



City Council Regular Meeting - Old Business Agenda

Monday, January 08, 2024 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

PUBLIC NOTICE: THIS MEETING IS RECORDED AND PLACED IN AN ONLINE FORMAT. PERSONS MAY BE ABLE TO EITHER VIEW OR LISTEN TO VIDEO / AUDIO OF THIS MEETING UNTIL WHICH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RECORD RETENTION POLICY.

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/84464306888?pwd=Ys1jPHKyvvvKZGXto2FNpVK2317eGC.1>

Call in: 253-215-8782

Meeting ID: 844 6430 6888

Password: 479488

ROLL CALL / PLEDGE OF ALLEGIANCE

1. Reading the Mission Statement

PUBLIC INPUT

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public **may** be called upon to speak on any item on the agenda.

CONSENT AGENDA

2. December 11, 2023 & November 27, 2023 Meeting Minutes
3. Paid & Pending Claims
4. December 2023 Payroll

ADJOURNMENT

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 347-2171, at least 24 hours in advance of the meeting date.

City of New Meadows Mission Statement:

"To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy."

NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, November 27th, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

ROLL CALL / PLEDGE OF ALLEGIANCE

Present at City Hall were Council Members Jeff Parnett, Josh Carr, Shiloh Ryker, and Mayor Julie Good. Troy Black joined the meeting at 6:18 PM

Staff present at City Hall were Kyla Gardner, Hunter Brown and Brianna Hoxie. City Attorney Dick Stubbs was present via zoom.

Public Present at City Hall were Kayrene Brown, Darbey Edwards, Meguel Tapia, Claus White, Tim Jeffs, Jacob Rhodes, Ricky Brown, Al Becker, and Viki Prurdy.

Mayor Good opened the meeting at 6:00 P.M and led the Pledge of Allegiance.

City Council members, Mayor Good and the public went to take a tour of our new Booster Station and Tank. The tour was led by Kirk Kundrick.

PUBLIC INPUT

There was no public input.

REPORTS

Mayor's Report

See Attached

TRAINING

Annexation Process

- City Attorney Dick Stubs explained what annexation is in legal terms and what it means moving forward with the city and for the public.

DISCUSSION ITEMS

Annexation

- City Council members discuss how to move forward in letting the public know as much information as possible about the changes.

PUBLIC HEARINGS

Public Hearing- 3640 South End Rd.- Conditional Use Permit

Opening of the Hearing

Mayor Good opened the hearing at 6:36 P.M.

Applicant Presentation

Ricki Brown presented a timeline to the city council for the CUP to be completed. He also expressed his knowledge of what is going on in real time and what he plans to do to make the completion happen.

NEW MEADOWS CITY COUNCIL MEETING MINUTES
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Testimony For Revoking

Viki Purdy 3575 South End Rd is in favor of revoking the CUP. She has expressed that she is tired of looking at a disaster. She drove by and saw a washer in the ditch, and nothing had ever been maintained as Ricky had described.

Erin Nuxoll 3630 Hubbard LN landowners across the way from Browns, would like to see the council revoke CUP for non-compliance.

Testimony to not Revoke.

Claus White with J.I Morgan Is concerned that no one will be taking responsibility for the place to actually get where it needs to be. He would like to see them keep the CUP in the manner that it will get cleaned up with a deadline.

Al Becker 3919 Cemetery Rd. Al is concerned that unless someone takes full responsibility for the CUP, the recycling yard will never get cleaned up. He believes that it should be given a chance to stay open and do the work.

Close of the Public Hearing

Mayor Good closed Hearing at 6:58 P.M

ACTION ITEMS

Conditional Use Permit- 3640 South End Road

- Tabled till next meeting.

Building Services Agreement FY23/24

- Council Member Ryker moved to approve the Building service agreement FY23/24. Council member Carr seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Law Enforcement Agreement FY23/24

- Council Member Ryker moved to approve the Law Enforcement Agreement FY23/24 Council Member Carr seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

City Hall Closed Dates Dec 25,26 & Jan 1

- Council Member Ryker moved to approve City Hall as well as public works closure over the 25th and 26th of December as well as January 1st with exceptions if snow removal is needed. Council member Black seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
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No second City Council Meeting in December

- Council member Carr moved to cancel the second City Council Meeting in December. Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Displacement RV Permit- Edwards

- Tabled

Billing Policy

- Discussion of the new payment agreement and reminder that the City is moving forward with the policy.

CONSENT AGENDA

City Clerk Gardner polled the City Council to confirm they had reviewed the October 23,2023 Financials and paid & pending claims.

- Council Member Carr moved to approve the Consent Agenda; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

FUTURE MEETING TOPICS

Future meeting topics included, Water rate review, short and long term rental definition, Browns CUP, IIIA presentation, RV permit language update for self-contained RVs.

ADJOURNMENT

The meeting was adjourned at 8:10 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, December 12, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

ROLL CALL / PLEDGE OF ALLEGIANCE

Present at City Hall were Council Members Jeff Parnett, Troy Black, and Shiloh Ryker, Mayor Julie Good. Shiloh Ryker was present via zoom. Josh Carr joined via zoom at 6:39PM.

Staff present at City Hall were Kyla Gardner, Brianna Hoxie and Attorney Dick Stubbs.

Public present at City Hall were Bill & Donna Brown, Ken & Nikki Crogh, Kristie Scott, Willy Brown, Aaron Priddy, Tim Jeffs, Phillip Good, Lawanna Brown. Sandy Schiffman was present via zoom.

6:31P.M. and Mayor Good led the Pledge of Allegiance.

Kyla Gardner did roll call. All City Council members Present except Council Member Carr, Kyla also read the mission statement.

PUBLIC INPUT

- No Public input.

REPORTS

Mayor's Report

- See Attached

Staff Reports

- No questions or comments

ACTION ITEMS

Conditional Use Permit – 3640 South End Road

- Bill and Donna Brown explained what they will be doing to make their project go forward with the fencing, building and landscaping.
- Tim Jeffs spoke on behalf of Bill and Donna regarding the Brown's operations.
- Council Member Parnett moved to approve the Conditional Use Permit for 3640 South End Road with stipulations. Council Member Black seconded. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

Ordinance TBD-2023 RV Use Amendment

- Adjustments made and tabled amendment.

RV Displacement Permit- Brown

- Council Member Black moved to allow the RV trailer at 317 N Taylor Ave to stay in its current location till June 30th, 2024. Council Member Parnett second. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

NEW MEADOWS CITY COUNCIL MEETING MINUTES
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RV Displacement Permit- Jeffs

- Tabled

Ordinance TBD-2023 Zoning Code Definition Amendment

- Council Member Black moved to introduce Ordinance TBD-2023 Zoning Code Definition Amendment with changes noted and suspend the rules requiring three separate readings on three separate days and read by title only once. Council Member Parnett seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.
- Clerk Gardner read by title only once.
- Council Member Black moved to approve Ordinance TBD-2023 Zoning Code Definition Amendment. Council Member Parnett seconded. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

Resolution TBD-2023 Transportation Plan

- Council Member Parnett Moved to adopted TBD-2023 Transportation Plan. Council Member Black seconded. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

Joint Powers Agreement-ICRMP

- Tabled until Attorney can review.

Letter of Interest for funding to create wastewater facility plan and wastewater upgrades.

- Council Member Parnett moved to approve allowing Kirk Kendrick to compose a letter of interest for funding to create a wastewater facility plan and wastewater upgrades. Black seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

Letter of Interest for funding for a wastewater infiltration and inflow study

- Council Member Parnett moved to approve allowing Kirk Kendrick to compose a letter of interest for funding for a wastewater infiltration and inflow study. Black seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

Executive Session 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges against, a public officer, employee, staff member or individual agent, or public-school student.

