

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, AUGUST 10, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

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

Mayor Tony Koberstein called the meeting to order at 7:02 P.M. Council Members Julie Good, Brad Steiner, Darbey Edwards and Shannon Fairchild were present. 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: Jeff Wilson, Carol Garrison (USDA), Julie Burkhardt (Adams County Soil & Water Conservation Department), Dean Dryden (Commissioner for Adams County Soil & Water Conservation Department), Stan Branstetter (Commissioner for Adams County Soil & Water Conservation Department), Wes Jeffs, and Dixie Jeffs.

Mayor Tony Koberstein led the Pledge of Allegiance.

Agenda Item 2) Public input:

There was no Public input offered.

*** Out of order* Agenda Item 5) Adams County Soil & Water Conservation Presentation:**

Julie Burkhardt with ACSWCD made a presentation to the City Council. After the presentation, Council President Good requested a copy of the ACSWD’s current budget and suggested Council Members review the information presented by ACSWD before making a decision on financially supporting ACSWD. The council also asked for a more detailed budget to be sent to them.

*** Out of order * Agenda Item 4) Water Planning Grant Project Funding:**

a. Carol Garrison with USDA presented the Letters of Conditions on the Water Planning Grant/Loan.

- Council Member Steiner moved to accept the Letters of Conditions on the Water Planning Grant / Loan for Mayor Koberstein to sign; Council President Good seconded the motion. Voice vote indicated no opposition to the motion with all Council Members signifying aye. Motion carried.

b. Idaho Department of Environmental Quality Grant update from Greg Tankersley

Tankersley gave a brief presentation on the DEQ grant update.

I. DEQ Authorizing Resolution

- Council Member Steiner moved to approve the DEQ Authorizing Resolution for the Water Planning Grant; Council Member Edwards seconded the motion. ROLL CALL Vote: Steiner – aye, Good – aye, Edwards – aye, Fairchild – aye. Motion carried.

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*** Out of order * Agenda Item 3) Sewer Land Application Project Funding:**

a. Carol Garrison with USDA presented the Letters of Conditions on the Commerce Block Grant

- Council Member Steiner moved to accept the Letters of Intent and Request for Obligations for the Sewer Land Application Project Grant / Loan; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all members signifying aye. Motion carried.
- Council Member Steiner moved to amend the agenda to include the Loan Resolution with USDA as the information was not available at the packet preparation time; Council President Good seconded the motion. ROLL CALL Vote: Steiner – aye, Good – aye, Edwards – aye, Fairchild – aye. Motion carried.
- Council President Good moved to approve the Loan Resolution with USDA for the Sewer Project; Council Member Edwards seconded the motion. ROLL CALL Vote: Steiner – aye, Good – aye, Edwards – aye, Fairchild – aye. Motion carried.

b. Idaho Department of Commerce Block Grant Approval

- Council Member Steiner moved to authorize Mayor Koberstein to sign the Idaho Department of Commerce Block Grant Contract; Council Member Edwards seconded the motion. ROLL CALL Vote: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

c. Sewer Project Engineering Contract approval

- Council President Good moved to authorize the mayor to sign the Sewer Project Engineering Contract contingent upon no significant changes being needed by DEQ/USDA; Council Member Steiner seconded the motion. ROLL CALL Vote: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

Agenda Item 6) Financial:

a. Fiscal Year 2015/2016 Budget Presentation

Council President Good presented the Fiscal Year 2015/2016 Budget.

b. Fiscal Year 2015/2016 Budget Public Hearing / Testimony

Mayor Koberstein opened the Fiscal Year 2015/2016 Budget Public Hearing at 8:19 P.M.

There was no Testimony offered.

The Public Hearing closed at 8:20 P.M.

