



City Council Regular Meeting Agenda

Tuesday, October 10, 2023 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.

Zoom Link: <https://us06web.zoom.us/j/86890577095?pwd=siahJb8jO7gdGdKizj7WsWWNzjEK26.1>

Meeting ID: 868 9057 7095

Passcode: 996567

Call in: 1 253 215 8782 US

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
4. Hunter Brown Report
5. Parks & Rec Meeting Minutes

DISCUSSION ITEMS

6. RV Use Review
7. Conditional Use Permit- Browns Mountain Recycling

ACTION ITEMS

8. Industrial Park Sign Location
9. Building Official Services Agreement
10. Ordinance TBD-2023 Zoning Map Amendment Crossroads Lots 5 & 6
11. Resolution TBD-2023 Water/Sewer Billing Policy
12. Water/Sewer Billing Policy Letter
13. Resolution TBD-2023 East Park Addresses
14. Trees in Front of Reader Board
15. Addition/ Removal of Bank Acct. Signers

CONSENT AGENDA

16. September 2023 Payroll

[17.](#) September Claims Approval List

[18.](#) October Claims Approval List

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.”

October 10, 2023

Some great changes are taking place!

The final work on the water project in the park is being completed and South Commercial should be open by October 15th. The contractors have done an amazing job on this project. They have built something our community can be proud of. The final distribution work is being finished up as well. It is so great to see this finally come to completion.

Great news on the Gold Line Transit program! We are receiving a one-time transit grant from the Blue Cross of Idaho Foundation in the amount of \$30,000 to move from two day a week service to five day a week service beginning June of 2024. This will allow us to bring additional partners around the table as they see the benefit of the service and fund the ongoing cost of this from several different sources. The Gold Line will continue to operate on Mondays and Wednesdays through May of 2024. We need to maintain great ridership during the next 8 months in order to reach the goal of long-term funding partners.

The Parks and Rec Committee has been working hard to come up with great ideas for local events and fundraisers. I've encouraged them to do fundraisers specifically for the many events and subsequent expenses of the Parks and Rec fund. We need to support this department so they can continue to do a great job with the events that are so beneficial for our community. If you know of individuals who are interested in donating time to volunteer for these events, please let the staff at City Hall know.

City Public Works staff are working to get ready for winter and we will be sending out reminders of the need to keep vehicles off the right of way for snow removal. We will also be reminding residents of the Snow Removal ordinance which determines how many inches of snow results in snow plowing on the downtown and side streets. We will, once again, be looking for helpers to keep the fire hydrants shoveled out to maintain safe neighborhoods.

I have asked Tim Farrell and Clearwater Financial to be present at the next meeting to help us with the water rate review. They have expertise and insights that will assist us in this task.

"Sometimes it takes only one act of kindness and caring to change a person's life." Jackie Chan

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Brianna Hoxie

DEPARTMENT

Deputy Clerk

MONTH

September 2023

TASKS COMPLETED

Utility Billing Payments, Move in move outs, Late notices, Red Door, CC Meeting Minutes, Closing batches, Accounting, billing with Kyla. Reviewed Claims.

PROJECTS IN PROGRESS

CC Meeting Minutes
Payments
Filling Claims
Moving FY Claim Folders
Making sure Claims are all scanned in

CHALLENGES / ISSUES

Knowing when to do everything and making sure it all gets done.

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

October 2023

TASKS COMPLETED

Claims, Payroll, Email Billing, Ach Payments, Monthly invoices & Will serves and Grass and weed letters/ Invoices, Billing, Leak letters. Meadows Valley Monday Newsletter. Ordinances.
Meeting prep for City Council & Parks and Rec
Created Public Hearing notices for upcoming October 23rd City Council meeting.
Completed Workforce Development Childcare Expansion Grant

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings- Grant application
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates.
Assisting Brianna with any questions.
Researching multiple grant opportunities for FY24
Looking into new time-sheet program

CHALLENGES / ISSUES

Blue Laptop has been down/Brianna has been unable to use for meeting minutes for CC and P&R meetings- David from 4 corners looked at it and the hard drive is bad.

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

October

TASKS COMPLETED

- Filing Payroll
- Claims Review
- August Bank Reconciliations
- August Financial Reports
- Budget Prep
- New FY Budget work
- Adding new accounts in Accounting and Cash Receipting

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

August

TASKS COMPLETED

- Larea meter installation
- Commercial culvert repair
- Commercial sewer line marking
- Took down dead trees at industrial park
- Weeds
- Normal maintenance

PROJECTS IN PROGRESS

- Winter prep
- Dog pound
- Water tank storage creation

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public

September

TASKS COMPLETED

Works

er

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.

Water:

- Maintain Vigilance for Water related emergencies

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up with Equipment Preventive Maintenance records and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety	0	0	2.5
B. Vehicles and Specialized Equipment	0	0	5
C. System Operations & Maintenance	0	0	6
D. Quality Control	0	0	11.75
E. Logistics, Reports and Supervision	1	1	34.75

meetings and engage in any/all assisting action.

- Attend Relevant Drinking Water Classes. (Online)

- Maintain Records (City Water Well 1 & 2 Use/Water Meter Data)

*Status colors are based on US Military DEFCON representation.

WWTP:

Maintain Sewer: NRW A Mentorship Home
- application.

Status -> White

- Accept and retain responsibility for WWTP
Weather is an indeterminate factor.
Operation in Kirks absence & listen per

when he's present NRW A:

- Maintain WWTP Functions (Log Clean Screen, Preserve whenever possible belts, and filters)

COMMUNITY INPUT & COMMENTS

Community:

Quite, Appreciative towards the Public Works Dept.

Response:

CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES
HELD MONDAY, October 2, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

Roll Call / Pledge of Allegiance

Present at City Hall were Parks & Recreation Members Angie Crow Via Phone Call, Joe & Olivia Sullivan, Diane Markham, Brianna Hoxie and Angie Mettie.
Julia Olson was present to coordinate Fall Fest with P&R

Angie and Diane opened the meeting at 6:05 P.M.

