



# City Council Regular Meeting Agenda

Monday, April 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/84583274910?pwd=SWFhWanvmWNdngitO28o3kSD3bgzQ5.1>

Call in: 253-215-8782

Meeting ID: 845 8327 4910

Password: 906029

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

1. Reading of 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.

## **REPORTS**

2. Mayor's Report
3. Staff Reports

## **ACTION ITEMS**

4. Industrial Park Lease Addendum- All Seasons
5. Browns Mountain Recycling CUP Status Report #3
6. Childcare Center Land Survey Proposal
7. Budget Hearing Date
8. Stibnite Foundation Grant
9. Project Manager Position
10. Gravel for Streets
11. GHM Architects Proposal
12. Resolution TBD- 2024 Crossroads Addresses
13. Resolution TBD-2024 Child Abuse Prevention Month Proclamation
14. Resolution TBD- 2024 Fair Housing Month Proclamation
15. Letter of Support for VCORP

## **CONSENT AGENDA**

16. March 2024 Payroll
17. Paid & Pending Claims

## **FUTURE MEETING TOPICS**

## **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."***

## EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

March 2024

**TASKS COMPLETED**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Claims</li><li>• Payroll</li><li>• Billing</li><li>• Email Billing</li><li>• Ach Payments</li><li>• Load/unload meters for water meter reading</li><li>• Leak Letters</li></ul> | <ul style="list-style-type: none"><li>• Update social media/mobile text alerts</li><li>• Meadows Valley Monday Newsletter</li><li>• Agenda creation for CC and Parks &amp; Recs meetings</li><li>• Public record requests</li></ul> |
|---|---|

**PROJECTS IN PROGRESS**

- Multiple planning and zoning meetings
- Training and providing documentation for the Water Rate Study
- Meetings with City Engineer to discuss upcoming projects
- Meetings with funding agencies for closing out the water project & providing documentation
- Risk Assessment meeting and funding meeting for the Childcare Expansion Grant
- 

**CHALLENGES / ISSUES****COMMUNITY INPUT & COMMENTS**

## EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

April

### TASKS COMPLETED

- Filing Payroll
- Claims Review
- February Bank Reconciliations
- February Financial Reports
- Claims filing
- FY 2023 Q4 Financial Report

### PROJECTS IN PROGRESS

### CHALLENGES / ISSUES

### COMMUNITY INPUT & COMMENTS



# EMPLOYEE MONTHLY STATUS REPORT

## EMPLOYEE

## DEPARTMENT

## MONTH

Hunter Brown

Public Works

March

## TASKS COMPLETED

### Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
- Repair bomber; Pull engine and install new clutch plate
- Begin new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

### Sewer:

- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present.
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant Wastewater Classes. (Online)
- Assess New headworks Issue created by Integrity

### Water:

- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Attend water related construction/Demolition meetings and engage in any/all assisting action.
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
- Attend Trenching and Shoring class (Online) (IRWA)

### NRWA apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 82.5
- Vehicles and specialized equipment – 6.5
- System Operations and Maintenance – 10.5
- Quality Control – 11.75
- Logistics, Reports, and supervision – 37.25
- Previous XP – 0

Lesson Hours 38 – 229 total

## PROJECTS IN PROGRESS

### Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for Animal Patrol and Misc. duties
- Maintain New Service Truck and stock of emergency water equipment
- Maintain Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

### Sewer:

- Routine Cleaning and Organization Management
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he is present.
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Maintain Land App Specific Sampling and Manual Testing (Soil, Higher CI Res. Etc..)
- Attend Relevant Wastewater Classes. (Online)
- Assess New headworks Issue created by Integrity

### Water:

- Routine Cleaning and Organization Management
- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice, Ideas, Concerns, and personal reasoning in appropriate settings in the work environment
- Attend water related construction/Demolition meetings and engage in any/all assisting action.
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
- Attend Trenching and Shoring class (Online) (IRWA)

### NRWA apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 105
- Vehicles and specialized equipment – 8
- System Operations and Maintenance – 29.5
- Quality Control – 11.75
- Logistics, Reports and supervision – 38.25
- Previous XP – 0

Lesson/Class Hours 123 – 229 total

## CHALLENGES / ISSUES

Green – Definite Manageability  
Yellow – Difficult Manageability  
Red – Unsafe Manageability  
White – Indeterminate Manageability

### WWTP:

Land Application  
Status - Yellow

Sever Inflow and Infiltration of stormwater into City Sewer Collection systems has led to an, anticipated, but uncomfortable increase of water entering the Treatment Process of the City Sewer Plant's Facultative Lagoons. The Operator is quite competent and in excellent communication with DEQ and the Public Works Team to Facilitate early, carefully monitored, use of the City Land App.

Road Repair/Maintenance  
Status - White

In addition to: Indeterminate Weather, Budget, and low access to essential Equipment, the usual process for annual road maintenance has not been efficient enough to keep an effective amount of material mounted to the road surface. %87.5 (14 of 16) Dirt Streets are worn down to base material. Reoccurring damage (Pot-Holes) cannot be cut out of this hard, dense level. If left without resurfacing, this damage must be chiseled away and proper base rock compressed in.

## COMMUNITY INPUT & COMMENTS

### Community:

Are Certain Public Works Staff Properly Trained?!

### Response:

The Public Works Team is training effectively in everyday work. With time, each member will gain ample hands-on experience in each leg of City operations, corrections, and maintenance.

## EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Diane Ellen Hunter

**DEPARTMENT**

City Hall

**MONTH**

March 2024

**TASKS COMPLETED**

- Entered first round of water bills with Kyla's assistance
- Handled all of the dog licensing that came through in March
- Commenced Youth Sports registrations for T-ball and Baseball teams
- Attended Parks and Rec Meeting to be better informed on City Hall's assistance to this Committee; assisted with Youth Sports rosters to show registration statuses for teams
- Closed batches and did first solo bank deposits
- Trained with Kyla and Angie as needed

**PROJECTS IN PROGRESS**

- Still working on logs and spreadsheets that were behind
- Started receiving Burn Permits for the season
- Preparing for summer AIC conference
- Getting familiar with standard procedures
- Still learning how to change meters out and fix meter reading issues as necessary

**CHALLENGES / ISSUES**

- Learning how to correct my own errors without assistance
- Handling residents' questions and concerns on my own
- Still learning how to do move-outs and move-ins as they arise

**COMMUNITY INPUT & COMMENTS**

- Still fielding road issues as they arise

ADDENDUM TO NEW MEADOWS INDUSTRIAL PARK LEASE AGREEMENT BETWEEN THE CITY OF  
NEW MEADOWS AND ALL SEASONS REFRIGERATION & HVAC, LLC

The City of New Meadows (the "CITY") and All Seasons Refrigeration & HVAC, LLC ("LESSEE"), having entered into a Lease Agreement effective February 13, 2023, hereby enter into the following addendum to said Lease Agreement.

WHEREAS the CITY and LESSEE have agreed to allow LESSEE to pay for labor costs for renovation costs for the lease premises as a credit against rent;

WHEREAS going forward the CITY does not want to have LESSEE incur additional labor costs and present said costs to the CITY for payment through rent credit;

IT IS HEREBY UNDERSTOOD AND AGREED by the CITY and LESSEE that going forward the CITY does not authorize LESSEE to incur labor or other expenses for remodeling the lease premises, and that future remodeling or renovation of the lease premises will require approval by the CITY Council prior to the work being performed.

The consideration for this addendum includes the CITY's and LESSEE's lease obligations going forward.

DATED this \_\_\_ day of April, 2024

Mayor Julie Good, Mayor of the City of New Meadows

Dollie Black, Owner, All Seasons Refrigeration & HVAC, LLC

# BROWN'S MOUNTAIN RECYCLING MONTHLY PROGRESS REPORT

For the month of March

This report must be submitted to New Meadows City Hall on the Wednesday prior to the 4<sup>th</sup> Monday of the month following the report month. A representative of Brown's Recycling must attend the City Council meeting on the 4<sup>th</sup> Monday of the month to answer questions regarding this report.

If no action has been taken in the month on a condition, please note why no action has been taken. Failure to submit a completed report in a timely manner will result in revocation of the CUP to be considered at the next City Council meeting.

CONDITION # 1 - 7 foot sight obscuring fence with two runs of barbed wire constructed out of metal posts set 3 feet deep in concrete surrounding all four sides of the property.

DUE DATE: October 31, 2024

What work has been done on this part of the project this month?  
Please provide pictures of progress.

No new progress Weather still pending.  
Picture attached

Percentage Complete

25%

CONDITION # 2 – Full length of South End Rd frontage planted with lilac bushes and 6 foot ornamental grass with large boulders and ground cover to the edge of the ditch to create appealing landscaping.

DUE DATE: August 31, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

Added old Farm Equipment ect.  
- Pictures provided

Percentage Complete

40%

CONDITION # 3 – All tires removed from the property.

DUE DATE: August 31, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

Reached out to Jeremy (Idaho Tire Recycle)  
- weather pending  
- quote attached

Percentage Complete

15%

CONDITION # 4 – The area within at least 300 feet from the east property line and 300 feet from the creek that runs along the southern property line vacated and free from any potential contamination of fluids.

DUE DATE: June 30, 2024

What work has been done on this part of the project this month?  
Please provide pictures of progress.

This is already in compliance  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage Complete

100%

CONDITION # 5 – Solid Waste compliance approved and documented by DEQ and a DEQ approved Containment plan implemented.

DUE DATE: October 31, 2024

What work has been done on this part of the project this month?  
Please provide pictures of progress.

Reached out to Beth Bahem  
weather pending, will stay in contact to  
announce complete access to yard  
E-mail attached  
\_\_\_\_\_  
\_\_\_\_\_

Percentage Complete

50%

CONDITION # 6 – A Design review for the office building on the property approved by the City Council.

DUE DATE: June 30, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

Design Review (Draft) attached.  
Picture of Office building location attached

Percentage Complete

40%

CONDITION # 7 – Office building set up on the property and hooked up to City water and sewer services.

DUE DATE: September 30, 2024

What work has been done on this part of the project this month?

Please provide pictures of progress.

Not able to move Office Building to  
remodeling site quite yet. Have done  
some interior wall construction  
- Picture attached

Percentage Complete

10%

This report was prepared by:

NAME Willy Brown

PHONE # (208) 849-1702

DATE RECEIVED AT CITY HALL \_\_\_\_\_

DATE PRESENTED TO CITY COUNCIL \_\_\_\_\_

COMMENTS FROM CITY COUNCIL:

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INITIALED BY:

Mayor \_\_\_\_\_ City Council Member \_\_\_\_\_



## Eviction Notice for

**3632 South End Road, New Meadows, ID. 83654**

Feb. 1<sup>st</sup>, Willy Brown (manager and yard boss) told Tim Jeffs we were moving in a different direction and no longer needed his services.

Because he is residing on the property, Tim was also told he needed to be vacated by the end of February, which was later moved to the end of March.

This is notice that Mr. Jeffs needs to remove himself and his personal property by March 31<sup>st</sup>, 2024.

Willy Brown

Signature

3/18/24

Date

Manager, Yard Boss and Co-Owner

Willy Brown II

Box 530

New Meadows, ID. 83654

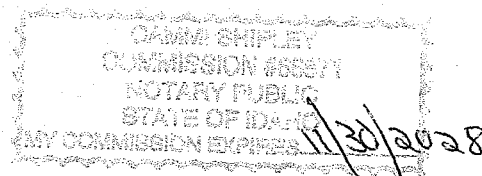
State of Idaho County of Adams

This foregoing instrument was acknowledged before me

On this 18<sup>th</sup> day of March 2024.

By [Signature]

Notary Public Signature



## City of New Meadows Application for Design Review

1. William Brown, 2454 South End Road, Box 325, New Meadows, Idaho 83654, 208-630-4512
2. See above.
3. T19N R1E SEC 24
4. See attached. Conceptual drawing of building, Exhibit A
5. See attached. Site Plan to show where the office building sits on yard. Exhibit B
6. This property has been a recycling/scrap yard since – Brief Narrative
7. See attached. Certificate of Ownership, Exhibit C
8. See attached. List of all property owners and mailing addresses, Exhibit D
9. Elevations of buildings, call Meridith, planning and zoning
10. Determination on flood plain – call Meridith, planning and zoning
11. N/A
12. N/A
13. Utilities will be available upon approval.
14. The property is zoned industrial already.
15. N/A
16. Fees will be paid when this is turned over to the City.