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c. Fiscal Year 2015/2016 Budget Ordinance Adoption – or – Reduction

- Council Member Steiner moved to introduce the Fiscal Year 2015/2016 Budget Ordinance and suspend the rules requiring three separate readings on three separate dates and read by title only once; Council President Good seconded the motion. ROLL CALL Vote: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

Qualls read the Fiscal Year 2015/2016 Budget Ordinance by title.

- Council President Good moved to adopt the Fiscal Year 2015/2016 Budget Ordinance; Council Member Edwards seconded the motion. ROLL CALL Vote: Steiner – Aye, Good – Aye, Edwards – Aye Fairchild - Aye. Motion carried.

d. Fiscal Year 2015/2016 Rate Fee Resolution – Set Fee Public Hearing – Date / Time / Location

Council Members discussed the Fiscal Year 2015/2016 Rate Fee Resolution.

After the discussion, it was decided to set the public hearing for September 14, 2015 at 6:00 P.M. and city staff will find a large enough building for the public hearing.

Agenda Item 7) Local Option Tax:

a. Discussion / Decision on approving a draft ordinance creating a local added sales tax. (Previously tabled)

After discussion, it was decided to table approving a draft ordinance creating a local added sales tax as further review of the ordinance was needed by Council Members.

b. Discussion / Decision on approving draft resolution ordering a local election for a local added sales tax.

After discussion, it was decided to table the draft resolution ordering a local election for a local added sales tax as further review of the draft was needed by Council Members. Council Members indicated that the LOT should be something that is voted on during the following calendar year.

Agenda Item 8) Legal Request for Qualifications / Proposals

a. Discuss / Decision on approving RFQ/P for Legal Prosecution Services DRAFT (Previously tabled)

Council President Good stated there were scrivener errors on the RFQ/P for Legal Prosecution Services draft and Qualls will correct them.

- Council President Good moved to approve the RFQ/P for Legal Prosecution Services / Municipal Attorney Services draft with the scrivener errors corrected; Council Member Steiner seconded the motion. Voice vote indicated no opposition to the motion with all City Council Members signifying aye. Motion carried.

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Agenda Item 9) Industrial Park Tenant

a. Discussion / Decision on A.B.T. U-Haul Proposal (Previously tabled)

After discussion, it was decided to table the decision to allow for the A.B.T. U-HAUL Open Space Lease to be completed.

b. Discussion / Decision on Nelson Machining / Manufacturing LED Lighting (Previously tabled)

After discussion with Buys regarding the scope of the project being considered, Council Members decided to accept the \$5,580.00 bid from C&N Electric for the Nelson Machining / Manufacturing LED Lighting installation at the Industrial Park without requesting other competitive bids.

- Council Member Steiner moved to approve the Nelson Machining / Manufacturing LED Lighting bid of \$5,580.00; Council Member Edwards seconded the motion. Voice vote indicated no opposition to the motion with all Council Members signifying aye. Motion carried.

Agenda Item 10) Park Improvement

a. Discuss / Decision on purchasing a BBQ Stand(s) for the Dorsey Warr Memorial Park

After discussion, it was decided to table the discussion / decision on purchasing a BBQ Stand(s) for the Dorsey Warr Memorial Park until the September 14, 2015 City Council Meeting until Council Member Edwards could research a possible United States Forest Service donation.

Agenda Item 11) Employee Travel / Training

a. Discussion / Decision on allowing overnight travel and training (Public Works & Office Staff)

Council Members discussed employee travel / training for Qualls and Jackson for September 16, 2015 through September 19, 2015, for Buys in September and Wallace in September.

- Council Member Steiner moved to approve employee travel / training; Council Member Fairchild seconded the motion. Voice vote indicated no opposition to the motion with all Council Members signifying aye. Motion carried.

Agenda Item 12) 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. Spending Limits Discussion (Good)

Council President Good circulated a draft copy of a Spending Limits Ordinance to be reviewed by Council Members and discussed at the next City Council meeting.