- Council Member Parnett moved to enter Executive Session per Idaho Code 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges against, a public officer, employee, staff member or individual agent, or public-school student. Council Member Black Seconded. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.
- Recording stopped at 8:01 For executive session.
- Out of executive session at 8:19 Roll Call all members present.

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Employee Status/Wage Change

- Council Member Parnett moved to have no employee status or wage change. Council Member Black seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

CONSENT AGENDA

City Clerk Gardner polled the City Council to confirm they had reviewed the October 23, and November 13, Meeting Minutes,

- Council Member Parnett moved to approve the consent agenda minus the November 27th meeting minutes. Council Member Black seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

FUTURE MEETING TOPICS

RV Displacement- Jeffs, IIIA- presentation, JPA- ICRMP, Bike Park, Council president, water rate review, Two Council Members to be sworn in again.

ADJOURNMENT

The meeting was adjourned at 8:24 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

For dates posted from 12/13/23 to 12/21/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6052		667 A.M.E. Electric, Inc Generator Rental for Booster Station until we get permanent generator installed. 11/17/23-12/17/23	2,500.00								
		Total for Vendor:	2,500.00			60	67	43331	885		10102
6047		1250 11/15/23 Solid Waste Fee - Industrial P 265 Adams County Treasurer	640.00								
		Total for Vendor:	640.00			63		43100	320		10102
6046		E 195 Black Mountain Software 29832 12/01/23 Annual Software Maintenance (G) 29832 12/01/23 Annual Software Maintenance (W) 29832 12/01/23 Annual Software Maintenance (S) 29832 12/01/23 Annual Software Maintenance (I)	11,655.00								
		Total for Vendor:	11,655.00			1		41100	709		10102
						60		43320	709		10102
						65		43220	709		10102
						63		43100	709		10102
6045		631 CivicPlus, LLC 284028 12/01/23 Self Publication Software (GEN) 284028 12/01/23 Self Publication Software (WTR) 284028 12/01/23 Self Publication Software (SWR) 284028 12/01/23 Self Publication Software (IP)	2,235.00								
		Total for Vendor:	2,235.00			1		41100	709		10102
						60		43320	709		10102
						65		43220	709		10102
						63		43100	709		10101
6050		E 405 CORE & MAIN LP Lupako Water Tap Tool U085976 12/12/23 Water Parts (WTR)	207.26								
		Total for Vendor:	207.26			60		43320	324		10102
6053		E 87 Farmers Supply Coop 7110/7111 11/30/23 Tank rental for Ind Park	140.00								
		Total for Vendor:	140.00			63		43100	630		10102

For dates posted from 12/13/23 to 12/21/23
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6051	E	4	Idaho Power	3,853.17								
		0032879986	12/07/23 Street Lights (Electricity)	649.69			1		41500	330		10102
		0032879987	12/07/23 City Shop (Electricity) Wa	180.09			60		43320	330		10102
		0032879987	12/07/23 City Shop (Electricity) Se	180.09			65		43220	330		10102
		0032879987	12/07/23 City Shop (Electricity) Str	180.09			1		41500	330		10102
		0032879959	12/07/23 Parks (Electricity)	140.15			1		41600	330		10102
		0032879967	12/07/23 Sewer Lift Station (Electr	5.70			65		43220	337		10102
		0032879945	12/07/23 Well #3 (Electric)	413.04			60		43320	334		10102
		0032879933	12/07/23 Well #4 (Electric)	231.57			60		43320	335		10102
		0032879940	12/07/23 Booster Station (Electric)	639.19			60		43320	333		10102
		0032879919	12/07/23 Sewer Plant (Electricity)	602.41			65		43220	336		10102
		0030309892	12/07/23 City Hall (Electricity) Ge	106.11			1		41100	330		10102
		0030309892	12/07/23 City Hall (Electricity) H2O	106.12			60		43320	330		10102
		0030238986	12/07/23 City Hall (Electricity) SWR	106.12			65		43220	330		10102
		0032880160	12/07/23 Sewer Land Ap	83.14			65		43220	330		10102
		0033198570	12/07/23 Recycling Center	19.81			63		43100	330		10101
		0033232987	12/07/23 Well #5 (Electric)	209.85			60		43320	348		10102
			Total for Vendor:	3,853.17								
6055	E	37	Jerry's Auto Parts	1,077.77								
			Items for equipment main.									
		306462	12/14/23 Skid-Steer chains	602.48			1		41500	350		10102
		306100	12/12/23 Fuel Pump	34.36			60		43320	350		10102
		306208	12/13/23 Flextube	32.62			65		43220	350		10102
		306353	12/14/23 Truck Parts	197.42			1		41500	350		10102
		306428	12/14/23 Shared Parts	106.41			60		43320	350		10102
		306491	12/15/23 Battery Accessories	52.24			65		43220	350		10102
		372947	12/15/23 Battery Acc	52.24			60		43320	350		10102
			Total for Vendor:	1,077.77								
6048	E	162	Norco Inc.	12.30								
		39322625	12/01/23 Cylinder Rental	4.10			1		41500	324		10102
		39322625	12/01/23 Cylinder Rental	4.10			60		43320	324		10102
		39322625	12/01/23 Cylinder Rental	4.10			65		43220	324		10102
			Total for Vendor:	12.30								

For dates posted from 12/13/23 to 12/21/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6044		709 Treasure Valley Transit, Inc. Transit from McCall to New Meadows. 498 09/01/23 Transit- City Portion		11,808.00 11,808.00*			1		41500	804		10102
		Total for Vendor:		11,808.00								
6054		697 U.S. Bank Equipment Finance Photocopier Lease.		148.72								
		516893617 12/01/23 Photocopier Lease		49.57*			1		41100	709		10102
		516893617 12/01/23 Photocopier Lease		49.58			60		43320	709		10102
		516893617 12/01/23 Photocopier Lease		49.57			65		43220	709		10102
		Total for Vendor:		148.72								
6049	E	617 ZIPLY FIBER City Shop & Sewer Internet / Phone 12/07/23 Phone/Internet - Water 12/07/23 Phone/Internet - Sewer		250.07 125.03 125.04								
		Total for Vendor:		250.07								
		# of Claims	12									
		Total Electronic Claims		34,527.29								
		Total Non-Electronic Claims		17,195.57								
		Total Non-Electronic Claims		17331.72								
		# of Vendors	5									

12/12/23
09:02:24

CITY OF NEW MEADOWS, IDAHO
Claim Approval List
For the Accounting Period: 12/23

Page: 1 of 1
Report ID: AP100V

For Date Posted = 12/12/23
* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6043	708 All Seasons Refrigeration & HVAC		1,803.58								
	Items purchased to fix water main line, water heater parts, plug for chimney room in old meat shop										
	1098 09/25/23 building repair items		1,803.58*			63		43100	324		10101
	Total for Vendor:		1,803.58								
	# of Claims	1	Total:	1,803.58		# of Vendors	1				

