

City Clerk Report – 1/11/2021

It is very much imperative that I receive all **requests for agenda items (7days prior to the meeting)** with their **supplementals at least the Wednesday prior to the meeting**. If I do not have supplements, it may not make it on the agenda or be moved to the following meeting. This gives me time to review, forward onto Dick as appropriate. So if you have a citizen that must be on the agenda for an item, get them in contact with me as soon as possible so that we can work on getting the appropriate agenda item and information out. The same will be for claims that need prior approval.

I have made an online form for **Agenda Requests**; this would mainly be used by the public as my hope. The system will send Angie and I an email and a confirmation email to the requestor. Angie or I will reach out in three business days to get more information for the request. (does the request pertain to a public hearing, if so, the person will be directed that way.) If the item is to deal with a proposal for new policy or law, then the requestor will bring it forward to the City Council at a meeting to determine if there is enough support for it, or if there needs to be more information. Elected Officials, our contractors and city staff can also use this tool.

I have also created an **online spread sheet** where information for items that have yet to be assigned to an agenda that the public and you the elected official can see what is coming up. This can be found: <https://www.newmeadowsidaho.us/administration/page/agenda-items-being-worked>.

Please expect an **Audit Presentation** in February. This may be a bit dry, however, I will be submitting the audit to you way in advance so that you may have your questions answered and be engaged.

The **Annual Street Finance Report** was completed. It is attached as an addendum to my report. It was published as appropriate by December 31.

The **Legislative Offices report** was submitted. I am still awaiting to here back on a question I submitted on the matter. (Fiscal Year entries, etc)

**1099's, W2 Processing, 1094 and 1095's** and other data will be created by the end of the month and sent to anyone receiving funds from the City of New Meadows within parameters.

**State Insurance Reports** will be completed in coming weeks.

The **Front Porch Pizza** did not check one of the boxes on our forms, but we caught it. They are requesting Beer to Go as well. This is what they had last year, and the State & County indicate the same.

The **Industrial Park Buildings** need to be appraised so that the city understands what they have and what the city desires for the lease payments to be. Please, if you know of a COMMERCIAL Appraiser in the area please let me know so I can get them hired. As an update, the butcher that was interested in the former Willey location backed out because they (their funders) feared the idea of a shorter-term lease. I have not heard back from the person interested in operating a mechanic shop in the former ABT space. When I was a lease manager for

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residential, we knew what the space could garner and always had a waiting list of people wanting to move in. We did this for over ten years. Commercial space is not that much different. The city should not be afraid of any business wanting to move to New Meadows, regardless of if it is going to create competition. You can always set the price and then discount points based on new businesses moving in. **My opinion is stagnation is the same as going backwards.**

I attempted to have a copy of **Governor Little’s State of the State Address**, but it has not been placed online as of yet. Once I see it, I will be sure to forward it to each of you. It should be found here: <https://gov.idaho.gov/speeches/#>

On your agenda you will be discussing the Position & Wage Change for Jessie Gerke. She is doing an awesome job and I have been able to show her and Angie a few administrative tasks. By doing this we may be able to find some efficiencies in how we do things. You are also discussing as needed employee wages. Meadow Creek pays their snow people between \$17 and \$18 per hour (according to my son) with no benefits. We have historically paid as needed snow people and utility workers \$20 per hour. The two in which we are going to utilize have agreed to \$18 per hour with no benefits.

When I started working for the City of New Meadows, we had as many as ten paid positions. We currently have 3 people or 2.75 paid positions. I personally would like to see the City hire someone to do all aspects of the **Animal Control Officer Position**, but also that of **Code Enforcement Officer**. The CEO would work up to 20 hours per week, TRAINED, and paid accordingly. This person would do Animal Control, Snowplow Complaints, Zoning Enforcement, RV Enforcement, and any other code that needs enforced. This person ideally would be a former police officer or have attended POST Academy, where they would have the ability to issue Misdemeanor Citations. They would do all investigations, follow-up and attend court if that ever starts up again. I know it is not popular, but maybe they could be cross trained to provide relief for Angie and Jessie or even myself. This is just my opinion and I believe it would be helpful to have someone like this. Then we might be able to show the Sheriff’s Office that we are not utilizing them and re-allocate some of those funds to actual Code Enforcement.

I will be out of the area for the rest of the week and will return to work on Tuesday January 19.

Thanks -Mac

**“Individual commitment to a group effort – that is what makes a teamwork, a company work, a society work, a civilization work.” – Vince Lombardi**