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- c. **Staff Reports: Public Works** (Buys), **Animal Control Officer** (Wallace), **City Clerk / Treasurer** (Qualls), **Office Assistant** (Jackson), **Engineer** (Tankersley) – SEE ATTACHED
- d. **Other** (Mailbag) & **Announcements**

Agenda Item 13) Consent Agenda (Approval of all with Single Motion & Roll Call)

Invoices: To Date; **Financial Reports & Payroll Summary:** July 2015; **City Council Minutes:** May 1, 2015, May 11, 2015, June 8, 2015, June 12, 2015, July 13, 2015, July 28, 2015

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

Agenda Item 14) Additional Engineering Tasks:

There were no additional engineering tasks offered.

Agenda Item 15) Agenda Items for next meeting:

There were no agenda items for next meeting offered.

Agenda Item 16) Adjourn

- Council Member Steiner moved to adjourn the City Council Meeting; Council Member Edwards seconded the motion. Voice vote indicated no opposition to the motion.

The meeting adjourned at 9:30 P.M.

Anthony J Koberstein, Mayor

ATTEST: _____
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
08-06-15

Water:

1. All water samples have come back great.
2. 1 new Fire hydrant has been installed at the corner of N. Heigho and Nora
3. Fire Hydrant flushing is nearly complete.
4. I am meeting a Ferguson water works today to discuss “Hot Taps” for the water system valves; I will update you when I have more information about this.
5. I have met with ACS concerning the radio in the booster station, this radio consistently fails and we need to know why and get it repaired so the situation no longer happens.
6. I am getting a quote from ACS on an intrusion alarm for well #3
7. Pumps are working heavily to keep up with the demand of irrigation this summer.

Sewer

1. We are still retaining out flow at this time, and not discharging, as every year this will be a touch and go situation.
2. Greg, Stewart, Mac and I, Met to discuss and walk the upcoming sewer project and throw ideas around on the best way to accomplish all that needs done.
3. After extensive exploratory excavation on Nora Street, it was concluded that the water entering the manhole was in fact ground water following the rock under the sewer pipe. The pipe was capped and a temporary fix was done to the manhole itself. This will not be a permanent fix, but I and I has dropped dramatically.
4. When Pipeline arrives to clean and camera the sewer lines, I plan on having the section done, starting on Nora where we found so many problems, rather than Ridgeview subdivision.
5. We have sprayed weeds multiple times around the lagoons; different more expensive weed killer was purchased for our expanding “goat head” problem. We will continue to battle this formidable foe.
6. The cooling fan in the Blower room, at the sewer plant has been replaced, and is working as it should again.
7. I am having ACS give us a quote on a chlorine analyzer, along with installation and tying it to our system.

Streets

1. As of Yesterday we started hauling the rock from Bill Brown’s Airport Lot, this will be a substantial amount of rock.
2. The dust continues to be a problem
3. Final grade along the curb was done on S. Heigho at the family dollar, we did the work, and family dollar bought the materials.

Storm Drains

1. An unknown storm drain pipe was found during our Fire Hydrant replacement. This pipe is almost completely plugged, we will try cleaning the pipe as soon as time allows.
2. We still have a handful of storm drain projects to complete this summer, This will mostly be cleaning and flushing.

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ATTACHMENT A Public Works Supervisor Report – page 2 of 2

Doug Buys
Public Works Supervisor
Monthly Report
08-06-15

Equipment

1. All the equipment is running as it should at this time.
2. Regular maintenance is being done on the equipment.

Park & Restrooms

1. The park is looking great!
2. With the loss of the city mower, mowing at the park has been very difficult and time consuming. With the donations of much older and smaller mowers donated by myself and Brad Steiner we were able to keep up with the mowing, but due to breakdowns and the size of the park, mowing time became quite extensive.
3. The New John Deere mower arrived this week and works Great! The mulching kit was not installed on the unit, but they sent us the kit and we will be installing it.
4. The 2 dead trees were removed at the park, on the N. Commercial side; we are still waiting on the other new tree to remove the other one on the highway side.
5. I had the sheriff's office warn a couple passerby's that were digging holes in the park looking for metal with a metal detector, I advised the officer to tell them we would not tolerate holes dug in the park.
6. Multiple sprinkler heads have been swapped out on the irrigation lines.