For the Accounting Period: 1/24

For dates posted from 12/22/23 to 01/08/24
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6064	IT: MSP-T1 - Basic January 2024	580 4	Corner Communications	460.00	****							
			*** Claim from another period (12/23)									
3642	01/01/24	IT	Professional Support	153.33			1	41100		327		10102
3642	01/01/24	IT	Professional Support (W)	153.33			60	43320		327		10102
3642	01/01/24	IT	Professional Support (SWR)	153.34			65	43220		327		10102
			Total for Vendor:	460.00								
6067	January 2024 Prosecutions 1063 01/02/24 Municipal Prosecutions- Jan	563 Adams County Prosecuting		1,500.00			1	41400		312		10102
			*** Claim from another period (12/23)									
			Total for Vendor:	1,500.00								
6059	2400103 12/31/23 Water Sampling / Testing 2400104 12/31/23 Sewer Sampling / Testing	25 Analytical Labs, Inc.		1,990.10			60	43320		745		10102
			*** Claim from another period (12/23)				65	43220		745		10102
			Total for Vendor:	2,230.12								
6070	12/25/23 Sewer 12/25/23 Water 12/25/23 Shop - Water 12/25/23 Shop - Sewer 12/25/23 Shop - Streets 12/25/23 Streets 12/25/23 Park 12/25/23 Ind Park	1 C & M Lumber Co, Inc		1,739.85			65	43220		324		10102
			*** Claim from another period (12/23)				60	43320		324		10102
			*** Claim from another period (12/23)				60	43320		324		10102
			*** Claim from another period (12/23)				65	43220		324		10102
			*** Claim from another period (12/23)				1	41500		324		10102
			*** Claim from another period (12/23)				1	41600		324		10102
			*** Claim from another period (12/23)				63	43100		350		10101
			Total for Vendor:	1,739.85								
6068	025-00 01/02/24 Chlorinator Room 310-00 01/02/24 Park Irrigation 309-00 01/02/24 Park Restrooms 014-00 01/02/24 Industrial Park 364-00 01/02/24 Auger Room 126-00 01/02/24 City Hall	29 City of New Meadows		586.93			65	43220		339		10102
			*** Claim from another period (12/23)				1	41600		332		10102
			*** Claim from another period (12/23)				1	41600		331		10102
			*** Claim from another period (12/23)				63	43100		331		10102
			*** Claim from another period (12/23)				65	43220		338		10102
			*** Claim from another period (12/23)				1	41100		331		10102

For dates posted from 12/22/23 to 01/08/24
* ... Over spent expenditure

For the Accounting Period: 1/24

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		015-00	01/02/24 Skate Park	14.30			1		41600	332		10102
		012-00	01/02/24 Recycle Center	14.30			1		41600	332		10102
		060-00	01/02/24 Ambulance Shed	76.05			1		41100	331		10102
			Total for Vendor:	586.93								
			*** Claim from another period (12/23) ****									
			2,400.00									
6066			631 CivicPlus, LLC	600.00*			1		41100	709		10102
		272466	12/01/23 Meetings (GEN)	600.00*			60		43320	709		10102
		272466	12/01/23 Meetings (WTR)	600.00*			65		43220	709		10102
		272466	12/01/23 Meetings (SWR)	600.00*			63		43100	709		10101
			Total for Vendor:	2,400.00								
6069			696 Diamond Maps	180.00								
		Maps Jan/2024-	Jan/2025									
		6445	01/03/24 Maps (SWR)	60.00			65		43220	324		10102
		6445	01/03/24 Maps (WTR)	60.00			60		43320	324		10102
		6445	01/03/24 Maps (STRTS)	60.00			1		41500	324		10102
			Total for Vendor:	180.00								
			*** Claim from another period (12/23) ****									
			400.00									
6065			495 Drake Diversified LLC	200.00			60		43320	310		10102
		Monthly Back-up	Operator November 2023	200.00			65		43220	310		10102
		1864	01/01/24 NOV 2023 H2O Back-up Operator	200.00								
		1864	01/01/24 NOV 2023 SWR Back-up Operator	200.00								
			Total for Vendor:	400.00								
			*** Claim from another period (12/23) ****									
			70.00									
6057			641 High Mountain Cleaning &	70.00			1		41100	324		10102
		OFFICE CLEANING /	CITY HALL 12/10/23, 12/23/23									
		10740	12/04/23 OFFICE CLEANING / CITY HALL	70.00								
			Total for Vendor:	70.00								
			*** Claim from another period (12/23) ****									
			285.32									
6061			E 150 Lake Shore Disposal	71.33			1		41100	324		10102
		26537428s2	01/01/24 Garbage - General	71.33			60		43320	324		10102
		26537428s2	01/01/24 Garbage - Water	71.33			65		43220	324		10102
		26537428s2	01/01/24 Garbage - Sewer	71.33*			63		43100	324		10102
		26537428s2	01/01/24 Garbage - Industrial Park	71.33*								
			Total for Vendor:	285.32								

For the Accounting Period: 1/24

For dates posted from 12/22/23 to 01/08/24
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6062			89 Local Highway Technical T2 Road Safety Webinar - Jessica Wallace T212072023 12/07/23 T2 Center Road Class	60.00	60.00		1		41100	520		10102
			Total for Vendor:	60.00								
			*** Claim from another period (12/23) ****									
6058			642 Raven Waterworks, LLC Monthly Operator / Sewer Assistance 240103 01/01/24 DEC 2023 H20 Operator 240103 01/01/24 DEC 2023 SWR Operator	1,000.00 1,000.00			60 65		43320 43220	352 352		10102 10102
			Total for Vendor:	2,000.00								
			*** Claim from another period (12/23) ****									
6063			659 SMS Inc. 384431 12/08/23 Shipping (WTR) 384429 12/14/23 Shipping (SWR) 384428 12/22/23 Shipping (WTR) 361267 12/28/23 Shipping (WTR)	116.00 28.00 30.00 30.00 28.00			60 65 60 60		43320 43220 43320 43320	620 620 620 620		10102 10102 10102 10102
			Total for Vendor:	116.00								
			*** Claim from another period (12/23) ****									
6060			E 146 The Record Reporter Ordinance 399-2023 3705 12/28/23 Ordinance 3705 12/28/23 Ordinance 3705 12/28/23 Ordinance	96.80 32.26 32.27 32.27			65 60 1		43220 43320 41500	309 309 309		10102 10102 10102
			Total for Vendor:	96.80								
			*** Claim from another period (12/23) ****									
6071			E 436 US Bank GOOGLE 12/26/23 Email (Gen) GOOGLE 12/26/23 Email (IND) GOOGLE 12/26/23 Email (WTR) GOOGLE 12/26/23 Email (SWR) TSHEETS 12/26/23 TSHEETS (GEN) TSHEETS 12/26/23 TSHEETS (WTR) TSHEETS 12/26/23 TSHEETS (SWR) phones 12/26/23 8x8 phones (GEN) phones 12/26/23 8x8 phones (WTR) phones 12/26/23 8x8 phones (SWR)	70.20* 70.20* 70.20* 70.20* 25.33* 25.34* 25.33* 33.46 33.47			1 63 60 65 1 60 65 1 60 65		41100 43100 43320 43220 41100 43320 43220 41100 41100 43320	709 709 709 709 709 709 709 308 308 308		10102 10102 10102 10102 10102 10102 10102 10102 10102 10102

For dates posted from 12/22/23 to 01/08/24
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
			supplies 12/26/23 ADOBE	19.99			1		41100	324		10102
			domain 12/26/23 land1 Domain	3.00*			1		41100	709		10102
			postage 12/26/23 FP Mailing	207.00			1		41100	620		10102
			drop 12/26/23 Dropbox	119.88*			1		41100	709		10102
			WTR 12/26/23 backflow prevent	186.41			60		43320	324		10102
			Office Sup 12/26/23 Amazon (sup)	130.21			1		41100	610		10102
			Total for Vendor:	1,123.69								
6056	E	147	USA Blue Book	87.12								
			Coliform Water Test Kits									
		237719	01/05/24 Water Test Kits	65.10			60		43320	745		10102
		237719	01/05/24 Freight Charge	22.02			60		43320	745		10102
			Total for Vendor:	87.12								
			# of Claims	16								
			Total:	13,335.83								
			Total Electronic Claims	1,592.93								
			Total Non-Electronic Claims	11742.90								
			# of Vendors	12								

