

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 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 6:00 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: See public sign in sheet – Attachment A.

Mayor Tony Koberstein led the Pledge of Allegiance.

**Agenda Item 2) Rate & Fee Presentation & Public Hearing:**

**a. Water / Sewer Rate Presentation**

Council President Good showed a Water / Sewer slide show presentation in which she discussed the historic Water / Sewer rates, the proposed Water / Sewer rates, and the need to begin to fund the systems differently. She cited the Water / Sewer system age and needed repairs to the system. She also discussed the necessity to begin to fund depreciation.

**b. Public Hearing Opened**

Mayor Koberstein opened the Public Hearing at 6:12 P.M.

**c. Public Testimony**

**David Kellogg 420 Virginia:**

Mr. Kellogg asked what the current residential fee and average monthly gallons used by citizens is. Qualls stated 3,000 gallons which costs \$70.00.

Mr. Kellogg asked what the average usage by citizens is. Qualls stated 5,000 to 5,500.

Mr. Kellogg asked what the proposed rate fee would be for commercial use. Qualls stated commercial users would be under the same rate fee as customers. Good stated that under the current rate structure, commercial users were charged per EDU (connection). She stated that with the new rate structure, commercial users will get charged per gallons used plus the administration fee, and depreciation.

Mr. Kellogg asked what the depreciation was of the Water / Sewer and Industrial funding. Council President Good stated that depreciation has never been funded.

Mr. Kellogg asked how much of the land app is funded in the fee structure. Steiner stated the land has already been purchased.

Mr. Kellogg asked about the possibility of getting another bond. Qualls stated the city can't extend the life of the bond, but can increase the interest rate.

Mr. Kellogg asked about the Capital Outlay line item. Qualls stated Capital Outlay is lease payments for the city loader, back hoe, and grader which are leased and these payments are separated out by water, sewer, and street funds.

Mr. Kellogg asked about new sewer projects and Attorney fees. City Engineer Tankersley stated attorney fees are budgeted for if they are needed and if they aren't used they can be put back

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MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

into the infrastructure. Qualls stated that bonding fees and attorney fees are reimbursable through the grants and loans of the project.

Mr. Kellogg asked if there has been any sort of padding of expenses in the budget. Council President Good stated that City Council Members matched historical expenses to what items actually cost and none of the budget is padded.

Mr. Kellogg stated he was impressed with the work City Council Members have done on the budget and the rates. City Council Members thanked Mr. Kellogg for his business, and recognized his business for its 20 years in New Meadows. Mr. Kellogg stated he would rally the community to come to meetings and encourage his employees to support the city's efforts.

**Curt Barnett 413 North Cunningham Avenue:**

Mr. Barnett stated that Adams County is the poorest county in Idaho and asked City Council Members why New Meadows is now proposing to charge citizens double for their water and sewer. Council President Good stated that it is needed to repair the Water / Sewer system and to fund depreciation. Qualls stated that the City of New Meadows was able to receive grant funds and the low interest loan because of the poverty level. Council Member Steiner showed various parts of the aged and failing infrastructure.

Mr. Barnett asked if there is a list of where citizen's money will go. Good stated yes and Council Member Fairchild stated there is a list.

Mr. Barnett stated that if the community would attend City Council Meetings it would help them understand the need for the proposed Water / Sewer Rates.

**Wes and Dixie Jeffs 409 North Cunningham Avenue:**

Mr. and Mrs. Jeffs stated they have attended City Council Budget Meetings and have seen City Council Members struggle with the budget. Mr. and Mrs. Jeff's stated City Council Members have done a good job with the budget. Mr. Jeff's thanked Mr. Kellogg and stated that he and Mrs. Jeffs support what they've heard tonight.

**d. Close of Public Hearing**

Mayor Koberstein closed the Public Hearing at 6:58 P.M.

***Agenda Item 3) Public input:***

There was no public input offered at this time.