Discussion Items

Fall Festival

P&R will be having yard games, Bake sale, and some painting activities for the kids. Julia mentioned that the market will be having a cake walk and fun activities for the kids as well. Other games talked about were pumpkin decorating and balancing race, making scented playdoh, bird seed pinecones, and making spiders out of candy.

Trunk or Treat

Pre Carved Pumpkin contest will be held along with best decorated trunk, scariest, most unique, and best homemade costume contest. Hot chocolate and coffee to be served. Joe will be there with his music. Brianna and Angie will be making flyers to go out to the kids and around town.

Christmas Tree Planting Event

P&R is planning on some music in the park with hot chocolate, coffee, cookies and some brownies. Planning will be determined by when the tree will be planted.

Christmas Event

The walking parade starts at subway and will end at the park, will have a speaker to play Christmas songs to carol while walking and at the tree for lighting. Hoping to have some fire pits and again hot chocolate and coffee to stay warm.

Bike Give-Away

The bike a thon was very successful. Two young ladies Parker and Makayla were our top riders. Parker came to City Hall to claim her reward for a new bike and certificate for a new helmet.

Action Items

September 6th, 2023 Meeting Minutes

The Committee will review the minutes at the next meeting.

August 07, 2023 Meeting Minutes

The Committee will review the minutes at the next meeting.

Adjournment

The meeting was adjourned at 7:27 P.M.

Brianna Hoxie, City Liaison

ATTEST: _____
Diane Markum, Vice Chair

**CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES
HELD MONDAY, October 2, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Item 5.

DRAFT

Ordinance 376-2021

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 4, CHAPTER 5 OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 4-5-4, REMOVING THE LICENSE AND REGISTRTRION REQUIREMENT FOR ALL RECREATIONAL VEHICLES; IN SECTION 4-5-6, REMOVING THE REGISTRATION REQUIREMENT; IN SECTION 4-5-7, ADDING THAT “DISPLACEMENT” PERMITS SHALL NOT HAVE A FEE.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

Section 1: Title 4, Chapter 5, *Short Term Recreational Vehicle Use*, is hereby AMENDED as follows, to wit:

4-5-4 License Requirements - REMOVED

4-5-6 Permit Process

Landowners are required to complete an application process prior to a permit being issued. The permit shall include the location of the land where the RV is to be placed and where on the land it will be placed, the permit type desired, photos and exhibits as necessary, photo identification of the property owner, a copy of the deed for the property or other proof of ownership and a signed affidavit indicating the truth and correctness of the application along with all fees necessary or being charged.

Recreational vehicles will comply with city code for the zone in which they reside. Generators shall only be in operation between the hours of 7 A.M. and 9 P.M.

Permits may be issued by the City Clerk's Office for emergency RV use, transitional RV use and vacation RV use.

The City Clerk may deny a permit based only on lack of required information.

Displacement RV use permits will be issued by the New Meadows City Council after being reviewed by the New Meadows Planning and Zoning Commission (or City Council if P&Z is not active) and compared to the current or adopted New Meadows Zoning Code. The New Meadows City Council decision is final.

When an application is approved, a permit shall be issued that bears the type of permit being issued, the date in which it is valid and its expiration date. The permit shall be displayed in the window of the RV that can be seen from the abutting street. (Ord. 357-2019, 5-20-2019)

4-5-7 Fees

Fees will be set by New Meadows City Council by resolution from time to time. Transitional RV use, Displacement RV use, and the Emergency RV use permit shall not have a fee for the permit. All fees shall be paid into the City of New Meadows Treasury. (Ord. 357-2019, 5-20-2019)

Ordinance 376-2021

Section 2: This ordinance shall be in full force and effect after its passage, approval, and publication, according to law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 13TH DAY OF DECEMBER 2021.

By: _____
Julie A. Good, Mayor

ATTEST By: _____
Kyla Gardner, City Clerk

BUILDING OFFICIAL SERVICES
Fiscal Year 2023 / 2024

AGREEMENT made between Adams County and the City of New Meadows, each being a governmental entity of the State of Idaho.

WHEREAS, the City of New Meadows is without a building department official and they desire to obtain the services necessary to process their building permits;

WHEREAS, Adams County currently employs personnel who are certified in providing the necessary building department function;

NOW, THEREFORE, both parties hereby agree to enter into this agreement whereby Adams County will provide the building department services required by the City of New Meadows.

DURATION OF AGREEMENT: This Agreement will be effective October 1, 2023, and will expire September 30, 2024, unless both parties agree to renewal on its anniversary date after proper notification is submitted thirty days prior to its expiration.

DESIGNATION: Any Building Official so employed by Adams County shall be considered designated as the City of New Meadows Building Official.

PURPOSE: Adams County will provide sufficient personnel and equipment to facilitate the duties of a building official for the City of New Meadows. The City of New Meadows will continue to provide all necessary forms for building permit applications as well as its current level of administration and furnish the County with copies of its building ordinances.

PAYMENT: On the first of January, April, July, and October, Adams County will submit quarterly invoices to the City of New Meadows in the amount of 70% of the building permit fees for all processed applications as calculated by the Adams County Building Department. Additionally, 100% of all solid waste fees are to be remitted to the County as calculated by the Adams County Building Department. A Schedule of Building Permit Fees to be collected will be set by Adams County. Adams County does reserve the right to require additional fees, if necessary, to do special plan reviews that may be required on specific plans. The City of New Meadows reserves the right to set its own additional fees as needed. The city of New Meadows will collect any additional fees plus a 10% administrative fee from the applicant and submit the appropriate amount to the County. The City of New Meadows will promptly pay all received invoices under this agreement.

MUTUAL HOLD HARMLESS: Each party to this agreement agrees to indemnify and hold harmless the other party from any and all liability for any injury, damage, or claim sustained by any person or property caused by the party or its employees while performing under this Agreement.