Kyla Gardner

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/17/2023								0.00	
Monday	12/18/2023	7.77							7.77	
Tuesday	12/19/2023	7.73							7.73	
Wednesday	12/20/2023	7.67							7.67	
Thursday	12/21/2023	7.43							7.43	
Friday	12/22/2023	2.25							2.25	
Saturday	12/23/2023								0.00	
Total Week		32.85	0.00	0.00	0.00	0.00	0.00	0.00	32.85	
Sunday	12/24/2023								0.00	
Monday	12/25/2023					8.00			8.00	
Tuesday	12/26/2023							8.00	8.00	
Wednesday	12/27/2023							8.00	8.00	
Thursday	12/28/2023							8.00	8.00	
Friday	12/29/2023							8.00	8.00	
Saturday	12/30/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	8.00	0.00	32.00	40.00
Total Pay Period		32.85	0.00	0.00	0.00	0.00	8.00	0.00	32.00	72.85

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total	Item 4.
32.85	0.00	0.00	0.00	32.85	

Time in	Time out	Duration	
December 18, 2023			
			7.77
7:47am	3:33pm	7.77	ADM > ADM - Customer Relations
December 19, 2023			
			7.73
7:49am	8:47am	0.97	ADM > ADM - Customer Relations
8:48am	11:07am	2.32	MTG > MTG - Other Governement
NOTES: West Central Mountain Housing Trust Meeting			
11:07am	3:34pm	4.45	ADM > ADM - Customer Relations
December 20, 2023			
			7.67
7:50am	3:30pm	7.67	ADM > ADM - Customer Relations
December 21, 2023			
			7.43
7:52am	3:18pm	7.43	ADM > ADM - Customer Relations
December 22, 2023			
			2.25
9:57am	12:12pm	2.25	ADM > ADM - Customer Relations

Brianna Hoxie

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/17/2023								0.00	
Monday	12/18/2023	7.57							7.57	
Tuesday	12/19/2023	7.32							7.32	
Wednesday	12/20/2023	7.43							7.43	
Thursday	12/21/2023	4.00							4.00	
Friday	12/22/2023								0.00	
Saturday	12/23/2023								0.00	
Total Week		26.32	0.00	0.00	0.00	0.00	0.00	0.00	26.32	
Sunday	12/24/2023								0.00	
Monday	12/25/2023					8.00			8.00	
Tuesday	12/26/2023								0.00	
Wednesday	12/27/2023	7.05							7.05	
Thursday	12/28/2023	7.55							7.55	
Friday	12/29/2023								0.00	
Saturday	12/30/2023								0.00	
Total Week		14.60	0.00	0.00	0.00	8.00	0.00	0.00	22.60	
Total Pay Period		40.92	0.00	0.00	0.00	8.00	0.00	0.00	48.92	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Brianna Hoxie

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total	Item 4.
40.92	0.00	0.00	0.00	40.92	

Time in	Time out	Duration	
December 18, 2023			7.57
7:51am	3:25pm	7.57	ADM > ADM - Customer Relations
December 19, 2023			7.32
7:48am	3:07pm	7.32	ADM > ADM - Customer Relations
December 20, 2023			7.43
7:47am	3:13pm	7.43	ADM > ADM - Customer Relations
December 21, 2023			4.00
11:40am	3:40pm	4.00	ADM > ADM - Customer Relations
December 27, 2023			7.05
8:01am	3:04pm	7.05	ADM > ADM - Customer Relations
December 28, 2023			7.55
7:46am	3:19pm	7.55	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023	0.90							0.90	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
Sunday	12/17/2023								0.00	
Monday	12/18/2023	3.38			4.62				8.00	
Tuesday	12/19/2023	8.10							8.10	
Wednesday	12/20/2023	7.82							7.82	
Thursday	12/21/2023	7.75							7.75	
Friday	12/22/2023	8.37							8.37	
Saturday	12/23/2023	1.37							1.37	
Total Week		36.79	0.00	0.00	4.62	0.00	0.00	0.00	41.41	
Sunday	12/24/2023								0.00	
Monday	12/25/2023					8.00			8.00	
Tuesday	12/26/2023	4.35			8.00				12.35	
Wednesday	12/27/2023	7.95							7.95	
Thursday	12/28/2023	9.40							9.40	
Friday	12/29/2023	7.93							7.93	
Saturday	12/30/2023	1.61							1.61	
Total Week		31.24	0.00	0.00	8.00	8.00	0.00	0.00	47.24	
Total Pay Period		68.93	0.00	0.00	12.62	8.00	0.00	0.00	89.55	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel
12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total	Item 4.
68.93	0.00	0.00	0.00	68.93	

Time in	Time out	Duration	
December 18, 2023			3.38
7:48am (MST)	7:58am (MST)	0.17	PARK > PARK - Restroom
7:58am (MST)	8:24am (MST)	0.43	WTR > WTR - Booster Station & Well Logs
8:24am (MST)	9:31am (MST)	1.12	MTG > MTG - Staff Meeting
9:31am (MST)	11:11am (MST)	1.67	PW > PW - City Shop > Shop
December 19, 2023			8.10
7:48am (MST)	7:58am (MST)	0.17	PARK > PARK - Restroom
7:58am (MST)	8:01am (MST)	0.05	SWR > SWR - Sewer Logs
8:01am (MST)	8:37am (MST)	0.60	SWR > SWR - Auger Room Maintenance
8:37am (MST)	9:55am (MST)	1.30	STRTS > STRTS - Pot Hole Repair
9:55am (MST)	11:54am (MST)	1.98	SWR > SWR - System Maintenance
NOTES: fence fixing around lagoon 1			
11:54am (MST)	1:57pm (MST)	2.05	WTR > WTR - Service Call
1:57pm (MST)	2:44pm (MST)	0.78	PW > PW - City Shop > Shop
2:44pm (MST)	3:54pm (MST)	1.17	WTR > WTR - Service Call
December 20, 2023			7.82
7:50am (MST)	8:04am (MST)	0.23	PARK > PARK - Restroom
8:04am (MST)	8:13am (MST)	0.15	WTR > WTR - Booster Station & Well Logs
8:13am (MST)	9:00am (MST)	0.78	SWR > SWR - Auger Room Maintenance
9:00am (MST)	11:12am (MST)	2.20	WTR > WTR - Meter Reading
11:12am (MST)	12:39pm (MST)	1.45	WTR > WTR - Service Call
12:39pm (MST)	3:39pm (MST)	3.00	PW > PW - City Shop > Shop
December 21, 2023			7.75
7:51am (MST)	8:00am (MST)	0.15	PARK > PARK - Restroom
8:00am (MST)	8:08am (MST)	0.13	SWR > SWR - Sewer Logs
8:08am (MST)	9:15am (MST)	1.12	SWR > SWR - Auger Room Maintenance
9:15am (MST)	1:03pm (MST)	3.80	WTR > WTR - Service Call
NOTES: figuring out problem meters			
1:03pm (MST)	3:36pm (MST)	2.55	PW > PW - City Shop > Shop
December 22, 2023			8.37
7:42am (MST)	7:48am (MST)	0.10	PARK > PARK - Restroom
7:48am (MST)	8:35am (MST)	0.78	WTR > WTR - Booster Station & Well Logs
8:35am (MST)	4:04pm (MST)	7.48	PW > PW - City Shop > Shop
December 23, 2023			1.37

2:13pm (MST) 3:35pm (MST) 1.37 WTR > WTR- Fire Hydrants
NOTES: flushing

December 26, 2023**4.35**

8:09am (MST) 8:24am (MST) 0.25 PARK > PARK - Restroom
 8:24am (MST) 8:49am (MST) 0.42 WTR > WTR - Booster Station & Well Logs
 8:49am (MST) 9:12am (MST) 0.38 SWR > SWR - Sewer Logs
 9:12am (MST) 12:30pm (MST) 3.30 WTR > WTR- Fire Hydrants
NOTES: flushing

