

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, OCTOBER 13, 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 7:00 P.M. Mayor Koberstein and Council Members; Julie Good, Brad Steiner, Darbey Edwards were present and Shannon Fairchild was tardy. City Clerk / Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, and Office Assistant Kim Jackson were also present. Public in attendance: See Attachment A.

Mayor Koberstein led the Pledge of Allegiance.

**Agenda Item 2) Public input**

No public input was offered at this time.

**Agenda Item 3) McLain Street Vacation Public Hearing:**

**a) Public Hearing Opened**

Mayor Koberstein opened the Public Hearing at 7:02 P.M.

**b) Proposal**

Mr. Nau gave a brief recap of the McLain Street Vacation Request from the September 14, 2015 City Council Meeting. Mr. Nau dispersed a letter from Mike Pape (Administrator of the Division of Aeronautics) to City Council Members, Qualls, and Jackson which hadn't previously been included in the packets. He stated the other Airport Commissioners, Wes Jeffs and Parker Arrien, were supportive of the request. Mr. Nau explained why City Council Members should approve this request. He stated that the New Meadows Airport Commission with support and cooperation of the Idaho Division of Aeronautics can develop and begin implementation of a multiyear improvement program for the airport if the vacation request is approved.

Mr. Nau stated the primary funding source will come from the Idaho Division of Aeronautics but their budget must be complete by December in order to receive any funds for next year. Additional funding sources could be from the Idaho Aviation foundation, Life Flight Network, McCall Aviation, McCall Mountain Canyon Flying LLC, donations from users of the airport and local business owners, and grants from the Federal Aviation Administration.

Mr. Nau testified that city staff had sent an email to Mike Pape on October 9, 2015 with a detailed breakdown of the cost that the City of New Meadows would incur to accomplish this vacation. The total was approximately \$1,500. Nau stated the Division of Aeronautics implied they would perform the survey using ITD personnel at no cost to the City of New Meadows which covers \$1,000.00 of the \$1,500.00. The City of New Meadows would be charged \$500.00 for other costs and there is a chance that the Division of Aeronautics may be able to reimburse the city for that.

Mr. Nau asked if City Council Members had any questions.

Council Member Edwards asked if Life Flight is servicing this area or St. Luke's. Mr. Nau stated it is the Life Flight Network and Air St Lukes.

Qualls mentioned the written comment from ITD Division of Highways that Mayor Koberstein received. It stated ITD would restrict the access points off of the highway system. Nau stated that if there was ever a proposal to actually extend McLain Street to the highway, ITD would have to be involved.

**c) Public Testimony**

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**Curt Barnett - 413 North Cunningham Avenue:** Mr. Barnett stated concern with the public access to the airport. Barnett stated he owns the only property that the McLain Street Vacation Ordinance is impacting. He asked Nau if a road would be added in the future. Nau stated the plan is that the public access from the airport down into the city would be a pathway that would be handicap accessible and would use the extension of McLain to accomplish that. Nau stated the public access pathway will be handicap accessible and once the Division of Aeronautics incorporates that portion of the airport it can never change. Barnett said he is all for it, but doesn't want to see a road that the public can use.

**Doug Buys - 505 South Norris Avenue:** Mr. Buys asked how the McLain Street Vacation Ordinance would affect the agreement with Bill Brown. Mayor Koberstein stated the agreement was to slope that property to accommodate Brown's needs and be more accommodating for everyone in the area. Koberstein stated the City of New Meadows agreed to the fact that if a road was ever be put in, the City of New Meadows would gather up the gravel that forms part of that slope and remove it for the city. Nau stated that if the city were ever going to excavate that rock, the airport runway would be pulled back further to the north.

Koberstein asked Mr. Stubbs to review Mr. Brown's agreement and Stubbs stated the McLain Street Vacation Ordinance wouldn't pose a problem with Mr. Brown's agreement.

Mr. Buys stated concern stated that the City of New Meadows needs to reserve the right for all easements for any infrastructure needs especially in the impact area in the future. Qualls read Section 3 of the McLain Street Vacation Ordinance. The ordinance was reviewed by City Attorney Stubbs, who did not see a problem for easement purposes.

After discussion, It was decided not to add the word "future" into Section 3.

**d) Neutral Testimony**

There was no neutral testimony offered.

**e) Proponent Testimony**

There was no proponent testimony offered.