***Agenda Item 4) Dorsey Warr Park Lighting Display***

Janet Jeffery discussed the past issues with grooming and decorating the community tree during the Christmas Season. After the discussion, it was decided that Janet Jeffery would inventory the Christmas lights. Mayor Koberstein will meet with the Holiday Lighting Committee on September 20, 2015 to discuss plans for the Dorsey Warr Park Lighting Display for 2016.

Mr. Kellogg stated that he would donate \$250.00 towards the Dorsey Warr Park Lighting Display.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

**Agenda Item 5) Adams Soil & Water Conservation District Support:**

It was decided to table the Adams Soil & Conservation District Support discussion until City Council receives the requested ASWCD documents / information that had been requested some time ago.

**Agenda Item 6) McLain Street Vacation Request**

Mayor Koberstein asked Mr. Nau to explain why the property is so important to The Division of Aeronautics. Mr. Nau explained that the Division of Aeronautics is reluctant to do any improvements on the airport if there are any improvements to the boundaries. He explained that the south end of the runway and the extension of McLain Street can't be occupied by the same space. Mr. Nau stated that the Division of Aeronautics surveyed to make sure the Airport Commission can tie down the exact boundaries of the airport including the two parcels which would include the west corner of the airport down into the city. He explained that what the airport commission is proposing to do is that from the southeast corner of the airport down to what would have been McLain Street, we would have to actually build a ramp halfway into the city from the airport. He also stated there would be pedestrian access as well as a map and directory at the tie down area.

Mr. Nau explained that the first improvement The Airport Commission is looking at with The Division of Aeronautics is to expand the tie down area to accommodate for more planes, since the airport is almost at its capacity for the tie down area. Mr. Nau stated the Airport Commission has plans to put in 4 more tie downs and hangers as well. Mr. Nau stated that Mike Pappé with the Division of Aeronautics will walk the airport on September 15, 2015 to see what the expansion of the tie down area would look like. Mr. Nau stated that if Mr. Pappé isn't able to fly in on September 15, 2015 he will meet with him on September 16, 2015 to go over the plans. Mr. Nau stated The Division of Aeronautics wants to get started and want to see the airport improved and increase economic development with the businesses.

Dennis Nau requested City Council approve a Public Hearing for the McLain Street Vacation. City Council Members agreed to set the Public Hearing for October 13, 2015.

**Agenda Item 7) Legal Counsel Appointment: Carey Perkins, LLP**

**a. Discuss / Approval of Mayor Koberstein's Appointment of Legal Counsel for the City of New Meadows.**

Mayor Koberstein Appointed Carey Perkins LLP to be Legal Counsel for the City of New Meadows Attorney based on the service they provide, the cost of services, and the fact that they are local to New Meadows.

- Council Member Steiner moved to approve the Appointment of Carey Perkins LLP as Legal Counsel for the City of New Meadows; Council Member Edwards seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

**Agenda Item 8) Industrial Park Tenant**

Industrial Park Tenant was tabled until the ABT U-HAUL Open Space Lease is reviewed and completed.

**Agenda Item 9) Watering Streets**

Council Members discussed the need to implement a regular schedule for watering the streets. After the discussion, it was decided that Qualls would draft a Resolution for watering streets to include air quality, complaints and dust abatement.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

**Agenda Item 10) Communications & Reports:**

- a. **Officials Guests:** (Commissioners, Sheriff, USFS, others)
- b. **Mayor & Liaison Reports & Communications: Law Enforcement** (Steiner), **Industrial Park** (Fairchild), **Public Works** (Edwards), **Parks & Recreation** (Steiner)
  - i. City Council Members discussed bringing the radar trailer to New Meadows to reduce speed. After discussion, it was decided that Council Member Steiner would coordinate with Adams County Sheriff's department to have them deliver the radar trailer.

Council Member Steiner stated the Dorsey Warr Park looks good especially after the Labor Day celebration and that the benches are a nice addition to the park.

