A cooling fan has failed at the sewer plant, we currently have a new motor ordered and it will be installed as soon as it arrives.

Streets

1. The roads are holding up pretty well with the dry weather, I am starting to notice a few potholes/rough areas, with the oil on the roads not much can be done about it.
2. The dust continues to be a problem
3. As soon as the final decision is made we will begin hauling the rock off McLain street.
4. A handful of people have purchased more road oil in spots threw out town.
5. The area that we used for snow plowing has been fixed, the soft conditions led to ruts in the dirt where we piled the snow off main street, at J.I. Morgan's property.
6. Main street was swept again, for the holiday weekend.

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ATTACHMENT A (Public Works) 2 of 2 pages

Doug Buys
Public Works Supervisor
Monthly Report 07-07-15

Storm Drains

1. One storm drain project has been completed so far. This was done on Katherine street, this should help dry up standing water, as well as help I and I in the sewer Lift station.
2. I did some research as requested on the Irrigation ditches, Mac as emailed you all the document from Dept. of Water Resources, as I suspected the Irrigation districts are responsible for the entire ditches.
3. We still have a handful of storm drain projects to complete this summer, This will mostly be cleaning and flushing.
4. I met with the state engineers again, regarding the repaving of main street and them installing new storm drain lines down main street and across commercial.

Equipment

1. All the equipment has been washed at least once.
2. Regular maintenance is being done on the equipment.
3. A small part was fixed on the grader; John Deere had to replace a leaking o-ring.

Park & Restrooms

1. The automatic flushers have been installed in the restrooms.
2. Mowing and trimming continues at the park.
3. Extensive water is being used with the extremely warm/dry conditions. We are watering double what we do on most normal years.
4. A New tree will be installed at the park as soon as the paperwork is done, and depending on the city council's decision, we will remove the other 2 dead trees, on the N. commercial side.
5. The New mower has not arrived yet, we are still using mine for mowing and weed spraying.

Industrial Park

1. The New Frame has been finished and installed for the Industrial park, I am still waiting on the signs themselves to be done, as soon as they are I will get them installed.
2. Pat's overhead door arrived and maintained all the roll up doors at the Industrial park, and city shop, He does recommend we replace part of one of the doors that was damaged in snow sliding/plowing that happened years ago.
3. A-1 Heating arrived and started working on heaters, they found multiple problems, and will be back down threw out the summer to get them all working as they should again.
4. The inside lights in one of the businesses have been failing, after diagnosing them, I contacted C&N electric, they are getting us prices on rebuilding the lights vs. replacing them, with new more efficient lights.
5. I contacted C&M and got prices for a shell building for budget purposes.

Misc.

1. If there are any questions, comments, or concerns please let me know.
2. Mac and I have done extensive work on the budget, we have gotten real numbers on multiple projects for you as a council to decide which of them will be done in next years budget.
3. After revue of the side walk at family dollar, it is my belief with repairs done on the side walk, that the repairs are unacceptable and it needs to be replaced correctly.

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ATTACHMENT B (Animal Control) 1 of 1 page

Leonard Wallace
Animal control officer/public works laborer
Monthly report
07-08-15

Animal control: I caught a few dogs this month the same one three times with the help of a city council member. I also got bit by a dog that was taken to mcpaws by the kennel manager. I issued two citations this month. I received a complaint about a loose dog I have been watching closely patrolling early mornings and afternoons and I have not see the dog loose.

Water: I have been studying for my water test this fall as much as possible. I have been reading the meters on a monthly basis. I have been learning as much as possible for Doug on the water systems. I started flushing fire hydrants I am almost half way done.

Sewer: been spraying weeds around the ponds had to get another weed killer to control the goat heads it was expensive but it works and we now have a good control on the goat heads and other weeds.

Streets: I watered the roads one day per the mayor Just the north south streets. I swept the streets.

Sidewalks: I have swept the sidewalk in front of the park. A couple times if I could keep the kids off of it on their bikes it would keep the gravel off of it.

Park/Restrooms: we changed the watering cycle to 8 hours a night to help green the park back up it was starting to get really brown in certain places. Planning to remove and replant one of the dead trees. Also started the drip lines around the trees to keep them green the bathrooms have been painted and look nice. I have cleaning them weekly sometimes more than once a week depending on the shape they are in.

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ATTACHMENT C (City Clerk Report) 1 of 2 pages

Clerk / Treasurer Report for July 13, 2015

Page 1 of 2

1. Treasurer / Clerk Reports

- a. June Bank Statements Received & Balanced– Umpqua Bank.
- b. LGIP is pending receipt
- c. Please review the following reports:
 - i. Treasurer Dashboard (At Meeting)
 - ii. Bank Statements (At Meeting)
 - iii. June 2015 Payroll Summary

2. Planning & Zoning

- a. Planning & Zoning cancelled their meetings in July and in June as they did not have anything to discuss.

3. Training / Out of Office / Important Dates

- a. July 10 – The District 3 Clerks will meet in McCall. Kim & I plan on attending the morning sessions.
- b. July 31 – I will deliver the Special Assessments to the Adams County Treasurer for collection in the same manner as property taxes per our ordinance.