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**From:** Donna Brown  
**Sent:** Wednesday, March 20, 2024 11:34 AM  
**To:** bigkillwill@yahoo.com  
**Subject:** Fw: Solid Waste

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**From:** Beth Bahem <[Beth.Bahem@deg.idaho.gov](mailto:Beth.Bahem@deg.idaho.gov)>  
**Sent:** Wednesday, March 20, 2024 12:29 PM  
**To:** [dreyerbrown22@hotmail.com](mailto:dreyerbrown22@hotmail.com) <[dreyerbrown22@hotmail.com](mailto:dreyerbrown22@hotmail.com)>  
**Subject:** Solid Waste

Hi Donna,

I tried to give you a call but it said you were not able to accept calls at this time on the line.

We have postponed our visit to late April in the hopes of it being drier up there. We are pretty swamped right now anyways so later on would work the best for us. Our tentative date right now is April 18<sup>th</sup>.

Thank you,

**Beth Bahem | Brownfield Analyst**  
Idaho Department of Environmental Quality  
Boise Regional Office  
[1445 N. Orchard Street](#)  
[Boise, Idaho 83706](#)  
Office Phone: [208.373.0563](tel:208.373.0563)  
[Beth.Bahem@deg.idaho.gov](mailto:Beth.Bahem@deg.idaho.gov)  
Website: [www.deg.idaho.gov](http://www.deg.idaho.gov)

**From:** Idaho Tire Recyclers  
**Sent:** Wednesday, March 20, 2024 12:47 PM  
**To:** bigkillwill@yahoo.com  
**Subject:** Estimate 1025 from Idaho Tire Recyclers

Dear COD,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!  
Idaho Tire Recyclers

----- Estimate -----

4109 East 571 North  
Rigby, ID 83442 US  
+1 2085214775  
idahotirerecycle.com

Estimate #: 1025  
Date: 03/20/2024  
Exp. Date: \$3,200.00

-----  
Address:

COD  
willy

-----  

Service	Description	Qty	Rate	Amount
Trailer 2828 Foot	Trailer tire	1	3,200.00	3,200.00
recycle				