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

**Agenda Item 11) Consent Agenda (Approval of all with Single Motion & Roll Call)**

**Invoices:** To Date;

**Financial Reports & Payroll Summary:** August 2015;

**City Council Minutes:** May 1, 2015, May 11, 2015, June 8, 2015, June 12, 2015, July 13, 2015, July 28, 2015, August 10, 2015;

**Resolutions:** Spending Limits Resolution, Nondiscrimination (504/ADA) Resolution, Grievance Procedure (504/ADA) Resolution; Rate / Fee Resolution

**Grants & Contracts:** USDA –Rural Development Water Planning Grant Engineering Contract, Crestline Engineers Task Order 15-1 (Water Planning Grant); Idaho DEQ Water Planning Grant Approval

- Council Member Edwards moved to approve the consent Agenda minus the June 8, 2015, July 13, 2015, and July 28, 2015 meeting minutes; Council President Good seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.
- Council President Good moved to approve the Rate Fee Resolution; Council Member Edwards seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

**Agenda Item 12) Additional Engineering Tasks:**

No Additional Engineering Tasks were assigned at this time.

**Agenda Item 13) Agenda Items for next meeting:**

- a. ABT U-HAUL Open Space Lease will be complete
- b. Dorsey Warr Memorial Park Lighting
- c. Adams Soil & Water Conservation District Support (previously tabled)
- d. Dust Abatement Resolution

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

**Agenda Item 14) Adjourn**

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

Meeting adjourned at 7:56 P.M.

\_\_\_\_\_  
Anthony J Koberstein, Mayor

ATTEST: \_\_\_\_\_  
Jacob M Qualls, City Clerk / Treasurer

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT A (Public Works) 1 of 1 page

Doug Buys - Public Works Supervisor  
Monthly Report  
09-09-15

**Water:**

1. All water samples have come back great.
2. The sidewalk has been poured at the new Fire hydrant on Heigho and Nora.
3. Fire Hydrant flushing is complete.
4. ACS and I did some testing at the booster station, to try and figure out why it consistently burns out radios. We did find the power source was not correct for the radio. A new power source was installed.
5. We have used a lot of water this summer with irrigation, and the fires. We are keeping a close eye on the fire pump.
6. We will soon plan on installing the second Fire Hydrant, now that Labor Day is over, as soon as it arrives we will plan on installing it.
7. Next week I will be gone 2 days for training in Northern Idaho.
8. External Antennas have been completed for the year.

**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. With the help of meadow creek, I have some new Ideas about dealing with our algae problem in the lagoons.
3. Goat heads continue to battle us around the lagoons and skate park.

**Streets**

1. All the rock was hauled from Bill Brown's Airport lots, this was a lot of rock, and we are close to having enough to do an entire road in town.
2. Main Street was swept, but the state came in before we were done and did some chip sealing on Main Street. However, they did bring in sweeper trucks and redo all of Main Street when they were done.
3. The Streets are showing substantial fatigue from the summer traffic, after Oct. 1<sup>st</sup> weather permitting I will grade the streets and get them in shape for winter.

**Storm Drains**

1. Greg and I are working to figure out how to get the pipe ran down N. Commercial
2. We still have a handful of storm drain projects to complete this summer, this will mostly be cleaning and flushing.

**Equipment**

1. All the equipment is running as it should at this time.
2. Both the loader and backhoe have been washed, cleaned and greased.

**Park & Restrooms**

1. The park is looking great!
2. The New tree was planted at the park, it looks really good. Hopefully this one makes it.
3. The 3 benches were installed at the park, they came out pretty well.
4. a lot of time and effort is spent at the park for the Labor Day event, cleaning, mowing, trimming, irrigating. With the rain, the park does not look as good right now, but I am confident it will bounce back.

**Industrial Park**

1. C&N electric has installed the new lights at Nelson Machine, They look and work great!
2. I have talked with S&S enterprises again about the Industrial park sign at the corner of Virginia and North Commercial,

**Misc.**

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

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT B (City Clerk) 1 of 2 pages

Clerk / Treasurer Report for September 14, 2015

Page 1 of 2

**1. Treasurer / Clerk Reports**

- a. Please review & initial the following reports:
  - i. Treasurer Dashboard
  - ii. Financial Statements (Cash Report & Expenditure and Revenue Report)
  - iii. Bank Statements (including reconciliation of each)
  - iv. August 2015 Payroll Summary

**2. Planning & Zoning**

- a. The P&Z Commission meeting was cancelled again this month as no files were opened. I am scheduling them to review the Zoning Ordinances beginning with their October meeting.