ADAMS COUNTY

CITY OF NEW MEADOWS

Commission Chair

Mayor

Date of signature

Date of signature

ATTEST:

ATTEST:

County Clerk

City Clerk

ORDINANCE TBD-2023

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, REZONING CERTAIN LANDS WITHIN THE CITY LIMITS OF NEW MEADOWS, ADAMS COUNTY, IDAHO, TO WIT: ADAMS COUNTY PARCEL RPM1300010050, LOT 5 OF BLOCK 1, AND RPM1300010060, LOT 6 OF BLOCK 1, ALSO KNOWN AS NEW MEADOWS TOWNSITE CROSSROADS LOTS 5 & 6, OWNED BY SUMMERS EDGE, LLC; MAKING CERTAIN FINDINGS; AMENDING THE ZONING MAP; SETTING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

SECTION 1: THE COUNCIL FINDS:

WHEREAS, the City of New Meadows, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho and is authorized under the provisions of 67-6511 of Idaho Code, to establish within its jurisdiction one or more zones or zoning districts, where appropriate zoning districts are established in Title 10 Chapter 5 of New Meadows City Code; and,

WHEREAS, Summers Edge, LLC owners of the certain real property which has been designated by the Adams County Assessor's Office as Parcel numbers RPM1300010050 and RPM1300010060, which is more particularly described as lots 5 & 6 of Block 1, also known as New Meadows Townsite, Crossroads Lots 5 and 6, according to the official plat thereof, have requested that the Subject Real Property be rezoned from the City's Central Business to Residential -Three (R-3); and,

WHEREAS, the New Meadows City Council, acting as the Planning and Zoning Commission, pursuant to public notice as required by law, held a public hearing on August 28, 2023 as required by Section 67-6511 of Idaho Code, and in accordance with New Meadows Zoning Code, made findings that the rezoning of the lands described above from Central Business to Residential - Three (R-3) should be granted with a zoning classification of Residential-Three (R-3); and,

WHEREAS it is necessary that the City Council adopt this Ordinance, as required by Section 67-6511 (2) of Idaho Code to complete the process of implementing the decision of the New Meadows City Council to rezone the Subject Real Property.

Section 2: ACTION

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

ORDINANCE TBD-2023

2.1 The Subject Real Property is rezoned from Central Business to Residential-Three (R-3).

2.2 The Zoning Map of the City of New Meadows is hereby amended to comply with this Rezone.

Section 3: EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 10TH DAY OF OCTOBER 2023.

By: _____
Julie A. Good, Mayor

ATTEST By: _____
Kyla Gardner, City Clerk

WATER / SEWER SERVICE BILLING POLICY

The New Meadows City Council desires to have a standard for billing, collection and adjustment practices for Utility Billing of the Water and Sewer Services offered by the city’s systems and resolves the following:

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WATER / SEWER SERVICE BILLING POLICY

1. Applications

- a. **FEDERAL RED FLAG RULES:** The city is required to follow the Federal Red Flag Rules Policy for identification of utility account holders. This policy requires the city to investigate potential situations in which fraud is suspected, detected, reported, and / or noticed. This includes usage of the city's utility system that is deemed to be abnormal. Sufficient Identification to identify the utility customer is required to open any utility account not held by the property owner. New property owners are also required to supply sufficient identification of themselves as the property owner, either through a recorded document or notification by a title company doing business within Adams County.
- b. **OWNER / TENANT AGREEMENTS-APPLICATIONS:** An Owner / Tenant Agreement is required for all accounts. The agreement allows an owner of a property to indicate his or her desire to have the billing sent to a Tenant or 3rd Party. This agreement DOES NOT relinquish the owner's responsibility for the water and / or sewer charges levied against the account / property, instead it only allows an option for a tenant or 3rd Party to receive the billing notices.
- c. **TENANT APPLICATIONS:** A non-property owner must complete a Tenant Application at time of account set-up. This application allows for the city to gather information on the Tenant or 3rd Party for billing purposes.

2. Billing

- a. **BILLING:** Billing occurs as close to the 1st day of each month as possible for all monthly customers. If the 1st falls on a weekend or a holiday, billing may occur within one business day, either before or after the weekend or holiday.
- b. **E-BILLING:** The city offers FREE E-Billing to customers who provide a valid email address. E-Bills are generated during billing and save the city money in postage, printing and handling. All account holders are encouraged to help benefit the system by signing up for E-Billing.
- c. **CONTINUOUS BILLING:** The City of New Meadows requires a consistent revenue source to maintain and operate the Water and Sewer Systems. Those properties with connections in the ground that have been billed monthly, will continue to receive a monthly bill based on their usage and fee schedule.
- d. **EMPLOYEE & ELECTED OFFICIAL RATES:** Employees, elected and appointed officials do not receive a discount or special privilege. Their bills follow the same billing processes and rates as other customers connected to the system.
- e. **WATER / SEWER CONNECTIONS:** All properties within New Meadows are required to have a water and sewer connection. Connection charges for a new connection are assessed on submission of a building permit application and considered 'active' upon occupancy of the property. See – Water & Sewer Ordinances and Building Code Requirements.
- f. **ANNUAL WILL SERVES:** Properties that historically have been approved to have water and / or sewer connections are called "Will Serve Properties". These properties are charged an annual assessment fee. This fee is calculated by the Administrative and Capitalization Fees. These fees include depreciation, debt and fees to help offset some of the capitalization costs associated with maintaining the systems. The Administrative Fee may

WATER / SEWER SERVICE BILLING POLICY

be reduced if the Annual Will Serve Assessment is paid in one lump sum at the first billing cycle. Will Serve fees are charged in the fiscal period of each year.