4. City Hall Day to Day Operations

- a. We have been swamped! We have been working very diligently on the budget gathering information, formatting the information so it can easily be presented.
- 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. We hope you all enjoy the “Memo Monday’s” that we have been sending out. Each Monday we take about an hour to hash over the previous weeks accomplishments and goals for the upcoming week.

5. Developments & Building Permits

- a. I have not heard from Family Dollar, but have seen quite a bit of activity in the last few days.
- b. A large portion of property sold in the last few weeks. I am anticipating an meeting with the property owner as to their intentions.
- c. Local building permits seem to be going up with several people remodeling or building additions onto their homes.
- d. I have three pending meetings with local developers on housing developments in our community.

6. Team Goals

- | | |
|---|--------------------|
| a. Minutes (City Council & Planning & Zoning) | e. Training |
| b. Temperature Violation Letter | f. Newsletter |
| c. W/S Billing | g. Cleaning |
| d. Filing | h. Kiosk Panels |
| | i. Packet Delivery |

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ATTACHMENT C (City Clerk Report) 2 of 2 pages

Clerk / Treasurer Report for July 13, 2015

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7. Personal Accomplishments

- | | |
|--|---|
| <ul style="list-style-type: none">a. Family Dollar Invoicingb. McLain ST Agreement w / exhibitsc. PRSB Kiosk Install (3 panel sheets)d. Discharge Monitoring Reporte. Consumer Confidence Reportf. Grass / Weed Lettersg. Leak Letters / Notificationsh. CEDA Meeting & Info exchange | <ul style="list-style-type: none">i. Request for Release of Funds – IDOCj. Re-arrange office on July 4k. Kump Approval Letter – HAM Towerl. Rate Increase Impact studym. Numerous Account Changesn. Airport Commission Meeting Minuteso. Labor Day Parade Permit Coordination |
|--|---|

8. Budget / Rates / Fees

- a. At the next City Council Meeting, the council is to tentatively adopt the FY 15/16 Budget. This should be done after the meeting on July 13. The county will have their Board of Equalization Meeting on 7/13/2015. After that date, we will know exactly what our revenues will be from property taxes. "Tentative Adoption" means the budget cannot increase over the amounts tentatively adopted, only reduced.
 - i. Tentative Adoption
 - ii. 2 Public Notices published in the paper prior to the Public Hearing
 - iii. Public Hearing **(Not later than September 9)**
 - iv. Final Approval / Adoption **(Not later than September 9)**
 - v. Publish in the paper once by September 30 **(September 24)**
 - vi. Staff certifies to Adams County & Secretary of State **(not later than September 10)**
- b. Rate Changes & New Fees must have a Public Hearing before they take effect. In years past, the council has held their hearing after 2 Public Notices had been printed in the paper. The rate changes in the past usually coincide with the fiscal year, but that date can be any time after the public hearing.
 - i. Agree on rates / fees
 - ii. 2 Public Notices published in the paper prior to the Public Hearing
 - iii. Public Hearing / Adoption of rates &/or fees
 - iv. Effective date

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 D (Office Assistant Report) 1 of 1 page

Kim Jackson
Administrative Assistant
Monthly Staff Report
07/13/2015

City Hall

1. Weekly cleaning and ordering office supplies
2. Watering plants
3. Filing

Planning & Zoning

1. Attended the June 1, 2015 Planning and Zoning Meeting
2. Typed and submitted the June 1, 2015 Planning and Zoning Meeting minutes to Mac for review

City Council

1. Attended the June 8, 2015 City Council Meeting
2. Typed and submitted the Draft of the June 8, 2015 City Council Meeting minutes to Mac for review

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 (Treasurer Dashboard) 1 of 2 pages



Issued: July 13, 2015

City of New Meadows, Idaho
 Monthly Reporting Dashboard

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	
Balances as of May 31, 2015	
General Fund	
Fund # 1	
June 30, 2015	\$105,689.16
June 30, 2014	\$125,684.50
Transportation Fund	
Fund # 2	
June 30, 2015	\$35,677.95
June 30, 2014	\$43,842.95
Water Fund	
Fund # 60	
June 30, 2015	\$152,026.79
June 30, 2014	\$132,385.94
Industrial Park Fund	
Fund # 63	
June 30, 2015	\$85,957.84
June 30, 2014	\$75,443.28
Sewer Fund	
Fund # 65	
June 30, 2015	\$109,765.17
June 30, 2014	\$111,750.53
Sewer Grant Fund	
Fund # 66	
June 30, 2015	-\$33,919.73
June 30, 2014	-\$21,711.12

Our Cash Flows.... (End of period)		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
General Fund Revenues & Expenses		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$173,044.76	51%
Expenditures	\$190,544.81	56%
Transportation Fund Revenues & Expenses		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$6,306.25	4%
Water System Revenues & Expenses		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$114,531.60	73%
Expenditures	\$84,468.71	54%
Industrial Park Revenues & Expenses		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$13,055.93	50%
Expenditures	\$6,281.76	24%
Sewer System Revenues & Expenses		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$112,707.41	9%
Expenditures	\$105,272.73	9%