-----  
Total: \$3,200.00

must have 2 trailers per trip

North Fence  
Line

Condition #1



Landscape

Condition #2

Pic #1 of 4

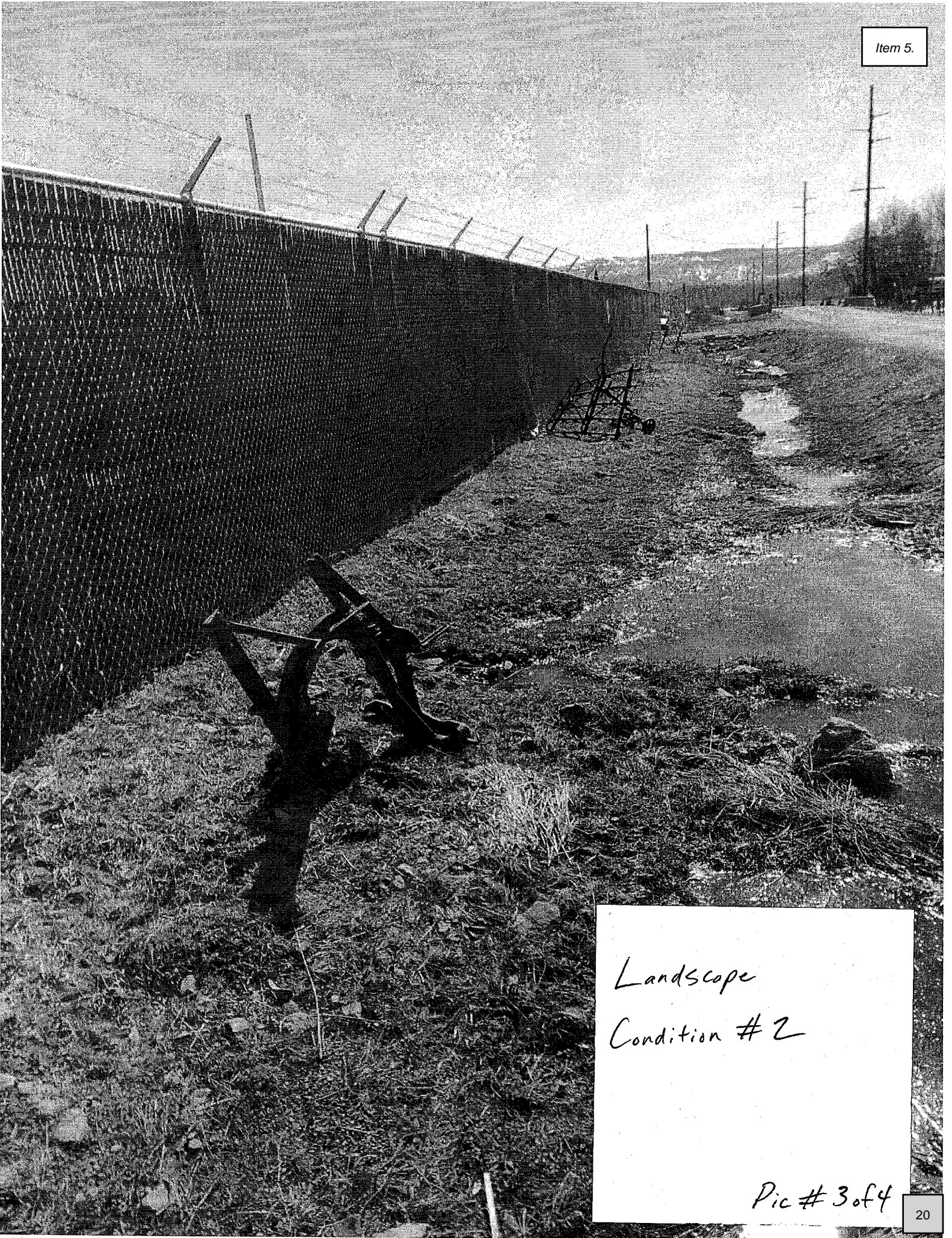


Landscape

Condition #2

Pic #2 of 4

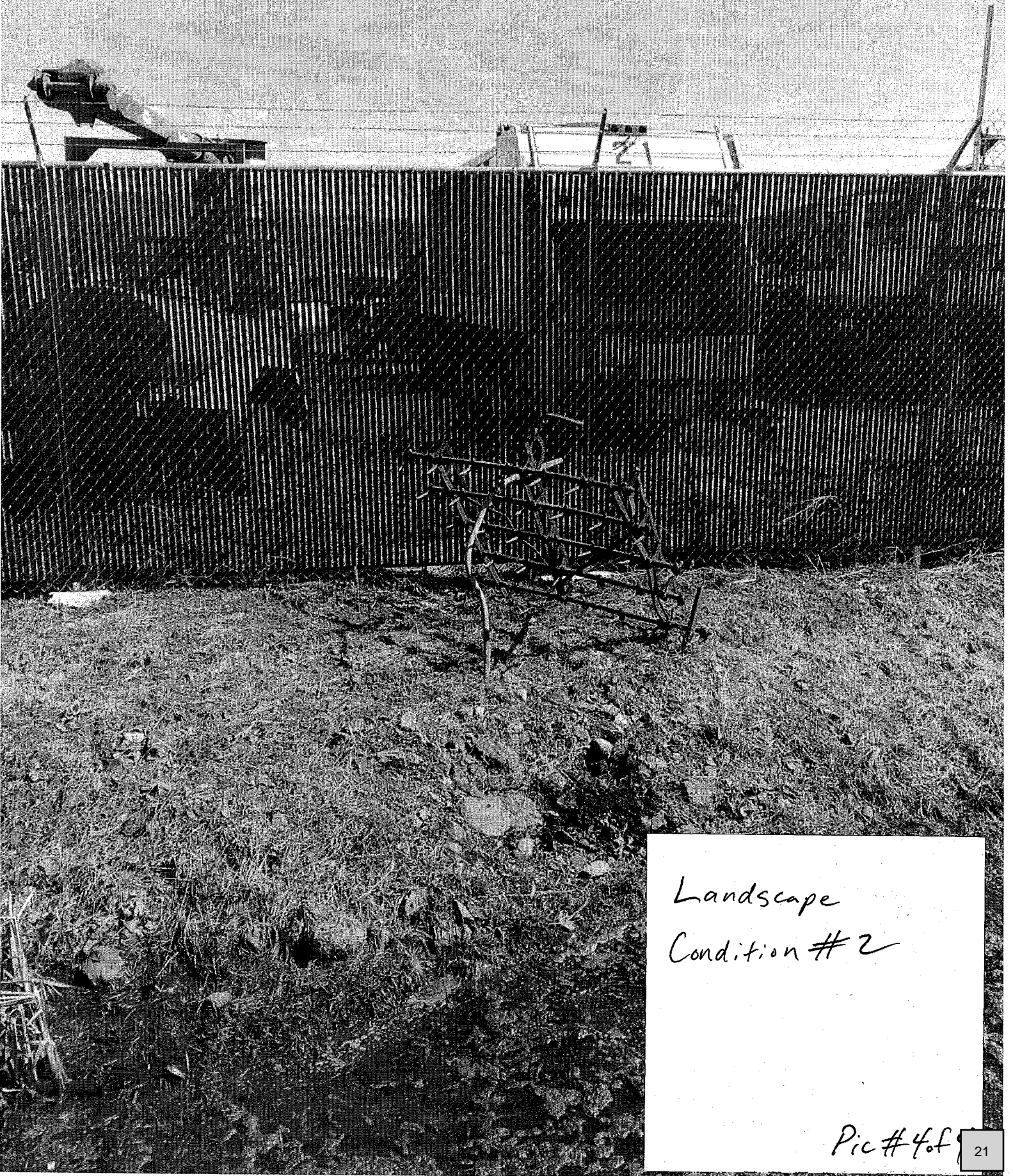




Landscape  
Condition # 2

Pic # 3 of 4

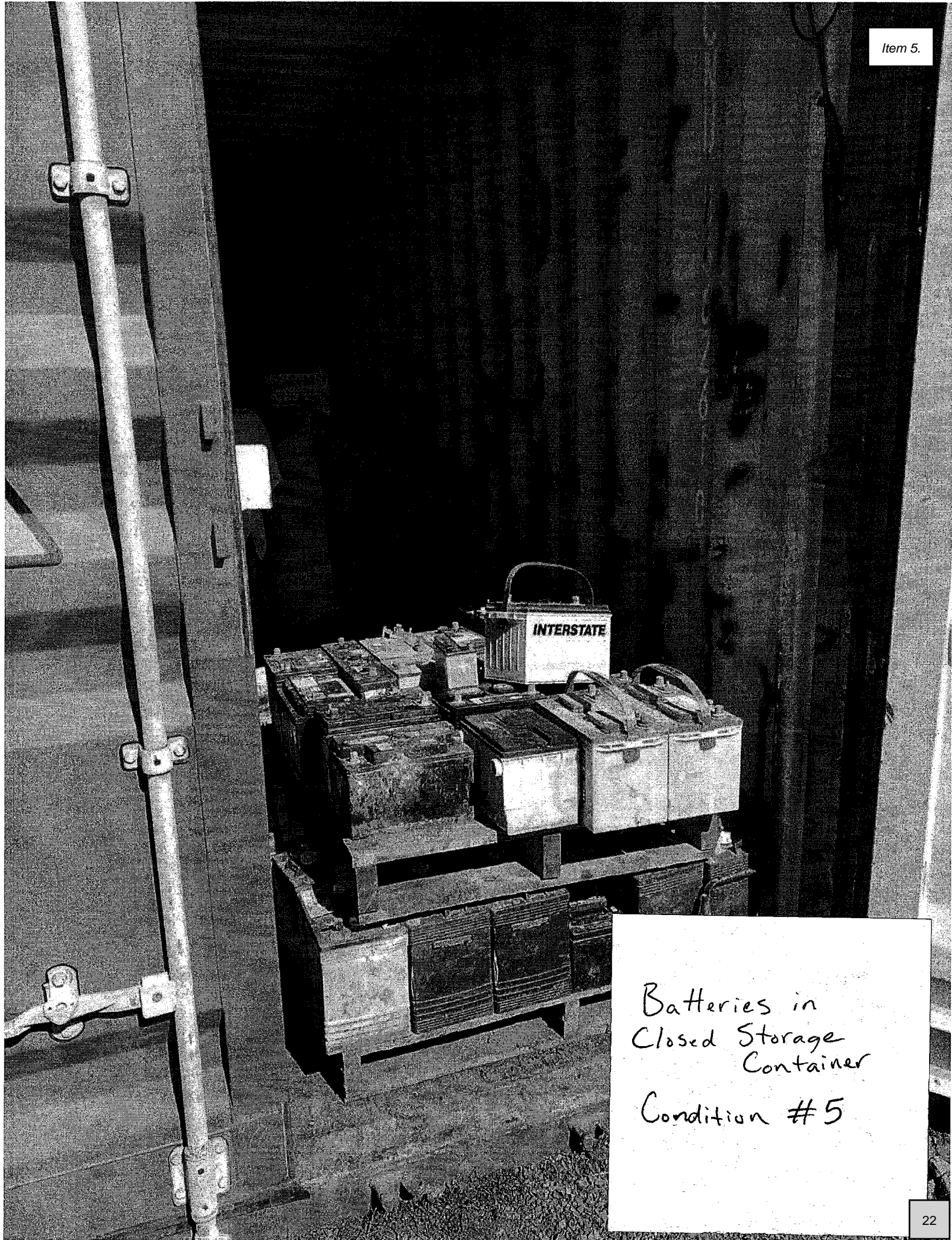




Landscape  
Condition #2

Pic #4 of





Batteries in  
Closed Storage  
Container

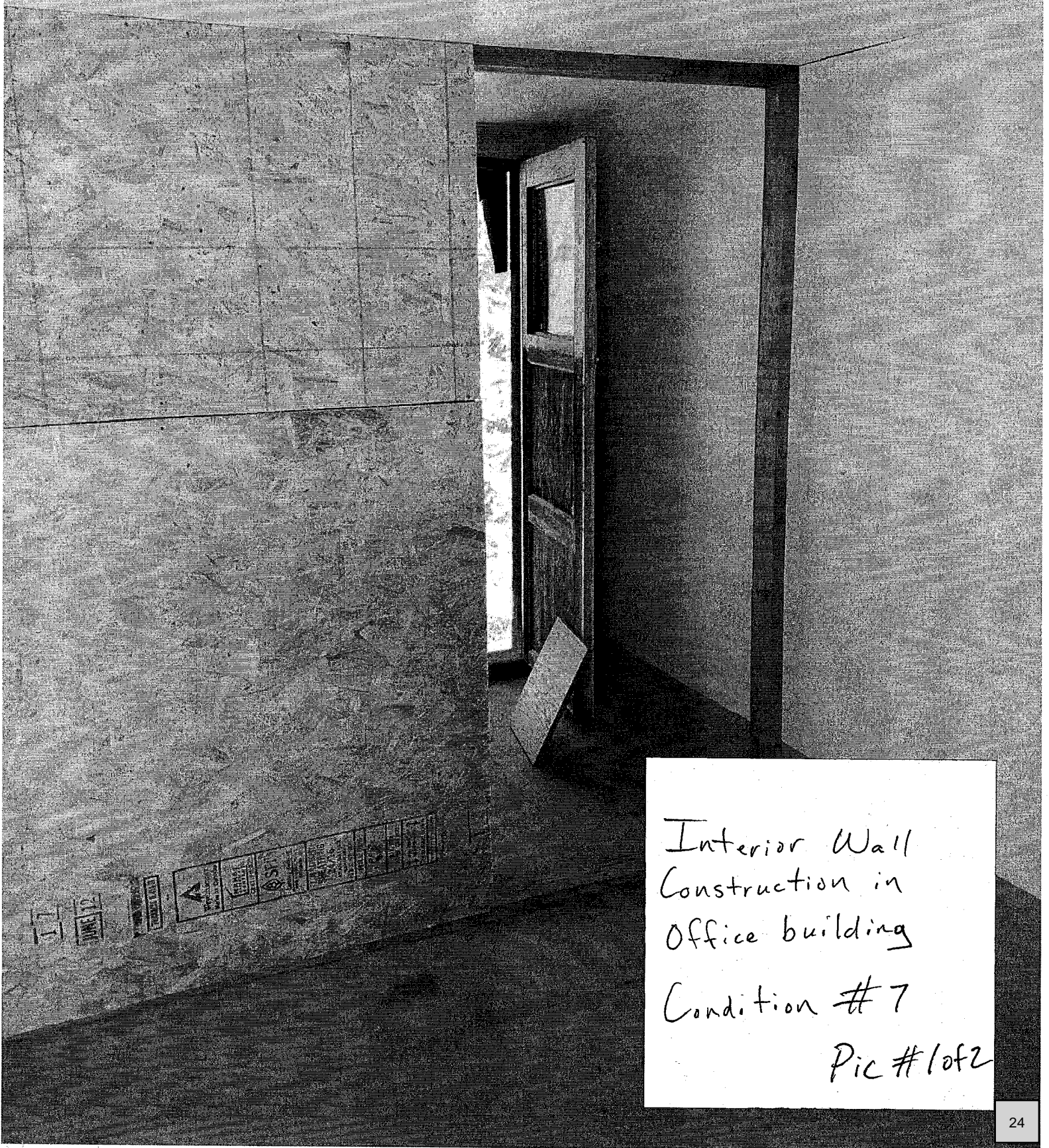
Condition #5



Office Building  
location

Condition # 6

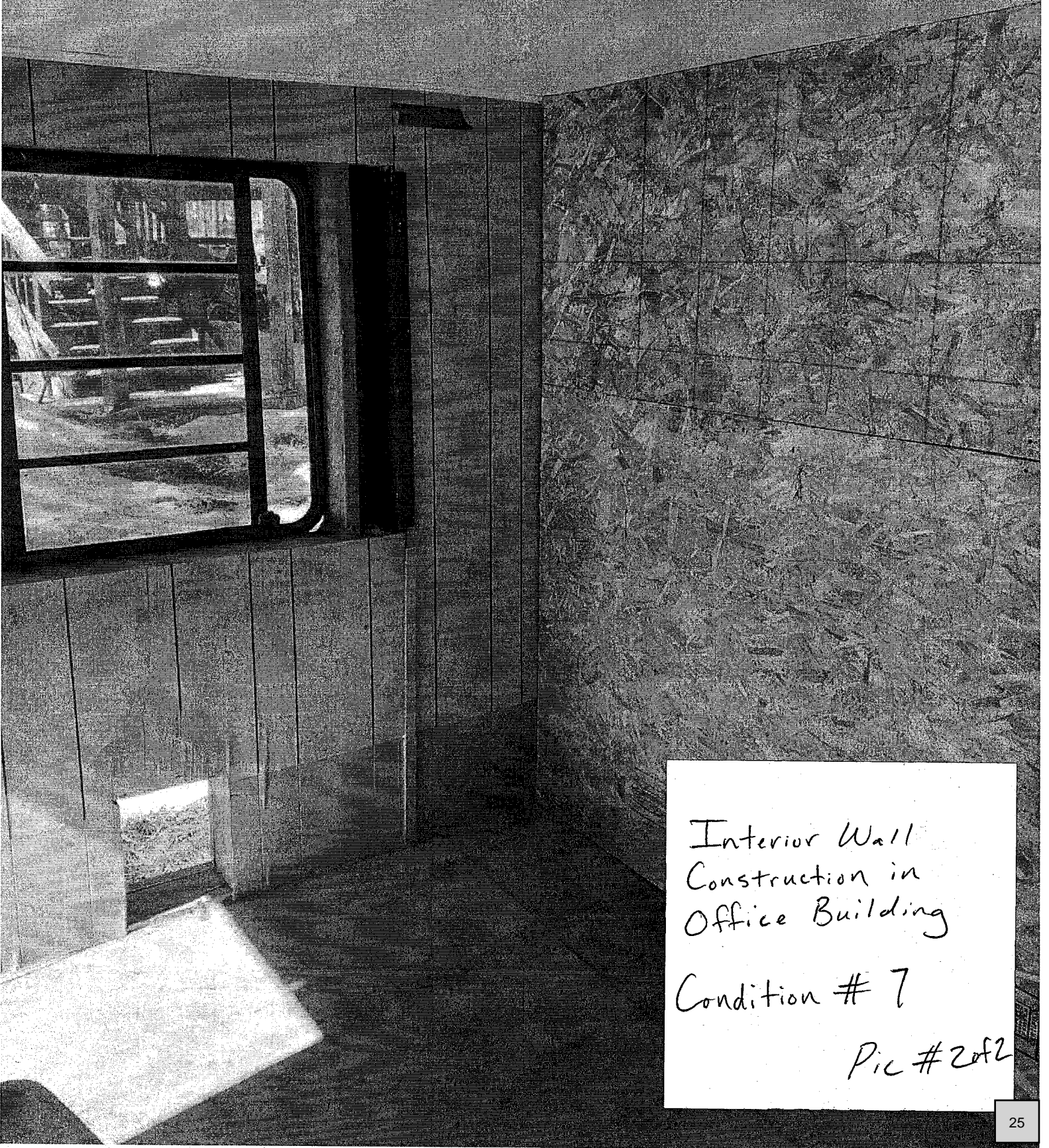




Interior Wall  
Construction in  
Office building  
Condition # 7

Pic # 1 of 2





Interior Wall  
Construction in  
Office Building

Condition # 7

Pic # 2 of 2

April 1, 2024

City of New Meadows  
PO Box 324  
New Meadows, ID 83654

RE: Engineering Professional Services Agreement (PSA)  
Land Surveying Services  
New Meadows Youth Center and Skate Park

Kyla,

Ackerman-Estvold (A-E) is pleased to present this proposal for Land Surveying services in support of the proposed New Meadows Youth Center located on Commercial and Taylor, New Meadows, ID.

We understand the project scope includes the design, permitting, and construction of a Youth Center with ancillary infrastructure. Within the overall project objective, A-E's scope of services would include boundary and topography survey to support the development.

Pursuant to our conversation and the client's objectives, the scope of services we propose to provide shall consist of the following:

Scope	Budget
Topography and Boundary Survey – Taylor St. and Childcare	\$3,000
Topography and Boundary Survey – Skate Park	\$1,000
Property Boundary Adjustment and Record of Survey – Taylor St. and Childcare	\$2,000
Property Boundary Adjustment and Record of Survey – Skate Park	\$1,000

**Total Proposed Scope-of-Services**

**\$7,000**

The outlined scope and proposed fee schedule include all expected Land Surveying Services as required by local, state, and federal agencies governing the project within their jurisdiction. A-E does not warrant nor guarantee approval by any reviewer or agency. This proposal only includes the specific items listed within the scope of services and does not include Engineering, site and street lighting, geotechnical exploration or engineering, or any agency or permit application fees. Any

additional services can be accommodated at standard hourly rates if requested. An additional proposal for services would be provided at the time of the request.

Billing will occur monthly based on percentage of work completed to date.

If you agree to the scope and terms of the aforementioned, please provide signature on the line provided below. If there are any questions, concerns, or if the scope of services as outlined needs any revision or clarification, please feel to contact our office.

Best Regards,

ACKERMAN-ESTVOLD

City of New Meadows



Antonio M Conti, PE, PLS  
Senior Civil Engineer

\_\_\_\_\_ Date: \_\_\_\_\_



1606 W Hays Street  
Boise, ID 83702

April 3, 2024

Kyla Gardner  
City of New Meadows  
(208) 347.3271  
401 Virginia Street, PO Box 324  
New Meadows, ID 83654

Re: Contract for Architectural Services – Phase II  
New Meadows Youth Center & Daycare – 400 Peterson Memorial Avenue. New Meadows, ID 83654

Dear Ms. Gardner,

We are pleased to present our proposal and overview of services for Phase II of the design of the New Meadows Youth Center & Daycare at 400 Peterson Memorial Avenue in New Meadows, ID. The following document outlines our process, services, and related fees.