December 27, 2023**7.95**

7:51am (MST) 8:00am (MST) 0.15 PARK > PARK - Restroom
 8:00am (MST) 8:12am (MST) 0.20 WTR > WTR - Booster Station & Well Logs
 8:12am (MST) 8:38am (MST) 0.43 SWR > SWR - Auger Room Maintenance
 8:38am (MST) 9:04am (MST) 0.43 WTR > WTR- Fire Hydrants
 9:04am (MST) 10:05am (MST) 1.02 EQP > EQP - F350 Truck Maintenance
 10:05am (MST) 10:46am (MST) 0.68 WTR > WTR - Leak Letters
NOTES: Red door notice
 10:46am (MST) 1:15pm (MST) 2.48 PW > PW - City Shop > Shop
 1:15pm (MST) 3:28pm (MST) 2.22 EQP > EQP - F350 Truck Maintenance
 3:28pm (MST) 3:48pm (MST) 0.33 WTR > WTR- Fire Hydrants

December 28, 2023**9.40**

7:48am (MST) 7:53am (MST) 0.08 PARK > PARK - Restroom
 7:53am (MST) 7:56am (MST) 0.05 SWR > SWR - Sewer Logs
 7:56am (MST) 8:14am (MST) 0.30 SWR > SWR - Auger Room Maintenance
 8:14am (MST) 8:38am (MST) 0.40 WTR > WTR- Fire Hydrants
 8:38am (MST) 2:03pm (MST) 5.42 EQP > EQP - F350 Truck Maintenance
 2:03pm (MST) 2:39pm (MST) 0.60 WTR > WTR - Service Call
 2:39pm (MST) 4:48pm (MST) 2.15 SWR > SWR - Service Call
 4:48pm (MST) 5:12pm (MST) 0.40 WTR > WTR- Fire Hydrants

December 29, 2023**7.93**

7:45am (MST) 8:07am (MST) 0.37 PARK > PARK - Restroom
 8:07am (MST) 8:18am (MST) 0.18 WTR > WTR - Booster Station & Well Logs
 8:18am (MST) 8:45am (MST) 0.45 SWR > SWR - Auger Room Maintenance
 8:45am (MST) 3:41pm (MST) 6.93 EQP > EQP - F350 Truck Maintenance

December 30, 2023**1.62**

9:48am (MST) 10:42am (MST) 0.90 WTR > WTR- Fire Hydrants
NOTES: flushing
 10:42am (MST) 11:09am (MST) 0.45 SWR > SWR - Auger Room Maintenance
 4:08pm (MST) 4:24pm (MST) 0.27 WTR > WTR- Fire Hydrants

December 31, 2023

0.90

11:13am (MST)	11:27am (MST)	0.23	WTR > WTR- Fire Hydrants
11:27am (MST)	11:30am (MST)	0.05	SWR > SWR - Sewer Logs
11:30am (MST)	12:01pm (MST)	0.52	SWR > SWR - Auger Room Maintenance
4:37pm (MST)	4:43pm (MST)	0.10	WTR > WTR- Fire Hydrants

Dana Kautz

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/17/2023								0.00	
Monday	12/18/2023								0.00	
Tuesday	12/19/2023								0.00	
Wednesday	12/20/2023	2.78							2.78	
Thursday	12/21/2023								0.00	
Friday	12/22/2023								0.00	
Saturday	12/23/2023								0.00	
Total Week		2.78	0.00	0.00	0.00	0.00	0.00	0.00	2.78	
Sunday	12/24/2023								0.00	
Monday	12/25/2023								0.00	
Tuesday	12/26/2023								0.00	
Wednesday	12/27/2023								0.00	
Thursday	12/28/2023								0.00	
Friday	12/29/2023								0.00	
Saturday	12/30/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		2.78	0.00	0.00	0.00	0.00	0.00	0.00	2.78	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total	Item 4.
2.78	0.00	0.00	0.00	2.78	

Time in	Time out	Duration	
December 20, 2023			
12:35pm (MST)	3:22pm (MST)	2.78	ADM > ADM - Customer Relations

Hunter Brown

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023	8.50							8.50	
Saturday	12/2/2023	3.10							3.10	
Total Week		11.60	0.00	0.00	0.00	0.00	0.00	0.00	11.60	
Sunday	12/3/2023	4.77							4.77	
Monday	12/4/2023	8.52							8.52	
Tuesday	12/5/2023	6.98							6.98	
Wednesday	12/6/2023	8.13							8.13	
Thursday	12/7/2023	8.50							8.50	
Friday	12/8/2023	3.10		5.40					8.50	
Saturday	12/9/2023								0.00	
Total Week		40.00	0.00	5.40	0.00	0.00	0.00	0.00	45.40	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	9.17							9.17	
Tuesday	12/12/2023	8.50							8.50	
Wednesday	12/13/2023	8.63							8.63	
Thursday	12/14/2023	9.00							9.00	
Friday	12/15/2023	4.70		3.70					8.40	
Saturday									0.00	
Total Week		40.00	0.00	3.70	0.00	0.00	0.00	0.00	43.70	
Total Pay Period		91.60	0.00	9.10	0.00	0.00	0.00	0.00	100.70	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total	Item 4.
86.00	0.00	14.70	0.00	100.70	

Time in	Time out	Duration	
December 1, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	4:00pm (MST)	7.00	PARK > PARK - Maintenance
NOTES: Holiday lighting			
December 2, 2023			3.10
10:05am (MST)	11:02am (MST)	0.95	EQP > EQP - Grader Maintenance
NOTES: Ensure fuel is full and cut corners off from deformed cutting edge. (Make blade straight again) Await Johnny Browns assistance with positioning.			
11:02am (MST)	11:41am (MST)	0.65	EQP > EQP - Loader Maintenance
NOTES: Ensure fuel is filled and inspect chains while driving.			
11:41am (MST)	1:02pm (MST)	1.35	EQP > EQP - Grader Maintenance
NOTES: Continue forming cutting edge			
11:51pm (MST)	12:00am (MST)	0.15	STRTS > STRTS - Snow Removal
December 3, 2023			4.77
12:00am (MST)	4:46am (MST)	4.77	STRTS > STRTS - Snow Removal
December 4, 2023			8.52
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	2:12pm (MST)	5.20	STRTS > STRTS - Snow Removal
NOTES: Frost layer repair			
2:12pm (MST)	4:01pm (MST)	1.82	STRTS > STRTS - Snow Removal
NOTES: Mark Virginia bulbouts			
December 5, 2023			6.98
12:30am (MST)	4:39am (MST)	4.15	STRTS > STRTS - Snow Removal
12:30pm (MST)	1:18pm (MST)	0.80	SWR > SWR - System Maintenance
NOTES: Assess auger issues caused by integrity.			
1:18pm (MST)	1:56pm (MST)	0.63	WTR > WTR - Reporting
NOTES: Collect flow data from Boise station and seen to Kirk over mobile.			
1:56pm (MST)	3:20pm (MST)	1.40	SWR > SWR - System Maintenance
NOTES: Assess Beaumont apartments for Sewer leak. Determined on customer lateral.			
December 6, 2023			8.13
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			

9:00am (MST) 3:38pm (MST) 6.63 IND > IND - Industrial Park Maintenance
NOTES: Cleaning, sorting, organizing, building shelves, overall solving storage issues.

December 7, 2023 **8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 IND > IND - Industrial Park Maintenance
NOTES: Continued cleaning, sorting and organizing.