**f) Rebuttal by applicant**

There was no rebuttal by applicant offered at this time, as questions were answered during the public testimony.

**g) Close of Public Hearing**

Mayor Koberstein Closed the Public Hearing at 7:23 P.M.

***Agenda Item 4) McLain Street Vacation Ordinance: Discuss / Decision on approving McLain Street Vacation Ordinance***

Council Member Steiner stated he likes the idea of the McLain Street Vacation Ordinance. Council President Good stated the McLain Street Vacation Ordinance will solve many potential issues that may arise. Council Members discussed future easements to the airport.

Council President Good stated there was a scrivener error on section 3 paragraph 1. Qualls stated McLain Street was spelled incorrectly and 30 ft. should read 330 ft.

- Council Member Steiner moved to introduce the McLain Street Vacation Ordinance and suspend the rules requiring three separate readings on three separate days and read by title once; Council Member Edwards seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

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Qualls read the McLain Street Vacation Ordinance by title.

- Council President Good moved to approve the McLain Street Vacation Ordinance with corrections on this first reading; Council Member Fairchild seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

**Agenda Item 5) Holiday Lighting: Discussion / Decision on Holiday Lighting Proposal**

Mayor Koberstein explained to the Meadows Valley Community Foundation that there wasn't enough time given to him prior to the Christmas Season for Council Members to make a decision on the Holiday Lighting proposal.

After discussion, it was decided that the holiday lighting should remain as it is for the 2015 Holiday Season. Council Member Steiner will coordinate with the Meadows Valley Community Foundation to accomplish this. All City Council Members agreed. Mayor Koberstein stated he will talk to the Meadows Valley Community Foundation about the Holiday Lighting Proposal in the future.

**Agenda Item 6) Watering Streets Resolution: Discussion / Decision on approving resolution**

City Council Members discussed the air quality parameters, dust abatement products, cost of watering streets, and Public Works personnel wages required to water the streets.

After discussion, The Watering Streets Resolution was tabled until the November 9, 2015 City Council Meeting due to further review of the resolution by Council members was needed.

**Agenda Item 7) 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)

Council Member Steiner stated he is working with a local rancher to bring the old ball diamond grass to its original condition. He also stated that all time and expenses will be donated by the rancher in the spring of 2016.

Council Member Fairchild stated Nelson Machining & Manufacturing would like to express thanks to Council Members for the LED lighting.

Council Members discussed the equipment at Double D Custom Meats that is owned by the city and the possibility of the tenant purchasing their equipment. Council President Good stated council members should review the contract.

**i. Industrial Park Tenant / ABT U-Haul – Update (Buys & Koberstein)**

The contract has been signed and agreed to by both parties.

**ii. IDWARN (Buys)**

Buys stated the City of New Meadows has an opportunity to join the IDWARN network. He explained that Idaho's Water-Wastewater Agency Response Network (IDWARN) is a network formed to provide emergency assistance in times emergency and or disaster. The network enables public and private utilities to share personnel, resources, and equipment during emergencies. There is no cost for membership and the city would be reimbursed should our resources or equipment be shared.

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

- c) **Staff Reports: Public Works** (Buys), **Animal Control Officer** (Wallace), **City Clerk / Treasurer** (Qualls), **Office Assistant** (Jackson), **Engineer** (Tankersley) *(All written reports added as attachments B-F)*  
Buys stated the other Industrial Park Tenants are interested in obtaining LED lights for their businesses. After discussion, it was decided that Buys would obtain a bid from C&N Electric for each remaining Industrial Park tenant.

Buys stated Wallace was painting the city restrooms all day on October 13, 2015 to cover the recent vandalism.

- d) **Other (Mailbag) & Announcements** - None

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

**Invoices:** To Date;

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

**City Council Minutes:** June 8, 2015 July 13, 2015, July 28, 2015, August 10, 2015, September 14, 2015, September 19, 2015

Council President Good stated the July 13, 2015 Meeting Minutes should read July 10, 2015 on the agenda. The August 10, 2015 and September 14, 2015 weren't approved as further corrections were needed.

- Council Member Steiner moved to approve the Consent Agenda minus the July 13, 2015, August 10, 2015 and September 14, 2015 minutes; Council President Good seconded the motion. Roll Call: Steiner – Aye, Good – Aye, Edwards – Aye, Fairchild – Aye. Motion carried.