3. Payment Plan

- a. **PAYMENT PLAN:** Customers who cannot pay their entire balance and have experienced a circumstance out of their control may be eligible to enter an approved payment plan.
- The **payment plan** will require the customer to pay the outstanding balance in full within 90 days while keeping the current bill paid each month. This plan does not stop monthly billing but offers a payment solution that balances the customer's financial obligation for services delivered and the city's requirement to be fiscally responsible.
 - **Payment plans** will be approved of by the Mayor or Clerk. If the customer misses a payment on the payment plan or does not keep the current bill paid and the account becomes 90 days delinquent, the account will be turned off.
 - This **payment plan** agreement will be shared with the property owner if the customer is a tenant, and the property owner must agree in writing to the payment plan. Once the payment plan is completed and the account is paid in full, the customer's account will be given a credit equaling two months of late fees.
 - If a **payment plan** is not completed as promised, the City will file a lien with the Adams County Recorder on the property where the utility service is located equal to the amount outstanding on the account. The account in its entirety may also be deferred to the Adams County Treasurer (see – Tax Assessments) for collection in the same manner as property taxes if the payment plan is not followed.

4. Charges

- a. **CHARGE LINES:** Rates and Fees are set by the City Council from time to time by Resolution, and if required, by public hearing. The following definitions or policies define the Charge Lines printed on the billing cards or e-statements:
- The **'H2O Gallons'** charge line is used to offset variable costs related to the amount of drinking water produced, such as: Regular Maintenance, Wellhead Pump & Booster Station Electrical Costs, Safe Drinking Water Testing, Lead & Copper Reporting, Debt Service and other operational costs.
 - The **'Water Administrative Fee'** charge line is used to offset administrative costs related to producing the bills, such as postage, telephone, technology maintenance etc.
 - The **'Water Capitalization Fee'** charge line is used to offset portions of Water Capital Improvement costs and some Depreciation.

WATER / SEWER SERVICE BILLING POLICY

- The **'Sewer Flat Rate'** charge line is used to offset the total cost to operate the Sewer System, including Treatment & Disinfection, Plant Electrical Costs, Effluent & Residuals Testing, Governmental Reporting, Debt Service and other operational costs.
 - The **'Sewer Administrative Fee'** charge line is used to offset administrative costs related to producing the bills, administrative costs such as postage, telephone, technology maintenance, etc.
 - The **'Sewer Capitalization Fee'** charge line is used to offset portions of Sewer Capital Improvement costs including some Depreciation.
 - The **'Water Idle Fee'** charge line is used for customers who have a connection, but are not having water delivered to their property. This fee is to allow these property owners to participate in the operational costs of the Water System.
 - The **'Sewer Idle Fee'** charge line is used for customers who have a connection, but are not using sewer services on their property. This fee is to allow these property owners to participate in the operational costs of the Sewer System.
 - **Idle, Administrative and Capitalization Fees** are charged to any property owner who has a connection but there is not a serviceable structure on the property or the structure is deemed unlivable. Often empty lots are charged these fees if there was a historic connection to the property.
 - The **'Water / Sewer Penalty Fee'** charge line is used to charge each account in which a balance due remains after the 25th of the month. The Penalty Fee is charged on or about the 26th day of each month and can be waived on a case by case basis.
 - The **'Service Call / Miscellaneous'** charge line is used when a Service Call Fee is charged. A Service Call Fee is charged when: a request is made to turn on or turn off service; a new account is set-up; a meter is turned on or off for non-payment; certain re-reading of meters by hand at the customer's request; and Special Assessment Charges / Fees that are charged.
 - The **'Bad Check Charge'** is a charge for payments returned as uncollectible.
 - The **'Overpayment'** is a charge line used when a customer has a credit balance. *(This does not include Deposits which do not show up on the bill.)*
- b. BULK CHARGES:** From time to time the city sells 'Bulk Water' to customers that have their own bulk tank. The tank must be inspected by City Staff for a Back-Flow Preventer. The charge for the water is computed at the current bulk rate. It is required that the bulk tank be filled only at approved sites by the Certified Water Operator of the city.

5. Customer Responsibilities

- a. BACK-FLOW VALVES:** Back-Flow Valves / Preventers are required for all sprinkler systems, whether for irrigation or fire suppression. Back-Flow Valves are required to be annually inspected by a certified Back-Flow Valve / Preventer Inspector. Inspection reports must be filed with the city annually. Failure to do so may result in disconnection of services to the property.
- b. PARKING:** Customers should not park vehicles or place items over the water meter. This may inhibit reading of the meters effectively.
- c. BILLING:** Customers are encouraged to report any suspected discrepancies on receipt of the utility bill. Any discrepancy found will be investigated following appropriate procedure. The city wishes to make corrections whenever there is an error that is

WATER / SEWER SERVICE BILLING POLICY

reported. However, time is of the essence, as after a period of 12 months', adjustments cannot be made to correct any billing issue.

- d. **CUSTOMER USE:** Customers should only deposit into the sewer system human waste and grey water from bathing, dishwashing or laundry. The use of garbage disposals and high phosphate detergents is discouraged and may harm the city sewer system. Removing a sewer cap to allow storm runoff into the sewer system is not permitted and could be considered illegal.

6. Credit Worthiness & Deposits

- a. **CREDIT WORTHINESS:** There are six 'Credit Worthiness Scores' the city uses for future deposits or for written requests from others requesting credit information:

Good – Paid within terms

Fair – Paid occasionally late (less than 10% of the time account was active)

Bad – Paid while in collections (rarely used)

Poor – Paid late outside of a collection company (city received funds but had hired a collection company) (rarely used)

Poor – Previous Write-Offs / Deferrals

Extremely Poor – Unpaid in Collections or has an Unpaid Deferral amount certified to the Adams County Treasurer

- b. **DEPOSITS:**

- 1) A '**Deposit**' is required for each non-property owner residential account. The deposit is applied to the account after 12 months of an account never being delinquent. The deposit is held in a non-interest bearing account. A new deposit will be required for any account that has been 'turned off' for non-payment.
- 2) A '**Deposit**' is processed through the Cash Receipting System of the city with a hand-written receipt and computer generated receipt. A duplicate receipt, either by photo copy or carbon copy is attached to the Customer Application. The Batch Number and Receipt Number are notated with the amount in the Utility Billing Software so that it can be tracked accordingly.
- 3) **Return of credits / deposits** are issued only after the meter has been read and the current customer has vacated the property. This reading is marked as the final reading in the system and all payments and final charges have been applied. A check will be issued to the customer and sent within 30 days. Deposits can also be returned if the customer requests this in writing and has not been late in the previous 12 months. If the customer has an account, the deposit will be applied to their account as a credit. If no account is held then a check will be issued within 30 days.