**3. Airport Commission**

- a. The Airport Commission held a meeting on August 25. Further information on this meeting is in your packet. They are requesting a portion of McLain Street be vacated to the Idaho Division of Aeronautics for the safety of the airstrip.

**4. Developments & Building Permits**

- a. Family Dollar / Leading Tech Development –
  - i. Family Dollar did open and have their “Grand Opening”. We were able to have a Ribbon Cutting ceremony.
  - ii. Leading Tech completed their task list.
- b. Bill & Donna Brown and the Public Works have completed their agreed to tasks in regards to the removal of rock and sloping the area adjacent to their project.

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

- a. September 16 – 18 – Kim and I will be attending training on the night of September 15 as well. Black Mountain Software will be holding a session prior to the conference for their Idaho users. This will give both Kim and I a better and more thorough understanding of the programs. We will leave around 3pm on Tuesday afternoon. Andrea Scrogam is being trained to fill in as necessary and has agreed to do so.
- b. September 16 & 17 – Doug will be leaving on the 15<sup>th</sup> as well to attain training in N Idaho.
- c. September 16 & 17 – Leonard will be in Boise to take the Idaho Bureau of Occupational Licensing Testing.
- d. September 21 at 1:00 PM the Star News is hosting an Open Government Seminar with guest speaker Lawrence Wasden, Idaho Attorney General. (Please RSVP)

**6. Dorsey Warr Memorial Park**

- a. The Meadows Valley Community Foundation would like approval to decorate the park this holiday season. Janet Jefferies and Donna Eggleston will be present at the meeting to discuss their ideas for your approval. This idea will help as the Dorsey Warr Tree is proving to be too difficult to decorate

**7. City Hall Day to Day Operations**

- a. Much of our day to day operations have been busy working on Meadows Valley Days, as well as the Tepee Springs Fire. Initially many people called us to find out about evacuations, if their 2<sup>nd</sup> homes were in the line of the fire, etc. We tried to refer as many as possible to the Payette National Forest or the Incident Command Post.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT B (City Clerk) 2 of 2 pages

Clerk / Treasurer Report for September 14, 2015

Page 2 of 2

- b. On August 26 Dixie Jeffs volunteered to help work City Hall as Kim was absent. She answered phones and posted a few payments. She did a stupendous job cleaning and organizing one of the cabinets in the vault room. Please thank her if you see her. I really appreciated someone on such a short notice.
- c. Because of the number of emails we send in a day on certain days of the month and going away from Frontier at City Hall, we have had to change to another email provider. There was not a way that I could legally go to a "Gmail" account without paying quite a bit of money each month. With our website however they were able to give us the number of email addresses we needed without a huge amount of money. We will be billed \$30 per quarter for 5 email addresses. Each address will end in @.newmeadowsidaho.us, which adds to our professionalism. We are currently testing the system for free for 30 days. I was spending approximately 2 hours re-sending emails for those that receive their billings via email when the process should take less than 5 minutes.

**8. Black Mountain Software**

- a. I have ordered the "Cloud" and Accounts Receivable for the upcoming year. Both of these applications will increase productivity and help keep track of the accounts that are not part of "Utility Billing". They should be installed within the next thirty days.