Based on our findings in Phase I, we will convert an existing pole barn, formerly serving as the county's recycling center, into a new youth center facility and daycare run by the City of New Meadows. In addition to being a functional asset to the city, there is an expressed desire for this facility to be a hub of activity and serve many functions for its growing population.

Per our recent meeting and findings, we understand the current scope as follows: To design and provide construction documents which can be used to convert the existing, 4,500 SF pole barn into a habitable building, intended to house a youth center and daycare. The design and program will be tied to the findings in Phase I (**Exhibit 1**), which GHm received feedback from the city during their initial kick-off meeting. The City's desired approach would be to keep the form of the building intact, as it was a community project that the town takes pride in.

Kyla, we want to thank you again for this opportunity. We are looking forward to working with you. Please do not hesitate to contact us with any questions or concerns.

Sincerely,

**The GHm Architects Team**  
Grissom, Hoffman + Mohr, PLLC



## SCOPE OF SERVICES (WHAT WE DO)

GHM Architects and its consultants will provide complete design services including architectural design, interior design, structural engineering, mechanical engineering, electrical engineering, civil engineering, and landscape architecture. We will collaborate with you and your contractor (if selected) every step of the way to ensure that the design stays true to your vision. The design process has been broken up into the following phases:

**Feasibility Study (Complete).** During this phase, we will conduct an on-site review of the existing facility, perform an initial site study and work with you to clearly define project constraints and parameters. This phase will be conducted with the aid of a Structural Engineer to determine the structural capacity and viability of the existing facility.

**Concept Design (Complete).** We will use the information gathered during the feasibility study to generate one or more internal layouts to meet the programmatic needs and desires of the city. This phase will help determine what is possible within the constraints of the existing shell.

**Entitlements (if required).** We will collaborate with you and all governing bodies to properly entitle the property to meet your requirements. This typically includes attending meetings and hearings to ensure the project moves forward through the proper channels. Entitlements include processes such as Neighborhood Meetings, Design Review, Conditional Use Permits, and other Planning and Zoning regulations.

**Design Development.** Based on approval of and feedback on the Concept Design package, we will work with our consultants and continue to develop and refine the project design including building systems, materials, and finishes, resulting in Design Development drawings and schedules.

**Construction Documents.** Based on approval of and feedback to the Design Development package, we will develop the construction documents, as required for permitting and conveying the design intent to the contractors during construction.

**Permitting.** With the completed construction documents, we will submit the required permit applications to the regulating jurisdictions on your behalf and work with them to resolve any comments they may have.

**Construction Administration.** To ensure that projects are upheld to applicable standards, a minimum level of project oversight will be required. During construction we will provide the following services

- Participate in regular project meetings in-person, by telephone, or other digital means.
- We will review, examine, and provide feedback to physical samples, custom design features, shop drawings, submittals, proposed alternatives, and suppliers as necessary to ensure conformance with the design intent.
- Respond to RFIs as they relate to work produced by the Design Team, inclusive of producing and issuing revised drawings as required.
- At, or near the end of the construction phase we will provide a punch list after major components and systems are completed.

**Exclusions.** This proposal excludes any areas not explicitly listed above. Design Services for those scope areas that are deemed added may be available as an additional service.

**OWNER RESPONSIBILITIES**

**Project Budget.** This proposal assumes you have established a working and reasonable budget for all areas relevant to GHm Architects' work, that will be provided prior to the start of the work. If changes to any work completed prior to receiving a budget are requested for the purpose of reducing an overall budget, those changes will be provided for an additional cost.

**Boundary and Topographic Survey.** Showing contours, property lines, setbacks, easements, and existing site elements such as trees, rock outcroppings, water features, etc.

**Geotechnical Report.** Showing existing site and soil conditions. Report must be completed by a licensed geotechnical engineer and provided to the Architect prior to commencement of engineering work.

**Permit Fees.** All associated fees for this project shall be paid directly by the client. In some instances, fee may be paid by the Architect at cost +10%, but this is solely at the discretion of the Architect.

## FEES (THE NUMBERS)

**Proposed Fees.** The following schedule of fees anticipates providing design services as described in this proposal. Invoices will be sent to the Owner monthly according to the work completed. As part of our commitment to community projects like yours, GHm along with our consultants would like to offer the City of New Meadows a **15% fee reduction**, which is outlined in the fees below.

<b>Phase One</b>		
Feasibility Study		Complete
Concept Design		Complete
<b>Phase Two</b>		
Entitlements	Hourly (As Required)	
Design Development	<del>\$16,634.00</del>	\$14,464.00
Construction Documents	<del>\$28,515.00</del>	\$24,795.00
Permitting Assistance		\$2,066.00
Construction Administration	Hourly (\$16,400 estimated)	
Civil Engineering	<del>\$12,018.00</del>	\$10,450.00
Landscape Architecture	<del>\$6,300.00</del>	\$3,465.00
Structural Engineering	<del>\$17,204.00</del>	\$14,960.00
Mechanical Engineering	<del>\$12,245.00</del>	\$10,648.00
Electrical Engineering	<del>\$6,097.00</del>	\$5,302.00

Services outside the basic services above will be considered additional services and billed at the hourly rates listed below.

**Hourly Rates.** Our hourly rates, which will not increase during the term of the project, are as follows:

Principal	\$150/hour
Architect	\$125/hour
Designer	\$100/hour
Admin	\$75/hour

**Compensation for Services.** Payments on account of services rendered and for reimbursable expenses shall be made monthly upon presentation of our statement of services. No deductions shall be made from compensation due to us on account of penalties, liquidated damages, or other sums withheld from payments to vendors, or on account of the cost of changes in the work. Each invoice will be due and payable upon receipt. A late fee equal to five percent (or the maximum legal rate, if less) of the unpaid balance may be applied to invoices after (30) days at the Architect's discretion. If there is a good faith disputed charge, you agree to pay all invoiced amounts other than the disputed charge until such dispute has been resolved.

**Reimbursable Expenses.** GHm will be entitled to reimbursement of project-related expenses in addition to our fees for services. Reimbursables other than mileage are typically billed at cost + 10% but that markup **will be waived** for this project. Mileage will be billed at the current IRS standard rate.

**Proposed Schedule.** This proposal assumes a fully executed contract is received on or before **Monday, April 15**. The schedule of fixed fees provided for in this proposal is based on the following project

schedule and changes in schedule may result in additional fees. All phases outlined exclude time for Presentation & Owner approval.

Design Development	4 weeks
Construction Documents	8 weeks
Permitting	4 weeks
Construction Administration	17 weeks

**Expiration.** This proposal is valid for **30** days following the date on the cover page.

# ARCHITECT CONTRACT PROVISIONS

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Contract Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.
2. **RIGHT OF ENTRY** – When entry to property is required for the ARCHITECT to perform its services, the Client agrees to obtain legal right-of-entry for the property.
3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by ARCHITECT are instruments of ARCHITECT's service that shall remain ARCHITECT's property. The Client agrees not to use ARCHITECT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by ARCHITECT, or for future modifications to this project, without ARCHITECT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by ARCHITECT will be at the Client's sole risk and without liability to ARCHITECT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless ARCHITECT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

4. **HAZARDOUS MATERIALS** – The scope of ARCHITECT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.
5. **CONSTRUCTION PHASE SERVICES** – If ARCHITECT performs any services during the construction phase of the project, ARCHITECT shall not supervise, direct, or have control over Contractor's work. ARCHITECT shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures or for safety precautions and programs in connection with the work of the Contractor. ARCHITECT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
6. **STANDARD OF CARE** – ARCHITECT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

ARCHITECT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

7. **OPINION OF PROBABLE COSTS** – When required as part of its work, ARCHITECT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by ARCHITECT hereunder will be made on the basis of ARCHITECT's experience and qualifications and will represent ARCHITECT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that ARCHITECT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.
8. **SUSPENSION OF WORK** – The Client or Architect may, at any time, by written notice, suspend further work by ARCHITECT. The Client shall remain liable for, and shall promptly pay ARCHITECT for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on Client's behalf.

Client shall pay ARCHITECT pursuant to the rates and charges set forth in the Proposal. ARCHITECT will submit monthly invoices to client for services rendered and expenses incurred. If Client does not pay invoices within thirty

(30) days of submission of invoice, ARCHITECT may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold ARCHITECT harmless from any claim or liability resulting from such suspension.

9. **ALLOCATION OF RISK** – To the fullest extent permitted by law, the total liability, in the aggregate, of ARCHITECT and ARCHITECT's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to ARCHITECT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by ARCHITECT under this Agreement.

#### 10. MISCELLANEOUS

**Governing Law:** The laws of the state in which the ARCHITECT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

**Invalid Terms:** In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

**Mediation:** The Client and ARCHITECT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

**ARCHITECT Reliance:** ARCHITECT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

**Certifications:** ARCHITECT shall not be required to sign any documents, no matter by whom requested, that would result in ARCHITECT's having to certify, guaranty, or warrant the existence of conditions that ARCHITECT cannot ascertain.

**Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or ARCHITECT. ARCHITECT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against ARCHITECT because of this Agreement or ARCHITECT's performance of services hereunder.

**Consequential Damages:** Neither the Client nor the ARCHITECT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

# AUTHORIZATION

**Client Information:**

City of New Meadows  
401 Virginia Street, PO Box 324  
New Meadows, ID 83654  
kyla.cityclerk@newmeadowsidaho.us  
(208) 347.3271

**Architect Information**

Grissom, Hoffman + More, PLLC  
1606 W Hays Street  
Boise, ID 83702  
ian@ghmarchitects.com  
(208) 271.2813

Signing this authorization indicates that the signers have authority to sign contracts for their respective organizations and signifies agreement between parties to the terms contained herein and signifies permission for the Architect to begin work upon receipt of the Initial Payment.

**Client Signature:****Architect Signature:**  
\_\_\_\_\_  
Name: **Ian B Hoffman**  
\_\_\_\_\_  
Name:Title: **Partner + Architect**

Title:

Date: **April 4, 2024**

Date:



# EXHIBIT 1

Item 11.