Industrial Park

1. The new panel has been ordered for the industrial park door.
2. C&N electric has gotten us a bid to repair/replace the lighting in Nelson machinery's building; the quote is for new LED lights threw out the building. I highly suggest we do this upgrade.
3. The city shop has been swapped to LED light bulbs; we will also get a rebate back from Idaho Power on this.

Misc.

1. If there are any questions, comments, or concerns please let me know.
2. Mac and I met with Greg Wall from Leading Tech Development and walked through the project and expressed the concerns we had with city affected infrastructure. They seemed receptive and repairs are set to start immediately.

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ATTACHMENT B City Clerk / Treasurer Report – page 1 of 6

Clerk / Treasurer Report for August 10, 2015

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1. Treasurer / Clerk Reports

- a. July Bank Statements Received & Pending– Umpqua Bank & LGIP
- b. Please review the following reports:
 - i. Treasurer Dashboard
 - ii. Financial Statements (Cash Report & Expenditure and Revenue Report)
 - iii. Bank Statements
 - iv. July 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. Airport Commission

- a. The Airport Commission has held two meetings in July (7/27 & 7/31). At the last meeting they toured the New Meadows Airport. They are generating ideas to develop the Airport to build commerce into the community, while increasing safety of the flying public and those on the ground. They will be submitting some of their ideas to the council and to Idaho Transportation Department Bureau of Aeronautics in coming months, for funding and approval.

4. Training / Out of Office / Important Dates

- a. September 16 – 18 – The ICCTFOA Institute is being held. Both Kim and I would like to attend. I applied for a scholarship, but since she is not yet a member, her scholarship application was denied. We would like to leave early Wednesday morning as our first class starts at 9:45am. We will need to register for the institute and reserve our hotel rooms as soon as possible.
- b. September 16 & 17 – The IRWA Fall Conference is being held. Doug needs to attend this to keep his certifications. We would need a hotel room the night of the 15th and would leave New Meadows in the morning / early afternoon. Because of their tight attendance, he has been registered already and a hotel reservation has been made.
- c. September 8 & 9 – Leonard will be in Boise taking Water & Sewer Certification classes and then again on September 16 & 17 to take the Idaho Bureau of Occupational Licensing Testing. If approved, he can stay with me during the ICCTFOA Conference to keep costs down.

5. Dorsey Warr Memorial Park

- a. The park is being used quite a bit! The cyclists have returned in full force. We are not only getting phone calls all week and weekend, we also are having cyclist stop in at city hall. There was a fire in the park about a month ago, and that is why Brad has asked for two BBQ stands be purchased and placed in the park. This will help extend a welcoming attitude to these people with 'expendable income'. We are also generating an ordinance to allow for "urban camping" for cyclists using tents, creating a user fee (voluntary or ?) and outlining the use of the park. I will work with Brad on creating this.

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ATTACHMENT B City Clerk / Treasurer Report – page 2 of 6

Clerk / Treasurer Report for August 10, 2015

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6. City Hall Day to Day Operations