**Agenda Item 9) Additional Engineering Tasks: Discussion / Decision on assigning additional engineering tasks identified.**

No additional engineering tasks assigned.

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

- a) Ditch Agreement for Ranchers
- b) Watering Streets Resolution
- c) Annual reviews / for city employee employees
- d) West Central RC & D

**Agenda Item 11) Adjourn**

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

Meeting adjourned at 8:40PM.

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

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

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Attachment A (Public Hearing Sign-in Sheet)

Sign In Sheet  
 New Meadows City Council Public Hearing  
 New Meadows City Hall Chambers  
 October 13, 2015 7pm

Printed Name	Mailing Address	Physical Address	Email Address	Wish to Testify Y/N
DONNA EGGLESTON	NEW MEADOWS P.O. Box 74	3915 YARROW DR	deggs@citlink.net	Y
DENNIS NAY	P.O. Box 238, NM	3962 WEST SPRING RD	DCNNL@BARTAGUE.NET	Y
<i>Shirley Hall</i>	4220 Hwy. 95	same	gardeningangel@ newmeadows.net	X
RICHARD STUBBS	PO Box 517 Boise		rlstubs@careypediatrics.com	N
Jean Schultz	3358 Woodland Rd N-M		jeanschultz@citlink.net	
Dary Bays	P.O. Box 681	505 S. Norris		N
Crystal Roff	PO Box 1081	505 S. Norris		N
CURT BARNETT	PO Box 38	413 N. Cunningham		Y
Wes Jeffs	P.O. Box 48	409 N. Cunningham		Y
Dixie Jeffs	P.O. Box 48	409 N Cunningham		Y
Becky Arrien	PO Box 723	302 N Miller		N

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Attachment B (Public Works Staff Report)

**Doug Buys**  
**Public Works Supervisor**  
**Monthly Report**  
**10-08-15**

Water:

1. All water samples have come back great.
2. The New Fire Hydrant has arrived, and is scheduled to be installed next week
3. All the External antenna's that we ordered have been installed.
4. We did assist the school in some minor digging with the removal of their irrigation meter.
5. We did have a water leak on a Saturday at the New County shop that was on our side of the meter, with the help of Mr. Steiner, we had the leak fixed in a few hours.

Sewer

1. We are still not discharging; we will try and hold as long as we can.
2. A Sewer main was replaced on the east side of town behind the church, The old concrete line leaked and allowed I and I into the system, although the task became challenging we did get the job done.
3. The new computer was purchased and installed at the sewer plant.
4. Roughly 1,300 feet of sewer main was cleaned and videoed, This lowers our risk of backup, as well as identifies any potential problems.
5. I have met with Greg and Mountain water works, going over the new sewer project, as well as identifying I and I problems.

Streets / Storm Drains

1. A handful of streets are getting little rough, Now that the New Year has started I will grade the streets when we get some rain on them.
2. I grade the streets in the fall not only to smooth them up, but to shape them for the winter months, Once winter starts I cannot usually touch them again till spring thaw.
3. We are researching new snow markers for main street, this helps to identify the curbs and bulb outs during snowplowing efforts
4. The open ditch on Larae, has been cleaned.

Equipment

1. All the equipment is running as it should at this time.
2. We will be ordering all the filters and oil for the equipment, and getting them ready for the winter season.

Park & Restrooms

1. The irrigation lines has been blown out, and winterized for the season.
2. A new monitor was installed at the bathrooms, for the camera's
3. A little painting had to be done thanks to a board artist with a magic marker.

Industrial Park

1. The new door panel was installed on the rollup door, at the industrial park.
2. There are a couple exterior lights out that I have contacted C&N Electric about.
3. I have been asked by other tenants when we are going the change to led lights in there building, like what was done in Nelson's side. This is something we should discuss when we can.

Misc.

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

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Attachment C (City Clerk / Treasurer Reports) Page 1 of 6

Clerk / Treasurer Report for October 13, 2015

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**1. Treasurer / Clerk Reports**

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

**2. Planning & Zoning**

- a. The P&Z Commission meeting was held and they began to review the Zoning Ordinances. Draft minutes will be sent out as soon as they are available. Please review them so that you may be better informed when the process is completed. There will be several minor changes thus far.

**3. Airport Commission**

- a. No Airport Commission meeting was held since the last City Council Meeting

**4. Developments & Building Permits**

- a. No new building permits have been applied for since the last City Council Meeting.
- b. I have met with a local developer and am working with Jack Hellbusch on the development of the application requirements.
- c. I have worked with Jack on a parking issue with a previously approved development.