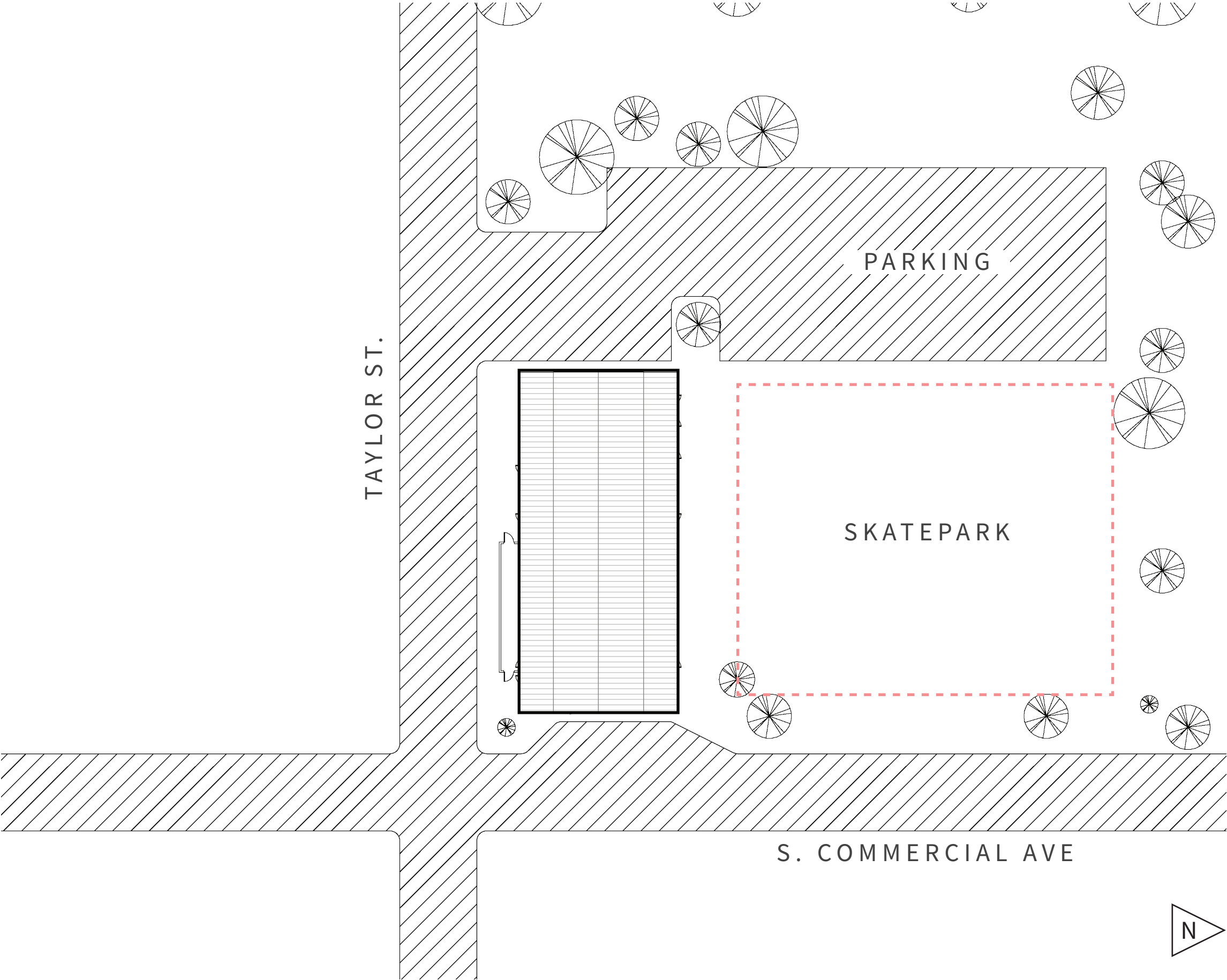
## NEW MEADOWS CHILD CARE CENTER

@Taylor St and S Commercial Ave, New Meadows

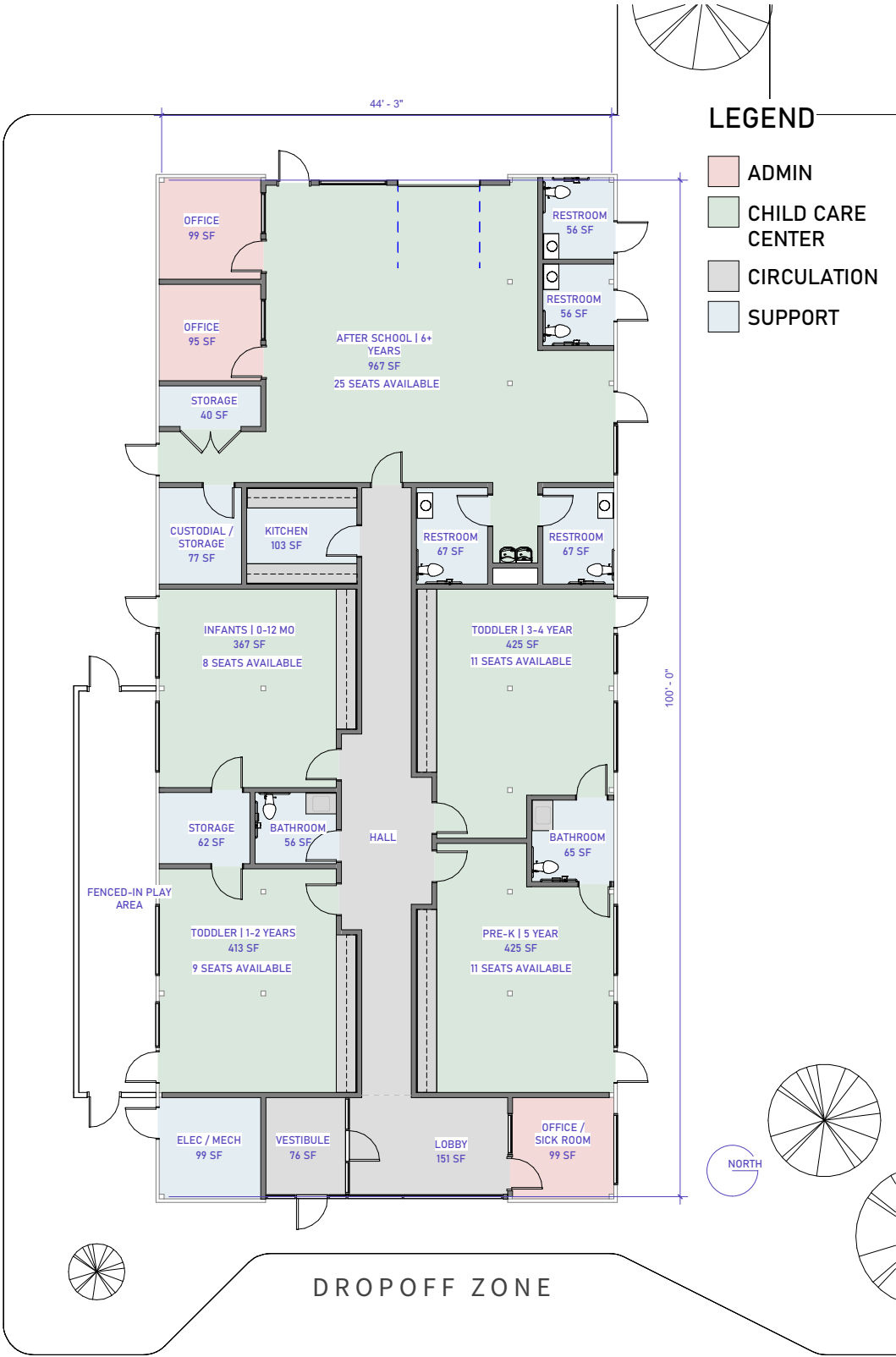
**ghm** Architects  
November, 2023







FLOOR PLAN : scale // 1/16"= 1' 0"



# AREA SF OF CHILD CARE CENTER

## Child Care Center @ Entrance

vestibule:	76 sf
lobby:	151 sf
office/sick room:	99 sf
electrical/mechanical	99 sf

**total: 425 sf**

## Child Care Center @ Classrooms

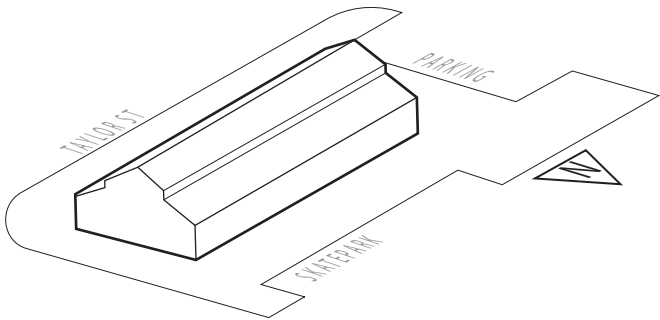
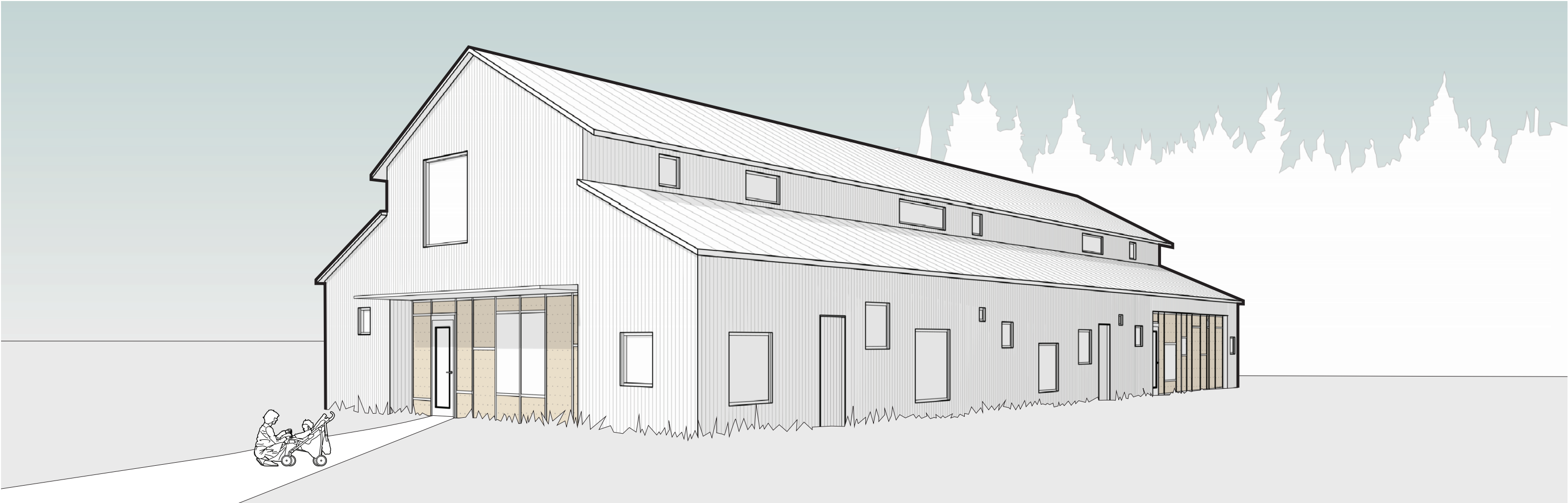
infants   0-12 months:	367 sf
storage:	62 sf
staff restroom:	56 sf
toddlers   1-2 years:	413 sf
toddlers   3-4 years:	425 sf
kids' shared restroom:	65 sf
pre-k   5 years:	425 sf
kitchen:	103 sf

**total: 1,916 sf**

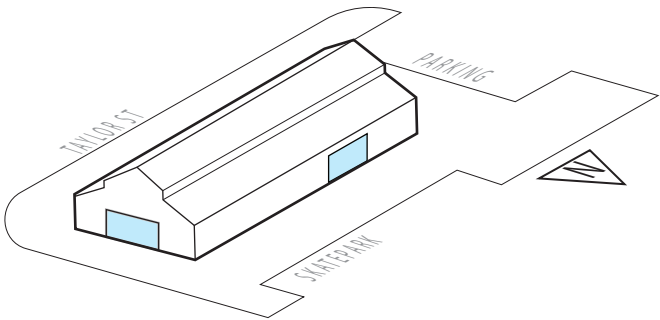
## After School Zone 6+ Years

after school   6+ years:	967 sf
custodial:	77 sf
storage:	40 sf
office:	95 sf
office:	99 sf
restroom:	67 sf
restroom:	67 sf
outdoor restroom:	56 sf
outdoor restroom:	56 sf

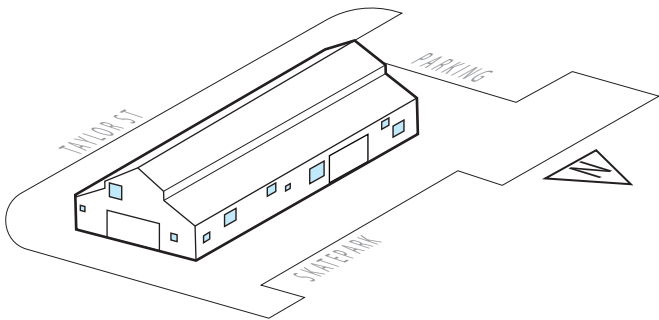
**total: 1,524 sf**



1. Original Form



2. Insetting openings to accentuate major entrances



3. Placing a series of well-intentioned playful windows



PRECEDENTS : edwin's



board and batten



plywood panel



asphalt shingle



EXHIBIT 1

## RESOLUTION TBD-2024

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, APPROVING A DESIGNATION OF STREET NUMBER OF CERTAIN PROPERTIES AND APPROVING REVISION OF THE OFFICIAL CITY OF NEW MEADOWS HOUSE NUMBERING MAP.**

**WHEREAS**, the City of New Meadows is authorizing the street numbering of the CROSSROADS SUBDIVISION UNITS, which will be known as the following: Parcel ID #'s

RPM01300010040: 504 Virginia Street, Townhome #1, #2, #3, #4;

RPM01300010050: 506 Virginia Street, Townhome #1, #2, #3, #4;

RPM01300010060: 508 Virginia Street, Townhome #1, #2, #3, #4;

**WHEREAS**, the City has determined that it is in the interest of the safety of all persons within the City of New Meadows, Idaho to have all lots, buildings, dwellings, and units within the corporate limits of the city identified by specific numbers and / or location reference;

**NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of New Meadows, Idaho as follows;**

1. That the property address for the Crossroads Lots will be known as 504/506/508 Virginia Street, New Meadows Idaho,
2. Such numbering shall be consistent with the addresses that were previously assigned to the property,
3. That the map entitled, "THE CITY OF NEW MEADOWS HOUSE NUMBERING MAP," adopted as the official HOUSE NUMBERING MAP for the City of New Meadows by Ordinance # 168, dated October 8, 1979, shall be amended to include the aforementioned designation.