More information on back side of this document

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ATTACHMENT E (Treasurer Dashboard) 2 of 2 pages



City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued: July 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	\$108,273.17	66%
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	\$38,815.59	67%
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	\$3,324.52	66%
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 ... May 2015			Revenues to period end	\$13,677.26	78%
Location		Rate	Fine & Forfeit Revenue Collections		
Local Gov. Investment		0.1884%	Fiscal Year 2015 Budget	\$7,500.00	100%
Umpqua Bank		N/A	Revenues to period end	\$5,001.84	67%
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 06/30/15		As of 06/30/14		As of 06/30/13		As of 06/30/12	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$173,044.76	51%	\$185,744.49	59%	\$171,981.06	73%	\$215,662.99	72%
Expenditures	\$190,544.81	56%	\$171,861.98	55%	\$192,950.41	82%	\$191,187.57	64%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$114,531.60	73%	\$115,109.64	27%	\$114,238.23	79%	\$116,393.59	79%
Expenditures	\$84,468.71	54%	\$90,454.59	21%	\$85,550.57	59%	\$90,791.77	62%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$112,707.41	9%	\$115,570.44	7%	\$112,926.08	73%	\$116,226.52	75%
Expenditures	\$105,272.73	9%	\$93,382.25	6%	\$90,293.80	58%	\$141,311.11	69%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$13,055.93	9%	\$11,493.40	2%	\$12,901.39	2%	\$13,183.24	77%
Expenditures	\$6,281.76	9%	\$3,732.75	1%	\$25,463.99	5%	\$3,188.95	19%

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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REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, JULY 13, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

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PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: July 13, 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.

Action Items

1. Follow up with LHTAC on STP Rural rankings. Last we attempted to do this, the contact was Scott Ellsworth who never called us back. We need to determine why the project was ranked so low and figure out if this grant it's worth pursuing again. After we hear back from LHTAC we will regroup and figure out our next steps moving forward.
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 no new information on this project.

Action Items

1. Follow up with Mark Campbell from 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.

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

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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

- On June 25th we received notification from Matt Uranga with J-U-B that they had received comments from DEQ pertaining to the EID. According to the email we received, Matt said he didn't see anything to drastic, but there was a bit of busy work necessary to address the comments. Matt mentioned trying to address the comments the week of 6/29 – 7/3, but we have not heard from him. A follow up email was sent on Thursday, July 9th with no response.

Action Items

1. Continue to 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

- The water right split for the Land Application Site was finally completed by the Idaho Department of Water Resources (IDWR). A summary of the split with information pertaining to the new water rights was provided to the City by our office. This task is now considered complete.
- There are no updates on the groundwater monitoring. 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. City Staff to continue monitoring wells until it is determined to be no longer necessary.
2. 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?

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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.

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

- We followed up with USDA-RD and everything looks like it is coming together for the funding portion of the project. There are a few engineering questions that need to be addressed and we are in the process of putting together the engineering contract with the goal of having it executed at the August 10th City Council Meeting.

Action Items

1. Continue to work with Mac, CEDA, USDA-RD, and the IDOC as needed until the project is funded.
2. Finalize and execute engineering contract.

Water System Facility Plan Update Funding

- The City received correspondence from DEQ in regards to interest for the DEQ planning grant money. Mac responded and DEQ knows that the City is interested in the funds. DEQ provided the application forms, but we should be careful about the timing of when the application is turned in because we are still hoping that USDA-RD will help fund a portion of the project. The City has until the end of November to turn in the application to DEQ.
- We followed up with USDA-RD and it still sounds like they are going to fund a portion of the project with a planning grant. Based on our conversation the amount will still be around \$22,000 which leaves the City responsible for about \$8,000 of the project. The big question is, what funding cycle the USDA funds will be available for. We will know in the next three or

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so weeks if will be funded with this year's money or if we will have to wait until next physical year which starts October 1st. If this is the only path, funding/money will be available in November/December, this year.

- At the last City Council Meeting it seemed like the Council was willing to fund \$8,000 of the proposed \$60,000 project so we will continue to pursue all available funding.

Action Items

1. Continue to follow up with USDA-RD.
2. Let DEQ know that the City is waiting to hear what support package they can get from USDA-RD prior to committing to DEQ funds with an application.
3. Continue to develop/finalize engineering contract.
4. Continue to work with City Staff to better understand water system issues/deficiencies to be addresses within the Facility Plan Update.

Family Dollar Sidewalks

- There is no new information on this project. Our last attempt to contact Family Dollar was over a month age. To the best of my knowledge the City has attempted to contact Family Dollar on multiple occasions as well with no response. We are available to help the City as determined necessary to help resolve issues with the project upon request.

Other

- It is our understanding based upon the 5/11 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. A formal Task Order for this work has been prepared and is ready to execute at the City's convenience.