- a. I turned over two properties for “Special Assessments” for unpaid water / sewer charges. Both properties are empty, and both will more than likely be coming up for tax sales in coming months. Stay tuned, we may end up with some property.
- b. We have been working on the budget, finding coding issues, but it finally balances.
- c. 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. This week we did not have Memo Monday as our workload did not allow us to meet together as a group.
- d. Doug and I met with Crestline Engineers & Mountain Waterworks on July 23. It was a very productive meeting, at least in my opinion, as we walked the project. Walking the project allowed me to handle a meeting the following week with the Idaho Department of Commerce’s Economic Development Council (more on that later). We discussed the Environmental Information Document / Waste Water Treatment Facility Plan Amendment progress for JUB, which at the time had no new information (more on that later). We discussed the North Commercial Avenue project and other projects. The main focus however was on the Land Application Project.
- e. I received two EID/WWTFPA documents from JUB. They are each about 300 pages in length and were submitted to DEQ for review. We should hear back from DEQ soon on this issue and then get a final bill from JUB. After paying the invoice, we will submit for reimbursement from the final invoice and receive 50% back. This will effectively close out this very lengthy (time) grant that we all inherited.
- f. I met with the IDOC/EAC on Thursday July 30. About 12-15 people from the council and department listened very intently on our perspective of how small rural communities get things done, using coordination, collaboration and cooperation. I was able to identify several projects that in the recent past the department along with USDA and other funding sources have been able to team together to get a project done. We walked from City Hall to the Industrial Park. They met with Doug as both the Public Works Supervisor and a tenant at the Industrial Park and asked many questions. New Meadows Industrial Park is quite the achievement as we are about the only funded Industrial Park that still has some original tenants and has had a zero vacancy since its inception. We were able to briefly tour the New Meadow Depot as well. They enjoyed the sidewalks and loved the character of downtown, pointing out the Below the 45th building and The Intersection as some of their favorites. They had asked a very pointed question; had the community every thought about creating a specific theme? I explained in the 90’s a downtown development master plan had been developed by Uofl students, which included several artist renderings of then current buildings and what they could look like. I also explained that many of those same business people balked at the plan, but eventually did facelifts on their buildings that almost mimicked the Uofl renderings.

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Clerk / Treasurer Report for August 10, 2015

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7. Developments & Building Permits

- a. Family Dollar / Leading Tech Development –
 - i. The last few weeks I have been helping FD find local employees. Very tough market, but they did hire a few locals, a few from Council and then had to bring the rest out of Boise.
 - ii. The problems that were identified with onsite visits are being corrected. Some were neighbor issues, and we were able to mediate between parties to make sure everyone is being a good neighbor. From a gate, to fence placement it seems to be doing ok. The sidewalk is still on our radar at this date, but LTD has someone coming today to repair the damages / workmanship. Don Horton is on board with not releasing the occupancy until the city is satisfied. I have worked with Doug and Greg on identifying some of the issues. The only issues thus far are the sidewalk and submitting a "Backflow Prevention Certificate".
- b. The School applied for and was granted a building permit for a concession stand/maintenance shed.
- c. Curt Barnett was granted a building permit for an addition / remodel.
- d. I have turned over Zoning Codes, Applications to four developers/citizens this last week. I have worked with Jack Hellbusch to identify exactly what these proposed developments might need.
- e. Bill / Donna Brown's Airport Lots are being worked on as of this week. It appears that they are staying within the grade agreed upon. Their last date to work on the reclamation portion is August 31. Mr. Brown has been in contact with us keeping us updated on at least a weekly basis. He ran into some equipment issues, but those appear to have been resolved.

8. Team Goals

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

9. Personal Accomplishments

- | | |
|---|---|
| a. Complaint Resolution - FD | e. Consumer Confidence Report |
| b. Complaint Resolution – Grass/Weeds | f. Leak Letters / Notifications |
| c. Complaint Resolution – RV Violations – still ongoing | g. Crestline / MWW Meeting |
| d. Discharge Monitoring Report | h. Numerous Account Changes |
| | i. Airport Commission Meeting Minutes |
| | j. Labor Day Parade Permit Coordination |

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10. Budget / Rates / Fees

- a. 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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Issued: August 10, 2015