December 8, 2023 **8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 12:59pm (MST) 3.98 EQP > EQP - DUST Attach Maintenance
NOTES: Assess new Skid-Steer: copy down fluids and filter info Test fluids Ensure implement function Test snow removal capabilities Ensure safe implement storage Ensure safe vehicle storage

12:59pm (MST) 4:00pm (MST) 3.02 STRTS > STRTS - Storm Drainage

December 11, 2023 **9.17**

7:30am (MST) 8:30am (MST) 1.00 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

8:30am (MST) 9:00am (MST) 0.50 MTG > MTG - Staff Meeting

9:00am (MST) 9:34am (MST) 0.57 WTR > WTR - Reporting
NOTES: Assist Ivan with meter inspections. 417 S. Hiegho

9:34am (MST) 12:35pm (MST) 3.02 PARK > PARK - Maintenance
NOTES: Afix Angie's Star to Christmas tree.

12:35pm (MST) 4:40pm (MST) 4.08 EQP > EQP - Parts Run
NOTES: Create hitch receiver implement attachment.

December 12, 2023 **8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 11:27am (MST) 2.45 EQP > EQP - Parts Run
NOTES: Continue Iorn Work on receiver hitch attachment.

11:27am (MST) 12:15pm (MST) 0.80 SWR > SWR - System Maintenance
NOTES: Assist Kirk with emergency Auger room Trench reshaping.

12:15pm (MST) 4:00pm (MST) 3.75 WTR > WTR - Well #4 Maintenance
NOTES: Inspect generator and it's connections to well 4 building. Note differences from well 5 location. Make necessary changes to prep for generator relocation.

December 13, 2023 **8.63**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 12:31pm (MST) 3.52 WTR > WTR - Well #4 Maintenance

NOTES: Move generator

12:31pm (MST) 4:08pm (MST) 3.62 EQP > EQP - Parts Run

NOTES: Finish receiver forks attachment.

December 14, 2023 **9.00**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 12:30pm (MST) 3.50 WTR > WTR-WELL PROJECT

NOTES: Well 5 Gen exhaust maintenance.

12:30pm (MST) 1:16pm (MST) 0.77 EQP > EQP - Parts Run

NOTES: To Jerrys in Council for better fuel pump exchange and CB Annt. Coax

1:16pm (MST) 4:30pm (MST) 3.23 EQP > EQP - Parts Run

NOTES: Install CB radio in skid steer

December 15, 2023 **8.40**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 3:54pm (MST) 6.90 EQP > EQP - Parts Run

NOTES: Jetter fuel pump, install and test Skid-steer CB, finish.

Kyla Gardner

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023	4.22							4.22	
Saturday	12/2/2023								0.00	
Total Week		4.22	0.00	0.00	0.00	0.00	0.00	0.00	4.22	
Sunday	12/3/2023								0.00	
Monday	12/4/2023	7.70							7.70	
Tuesday	12/5/2023	7.95							7.95	
Wednesday	12/6/2023	8.15							8.15	
Thursday	12/7/2023	7.87							7.87	
Friday	12/8/2023								0.00	
Saturday	12/9/2023								0.00	
Total Week		31.67	0.00	0.00	0.00	0.00	0.00	0.00	31.67	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	10.60							10.60	
Tuesday	12/12/2023	7.92							7.92	
Wednesday	12/13/2023	7.62							7.62	
Thursday	12/14/2023	7.75							7.75	
Friday	12/15/2023	1.44							1.44	
Saturday									0.00	
Total Week		35.33	0.00	0.00	0.00	0.00	0.00	0.00	35.33	
Total Pay Period		71.22	0.00	0.00	0.00	0.00	0.00	0.00	71.22	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total	Item 4.
71.22	0.00	0.00	0.00	71.22	

Time in	Time out	Duration	
December 1, 2023			4.22
9:27am	1:40pm	4.22	ADM > ADM - Customer Relations
December 4, 2023			7.70
7:46am	3:28pm	7.70	ADM > ADM - Customer Relations
December 5, 2023			7.95
7:42am	3:39pm	7.95	ADM > ADM - Customer Relations
December 6, 2023			8.15
7:44am	3:53pm	8.15	ADM > ADM - Customer Relations
December 7, 2023			7.87
7:41am	3:33pm	7.87	ADM > ADM - Customer Relations
December 11, 2023			10.60
7:46am	3:27pm	7.68	ADM > ADM - Customer Relations
5:50pm	8:45pm	2.92	MTG > MTG - Council Meeting
December 12, 2023			7.92
7:41am	3:36pm	7.92	ADM > ADM - Customer Relations
December 13, 2023			7.62
7:54am	3:31pm	7.62	ADM > ADM - Customer Relations
December 14, 2023			7.75
7:42am	3:27pm	7.75	ADM > ADM - Customer Relations
December 15, 2023			1.45
10:00am	11:27am	1.45	ADM > ADM - Customer Relations

NOTES: Catch up on work

Ivan McDaniel

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023	7.43							7.43	
Saturday	12/2/2023	0.30							0.30	
Total Week		7.73	0.00	0.00	0.00	0.00	0.00	0.00	7.73	
Sunday	12/3/2023	5.62							5.62	
Monday	12/4/2023	7.35							7.35	
Tuesday	12/5/2023	6.25							6.25	
Wednesday	12/6/2023	7.97							7.97	
Thursday	12/7/2023	8.08							8.08	
Friday	12/8/2023	4.73		1.80					6.53	
Saturday	12/9/2023								0.00	
Total Week		40.00	0.00	1.80	0.00	0.00	0.00	0.00	41.80	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	9.33							9.33	
Tuesday	12/12/2023	8.18							8.18	
Wednesday	12/13/2023	7.98							7.98	
Thursday	12/14/2023	8.64							8.64	
Friday	12/15/2023	5.87		1.94					7.81	
Saturday									0.00	
Total Week		40.00	0.00	1.94	0.00	0.00	0.00	0.00	41.94	
Total Pay Period		87.73	0.00	3.74	0.00	0.00	0.00	0.00	91.47	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel
12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total	Item 4.
86.27	0.00	5.20	0.00	91.47	

Time in	Time out	Duration	
December 1, 2023			7.43
7:49am (MST)	7:56am (MST)	0.12	PARK > PARK - Restroom
7:56am (MST)	8:16am (MST)	0.33	WTR > WTR - Booster Station & Well Logs
8:16am (MST)	8:23am (MST)	0.12	EQP > EQP - Loader Maintenance
8:23am (MST)	8:45am (MST)	0.37	SWR > SWR - Auger Room Maintenance
8:45am (MST)	11:07am (MST)	2.37	PARK > PARK - Maintenance
NOTES: lights			
11:07am (MST)	1:19pm (MST)	2.20	PARK > PARK - Restroom
NOTES: middle room cleanup			
1:19pm (MST)	1:41pm (MST)	0.37	WTR > WTR - Booster Station & Well Logs
1:41pm (MST)	3:15pm (MST)	1.57	PW > PW - City Shop > Shop
December 2, 2023			0.30
9:03am (MST)	9:17am (MST)	0.23	SWR > SWR - Auger Room Maintenance
9:17am (MST)	9:21am (MST)	0.07	SWR > SWR - Sewer Logs
December 3, 2023			5.62
1:00am (MST)	5:59am (MST)	4.98	STRTS > STRTS - Snow Removal
5:59am (MST)	6:37am (MST)	0.63	STRTS > STRTS - Snow Blowing PARK or Sidewalks
December 4, 2023			7.35
7:53am (MST)	8:05am (MST)	0.20	PARK > PARK - Restroom
8:05am (MST)	9:16am (MST)	1.18	WTR > WTR - Booster Station & Well Logs
9:16am (MST)	1:55pm (MST)	4.65	STRTS > STRTS - Snow Removal
1:55pm (MST)	3:14pm (MST)	1.32	SWR > SWR - System Maintenance
NOTES: plow lagoons			
December 5, 2023			6.25
1:29am (MST)	4:51am (MST)	3.37	STRTS > STRTS - Snow Removal
7:49am (MST)	8:10am (MST)	0.35	PARK > PARK - Restroom
8:10am (MST)	8:20am (MST)	0.17	SWR > SWR - Sewer Logs
8:20am (MST)	9:42am (MST)	1.37	SWR > SWR - Auger Room Maintenance
NOTES: trying to fix strange flows			
1:07pm (MST)	2:07pm (MST)	1.00	SWR > SWR - System Maintenance
December 6, 2023			7.97
7:47am (MST)	7:59am (MST)	0.20	PARK > PARK - Restroom
7:59am (MST)	8:14am (MST)	0.25	WTR > WTR - Booster Station & Well Logs
8:14am (MST)	9:02am (MST)	0.80	SWR > SWR - Auger Room Maintenance
9:02am (MST)	10:19am (MST)	1.28	STRTS > STRTS - Storm Drainage