PASSED AND APPROVED THIS 8<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Julie A. Good, Mayor

ATTEST:\_\_\_\_\_  
Kyla Gardner, City Clerk

I certify this is a true and correct copy of Resolution TBD-2024 adding the addresses of 504,506,508 Virginia Street, New Meadows, Idaho 83654.

\_\_\_\_\_  
Kyla Gardner, City Clerk

Resolution TBD-2024  
Child Abuse Prevention Month  
Proclamation

Whereas, children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets;

Whereas, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development;

Whereas, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

Whereas, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential;

Whereas, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

Now, Therefore, I, Julie Good, Mayor of the City of New Meadows, Idaho, do hereby proclaim April as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

*IN WITNESS WHEREOF, I have hereunto set  
My hand at the City of New Meadows, Adams  
County in New Meadows on this 8<sup>th</sup> day of  
April, in the year of our Lord 2024.*

---

Julie A. Good, Mayor

---

Kyla Gardner, City Clerk

Resolution TBD-2024  
**FAIR HOUSING MONTH PROCLAMATION**

*WHEREAS, April 2024 marks the 56th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and*

*WHEREAS, the Idaho Human Rights Commission Act has prohibited discrimination in housing since 1969; and*

*WHEREAS, equal opportunity for all-regardless of race, color, religion, sex, disability, familial status or national origin-is a fundamental goal of our nation, state and city; and*

*WHEREAS, equal access to housing is an important component of this goal-as fundamental as the right to equal education and employment; and*

*WHEREAS, housing is a critical component of family and community health and stability and*

*WHEREAS, housing choice impacts our children's access to education, our ability to seek and retain employment options, the cultural benefits we enjoy, the extent of our exposure to crime and drugs, and the quality of health care we receive in emergencies; and*

*WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing; and*

*WHEREAS, ongoing education, outreach and monitoring are key to raising awareness of fair housing principles, practices, rights and responsibilities; and*

*WHEREAS, only through continued cooperation, commitment and support of all Idahoans can barriers to fair housing be removed;*

*NOW, THEREFORE, I, Julie Good, Mayor, of the City of New Meadows do hereby proclaim April 2024 to be*

**FAIR HOUSING MONTH**

*In the City of New Meadows, Idaho.*

\_\_\_\_\_  
 (Signature of Mayor or County Commissioner)

\_\_\_\_\_  
 Date





*This institution is an equal opportunity provider/employer*  
 City of New Meadows \* P.O. Box 324 \* New Meadows, Idaho, 83654  
 Phone (208) 347-2171 \* Fax (208) 347-2384

May 6, 2024

City of New Meadows  
 PO Box 324  
 New Meadows, ID 83654

U.S. Department of Health and Human Services  
 Health Resources and Services Administration

**Subject:** Letter of Support for Funding Opportunity No. HRSA-24-014 - Rural Communities  
 Opioid Response Program - Impact

To the Selection Committee:

On behalf of the City of New Meadows, we are pleased to offer our support to the Central District Health (CDH) team for the subject funding opportunity.

Valley County is a fully rural area of about 12,000 people spread across 3,600 square miles. Compared to larger, more urban locations, our residents often lack access to behavioral health programs and services. We work to address this through active membership in the Valley County Opioid Response Project (VCORP).

Formed in 2018 and facilitated by CDH, VCORP is a powerful consortium with more than a dozen local partners. This group aligns the efforts of multi-sector community stakeholders to provide prevention, treatment, and recovery services and unite those living with substance use disorder with the resources they need.

Through our membership in VCORP, we have come to know CDH as a transparent and accountable partner. If selected, we look forward to discussing how we can support their work and help magnify its reach and positive impacts across Valley County.

Please contact us with any questions or if you require additional information.

Respectfully,

Julie Good, Mayor



Diane Hunter

Pay Period

3/16/2024 to3/31/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	3/31/2024									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	3/16/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/17/2024									0.00
Monday	3/18/2024	9.51								9.51
Tuesday	3/19/2024	7.00								7.00
Wednesday	3/20/2024	9.50								9.50
Thursday	3/21/2024	7.87								7.87
Friday	3/22/2024									0.00
Saturday	3/23/2024									0.00
<b>Total Week</b>		<b>33.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.88</b>
Sunday	3/24/2024									0.00
Monday	3/25/2024	8.37								8.37
Tuesday	3/26/2024	6.58								6.58
Wednesday	3/27/2024	6.66								6.66
Thursday	3/28/2024	7.33								7.33
Friday	3/29/2024									0.00
Saturday	3/30/2024									0.00
<b>Total Week</b>		<b>28.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.94</b>
<b>Total Pay Period</b>		<b>62.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62.82</b>

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:

Name	Clock in date	Clock in time	Clock out date	Clock out ti	Break start	Break end	Break length	Actual vs. s	Total paid h	Regular ho	Unpaid breaks
Diane Ellen Hunter	March 18 2024	7:53am	March 18 2024	5:55pm	12:27pm	12:58pm	31 min	10.03	9.51	9.51	0.52
Diane Ellen Hunter	March 19 2024	7:57am	March 19 2024	3:30pm	12:28pm	1:01pm	33 min	7.55	7	7	0.55
Diane Ellen Hunter	March 20 2024	8:00am	March 20 2024	6:00pm	12:31pm	1:01pm	30 min	10	9.5	9.5	0.5
Diane Ellen Hunter	March 21 2024	7:58am	March 21 2024	3:58pm	12:06pm	12:26pm	20 min	8	7.67	7.67	0.33
Diane Ellen Hunter	March 21 2024	4:04pm	March 21 2024	4:16pm				0.2	0.2	0.2	0
Diane Ellen Hunter	March 25 2024	7:53am	March 25 2024	3:06pm	12:01pm	12:45pm	44 min	7.22	6.49	6.49	0.73
Diane Ellen Hunter	March 25 2024	6:04pm	March 25 2024	7:57pm				1.88	1.88	1.88	0
Diane Ellen Hunter	March 26 2024	8:00am	March 26 2024	3:15pm	12:20pm	1:00pm	40 min	7.25	6.58	6.58	0.67
Diane Ellen Hunter	March 27 2024	8:00am	March 27 2024	3:14pm	12:15pm	12:49pm	34 min	7.23	6.66	6.66	0.57
Diane Ellen Hunter	March 28 2024	7:58am	March 28 2024	3:40pm	10:41am	11:03am	22 min	7.7	7.33	7.33	0.37
Totals for Diane Ellen Hunter								67.06	62.82	62.82	4.24
-	-	-	-	-	-	-	-	-	-	-	-

Ivan McDaniel

Pay Period

3/16/2024 to3/31/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	3/31/2024									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	3/16/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/17/2024									0.00
Monday	3/18/2024	8.57								8.57
Tuesday	3/19/2024	9.08								9.08
Wednesday	3/20/2024	8.30								8.30
Thursday	3/21/2024	8.18								8.18
Friday	3/22/2024	5.87		2.87						8.74
Saturday	3/23/2024									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.87</b>
Sunday	3/24/2024									0.00
Monday	3/25/2024	6.18								6.18
Tuesday	3/26/2024	7.93								7.93
Wednesday	3/27/2024	8.27								8.27
Thursday	3/28/2024	8.33								8.33
Friday	3/29/2024	8.18								8.18
Saturday	3/30/2024									0.00
<b>Total Week</b>		<b>38.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.89</b>
<b>Total Pay Period</b>		<b>78.89</b>	<b>0.00</b>	<b>2.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.76</b>

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours	Unpaid break	OT hours
Ivan McDaniel	March 18 2024	7:50am	March 18 2024	4:24pm	8.57	8.57	8.57	0	0
Ivan McDaniel	March 19 2024	7:51am	March 19 2024	4:56pm	9.08	9.08	9.08	0	0
Ivan McDaniel	March 20 2024	7:52am	March 20 2024	3:45pm	7.88	7.88	7.88	0	0
Ivan McDaniel	March 20 2024	3:54pm	March 20 2024	4:19pm	0.42	0.42	0.42	0	0
Ivan McDaniel	March 21 2024	7:48am	March 21 2024	3:59pm	8.18	8.18	8.18	0	0
Ivan McDaniel	March 22 2024	7:23am	March 22 2024	4:03pm	8.67	8.67	5.87	0	2.8
Ivan McDaniel	March 22 2024	4:05pm	March 22 2024	4:09pm	0.07	0.07	0	0	0.07
Ivan McDaniel	March 25 2024	7:49am	March 25 2024	2:00pm	6.18	6.18	6.18	0	0
Ivan McDaniel	March 26 2024	7:40am	March 26 2024	3:36pm	7.93	7.93	7.93	0	0
Ivan McDaniel	March 27 2024	7:47am	March 27 2024	4:03pm	8.27	8.27	8.27	0	0
Ivan McDaniel	March 28 2024	7:25am	March 28 2024	3:45pm	8.33	8.33	8.33	0	0
Ivan McDaniel	March 29 2024	7:47am	March 29 2024	3:58pm	8.18	8.18	8.18	0	0
Totals for Ivan McDaniel					81.76	81.76	78.89	0	2.87
-	-	-	-	-	-	-	-	-	-

Dana Kautz

Pay Period

3/16/2024 to3/31/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	3/31/2024									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	3/16/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/17/2024									0.00
Monday	3/18/2024	2.78								2.78
Tuesday	3/19/2024	2.57								2.57
Wednesday	3/20/2024									0.00
Thursday	3/21/2024	2.72								2.72
Friday	3/22/2024									0.00
Saturday	3/23/2024									0.00
<b>Total Week</b>		<b>8.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.07</b>
Sunday	3/24/2024									0.00
Monday	3/25/2024									0.00
Tuesday	3/26/2024									0.00
Wednesday	3/27/2024									0.00
Thursday	3/28/2024									0.00
Friday	3/29/2024									0.00
Saturday	3/30/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Pay Period</b>		<b>8.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.07</b>

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:



Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage rate	Actual vs. s	Total paid	Regular hours
Dana Kautz	March 18 2024	12:37pm	March 18 2024	3:24pm	City Treasurer		2.78	2.78	2.78
Dana Kautz	March 19 2024	12:45pm	March 19 2024	3:19pm	City Treasurer		2.57	2.57	2.57
Dana Kautz	March 21 2024	12:41pm	March 21 2024	3:24pm	City Treasurer		2.72	2.72	2.72
Totals for Dana Kautz							8.07	8.07	8.07
-	-	-	-	-	-	-	-	-	-

Kyla Gardner

Pay Period

3/16/2024 to3/31/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	3/31/2024									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	3/16/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/17/2024									0.00
Monday	3/18/2024	7.58								7.58
Tuesday	3/19/2024	7.47								7.47
Wednesday	3/20/2024	7.65								7.65
Thursday	3/21/2024	7.72								7.72
Friday	3/22/2024	5.60								5.60
Saturday	3/23/2024									0.00
<b>Total Week</b>		<b>36.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.02</b>
Sunday	3/24/2024									0.00
Monday	3/25/2024	9.52								9.52
Tuesday	3/26/2024	7.35								7.35
Wednesday	3/27/2024	7.52								7.52
Thursday	3/28/2024	9.45								9.45
Friday	3/29/2024	4.70								4.70
Saturday	3/30/2024									0.00
<b>Total Week</b>		<b>38.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.54</b>
<b>Total Pay Period</b>		<b>74.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.56</b>

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:

Name	Clock in date	Clock in time	Clock out date	Clock out ti	Actual vs. s	Total paid h	Regular hours
Kyla Gardner	March 18 2024	7:50am	March 18 2024	3:25pm	7.58	7.58	7.58
Kyla Gardner	March 19 2024	7:45am	March 19 2024	11:12am	3.45	3.45	3.45
Kyla Gardner	March 19 2024	11:30am	March 19 2024	3:31pm	4.02	4.02	4.02
Kyla Gardner	March 20 2024	7:46am	March 20 2024	3:25pm	7.65	7.65	7.65
Kyla Gardner	March 21 2024	7:49am	March 21 2024	3:32pm	7.72	7.72	7.72
Kyla Gardner	March 22 2024	8:09am	March 22 2024	12:20pm	4.18	4.18	4.18
Kyla Gardner	March 22 2024	12:54pm	March 22 2024	2:19pm	1.42	1.42	1.42
Kyla Gardner	March 25 2024	7:47am	March 25 2024	3:09pm	7.37	7.37	7.37
Kyla Gardner	March 25 2024	5:47pm	March 25 2024	7:56pm	2.15	2.15	2.15
Kyla Gardner	March 26 2024	7:44am	March 26 2024	3:05pm	7.35	7.35	7.35
Kyla Gardner	March 27 2024	7:43am	March 27 2024	3:14pm	7.52	7.52	7.52
Kyla Gardner	March 28 2024	7:47am	March 28 2024	5:14pm	9.45	9.45	9.45
Kyla Gardner	March 29 2024	8:50am	March 29 2024	1:32pm	4.7	4.7	4.7
Totals for Kyla Gardner					74.56	74.56	74.56
-	-	-	-	-	-	-	-

Hunter Brown

Pay Period

3/16/2024 to3/31/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	3/31/2024			4.60						4.60
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	3/16/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>4.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.60</b>
Sunday	3/17/2024									0.00
Monday	3/18/2024	10.52								10.52
Tuesday	3/19/2024	9.27								9.27
Wednesday	3/20/2024	7.98								7.98
Thursday	3/21/2024	7.50								7.50
Friday	3/22/2024	4.73		4.77						9.50
Saturday	3/23/2024									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>4.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44.77</b>
Sunday	3/24/2024									0.00
Monday	3/25/2024	7.52								7.52
Tuesday	3/26/2024	8.00								8.00
Wednesday	3/27/2024	7.90								7.90
Thursday	3/28/2024	7.77								7.77
Friday	3/29/2024	8.03								8.03
Saturday	3/30/2024	0.78		4.10						4.88
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>4.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44.10</b>
<b>Total Pay Period</b>		<b>80.00</b>	<b>0.00</b>	<b>13.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>93.47</b>

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:



Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours	Unpaid break	OT hours
Hunter Brown	March 18 2024	7:50am	March 18 2024	6:21pm	10.52	10.52	10.52	0	0
Hunter Brown	March 19 2024	7:59am	March 19 2024	5:15pm	9.27	9.27	9.27	0	0
Hunter Brown	March 20 2024	8:01am	March 20 2024	4:00pm	7.98	7.98	7.98	0	0
Hunter Brown	March 21 2024	9:00am	March 21 2024	4:30pm	7.5	7.5	7.5	0	0
Hunter Brown	March 22 2024	8:00am	March 22 2024	5:30pm	9.5	9.5	4.73	0	4.77
Hunter Brown	March 25 2024	7:59am	March 25 2024	3:30pm	7.52	7.52	7.52	0	0
Hunter Brown	March 26 2024	8:00am	March 26 2024	4:00pm	8	8	8	0	0
Hunter Brown	March 27 2024	8:06am	March 27 2024	4:00pm	7.9	7.9	7.9	0	0
Hunter Brown	March 28 2024	8:14am	March 28 2024	4:00pm	7.77	7.77	7.77	0	0
Hunter Brown	March 29 2024	7:59am	March 29 2024	4:01pm	8.03	8.03	8.03	0	0
Hunter Brown	March 30 2024	8:57am	March 30 2024	1:50pm	4.88	4.88	0.78	0	4.1
Hunter Brown	March 31 2024	10:30am	March 31 2024	3:06pm	4.6	4.6	0	0	4.6
Totals for Hunter Brown					93.47	93.47	80	0	13.47

Hunter Brown

Pay Period

3/1/2024 to3/15/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	3/1/2024	8.00								8.00
Saturday	3/2/2024									0.00
<b>Total Week</b>		<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>
Sunday	3/3/2024									0.00
Monday	3/4/2024	6.00								6.00
Tuesday	3/5/2024	7.78								7.78
Wednesday	3/6/2024	10.08								10.08
Thursday	3/7/2024	8.00								8.00
Friday	3/8/2024	8.14		2.18						10.32
Saturday	3/9/2024									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.18</b>
Sunday	3/10/2024									0.00
Monday	3/11/2024	7.83								7.83
Tuesday	3/12/2024	9.25								9.25
Wednesday	3/13/2024	8.83								8.83
Thursday	3/14/2024	5.98								5.98
Friday	3/15/2024	7.40								7.40
Saturday										0.00
<b>Total Week</b>		<b>39.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.29</b>
<b>Total Pay Period</b>		<b>87.29</b>	<b>0.00</b>	<b>2.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>89.47</b>

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours	Unpaid break	OT hours
Hunter Brown	March 1 2024	8:00am	March 1 2024	4:00pm	8	8	2.8	0	5.2
Hunter Brown	March 4 2024	10:00am	March 4 2024	4:00pm	6	6	6	0	0
Hunter Brown	March 5 2024	8:13am	March 5 2024	4:00pm	7.78	7.78	7.78	0	0
Hunter Brown	March 6 2024	1:00am	March 6 2024	1:20am	0.33	0.33	0.33	0	0
Hunter Brown	March 6 2024	10:00am	March 6 2024	7:45pm	9.75	9.75	9.75	0	0
Hunter Brown	March 7 2024	8:00am	March 7 2024	4:00pm	8	8	8	0	0
Hunter Brown	March 8 2024	8:00am	March 8 2024	6:19pm	10.32	10.32	8.14	0	2.18
Hunter Brown	March 11 2024	8:10am	March 11 2024	4:00pm	7.83	7.83	7.83	0	0
Hunter Brown	March 12 2024	8:03am	March 12 2024	5:18pm	9.25	9.25	9.25	0	0
Hunter Brown	March 13 2024	7:10am	March 13 2024	4:00pm	8.83	8.83	8.83	0	0
Hunter Brown	March 14 2024	10:01am	March 14 2024	4:00pm	5.98	5.98	5.98	0	0
Hunter Brown	March 15 2024	9:06am	March 15 2024	4:30pm	7.4	7.4	7.4	0	0
Totals for Hunter Brown					89.47	89.47	82.09	0	7.38
-	-	-	-	-	-	-	-	-	-

Kyla Gardner

Pay Period

3/1/2024 to3/15/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	3/1/2024	5.72								5.72
Saturday	3/2/2024									0.00
<b>Total Week</b>		<b>5.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.72</b>
Sunday	3/3/2024									0.00
Monday	3/4/2024	7.33								7.33
Tuesday	3/5/2024	7.70								7.70
Wednesday	3/6/2024	7.27								7.27
Thursday	3/7/2024	7.60								7.60
Friday	3/8/2024							8.00		8.00
Saturday	3/9/2024									0.00
<b>Total Week</b>		<b>29.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>37.90</b>
Sunday	3/10/2024									0.00
Monday	3/11/2024	7.62								7.62
Tuesday	3/12/2024	7.48								7.48
Wednesday	3/13/2024	7.58								7.58
Thursday	3/14/2024	7.75								7.75
Friday	3/15/2024							8.00		8.00
Saturday										0.00
<b>Total Week</b>		<b>30.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>38.43</b>
<b>Total Pay Period</b>		<b>66.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	<b>82.05</b>

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:



Name	Clock in date	Clock in time	Clock out date	Clock out ti	Actual vs. s	Total paid h	Regular ho	No show re	Employee r	Manager note
Kyla Gardner	March 1 2024	8:15am	March 1 2024	1:58pm	5.72	5.72	5.72			
Kyla Gardner	March 4 2024	7:43am	March 4 2024	3:03pm	7.33	7.33	7.33			
Kyla Gardner	March 5 2024	7:44am	March 5 2024	3:26pm	7.7	7.7	7.7			
Kyla Gardner	March 6 2024	7:47am	March 6 2024	3:03pm	7.27	7.27	7.27			
Kyla Gardner	March 7 2024	7:46am	March 7 2024	3:22pm	7.6	7.6	7.6			
Kyla Gardner	March 11 2024	7:47am	March 11 2024	3:24pm	7.62	7.62	7.62			
Kyla Gardner	March 12 2024	7:48am	March 12 2024	3:17pm	7.48	7.48	7.48			
Kyla Gardner	March 13 2024	7:48am	March 13 2024	3:23pm	7.58	7.58	7.58			
Kyla Gardner	March 14 2024	7:42am	March 14 2024	3:27pm	7.75	7.75	7.75			
Totals for Kyla Gardner					66.05	66.05	66.05			
-	-	-	-	-	-	-	-	-	-	-

Diane Hunter

Pay Period

3/1/2024 to3/15/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	3/1/2024									0.00
Saturday	3/2/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/3/2024									0.00
Monday	3/4/2024	9.66								9.66
Tuesday	3/5/2024	9.55								9.55
Wednesday	3/6/2024	10.30								10.30
Thursday	3/7/2024	6.82								6.82
Friday	3/8/2024	2.52								2.52
Saturday	3/9/2024									0.00
<b>Total Week</b>		<b>38.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.85</b>
Sunday	3/10/2024									0.00
Monday	3/11/2024	6.62								6.62
Tuesday	3/12/2024	4.07								4.07
Wednesday	3/13/2024	7.10								7.10
Thursday	3/14/2024	7.14								7.14
Friday	3/15/2024									0.00
Saturday										0.00
<b>Total Week</b>		<b>24.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.93</b>
<b>Total Pay Period</b>		<b>63.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>63.78</b>

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:

Name	Clock in date	Clock in tin	Clock out date	Clock out ti	Break start	Break end	Break lengt	Break type	Actual vs. s	Total paid f	Regular ho	Unpaid breaks
Diane Ellen Hunter	March 4 2024	7:53am	March 4 2024	10:43am					2.83	2.83	2.83	0
Diane Ellen Hunter	March 4 2024	11:15am	March 4 2024	6:05pm					6.83	6.83	6.83	0
Diane Ellen Hunter	March 5 2024	7:56am	March 5 2024	6:00pm	12:12pm	12:43pm	31 min	30 min - Un	10.07	9.55	9.55	0.52
Diane Ellen Hunter	March 6 2024	7:57am	March 6 2024	6:40pm	12:12pm	12:37pm	25 min	30 min - Un	10.72	10.3	10.3	0.42
Diane Ellen Hunter	March 7 2024	8:00am	March 7 2024	3:30pm	12:12pm	12:53pm	41 min	30 min - Un	7.5	6.82	6.82	0.68
Diane Ellen Hunter	March 8 2024	7:58am	March 8 2024	10:29am					2.52	2.52	2.52	0
Diane Ellen Hunter	March 11 2024	8:00am	March 11 2024	3:15pm	12:05pm	12:43pm	38 min	30 min - Un	7.25	6.62	6.62	0.63
Diane Ellen Hunter	March 12 2024	8:00am	March 12 2024	12:04pm					4.07	4.07	4.07	0
Diane Ellen Hunter	March 13 2024	7:58am	March 13 2024	3:31pm	11:29am	11:56am	27 min	30 min - Un	7.55	7.1	7.1	0.45
Diane Ellen Hunter	March 14 2024	7:59am	March 14 2024	3:45pm	12:48pm	1:26pm	38 min	30 min - Un	7.77	7.14	7.14	0.63
Totals for Diane Ellen Hunter									67.11	63.78	63.78	3.33

Dana Kautz

Pay Period

3/1/2024 to3/15/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	3/1/2024									0.00
Saturday	3/2/2024									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	3/3/2024									0.00
Monday	3/4/2024	2.20								2.20
Tuesday	3/5/2024	2.87								2.87
Wednesday	3/6/2024	2.70								2.70
Thursday	3/7/2024							2.78	2.32	5.10
Friday	3/8/2024									0.00
Saturday	3/9/2024									0.00
<b>Total Week</b>		<b>7.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.78</b>	<b>2.32</b>	<b>12.87</b>
Sunday	3/10/2024									0.00
Monday	3/11/2024	2.02								2.02
Tuesday	3/12/2024	2.62								2.62
Wednesday	3/13/2024	2.35								2.35
Thursday	3/14/2024	2.38								2.38
Friday	3/15/2024									0.00
Saturday										0.00
<b>Total Week</b>		<b>9.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.37</b>
<b>Total Pay Period</b>		<b>17.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.78</b>	<b>2.32</b>	<b>22.24</b>