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

- a. October 6 I took a personal half day.
- b. October 8 Mayor Koberstein and I met with the kids from the school at New Meadows City Hall. They also did a tour of the Sewer / Water Facilities.
- c. October 12 City Hall will be closed.
- d. October 15 I will take a personal / sick day.
- e. October 22 I will attend my first III-A Trustee Meeting. I was appointed to the Board of Trustees of our city's insurance program. I am happy to report that we saw a 1% decline in premiums. Further, employees on the insurance are now available for a \$15,000 life insurance just for being members.
- f. November 3 City Elections will take place. Polls are open 8am to 8pm.

**6. Dorsey Warr Memorial Park**

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

- a. Memo Mondays have been a hit and miss if you have not noticed. I apologize we have been very busy. We have trained Andrea Scrogam to handle much of the day to day while we are or were away during training or personal days. She has also come in to help get me caught up on filing. She will soon begin to work on records destruction and other tasks that we have additional hours available.
- b. The Audit has been scheduled for October 28 & 29<sup>th</sup>. Please limit any time in city hall until after the audit as we are very busy preparing for the audit.
  - i. I may have to call on a few of you to come in and initial paperwork that was not initialed during any meeting in the last fiscal year. THIS IS AN AUDIT BEST MANAGEMENT PRACTICE!

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Clerk / Treasurer Report for October 13, 2015

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- c. The newsletter has been placed on the backburner until we get caught up with minutes. We were thinking internally about maybe reducing it to an every other month as it does take some time to prepare and in many instances re-create information from other entities.

**8. Black Mountain Software**

- a. The "Cloud" has been installed for all Black Mountain Software products. So far it is working well. There will be a few training opportunities. If you as an elected official want access, please let me know and we can set up a meeting with you & your computer at the location that you will be accessing the data. The 'cloud' is very "IP Secure and dependent".

**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      |
|   | i. Industrial Park Sign |

**10. Personal Accomplishments**

- |   |                                       |
|---|---------------------------------------|
| a. Complaint Resolution – RV Violations – still ongoing | c. Numerous Account Changes           |
| b. Discharge Monitoring Report - September              | d. Airport Commission Meeting Minutes |

**11. Sewer Grant**

- a. The first disbursement of funds went and came back. A portion of the Crestline Engineering bill which was paid last month was funded (or rather re-funded). The paperwork was also forwarded to USDA for their concurrence. A portion of the invoice was not allowed under the USDA program. It is mainly for tracking at this point.

**12. Elections**

- a. As you know, the Mayor's position and two City Council seats are up for election. 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
  - iv. Darbey Edwards – City Council (Write-In)
- 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

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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Late Issue: October 13, 2015

FY: October 1, 2014 - September 30, 2015

<b>Our Investments &amp; Cash</b>	
Balances as of August 31, 2015	
<b>General Fund</b>	
<b>Fund # 1</b>	
August 31, 2015	\$112,109.69
August 31, 2014	\$146,839.56
<b>Transportation Fund</b>	
<b>Fund # 2</b>	
August 31, 2015	\$35,340.45
August 31, 2014	\$43,747.95
<b>Water Fund</b>	
<b>Fund # 60</b>	
August 31, 2015	\$164,039.57
August 31, 2014	\$144,791.63
<b>Industrial Park Fund</b>	
<b>Fund # 63</b>	
August 31, 2015	\$87,392.86
August 31, 2014	\$77,602.41
<b>Sewer Fund</b>	
<b>Fund # 65</b>	
August 31, 2015	\$120,680.96
August 31, 2014	\$124,835.34
<b>Sewer Grant Fund</b>	
<b>Fund # 66</b>	
August 31, 2015	-\$34,538.48
August 31, 2014	-\$28,807.37

<b>Our Cash Flows.... (End of period)</b>		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<b>General Fund Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$219,945.20	64%
Expenditures	\$224,469.84	66%
<b>Transportation Fund Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$6,306.25	4%
<b>Water System Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$147,211.65	93%
Expenditures	\$101,707.00	65%
<b>Industrial Park Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$15,803.98	61%
Expenditures	\$13,855.52	54%
<b>Sewer System Revenues &amp; Expenses</b>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$140,520.21	12%
Expenditures	\$125,785.51	10%