7. Best Payment & Payment Application Practices

- a. **PAYMENTS:** Only payments submitted in the following ways can be accepted:
- **Cash** payments at the payment window, followed by a minimum of a written receipt issued, countersigned by the customer and the city employee taking the payment. Customers should NOT deposit cash in the drop box in front of City Hall or mail cash payments.

WATER / SEWER SERVICE BILLING POLICY

- **Check** payments at the payment window, or deposited in the drop box in front of City Hall or mailed to the city.
 - **Credit / Debit Card** Payments at the payment window, or over the telephone. A 3% fee is charged through the city's third party vendor – ACCESS IDAHO.
 - **Automatic Clearing House (ACH)** is available for certain payers through a direct deposit process. These vendors are typically governmental entities.
- b. ADJUSTMENTS:** From time to time, in the manner of doing good business, adjustments of penalty charges may be reduced or eliminated for good faith reasons. In rare instances, when a billing error has occurred, a penalty adjustment can be made. All adjustments are at the discretion of the staff and the reason is noted when an adjustment is made.
- c. CITY CHARGES:** It is the policy of the city to charge its varying funds for water consumption and sewer charges. The Water and Sewer Utilities are two separate Enterprise Funds that are supported by the tax dollars received by the City of New Meadows.
- d. PENALTY CHARGES:** A penalty charge is assessed on all accounts with greater than a zero balance on or shortly after the 26th day of each month, but not later than the following billing cycle. Penalties are charged to offset administrative fees and promote prompt payment.
- e. RETURNED CHECKS PROCESSING:** Checks and payment items that are returned as uncollectible will be processed in the following manner:
- The notice is date stamped and initialed.
 - The payment is cancelled in the billing / receipting system.
 - A charge fee is assessed against the account.
 - The account is flagged as collecting a non-sufficient instrument
 - If the payment was used to make a payment plan payment, the account will be subject to immediate turn off.
 - The endorser of the check is notified by telephone if possible and in writing by First Class Mail:
 - The utility service is being turned off (if appropriate)
 - The utility account has been charged a 'Bad Check Fee'
 - The endorser is given not more than 10 days to reclaim the check with cash or certified cashier's check.
 - If the check is not reclaimed the matter is referred to the Adams County Sheriff's Office for prosecution.
- g. TRANSFERS:** Customer accounts with a balance who move within the system cannot request their balances be transferred to their new account. Balances on accounts must be paid in full before another account will be opened in the customer's name.
- 8. Notices**
- a. OWNER / 3rd PARTY NOTICES:** Late / Disconnect / Billing Notices will only be sent to Owners or 3rd Parties via email. E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.

9. Readings

- a. READINGS:** As much as possible, a new reading will be electronically read each month around the 22nd day. The readings are then uploaded as soon as possible into the Utility

WATER / SEWER SERVICE BILLING POLICY

Billing Software. *(PLEASE NOTE: THE METERS ARE INTELLIGENT AND PRODUCE MUCH INFORMATION BUT ARE ONLY AS INTELLIGENT AS THE SOFTWARE THE CITY UTILIZES)*

- b. **LEAKS:** As soon as the data from the readings are entered into the system, a leak report is generated. From this leak report three leak categories are identified:
- **NO LEAK** – which indicates normal usage.
 - **INTERMITTENT LEAK** – which indicates usage is occurring a majority of the time (more than 50% of any 24-hour period, but less than the full 24-hour period).
 - **CONTINUOUS LEAK** – which indicates usage is occurring 100% of the time in any 24-hour period.

NOTE: Not all leaks show up within the city's system.

10. Leak Notification

- a. **LEAK NOTIFICATION:** When the system determines a leak may be present, a letter is sent to the customer and the property owner (if applicable) indicating;
- reading date;
 - address of the property;
 - type of leak suspected;
 - possible number of days the leak is or has occurred;
 - an estimate of the bill;
 - 12-month reading report.

It is the customer's responsibility to repair the leak as soon as possible. Continuous leak letters are always sent unless the customer/property owner has requested the city not notify them, either because of knowledge of their system or an earlier repair. Intermittent leak letters are sent on a case by case basis to the customer/property owner after staff reviews the customer usage history and determines if;

- the customer/property owner has previously been notified,
- the leak is explainable by a known irrigation system or other mechanical system,
- a leak had been repaired within the reading time and the city has been notified,
- or the leak was very minor in nature.

All major usage with a suspected leak will receive a notice and possibly a telephone call. A copy of the written leak notice is retained as part of the customer / property file and attached to the account when possible. The leak notices will follow the regular retention policy of the city.

11. Service Calls

- a. **SERVICE CALLS:** If a customer has concerns about water readings, a customer may request to have their meter checked by City Staff. City Staff will respond to service call requests as soon as possible, but the nature of the request will be considered. Turning off a service due to a leak on the customer's property will be considered a priority. A Service call charge may be applied to the account for excessive requests for to turn-on or off a service or re-reading the meter. Charges may be applied to the account for any call for service after hours, on weekends or on holidays. Routine service calls should be scheduled at least twenty-four hours in advance. Up to a two-hour response time for emergency

WATER / SEWER SERVICE BILLING POLICY

service calls or after hour service calls should be expected, although city staff work hard to reduce that time-

- b. **METER LOCK OFFS:** In rare circumstances, the meter may be padlocked for a specific reason as ordered by city staff. Usually, it is due to tampering with the Water System. Tampering with the Water System is a Federal Crime punishable by imprisonment and fine.