**9. 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 |

**10. Personal Accomplishments**

- |                                                         |                                        |
|---------------------------------------------------------|----------------------------------------|
| a. Complaint Resolution – RV Violations – still ongoing | c. Numerous Account Changes            |
| b. Discharge Monitoring Report - August                 | d. Airport Commission Meeting Minutes  |
|                                                         | e. Completed ½ of the 504/ADA Tutorial |

**11. Elections**

- a. As you know, the Mayor's position and two City Council seats are up for election. Filing deadlines were September 4, 2015 by 5pm. I received the following Declarations with either an accompanying Petition or fee:
  - i. Anthony J Koberstein – Mayor
  - ii. Misty A Hill – Mayor
  - iii. Julie A Good – City Council
- b. A "Write-In Candidate" period is the next deadline. Candidates who wish to be elected, but not printed on the ballot have until October 6, 2015 (at least 28 days prior to the election). No fee is required, only a Declaration of Candidacy.

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

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT C (Office Assistant) 1 of 1 page

Kim Jackson  
Administrative Assistant  
Monthly Staff Report  
09/14/2015

**City Hall**

1. With the Tepee Springs Fire activity, we had liaisons from the Forest Service posting fire information daily at City Hall. We have numerous citizens calling and stopping in asking for current fire information and we have been able to give them the requested information.
2. There is still a large backlog of filing. This will be completed as time permits.
3. I have updated the Front Desk notes for Staff and Volunteers that will be filling in at City Hall during my absence.

**Planning & Zoning**

1. The Planning and Zoning Meeting was canceled for August 3, 2015.

**City Council**

1. I attended the August 10, 2015 City Council Meeting.
2. Typed and submitted the draft of the Meeting Minutes to Mac for review.

**Public Works**

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

**Important Dates**

Mac and I will be in Boise September 15, 2015 thru September 18, 2015 for the 2015 ICCTFOA Institute.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT D (Engineer Report) 1 of 2 pages



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

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

**JOB NO.:** 15001

**DATE:** September 10, 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.

### Virginia Street Stormwater System

- There is no new information on this project.

#### Action Items

1. Follow up with Mark Campbell from ITD.

### Facility Plan/EID

- The FONSI 30 day comment period for the EID ended on Tuesday, September 8<sup>th</sup>.

Findings of No Significant Impact (FONSI) are public documents issued by a Federal agency briefly presenting the reasons why an action for which the agency has prepared an environmental assessment will not have a significant effect on the human environment and, therefore, will not require preparation of an environmental impact statement

Hopefully the City will receive a letter in the near future stating that the EID is complete and the Facility Plan can now be finalized.

#### Action Items

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

### Land Application Site

- On September 1st we met with Gary Carroll of the IDEQ to discuss the IDEQ Recycled Water Reuse Permit Application for the project. The meeting went well and an onsite walk through with the IDEQ will be scheduled for the first week of October.

#### Action Items

1. Set up walk through with IDEQ for first week of October.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, SEPTEMBER 14, 2015 AT 6:00PM  
NEW MEADOWS CITY COUNCIL CHAMBERS, 401 VIRGINIA AVENUE, NEW MEADOWS

ATTACHMENT D (Engineer Report) 2 of 2 pages

Project Status Report - City of New Meadows

September 10, 2015

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

**Wastewater Improvement Project Funding**

- We received some minor comments on our Draft Professional Services Agreements from Noel LaRoque with USDA-RD, we made the requested edits and sent everything back. Our Engineering Team has completed some work on the wastewater project and invoiced the City for our services. This was done in order to stay on schedule with the project. Hopefully we will get the green light from USDA on the Agreements in the near future so that Mayor can sign.

Action Items

1. Finalize and execute engineering contract.

**Water System Facility Plan Update Funding**

- We have received the green light from USDA-RD on our Agreement for the Water System Facility Plan Update and EID engineering services. We have also prepared the grant application to be submitted to IDEQ and provided to Mac for review and approval at this month's City Council meeting. The funding package for the \$60,000 project was discussed last month.

Action Items

1. Execute engineering contract and IDEQ grant application.

**Family Dollar Sidewalks**

- We have nothing to report on this project.

**2015 Wastewater Improvement Project**

- As mentioned above, we have started to kick the 2015 Wastewater Improvement Project off. Work includes review of wetlands and permitting, updating wastewater collection mapping, and evaluating different options to accommodate the reuse component of the project.

Action Items

1. Continue with project design.