More information on back side of this document

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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Late Issue: October 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		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<b><u>Property Tax Revenue Collections</u></b>		
2030 Maturity (EST)	\$354,298.76	5.13%	Fiscal Year 2015 Budget	\$148,413.00	100%
Annual Payment	\$32,995.00	9/15	Revenues to period end	\$139,091.73	85%
Reserve Required	\$32,995.00	Met	<b><u>State Shared Revenue Collections (Revenue, Liquor, Highway Users)</u></b>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$49,389.64	86%
Annual Payment	\$26,733.00	9/15	<b><u>Permit &amp; License Revenue Collections</u></b>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$3,634.77	72%
2018 Maturity	\$213,863.00	3.30%	<b><u>Franchise Fee Revenue Collections</u></b>		
Annual Payment	\$31,450.38	Paid	Fiscal Year 2015 Budget	\$17,500.00	100%
			Revenues to period end	\$17,559.19	100%
<b>Reinvest Rates ... July 2015</b>			<b><u>Fine &amp; Forfeit Revenue Collections</u></b>		
<b>Location</b>		<b>Rate</b>	Fiscal Year 2015 Budget	\$7,500.00	100%
Local Gov. Investment		0.2072%	Revenues to period end	\$5,910.04	79%
Umpqua Bank		N/A			
Idaho First (2 year CD's)		0.8000%			

Historic Cash Flows For Major Funds (Three Years + Current Year)								
	FY 2014 / 2015		FY 2013 / 2014		FY 2012 / 2013		FY 2011 / 2012	
	As of 08/31/15		As of 08/31/14		As of 08/31/13		As of 08/31/12	
<b>General Fund</b>	<b>\$342,100.00</b>	<b>100%</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>
Revenues	\$219,945.20	64%	\$248,719.65	80%	\$241,201.26	102%	\$268,740.52	89%
Expenditures	\$224,469.84	66%	\$214,922.59	69%	\$235,050.77	100%	\$233,758.94	78%
<b>Water Fund</b>	<b>\$157,658.00</b>	<b>100%</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>
Revenues	\$147,211.65	93%	\$148,989.38	35%	\$148,235.73	103%	\$149,917.44	102%
Expenditures	\$101,707.00	65%	\$107,063.09	25%	\$100,626.45	70%	\$109,166.92	74%
<b>Sewer Fund</b>	<b>\$1,218,326.00</b>	<b>100%</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>
Revenues	\$140,520.21	12%	\$142,848.13	9%	\$140,781.46	90%	\$143,537.26	92%
Expenditures	\$125,785.51	10%	\$106,353.17	6%	\$109,386.86	70%	\$155,943.60	76%
<b>Industrial Park</b>	<b>\$25,869.00</b>	<b>100%</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>
Revenues	\$15,803.98	12%	\$15,230.90	3%	\$16,553.02	3%	\$15,945.85	93%
Expenditures	\$13,855.52	10%	\$4,201.01	1%	\$26,014.07	5%	\$3,684.65	21%

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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City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued: October 13, 2015

FY: October 1, 2014 - September 30, 2015

<b>Our Investments &amp; Cash</b>	
Balances as of September 30, 2015	
<u>General Fund</u>	
<u>Fund # 1</u>	
September 30, 2015	\$107,043.95
September 30, 2014	\$128,130.74
<u>Transportation Fund</u>	
<u>Fund # 2</u>	
September 30, 2015	\$35,340.45
September 30, 2014	\$41,776.70
<u>Water Fund</u>	
<u>Fund # 60</u>	
September 30, 2015	\$144,581.35
September 30, 2014	\$126,501.49
<u>Industrial Park Fund</u>	
<u>Fund # 63</u>	
September 30, 2015	\$81,379.03
September 30, 2014	\$78,438.11
<u>Sewer Fund</u>	
<u>Fund # 65</u>	
September 30, 2015	\$85,565.32
September 30, 2014	\$99,282.82
<u>Sewer Grant Fund</u>	
<u>Fund # 66</u>	
September 30, 2015	-\$37,813.48
September 30, 2014	-\$29,743.09