City of New Meadows, Idaho
 Monthly Reporting Dashboard

FY: October 1, 2014 - September 30, 2015

Our Investments & Cash	
Balances as of July 31, 2015	
General Fund	
Fund # 1	
July 31, 2015	\$127,619.77
July 31, 2014	\$147,716.54
Transportation Fund	
Fund # 2	
July 31, 2015	\$35,340.45
July 31, 2014	\$43,795.45
Water Fund	
Fund # 60	
July 31, 2015	\$157,744.55
July 31, 2014	\$135,807.70
Industrial Park Fund	
Fund # 63	
July 31, 2015	\$86,804.21
July 31, 2014	\$77,039.01
Sewer Fund	
Fund # 65	
July 31, 2015	\$113,759.39
July 31, 2014	\$117,487.60
Sewer Grant Fund	
Fund # 66	
July 31, 2015	-\$34,538.48
July 31, 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	\$214,497.03	63%
Expenditures	\$201,774.25	59%
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	\$131,397.83	83%
Expenditures	\$93,826.53	60%
Industrial Park Revenues & Expenses		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$14,729.98	57%
Expenditures	\$6,767.11	26%
Sewer System Revenues & Expenses		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$127,286.72	10%
Expenditures	\$113,598.65	9%

More information on back side of this document

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City of New Meadows, Idaho
 Monthly Reporting Dashboard

Issued: August 10, 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	<u>Property Tax Revenue Collections</u>		
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	\$134,460.28	82%
Reserve Required	\$32,995.00	Met	<u>State Shared Revenue Collections (Revenue, Liquor, Highway Users)</u>		
Water Bond	Balance	Rate	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$49,389.64	86%
Annual Payment	\$26,733.00	9/15	<u>Permit & License Revenue Collections</u>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
Grader Lease	Balance	Rate	Revenues to period end	\$3,594.77	71%
2018 Maturity	\$213,863.00	3.30%	<u>Franchise Fee Revenue Collections</u>		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2015 Budget	\$17,500.00	100%
Reinvest Rates ... May 2015			Revenues to period end	\$17,408.19	99%
Location		Rate	<u>Fine & Forfeit Revenue Collections</u>		
Local Gov. Investment		0.1919%	Fiscal Year 2015 Budget	\$7,500.00	100%
Umpqua Bank		N/A	Revenues to period end	\$5,348.79	71%
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 07/31/15		As of 07/31/14		As of 07/31/13		As of 07/31/12	
General Fund	\$342,100.00	100%	\$312,341.00	100%	\$234,039.00	100%	\$301,017.00	100%
Revenues	\$214,497.03	63%	\$237,007.53	76%	\$226,779.72	96%	\$257,300.97	85%
Expenditures	\$201,774.25	59%	\$200,509.34	64%	\$220,368.53	94%	\$210,798.28	70%
Water Fund	\$157,658.00	100%	\$421,078.00	100%	\$144,375.00	100%	\$147,200.00	100%
Revenues	\$131,397.83	83%	\$131,425.22	31%	\$130,829.80	91%	\$132,995.67	90%
Expenditures	\$93,826.53	60%	\$100,885.44	24%	\$92,493.77	64%	\$102,998.64	70%
Sewer Fund	\$1,218,326.00	100%	\$1,672,235.00	100%	\$155,735.00	100%	\$205,300.00	100%
Revenues	\$127,286.72	10%	\$129,295.69	8%	\$126,998.09	82%	\$129,897.73	84%
Expenditures	\$113,598.65	9%	\$99,819.35	6%	\$96,136.93	62%	\$148,793.31	72%
Industrial Park	\$25,869.00	100%	\$517,686.00	100%	\$520,075.00	100%	\$17,150.00	100%
Revenues	\$14,729.98	10%	\$14,156.75	3%	\$13,978.34	2%	\$14,564.93	85%
Expenditures	\$6,767.11	9%	\$3,962.88	1%	\$25,903.17	5%	\$3,455.32	20%