12. Shut-Offs / Disconnects

- a. **PROHIBITED SHUT-OFFS / DISCONNECTIONS:** The city cannot and will not shut-off or disconnect a service to a tenant at the request of the property owner for the purpose of eviction. This is considered illegal under Idaho Code and may be grounds for a Fair-Housing Violation.
- b. **EMERGENCY SHUT-OFFS / DISCONNECTIONS:** When a severe leak is detected in the system of a property, it is at the discretion of the City's Certified Water or Sewer Operator to turn off or disconnect the property at the meter to protect the system(s), the property or other public infrastructure. Efforts will be made to notify the property owner and suggest possible solutions to mitigate the problem. Examples of Emergency Shut-Offs:
- Water or Sewerage pouring out of a structure
 - Water or Sewerage saturating the ground where normally it is not
 - Water or Sewerage flowing out of the ground, near a water meter or water main line
- c. **LATE NOTICES (REMINDERS):** Late Notices are prepared on the Wednesday following the 10th of the month, but not later than the 15th. Late Notices are sent to customers who are more than 30 days late, but not more than 45 days late; including those customers whose water has been disconnected or are receiving charges only for Administrative Fees, Debt, and Capital Improvements. (E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.) – See E-Billing
- d. **LATE NOTICES (DISCONNECT):** Disconnect Notices are prepared on the Wednesday following the 10th of the month, but not later than the 15th. Disconnect Notices are sent to customers who are more than 45 days delinquent and have not entered into a Customer Payment Agreement or have not kept their Customer Payment Agreement payments current. (E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.) – See E-Billing
- e. **IMMINENT SHUT OFF / DISCONNECT POSTINGS:** A red flyer, printed in both English and Spanish, is posted at the property if the service will be terminated for non-payment. This flyer is posted at least 24-hours prior to the meter being turned off.

13. Special Notices & Reports

- a. **END OF YEAR REPORTS:** Property Owners may request an end of year calendar report for tax purposes. The report may include charges, adjustments, payments, readings and other information, but shall not include Social Security Numbers or other private information.
- b. **INFORMATION SHARING:** To the extent allowed by law, the city shall comply with or without a subpoena with other agencies involved in investigating crimes against persons, property, including victimless crimes as may be determined. Requests of this nature shall

WATER / SEWER SERVICE BILLING POLICY

go through the City Clerk (or designee) and will be verified for legal aspects by the City Attorney.

- c. **NOTICE OF IMPEDING LIEN:** When an account has been delinquent for 60 days, the customer shall receive notice that the account must be brought current within 30 days, or a lien will be placed on the property and recorded with the Adams County Clerk. This applies to outstanding balances on will-serve accounts, as well.
- d. **NOTICE OF LIEN:** If an account remains delinquent for 90 days, a lien will be filed with Adams County Clerk for the full amount due on the account and a copy of the lien shall be sent to the customer.
- e. **DISCLOSURES:** Customer mailing information, payment history and payment types are protected from being disclosed to the public. Public agencies however may inquire and receive information, including tenants, ownership, contact information, legal descriptions, zones, etc. Accounts of Public Officials and Employees of the City of New Meadows are annually audited for discrepancies by the city's auditor.
- f. **TITLE COMPANY PAYOFF QUOTES:** The city wishes to work with all owners of properties as they attempt to list their properties or as new purchasers request information regarding the balances due. It is preferred that a Title Company contact the City Clerk / Treasurer in writing; either by fax, email or USPS, to request information regarding any payoff quote. The city will create a quote for the payoff amount closest to the requested 'closing' date of the property. This includes persons wishing to refinance properties. All potential purchasers and sellers of property are encouraged to contact the City Clerk or designee to determine the potential amounts owed. **THE CITY ENCOURAGES THE USE OF A LOCAL TITLE COMPANY FOR ALL PROPERTY TRANSACTIONS! BALANCES OWED FOLLOW THE PROPERTY!**
- g. **FORECLOSURES & BANK OWNED PROPERTIES:** All properties on the system at the time of foreclosure will continue to be billed a monthly or annual rate depending on the previous owner's billing status. The city will attempt to notify the owner of record and continue to bill the owner of record until which time the owner of record has officially been changed at the Adams County Assessor's Office. All fees and charges apply.

14. Tax Assessments (Special)

DEFERMENTS / SPECIAL ASSESSMENTS: Accounts that carry a balance greater than three months beginning in May of any given year will be noticed for Special Assessment by First Class, Return Receipt Certified Mail. Additionally, a First Class Mailing of said notice will be sent to Third Parties, Tenants and Owners of said property.

- Notice of Special Assessment will include a Transactional Report generated from the billing software dated to the last time the account was at a Zero Balance.
- Notice of Special Assessment is sent to the billing address of the property owner listed on the Adams County Assessor's Uniform Tax Assessment Roll mailing list at the time the Special Assessment is being processed. Notices that are returned unclaimed or unable to forward will not require the city to send any further notice.
- A property owner, together with his or her agent or tenant, may enter into a payment agreement for payment of the delinquency, as approved by the City Clerk

WATER / SEWER SERVICE BILLING POLICY

/ Treasurer. If the payment agreement is kept and followed, no further Special Assessment action will occur.

- Balances on the accounts on the third to the last working day of July will be deferred to the Adams County Treasurer to be collected in the same manner as property taxes. A Special Assessment Fee will be levied against the account and certified to the Adams County Treasurer in the same manner. The fee will be charged under the 'Miscellaneous' line of said account.
- A letter to the Adams County Treasurer, with a Notarized Original Signature of the City Clerk will indicate the Name, Mailing Address, Physical Address, Utility Account Number, Lot and Block Number and Legal Description of the property as indicated by the Uniform Tax Assessment Roll of Adams County as provided by the Adams County Assessor at the time of Notice. The amount owed including the charges for water and sewer fees including penalties and processing fees (Special Assessment Fees), is also included in the letter.
- Once the amount is certified to the Adams County Treasurer, the amount is processed through the billing software as 'deferred'. Any payment specific to the property for the Special Assessment through Adams County is promptly processed through the City's Utility Billing Software as a deferred account payment. Deferred account payments are processed separately from monthly, routine utility payments.
- Deferred amounts are identified and reported to the city's Auditor for review during the following year's annual audit. Deferments may be 'written off' after city staff and the auditor agree the amounts cannot be collected.