10:19am (MST)	11:41am (MST)	1.37	PW > PW - City Shop > Shop
11:41am (MST)	11:59am (MST)	0.30	WTR > WTR - Service Call
11:59am (MST)	3:45pm (MST)	3.77	PW > PW - City Shop > Shop

December 7, 2023 **8.08**

7:47am (MST)	7:58am (MST)	0.18	PARK > PARK - Restroom
7:58am (MST)	8:01am (MST)	0.05	SWR > SWR - Sewer Logs
8:01am (MST)	8:51am (MST)	0.83	SWR > SWR - Auger Room Maintenance
8:51am (MST)	9:36am (MST)	0.75	WTR > WTR - Service Call
NOTES: 420 Virginia register replacement			
9:36am (MST)	10:02am (MST)	0.43	PW > PW - City Shop > Shop
10:02am (MST)	10:49am (MST)	0.78	WTR > WTR - Service Call
NOTES: 215 n miller meter fix			
10:49am (MST)	3:52pm (MST)	5.05	PW > PW - City Shop > Shop

December 8, 2023 **6.53**

7:51am (MST)	8:00am (MST)	0.15	PARK > PARK - Restroom
8:00am (MST)	8:18am (MST)	0.30	WTR > WTR - Booster Station & Well Logs
8:18am (MST)	9:21am (MST)	1.05	SWR > SWR - Auger Room Maintenance
9:21am (MST)	9:46am (MST)	0.42	WTR > WTR - Well #4 Maintenance
NOTES: figuring out a way to move the generator			
9:46am (MST)	11:57am (MST)	2.18	EQP > EQP - F350 Truck Maintenance
NOTES: learning proper care of skid steer			
11:57am (MST)	1:16pm (MST)	1.32	STRTS > STRTS - Storm Drainage
1:16pm (MST)	2:23pm (MST)	1.12	SWR > SWR - System Maintenance

December 11, 2023 **9.33**

1:13am (MST)	4:17am (MST)	3.07	STRTS > STRTS - Snow Removal
4:17am (MST)	4:19am (MST)	0.03	PARK > PARK - Restroom
4:19am (MST)	4:52am (MST)	0.55	STRTS > STRTS - Snow Blowing PARK or Sidewalks
7:49am (MST)	8:29am (MST)	0.67	WTR > WTR - Booster Station & Well Logs
8:29am (MST)	9:29am (MST)	1.00	MTG > MTG - Staff Meeting
9:29am (MST)	10:23am (MST)	0.90	WTR > WTR - Meter Reading
NOTES: meter troubleshooting			
10:23am (MST)	1:30pm (MST)	3.12	PW > PW - City Shop > Shop
NOTES: tree topper			

December 12, 2023 **8.18**

7:46am (MST)	7:58am (MST)	0.20	PARK > PARK - Restroom
7:58am (MST)	8:07am (MST)	0.15	SWR > SWR - Sewer Logs
8:07am (MST)	8:21am (MST)	0.23	SWR > SWR - Auger Room Maintenance
8:21am (MST)	1:01pm (MST)	4.67	PW > PW - City Shop > Shop
NOTES: making a ball situation for the skid steer			

1:01pm (MST) 3:57pm (MST) 2.93 SWR > SWR - Auger Room Maintenance

December 13, 2023 **7.98**

7:51am (MST) 7:59am (MST) 0.13 PARK > PARK - Restroom
 7:59am (MST) 8:14am (MST) 0.25 WTR > WTR - Booster Station & Well Logs
 8:14am (MST) 8:25am (MST) 0.18 SWR > SWR - Auger Room Maintenance
 8:25am (MST) 9:10am (MST) 0.75 SWR > SWR - Sewer Testing
 9:10am (MST) 12:20pm (MST) 3.17 WTR > WTR - Well #4 Maintenance
NOTES: generator moving
 12:20pm (MST) 1:21pm (MST) 1.02 SWR > SWR - Sewer Testing
 1:21pm (MST) 3:50pm (MST) 2.48 PW > PW - City Shop > Shop

December 14, 2023 **8.63**

7:52am (MST) 8:00am (MST) 0.13 PARK > PARK - Restroom
 8:00am (MST) 8:03am (MST) 0.05 SWR > SWR - Sewer Logs
 8:03am (MST) 8:29am (MST) 0.43 SWR > SWR - Auger Room Maintenance
 8:29am (MST) 11:47am (MST) 3.30 SWR > SWR - System Maintenance
 11:47am (MST) 2:03pm (MST) 2.27 WTR > WTR - Well #4 Maintenance
NOTES: generator exhaust setup
 2:03pm (MST) 2:26pm (MST) 0.38 PW > PW - City Shop > Shop
 2:26pm (MST) 4:30pm (MST) 2.07 EQP > EQP - Backhoe Maintenance

December 15, 2023 **7.80**

7:54am (MST) 7:59am (MST) 0.08 PARK > PARK - Restroom
 7:59am (MST) 8:34am (MST) 0.58 WTR > WTR - Booster Station & Well Logs
 8:34am (MST) 10:01am (MST) 1.45 PW > PW - City Shop > Shop
NOTES: cb install
 10:01am (MST) 11:33am (MST) 1.53 STRTS > STRTS - Street Sweeping
 11:33am (MST) 1:20pm (MST) 1.78 EQP > EQP - Jetter Maintenance
 1:20pm (MST) 3:42pm (MST) 2.37 SWR > SWR - Auger Room Maintenance

Hunter Brown

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/17/2023								0.00	
Monday	12/18/2023	9.27							9.27	
Tuesday	12/19/2023	8.50							8.50	
Wednesday	12/20/2023	8.50							8.50	
Thursday	12/21/2023	8.52							8.52	
Friday	12/22/2023	5.21		3.82					9.03	
Saturday	12/23/2023			1.25					1.25	
Total Week		40.00	0.00	5.07	0.00	0.00	0.00	0.00	45.07	
Sunday	12/24/2023								0.00	
Monday	12/25/2023					8.00			8.00	
Tuesday	12/26/2023				8.00				8.00	
Wednesday	12/27/2023	8.93							8.93	
Thursday	12/28/2023	10.83							10.83	
Friday	12/29/2023	8.47							8.47	
Saturday	12/30/2023								0.00	
Total Week		28.23	0.00	0.00	8.00	0.00	8.00	0.00	44.23	
Total Pay Period		68.23	0.00	5.07	8.00	0.00	8.00	0.00	89.30	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total	Item 4.
68.23	0.00	5.07	0.00	73.30	