Disclaimer: Assuming that all claims are paid as presented. Amounts may not be accurate if bank statements are not reconciled, interest is not posted or claims are paid from outside of period.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, AUGUST 10, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT C Administrative Assistant Report – page 1 of 1

Kim Jackson
Administrative Assistant
Monthly Staff Report
08/10/2015

City Hall

1. We received a lot of move in / move outs this month, and I watched Mac to gain a better understanding of the process. In the future, I will be requesting training to enable me to complete the process with minimal supervision.
2. There has been several Building permits issued, and I will be requesting training to better understand the process.
3. I've been filing daily which has helped reduce the amount of filing back log. I have some filing question for Mac, and we will be setting time aside when I get back from vacation. My goal is to have the filing back log completed in September 2015.

City Council

1. I attended the July 13, 2015 City Council Meeting
2. Typed and submitted drafts of Planning and Zoning Meeting minutes to Mac for review. I have received several helpful suggestions from Mac and City Council President Julie Good that I have made note of. My goal is to have minimal to no edits needed on all of my Meeting Minutes in the future.

Public Works

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

Important Dates

I will be gone on Vacation August 17, 2015 through August 23, 2015.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, AUGUST 10, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT D Engineer's Staff Report – page 1 of 2



PROJECT STATUS REPORT

PROJECT NAME: Contract City Engineering Services

CLIENT: City of New Meadows, Idaho

JOB NO.: 15001

DATE: August 5, 2015

Mayor Koberstein, City Council and Staff,

It is our understanding that it has been requested that our reports are simplified, discussion be minimal, and that if there is nothing new to report, that no report be prepared at all. This report will be our first attempt to try and accommodate this request, and we are happy to continue to make any adjustments necessary so that the reports are useful to the City. Please continue to provide criticism so that we can make these adjustments.

We have also started, and will continue to attend every other weekly City Staff meeting held on Monday morning so that we can be more in tune with what going on as well as provide any engineering insight that might be useful for the various discussions. Our attendance at this meetings will be at no cost to the City.

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

Virginia Street Stormwater System

- There is no new information on this project.
- We have left a message with Mark Campbell from ITD and hope to hear back from him prior to the City Council meeting.

Action Items

1. Follow up with Mark Campbell from ITD.

Facility Plan/EID

- On July 24th we received notification from Matt Uranga with J-U-B that they had resubmitted the EID per comments from DEQ. We are hopeful that these revisions will close out the project and we are awaiting confirmation for J-U-B and DEQ.

Action Items

1. Continue to follow up with DEQ and J-U-B on the status of the EID.

CITY OF NEW MEADOWS
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY, AUGUST 10, 2015 AT 7:00PM
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT D Engineer's Staff Report – page 2 of 2

Project Status Report - City of New Meadows

August 5, 2015

Land Application Site

- There are no updates on the groundwater monitoring.

Action Items

1. City Staff to continue monitoring wells until it is determined to be no longer necessary.

Wastewater Improvement Project Funding

- We have provided Draft Professional Services Agreements to USDA-RD for review and are still awaiting comments. Because we have not received final comments from USDA-RD we have provided the draft documents to the City for review as well, hoping for approval by the City Council on or near Mondays City Council Meeting (August 10th). It should be noted that the Draft Agreement may change to so some extent after USDA-RD review.

Action Items

1. Finalize and execute engineering contract.

Water System Facility Plan Update Funding

- The City received correspondence yesterday from USDA-RD that they received approval to fund the Water System Planning Grant. This leaves all but \$8,000 of a \$60,000 project to be funded by the City.
- Our plan is to work on putting the Engineering Agreements together for this project during the month of August for approval at the September 14th City Council meeting. We will start to figure out how the project fits into our Engineering Teams schedules with hopes of starting work on the project later this year as funds become available in the 2016 budget.

Action Items

1. Prepare and execute engineering contract.
2. Complete required paperwork for DEQ and USDA-RD

Family Dollar Sidewalks

- We have nothing to report on this project.