15. User Classifications

USER CLASSIFICATIONS: The city employs User Classifications to help in financial planning and rate setting. The following classifications are employed:

- Residential – meaning the main purpose is to supply water / sewer services for a residence.
- Commercial – meaning the main purpose is to supply water / sewer services for a commercial or retail enterprise.
- Industrial – meaning the main purpose is to supply water / sewer services for a manufacturing or industrial enterprise.
- Irrigation – meaning the main purpose is to supply water for irrigation of parks or agricultural entities / needs.
- Hydrant – meaning the main purpose is to supply water for fire suppression.

16. Disputes

- WATER METER REPLACEMENT / USAGE DISPUTES:** Customers that question the amount of usage charged on their account should request a re-read within 30 days of the billing. In instances where the customer believes the meter is incorrectly reading the usage, the customer may request in writing the meter be inspected. If during the inspection of the meter by a qualified inspector chosen by the city, the meter is found to be erroneous, the city shall make the appropriate adjustments to the customer account and if appropriate replace the meter at the city's cost. If the meter is found to be correct and the customer

WATER / SEWER SERVICE BILLING POLICY

still disputes the inspector’s findings, the customer may purchase a new meter at the city’s cost plus time and materials for the replacement parts. The amount will be added to the customer’s utility bill.

- b. BILLING DISPUTES:** Customers are expected to review their bills on receipt for accuracy. See - Customer Responsibilities.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of New Meadows, that the processes outlined above are hereby adopted and in full force after its passage and approval as the Standardized Policy for Water and Sewer Utility Management.

DATED this 10th day of October 2023

City of New Meadows, Adams County, Idaho

Julie Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Dear _____,

The New Meadows City Council has recently revised Resolution 228-2017 Water/Sewer Billing Policy to deal with delinquent balances in a way that is more fiscally responsible. Since the water and sewer billings are the source of funding for the operations of municipal utilities in our community, it is imperative that we receive payment for service.

As of November 1, 2023, any customer who cannot pay their entire balance when due and has experienced a circumstance out of their control, may be eligible to enter an approved payment plan. **Calling City Hall to promise payment after the disconnect date is not considered a payment plan and will no longer delay disconnection of water services.** The payment plan will require the customer to pay the outstanding balance in full within 90 days while keeping the current bill paid each month. Payment plans will be approved of by the City Clerk or Mayor. If a customer misses a payment on the payment plan or does not keep the current bill paid and the account is 90 days delinquent, the service will be shut off. **Once the payment plan is completed and the account is paid in full, the customer's account will be given a credit equaling two months of late fees. If a payment plan is not completed as promised, the City will file a lien with the Adams County Recorder on the property where the utility service located equal to the amount outstanding on the account. A Deposit of \$150 will be required to reinstate service after payment in full is received.**

When an account has been delinquent for 60 days **(including will-serve accounts)**, the customer shall receive a notice that the account must be brought current within 30 days or a lien will be placed on the property and recorded with the Adams County Clerk.

If an account remains delinquent for 90 days, a lien will be filed with the Adams County Clerk for the full amount due on the account and a copy of the lien shall be sent to the customer. The lien will not be released until the account is paid in full. City water service shall remain shut off as long as a lien is in place. A Deposit of \$150 will be required to reinstate service after the lien is released.

The full text of the Water/Billing Policy is available online at newmeadowsidaho.us or at City Hall.

RESOLUTION TBD-2023

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 EAST PARK SUBDIVISION UNITS, which will be known as the following: Parcel ID #'s
RPM01400010010: 600 Virginia Street, Apartments #101, #102, #201, #202;
RPM01400010030: 620 Virginia Street, Apartments #101, #102, #201, #202;
RPM01400010040: 640 Virginia Street, Apartments #101, #102, #201, #202;
RPM01400010020: 660 Virginia Street, Apartments #101, #102, #201, #202;

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 East Park Lots will be known as 600/620/640/660 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 10th day of October 2023.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

I certify this is a true and correct copy of Resolution TBD--2023 adding the addresses of 600,620,640,660 Virginia Street, New Meadows, Idaho 83654.

_____ Kyla Gardner, City Clerk

Hunter Brown

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023	8.50							8.50	
Saturday	9/2/2023								0.00	
Total Week		8.50	0.00	0.00	0.00	0.00	0.00	0.00	8.50	
Sunday	9/3/2023								0.00	
Monday	9/4/2023					8.00			8.00	
Tuesday	9/5/2023	8.50							8.50	
Wednesday	9/6/2023	8.52							8.52	
Thursday	9/7/2023	12.13							12.13	
Friday	9/8/2023	8.50							8.50	
Saturday	9/9/2023								0.00	
Total Week		37.65	0.00	0.00	0.00	8.00	0.00	0.00	45.65	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	8.50							8.50	
Tuesday	9/12/2023	5.93							5.93	
Wednesday	9/13/2023	9.82							9.82	
Thursday	9/14/2023	10.58							10.58	
Friday	9/15/2023	5.17		3.33					8.50	
Saturday									0.00	
Total Week		40.00	0.00	3.33	0.00	0.00	0.00	0.00	43.33	
Total Pay Period		86.15	0.00	3.33	0.00	0.00	8.00	0.00	97.48	

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

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To Item 16.
84.52	0.00	4.97	0.00	89.48