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:



Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage rate	Actual vs. s	Total paid hou	Regular hours
Dana Kautz	March 4 2024	12:39pm	March 4 2024	1:51pm	City Treasurer		1.2	1.2	1.2
Dana Kautz	March 4 2024	2:26pm	March 4 2024	3:26pm	City Treasurer		1	1	1
Dana Kautz	March 5 2024	12:31pm	March 5 2024	3:23pm	City Treasurer		2.87	2.87	2.87
Dana Kautz	March 6 2024	12:37pm	March 6 2024	3:19pm	City Treasurer		2.7	2.7	2.7
Dana Kautz	March 11 2024	12:59pm	March 11 2024	1:30pm	City Treasurer		0.52	0.52	0.52
Dana Kautz	March 11 2024	1:46pm	March 11 2024	3:16pm	City Treasurer		1.5	1.5	1.5
Dana Kautz	March 12 2024	12:34pm	March 12 2024	3:11pm	City Treasurer		2.62	2.62	2.62
Dana Kautz	March 13 2024	12:36pm	March 13 2024	12:40pm	City Treasurer		0.07	0.07	0.07
Dana Kautz	March 13 2024	12:58pm	March 13 2024	3:15pm	City Treasurer		2.28	2.28	2.28
Dana Kautz	March 14 2024	12:59pm	March 14 2024	3:22pm	City Treasurer		2.38	2.38	2.38
Totals for Dana Kautz							17.14	17.14	17.14

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Ivan McDaniel

Pay Period

3/1/2024 to3/15/2024

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	3/1/2024	8.12								8.12
Saturday	3/2/2024									0.00
<b>Total Week</b>		<b>8.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.12</b>
Sunday	3/3/2024									0.00
Monday	3/4/2024	8.07								8.07
Tuesday	3/5/2024	8.48								8.48
Wednesday	3/6/2024	13.08								13.08
Thursday	3/7/2024	8.03								8.03
Friday	3/8/2024	2.34		6.66						9.00
Saturday	3/9/2024			3.08						3.08
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>9.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49.74</b>
Sunday	3/10/2024									0.00
Monday	3/11/2024	7.87								7.87
Tuesday	3/12/2024	8.27								8.27
Wednesday	3/13/2024	7.90								7.90
Thursday	3/14/2024	8.00								8.00
Friday	3/15/2024	7.50								7.50
Saturday										0.00
<b>Total Week</b>		<b>39.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.54</b>
<b>Total Pay Period</b>		<b>87.66</b>	<b>0.00</b>	<b>9.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97.40</b>

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours	Unpaid break	OT hours	Employee r	Manager note
Ivan McDaniel	March 1 2024	7:40am	March 1 2024	3:47pm	8.12	8.12	7.85	0	0.27		
Ivan McDaniel	March 4 2024	7:47am	March 4 2024	3:51pm	8.07	8.07	8.07	0	0		
Ivan McDaniel	March 5 2024	7:47am	March 5 2024	4:16pm	8.48	8.48	8.48	0	0		
Ivan McDaniel	March 6 2024	7:27am	March 6 2024	8:32pm	13.08	13.08	13.08	0	0		Real worked on water leak
Ivan McDaniel	March 7 2024	7:51am	March 7 2024	3:53pm	8.03	8.03	8.03	0	0		
Ivan McDaniel	March 8 2024	7:48am	March 8 2024	4:38pm	8.83	8.83	2.34	0	6.49		
Ivan McDaniel	March 8 2024	7:11pm	March 8 2024	7:21pm	0.17	0.17	0	0	0.17		Helping Kirk adjust stuff at the booster, only took like 10 minutes though forgot to clock out sorry
Ivan McDaniel	March 9 2024	9:35am	March 9 2024	12:40pm	3.08	3.08	0	0	3.08		Helping Kirk adjust the booster station
Ivan McDaniel	March 11 2024	7:53am	March 11 2024	3:45pm	7.87	7.87	7.87	0	0		
Ivan McDaniel	March 12 2024	7:53am	March 12 2024	4:09pm	8.27	8.27	8.27	0	0		
Ivan McDaniel	March 13 2024	7:56am	March 13 2024	3:50pm	7.9	7.9	7.9	0	0		
Ivan McDaniel	March 14 2024	7:54am	March 14 2024	3:54pm	8	8	8	0	0		
Ivan McDaniel	March 15 2024	7:49am	March 15 2024	3:19pm	7.5	7.5	7.5	0	0		
Totals for Ivan McDaniel					97.4	97.4	87.39	0	10.01		

For dates posted from 03/27/24 to 04/05/24  
\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6154			580 4 Corner Communications	460.00								
IT: MSP-T1 - Basic												
April 2024												
	3733	04/01/24	IT Professional Support	153.33			1		41100	327		10102
	3733	04/01/24	IT Professional Support (W)	153.33			60		43320	327		10102
	3733	04/01/24	IT Professional Support (SWR)	153.34			65		43220	327		10102
	Total for Vendor:			460.00								
6155			563 Adams County Prosecuting	1,500.00								
April 2024 Prosecutions												
	1066	04/01/24	Municipal Prosecutions- April	1,500.00			1		41400	312		10102
	Total for Vendor:			1,500.00								
6151			680 Agri-Lines Irrigation Inc.	82.71								
Links for the Land App Irrigation System												
	110122	03/22/24	Land App Materials	82.71			65	39	43230	846		10102
	Total for Vendor:			82.71								
6152			25 Analytical Labs, Inc.	3,370.52								
	2401943	03/30/24	Water Sampling / Testing	2,515.45*			60		43320	745		10102
	2401944	03/30/24	Sewer Sampling / Testing	855.07			65		43220	745		10102
	Total for Vendor:			3,370.52								
6159			1 C & M Lumber Co, Inc	3,436.37								
	03/25/24	Sewer		18.46			65		43220	324		10102
	03/25/24	Water		1,290.55			60		43320	324		10102
	03/25/24	Shop - Water		70.66			60		43320	324		10102
	03/25/24	Shop - Sewer		70.65			65		43220	324		10102
	03/25/24	Shop - Streets		70.66			1		41500	324		10102
	03/25/24	Streets		1,215.20			1		41500	324		10102
	03/25/24	Park		78.59*			1		41600	324		10102
	03/25/24	Equipment		471.61*			1		41500	350		10101
	03/25/24	Industrial Park		149.99*			63		43100	324		10101
	Total for Vendor:			3,436.37								

For dates posted from 03/27/24 to 04/05/24  
\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6162	E	253 Christensen Inc. dba United Oil		329.89								
	CL50948	03/15/24 Fuel -Streets		54.78			60		43320	630		10102
	CL50948	03/15/24 Fuel - Sewer		54.79			65		43220	630		10102
	CL50948	03/15/24 Fuel - Water		54.78			60		43320	630		10102
	CL50948	03/15/24 Fuel - Backhow - Streets		82.77			1		41500	630		10102
	CL50948	03/15/24 Fuel - Backhoe - Water		82.77			60		43320	630		10102
		<b>Total for Vendor:</b>		<b>329.89</b>								
6157		29 City of New Meadows		675.37								
	025-00	03/28/24 Chlorinator Room		14.66			65		43220	339		10102
	310-00	03/28/24 Park Irrigation		14.30			1		41600	332		10102
	309-00	03/28/24 Park Restrooms		92.54			1		41600	331		10102
	014-00	03/28/24 Industrial Park		234.75			63		43100	331		10102
	364-00	03/28/24 Auger Room		136.03			65		43220	338		10102
	126-00	03/28/24 City Hall		78.44			1		41100	331		10102
	015-00	03/28/24 Skate Park		14.30			1		41600	332		10102
	012-00	03/28/24 Recycle Center		14.30			1		41600	332		10102
	060-00	03/28/24 Ambulance Shed		76.05			1		41100	331		10102
		<b>Total for Vendor:</b>		<b>675.37</b>								
6163	E	405 CORE & MAIN LP		1,666.98								
Meter												
	U503272	03/26/24 Meter Parts (WTR)		174.42			60		43320	324		10102
	U506847	03/26/24 Council Parts (WTR)		644.31			60		43320	324		10102
	U509760	03/26/24 Water Parts (WTR)		643.16			60		43320	324		10102
	U629162	04/01/24 Fire Station Meter (WTR)		205.09			60		43320	324		10102
		<b>Total for Vendor:</b>		<b>1,666.98</b>								
6156		495 Drake Diversified LLC		400.00								
Monthly Back-up Operator March 2024												
1942	04/01/24	MAR 2024 H20 Back-up Operator		200.00			60		43320	310		10102
1942	04/01/24	MAR 2024 SWR Back-up Operator		200.00			65		43220	310		10102
		<b>Total for Vendor:</b>		<b>400.00</b>								



For dates posted from 03/27/24 to 04/05/24

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6158	E	594 DUBOIS CHEMICAL, INC	582.43								
		30266213 04/05/24 STERILE DRUM	368.42			65		43220	324		10102
		30266213 04/05/24 SHIPPING	214.01			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>582.43</b>								
6161	E	37 Jerry's Auto Parts	244.59								
		Lit Lamp, Graphite Lube & Grease				1		41500	350		10102
		317907 03/22/24 Lit Lamp	6.17*			60		43320	350		10102
		318040 03/25/24 Grease & Lube	238.42								
		<b>Total for Vendor:</b>	<b>244.59</b>								
6153	E	150 Lake Shore Disposal	285.32								
		26658373s2 04/01/24 Garbage - General	71.33			1		41100	324		10102
		26658373S2 04/01/24 Garbage - Water	71.33			60		43320	324		10102
		26658373S2 04/01/24 Garbage - Sewer	71.33			65		43220	324		10102
		26658373S2 04/01/24 Garbage - Industrial Park	71.33*			63		43100	324		10102
		<b>Total for Vendor:</b>	<b>285.32</b>								
6150		659 SMS Inc.	168.00								
		361277 03/05/24 Shipping (SWR)	28.00			65		43220	620		10102
		361278 03/07/24 Shipping (WTR)	28.00			60		43320	620		10102
		361279 03/12/24 Shipping (SWR)	28.00			65		43220	620		10102
		361280 03/14/24 Shipping (WTR)	28.00			60		43320	620		10102
		361281 03/20/24 Shipping (SWR)	28.00			65		43220	620		10102
		361282 03/27/24 Shipping (WTR)	28.00			60		43320	620		10102
		<b>Total for Vendor:</b>	<b>168.00</b>								
6160	E	436 US Bank	1,613.75								
		GOOGLE 03/25/24 Email (Gen)	70.20*			1		41100	709		10102
		GOOGLE 03/25/24 Email (IND)	70.20*			63		43100	709		10102
		GOOGLE 03/25/24 Email (WTR)	70.20*			60		43320	709		10102
		GOOGLE 03/25/24 Email (SWR)	70.20*			65		43220	709		10102
		phones 03/25/24 8x8 phones (GEN)	33.61			1		41100	308		10102
		phones 03/25/24 8x8 phones (WTR)	33.62			60		43320	308		10102
		phones 03/25/24 8x8 phones (SWR)	33.61			65		43220	308		10102
		supplies 03/25/24 ADOBE	19.99			1		41100	324		10102

For dates posted from 03/27/24 to 04/05/24  
\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
			domain 03/25/24 landl Domain	18.00*			1		41100	709		10102
			postage 03/25/24 FP Mailing	207.00			1		41100	620		10102
			1 03/25/24 License Plate	28.84			1		41500	324		10102
			Parks 03/25/24 Toilet (Park)	352.80*			1		41600	324		10102
			Office Sup 03/25/24 Amazon (sup)	33.39			1		41100	610		10102
			supplies4 03/25/24 Family Dollar	12.19			1		41100	610		10102
			Zoom 03/25/24 ZOOM	159.90			1		41100	610		10102
			test 03/25/24 Weinhoff	75.00*			1		41100	709		10102
			IRWA 03/25/24 IRWA Training	325.00			60		43320	520		10102
Total for Vendor:				1,613.75								
# of Claims 14				Total:	14,815.93							
Total Electronic Claims					4,722.96							
Total Non-Electronic Claims					10092.97							