<b>Our Cash Flows.... (End of period)</b>		
Major Funds		
FY: October 1, 2014 - September 30, 2015		
<u>General Fund Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$342,100.00	100%
Revenues	\$230,396.36	67%
Expenditures	\$233,840.38	68%
<u>Transportation Fund Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$143,386.00	100%
Revenues	\$0.00	0%
Expenditures	\$6,306.25	4%
<u>Water System Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$157,658.00	100%
Revenues	\$161,722.69	103%
Expenditures	\$140,784.75	89%
<u>Industrial Park Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$25,869.00	100%
Revenues	\$18,344.94	71%
Expenditures	\$15,426.77	60%
<u>Sewer System Revenues &amp; Expenses</u>		
Fiscal Year 2015 Budget	\$1,218,326.00	100%
Revenues	\$153,685.93	13%
Expenditures	\$198,780.56	16%

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

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

Attachment C (City Clerk / Treasurer Reports) Page 6 of 6



City of New Meadows, Idaho  
 Monthly Reporting Dashboard

Issued: October 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		
<b>Sewer Bond</b>	<b>Balance</b>	<b>Rate</b>	<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	\$139,091.73	85%
Reserve Required	\$32,995.00	Met	<u>State Shared Revenue Collections (Revenue, Liquor, Highway Users)</u>		
<b>Water Bond</b>	<b>Balance</b>	<b>Rate</b>	Fiscal Year 2015 Budget	\$57,593.00	100%
2021 Maturity (EST)	\$150,313.88	5.75%	Revenues to period end	\$53,974.64	94%
Annual Payment	\$26,733.00	9/15	<u>Permit &amp; License Revenue Collections</u>		
Reserve Required	\$26,733.00	Met	Fiscal Year 2015 Budget	\$5,065.00	100%
<b>Grader Lease</b>	<b>Balance</b>	<b>Rate</b>	Revenues to period end	\$3,634.77	72%
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%
<b>Reinvest Rates ... August 2015</b>			Revenues to period end	\$17,559.19	100%
<b>Location</b>		<b>Rate</b>	<u>Fine &amp; Forfeit Revenue Collections</u>		
Local Gov. Investment		0.2110%	Fiscal Year 2015 Budget	\$7,500.00	100%
Umpqua Bank		N/A	Revenues to period end	\$7,010.94	93%
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 09/30/15		As of 09/30/14		As of 09/30/13		As of 09/30/12	
<b>General Fund</b>	<b>\$342,100.00</b>	<b>100%</b>	<b>\$312,341.00</b>	<b>100%</b>	<b>\$234,039.00</b>	<b>100%</b>	<b>\$301,017.00</b>	<b>100%</b>
Revenues	\$230,396.36	67%	\$243,788.53	78%	\$242,858.60	103%	\$274,661.00	91%
Expenditures	\$233,840.38	68%	\$244,776.53	78%	\$250,675.78	107%	\$256,432.01	85%
<b>Water Fund</b>	<b>\$157,658.00</b>	<b>100%</b>	<b>\$421,078.00</b>	<b>100%</b>	<b>\$144,375.00</b>	<b>100%</b>	<b>\$147,200.00</b>	<b>100%</b>
Revenues	\$161,722.69	103%	\$162,871.34	39%	\$162,256.55	112%	\$163,214.00	111%
Expenditures	\$140,784.75	89%	\$193,036.45	46%	\$174,259.33	121%	\$181,380.07	123%
<b>Sewer Fund</b>	<b>\$1,218,326.00</b>	<b>100%</b>	<b>\$1,672,235.00</b>	<b>100%</b>	<b>\$155,735.00</b>	<b>100%</b>	<b>\$205,300.00</b>	<b>100%</b>
Revenues	\$153,685.93	13%	\$155,534.66	9%	\$154,584.55	99%	\$186,550.17	120%
Expenditures	\$198,780.56	16%	\$157,640.79	9%	\$160,206.10	103%	\$149,573.78	73%
<b>Industrial Park</b>	<b>\$25,869.00</b>	<b>100%</b>	<b>\$517,686.00</b>	<b>100%</b>	<b>\$520,075.00</b>	<b>100%</b>	<b>\$17,150.00</b>	<b>100%</b>
Revenues	\$18,344.94	13%	\$17,257.80	3%	\$18,015.07	3%	\$17,829.75	104%
Expenditures	\$15,426.77	16%	\$20,427.13	4%	\$42,228.25	8%	\$38,720.23	226%

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

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Attachment D (Animal Control / Public Works Assistant Report)

Leonard Wallace  
Animal control officer/public works laborer  
Monthly report  
10-08-15

Animal control: I have wrote a couple citations for dogs at large. I also issued a verbal warning about dogs not being contained in the yards.