Time in	Time out	Duration	
December 18, 2023			9.27
7:30am (MST)	8:30am (MST)	1.00	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
8:30am (MST)	9:29am (MST)	0.98	MTG > MTG - Staff Meeting
9:29am (MST)	10:15am (MST)	0.77	SWR > SWR - System Maintenance NOTES: Get vacuum for office.
10:15am (MST)	11:15am (MST)	1.00	PW > PW - City Shop > Shop NOTES: Post project cleanup
11:15am (MST)	4:46pm (MST)	5.52	EQP > EQP - Grader Maintenance NOTES: Install CB radio.
December 19, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	9:25am (MST)	0.42	EQP > EQP - Grader Maintenance NOTES: Get to stopping point with CB Antt.
9:25am (MST)	10:07am (MST)	0.70	PW > PW - City Shop > Shop NOTES: Move old files and papers to storage building to prevent further damage.
10:07am (MST)	11:00am (MST)	0.88	EQP > EQP - S10 Truck Maintenance NOTES: Investigate non functional left rear taillight. Confirm fuse and stock extra.
11:00am (MST)	12:03pm (MST)	1.05	EQP > Skid- Steer Maintenance NOTES: Install Chains on SkidSteer.
12:03pm (MST)	4:00pm (MST)	3.95	PW > PW - City Shop > Shop
December 20, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
9:00am (MST)	10:52am (MST)	1.87	EQP > EQP - Parts Run NOTES: Commit to, and fully flesh-out, free MaintainX program with all procedures for all equipment.
10:52am (MST)	1:00pm (MST)	2.13	EQP > EQP - Parts Run NOTES: Test added functions by running trial inspections.
1:00pm (MST)	4:00pm (MST)	3.00	IND > IND - Industrial Park Maintenance NOTES: Finish shelves in Tuff shed
December 21, 2023			8.52
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	4:01pm (MST)	7.02	PW > PW - City Shop > Shop NOTES: Move sorted item out of shop. Rearrange benches and other. Uninstall can shelves. Create hangers.

December 22, 2023

9.03

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:32pm (MST) 7.53 PW > PW - City Shop > Shop

December 23, 2023

1.25

2:15pm (MST) 3:30pm (MST) 1.25 WTR > WTR - Water Testing
NOTES: Flush hydrant behind city hall.

December 27, 2023

8.93

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:26pm (MST) 7.43 EQP > EQP - F350 Truck Maintenance
NOTES: Investigate rear brake lockup. Set Ivan on rewiring New ignition switch bypass. Determined lockup on drivers side. Research alt. way to remove drum.

December 28, 2023

10.83

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 3:08pm (MST) 6.13 EQP > EQP - F350 Truck Maintenance
NOTES: Assist Ivan: Remove dash, Determine ignition wire harness, Determine needed colors, Install new ignition switch.

3:08pm (MST) 6:20pm (MST) 3.20 EQP > EQP - Jetter Maintenance
NOTES: Determine cause of carburetor float malfunction. Call Tracy Peterson @ Jerry's in Council for kit. Call Kirk about possible sewer emergency at Shayleens

December 29, 2023

8.47

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 11:21am (MST) 2.35 PW > PW - City Shop > Shop
NOTES: Run semi-permanent air line to South side of shop.

11:21am (MST) 3:58pm (MST) 4.62 EQP > EQP - F350 Truck Maintenance
NOTES: Assist Ivan finish installing new ingnition switch, test, put dash back together, and test, drive to check for other issues, and final test.

Jessica Gerke

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023								0.00	
Saturday	12/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/3/2023	1.45							1.45	
Monday	12/4/2023	3.53							3.53	
Tuesday	12/5/2023	3.40							3.40	
Wednesday	12/6/2023								0.00	
Thursday	12/7/2023	3.87							3.87	
Friday	12/8/2023	2.18							2.18	
Saturday	12/9/2023								0.00	
Total Week		14.43	0.00	0.00	0.00	0.00	0.00	0.00	14.43	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	1.05							1.05	
Tuesday	12/12/2023	2.30							2.30	
Wednesday	12/13/2023	2.88							2.88	
Thursday	12/14/2023								0.00	
Friday	12/15/2023	2.42							2.42	
Saturday									0.00	
Total Week		8.65	0.00	0.00	0.00	0.00	0.00	0.00	8.65	
Total Pay Period		23.08	0.00	0.00	0.00	0.00	0.00	0.00	23.08	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke
12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total
23.08	0.00	0.00	0.00	23.08

Item 4.

Time in	Time out	Duration	
December 3, 2023			1.45
1:06am (MST)	2:33am (MST)	1.45	STRTS > STRTS - Snow Removal
December 4, 2023			3.53
9:05am (MST)	12:37pm (MST)	3.53	STRTS > STRTS - Snow Removal
December 5, 2023			3.40
1:14am (MST)	4:38am (MST)	3.40	STRTS > STRTS - Snow Removal
December 7, 2023			3.87
8:29am (MST)	12:21pm (MST)	3.87	STRTS > Train - Streets
NOTES: Lhtac			
December 8, 2023			2.18
11:12am (MST)	1:23pm (MST)	2.18	STRTS > STRTS - Storm Drainage
December 11, 2023			1.05
1:24am (MST)	2:27am (MST)	1.05	STRTS > STRTS - Snow Removal
December 12, 2023			2.30
10:39am (MST)	12:15pm (MST)	1.60	PW > PW - Office Time
12:15pm (MST)	12:57pm (MST)	0.70	STRTS > STRTS - Storm Drainage
December 13, 2023			2.88
9:56am (MST)	12:49pm (MST)	2.88	EQP > EQP - Loader Maintenance
December 15, 2023			2.42
10:28am (MST)	11:34am (MST)	1.10	PW > PW - Office Time
11:34am (MST)	12:05pm (MST)	0.52	EQP > EQP - Jetter Maintenance
12:05pm (MST)	12:53pm (MST)	0.80	STRTS > STRTS - Snow Removal

Dana Kautz

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023								0.00	
Saturday	12/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/3/2023								0.00	
Monday	12/4/2023								0.00	
Tuesday	12/5/2023								0.00	
Wednesday	12/6/2023								0.00	
Thursday	12/7/2023								0.00	
Friday	12/8/2023								0.00	
Saturday	12/9/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/10/2023								0.00	
Monday	12/11/2023								0.00	
Tuesday	12/12/2023								0.00	
Wednesday	12/13/2023								0.00	
Thursday	12/14/2023								0.00	
Friday	12/15/2023								0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Brianna Hoxie

Pay Period

12/1/2023 to

12/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023								0.00	
Saturday	12/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/3/2023								0.00	
Monday	12/4/2023	8.77							8.77	
Tuesday	12/5/2023								0.00	
Wednesday	12/6/2023	7.71							7.71	
Thursday	12/7/2023	8.00							8.00	
Friday	12/8/2023								0.00	
Saturday	12/9/2023								0.00	
Total Week		24.48	0.00	0.00	0.00	0.00	0.00	0.00	24.48	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	9.75							9.75	
Tuesday	12/12/2023								0.00	
Wednesday	12/13/2023	7.37							7.37	
Thursday	12/14/2023	7.68							7.68	
Friday	12/15/2023								0.00	
Saturday									0.00	
Total Week		24.80	0.00	0.00	0.00	0.00	0.00	0.00	24.80	
Total Pay Period		49.28	0.00	0.00	0.00	0.00	0.00	0.00	49.28	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Brianna Hoxie

12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total	Item 4.
49.28	0.00	0.00	0.00	49.28	

Time in	Time out	Duration	
December 4, 2023			8.77
7:49am	3:42pm	7.88	ADM > ADM - Customer Relations
5:50pm	6:43pm	0.88	MTG > MTG - Parks Meeting
December 6, 2023			7.72
7:45am	3:28pm	7.72	ADM > ADM - Customer Relations
December 7, 2023			8.00
7:51am	3:51pm	8.00	ADM > ADM - Customer Relations
December 11, 2023			9.75
7:51am	3:14pm	7.38	ADM > ADM - Customer Relations
6:06pm	8:28pm	2.37	MTG > MTG - Council Meeting
December 13, 2023			7.37
7:55am	3:17pm	7.37	ADM > ADM - Customer Relations
December 14, 2023			7.68
7:52am	3:33pm	7.68	ADM > ADM - Customer Relations