Water: I took my water distribution test. I feel good about the test hoping I passed to get my operator in training license.

Sewer: I also took my sewer collections test. Same as with water if I passed I will be granted my operator in training license. Learned how to lay sewer pipe and do sewer connections.

Streets: plan on spending a little time in the grader learning how to blade the roads. When we get more rain to shape the roads before the snow falls.

Sidewalks: I have been looking in to my options on reflectors to protect the sidewalks and the bulb outs when we start plowing.

Park/Restrooms: The new mower at the park has helped tremendously. I have been looking into my options to have the old baseball diamond in the park removed and filled with dirt to make the park look nicer. We turned the irrigation off and blew out the drip lines for the trees.

CITY OF NEW MEADOWS  
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Attachment E (Administrative Assistant Report)

Kim Jackson  
Administrative Assistant  
Monthly Staff Report  
10/13/2015

**City Hall**

1. I trained Andrea Scrogam on the front desk procedures.
  - a. Opening and closing procedures
  - b. Proper use of the new phone system
  - c. How to post payments
  - d. Daily tasks to be completed
2. I attended the ICCTFOA Institute September 15, 2015 through September 18, 2015. I attended several workshops and throughout the conference. These workshops provided extremely informative information that will help me not only in my current position but also gave me a better understanding of some the job functions of the City Clerk / Treasurer.

**Planning & Zoning**

1. The Planning and Zoning Meeting was canceled for September 7, 2015.

**City Council**

1. I attended the September 10, 2015 City Council Meeting.
2. I typed and submitted final drafts of the Meeting Minutes to Mac for review. This has been a learning process for me and I have received helpful suggestions from both Mac and Council President Julie Good to assist me in process. My goal is to have no corrections on the drafts of City Council meeting minutes.

**Public Works**

1. There weren't any shipping labels for sewer samples or Service / Work Orders to create for the month of September.

**Important Dates**

- City Hall will be closed October 12, 2015 in observance of Columbus Day.

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Attachment F (Engineer Report) Page 1 of 2



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

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

**JOB NO.:** 15001

**DATE:** October 8, 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 12<sup>th</sup>. No comments were received during the 30-day public comment period following the publication and therefor, the FONSI is the final ruling.
- 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
- Matt w/J-U-B contacted us for an updated schedule on the 2015 Wastewater Improvement Project which was provided to him to help wrap up the project. Hopefully this will take place within the month.

#### Action Items

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

### Land Application Site

- We have been spending some time evaluating wetlands and the land application site in general so that we can continue to prepare the IDEQ Preliminary Engineering Report and Recycled Water Reuse Permit Application.

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Attachment F (Engineer Report) Page 2 of 2

Project Status Report - City of New Meadows

October 8, 2015

- We are still waiting to schedule an onsite walk through with the IDEQ sometime during the month of October.

Action Items

1. Set up a preliminary site evaluation walk through with IDEQ during the month of October.
2. City Staff to continue monitoring wells until it is determined to be no longer necessary.

**Wastewater Improvement Project Funding**

- We have finalized the Professional Services Agreements with USDA-RD and provided copies to Mac to be signed and delivered to USDA for final signature and processing.
- We have also been working with CEDA and USDA-RD to establish the process for submitting invoices and believe to have this figured out at this point in time.

Action Items

1. Obtain a copy of finalized Professional Services Agreement.

**Water System Facility Plan Update Funding**

- The engineering contract for this project has been completed and the IDEQ Drinking Water Planning Grant Application has been submitted and is being processed.
- We have started to outline a work plan for the project and hope to get things kicked off within the next few months.

Action Items

1. Follow up with IDEQ on the Drinking Water Planning Grant Application.

**2015 Wastewater Improvement Project**

- Project work continues in regards to review of wetlands and permitting, updating wastewater collection mapping, and evaluating different options to accommodate the reuse component of the project.
- We had a kickoff meeting with Doug to start the Infiltration & Inflow (I/I) evaluation component of the project. The meeting was very productive and we have started to identify potential improvement projects. We will continue to evaluate accessible manholes and CCTV records from the City to try and pin point various problem areas.

Action Items

1. Obtain remaining CCTV records from Mac.
2. Continue with project preliminary design.
3. Prepare IDEQ Preliminary Engineering Report and Recycled Water Reuse Permit Application