Time in	Time out	Duration	
September 1, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	9:18am (MDT)	1.30	EQP > EQP - MACK Dump Maintenance NOTES: triple check for safe functionality in case Ivan Is instructed to use for streets.
9:18am (MDT)	10:21am (MDT)	1.05	IND > IND - Industrial Park Maintenance NOTES: Tuff Shed shelves.
10:21am (MDT)	4:00pm (MDT)	5.65	EQP > EQP - S10 Truck Maintenance NOTES: investigate elc leak.
September 5, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	EQP > EQP - S10 Truck Maintenance NOTES: confirm worn water pump is causing elc leak.
8:00am (MDT)	8:30am (MDT)	0.50	EQP > EQP - S10 Truck Maintenance NOTES: call Jerry's for pump and fan clutch wrenches.
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:15am (MDT)	0.25	MTG > MTG - Other Governement NOTES: water mtg
9:15am (MDT)	10:58am (MDT)	1.72	EQP > EQP - Parts Run NOTES: Council to take CDL test again.
10:58am (MDT)	4:00pm (MDT)	5.03	STRTS > STRTS - Storm Drainage NOTES: east Taylor drain. cut and recover.
September 6, 2023			8.52
7:30am (MDT)	8:00am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	8:45am (MDT)	0.25	EQP > EQP - Parts Run NOTES: 1974 INTL Water TK title info
8:45am (MDT)	4:01pm (MDT)	7.27	EQP > EQP - S10 Truck Maintenance NOTES: Remove old water pumps and inspect all visible seals. Install new water pump.
September 7, 2023			12.13
7:30am (MDT)	8:00am (MDT)	0.50	EQP > EQP - S10 Truck Maintenance NOTES: Post project clean up
8:00am (MDT)	11:22am (MDT)	3.37	STRTS > STRTS - Storm Drainage NOTES: Help finish east Taylor drain cover.
11:22am (MDT)	3:11pm (MDT)	3.82	STRTS > STRTS - Road Hazard NOTES: Bear Loper's sinkhole.
3:11pm (MDT)	7:38pm (MDT)	4.45	EMERGENCY > 1 Emergency - Water NOTES: S Commercial leak
September 8, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs

8:00am (MDT)	9:55am (MDT)	1.92	EQP > EQP - MACK Dump Maintenance
NOTES: Drain tank, Disengage tank for truck.			
9:55am (MDT)	10:45am (MDT)	0.83	STRTS > Train - Streets
NOTES: To council for final CLD Test.			
10:45am (MDT)	4:00pm (MDT)	5.25	WTR > WTR - Service Call

September 11, 2023 **8.50**

7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:30am (MDT)	0.50	EQP > EQP - Backhoe Maintenance
NOTES: Remove old culvert. Post project cleanup			
8:30am (MDT)	8:59am (MDT)	0.48	MTG > MTG - Staff Meeting
8:59am (MDT)	9:30am (MDT)	0.52	MTG > MTG - Other Governement
NOTES: Water meeting			
9:30am (MDT)	10:35am (MDT)	1.08	EQP > EQP - Backhoe Maintenance
NOTES: Clean and otherwise prepare for Work on Larea			
10:35am (MDT)	12:05pm (MDT)	1.50	WTR > WTR - Service Call
NOTES: Larea project, Kirk wants to wait for second Locate			
12:05pm (MDT)	1:24pm (MDT)	1.32	PW > PW - City Shop > Shop
NOTES: Post S Commercial project cleanup			
1:24pm (MDT)	4:00pm (MDT)	2.60	WTR > WTR - Service Call
NOTES: S Commercial Morgan Lot Data log			

September 12, 2023 **5.93**

7:30am (MDT)	9:35am (MDT)	2.08	STRTS > Train - Streets
NOTES: Final trip to council cdp			
8:35am (PDT)	12:26pm (PDT)	3.85	MTG > MTG - Travel
NOTES: To Moscow for IRWA Fall Conference			

September 13, 2023 **9.82**

6:41am (PDT)	9:02am (PDT)	2.35	SWR > Train - Sewer
NOTES: Monhole rehabilitation lecture.			
9:02am (PDT)	10:07am (PDT)	1.08	WTR > Train - Water
NOTES: Moscow Water system tour.			
10:07am (PDT)	1:00pm (PDT)	2.88	SWR > Train - Sewer
NOTES: Mostow reclamation plant tour			
1:00pm (PDT)	2:00pm (PDT)	1.00	SWR > Train - Sewer
NOTES: Introduction to anaerobic digestion			
2:00pm (PDT)	4:30pm (PDT)	2.50	WTR > Train - Water
NOTES: Advanced Metering Infrastructure Options and water Intelligence platform.			

September 14, 2023 **10.58**

6:30am (PDT)	8:34am (PDT)	2.07	SWR > Train - Sewer
NOTES: Collections plugging solutions.			
8:34am (PDT)	10:00am (PDT)	1.43	WTR > Train - Water
NOTES: Math made easy basic water math			
10:00am (PDT)	11:30am (PDT)	1.50	SWR > Train - Sewer

12:30pm (MDT) 1:30pm (MDT) 1.00 SWR > Train - Sewer

NOTES: Biosolids dewatering and composting.

1:30pm (MDT) 6:05pm (MDT) 4.58 MTG > MTG - Travel

September 15, 2023 **8.50**

7:30am (MDT) 8:00am (MDT) 0.50 SWR > SWR - Sewer Logs

8:00am (MDT) 10:34am (MDT) 2.57 EQP > EQP - Parts Run

NOTES: Review and modify NAPA Equipment filter list accordingly.

10:34am (MDT) 4:00pm (MDT) 5.43 EQP > EQP - VOLVO Dump Maintenance

NOTES: Search for engine SN or PIN

Kyla Gardner

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023	3.77							3.77	
Saturday	9/2/2023								0.00	
Total Week		3.77	0.00	0.00	0.00	0.00	0.00	0.00	3.77	
Sunday	9/3/2023								0.00	
Monday	9/4/2023					8.00			8.00	
Tuesday	9/5/2023	7.88							7.88	
Wednesday	9/6/2023	7.75							7.75	
Thursday	9/7/2023	8.55							8.55	
Friday	9/8/2023	7.27							7.27	
Saturday	9/9/2023								0.00	
Total Week		31.45	0.00	0.00	0.00	8.00	0.00	0.00	39.45	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	9.85							9.85	
Tuesday	9/12/2023	8.15							8.15	
Wednesday	9/13/2023	7.78							7.78	
Thursday	9/14/2023	7.67							7.67	
Friday	9/15/2023	4.63							4.63	
Saturday									0.00	
Total Week		38.08	0.00	0.00	0.00	0.00	0.00	0.00	38.08	
Total Pay Period		73.30	0.00	0.00	0.00	8.00	0.00	0.00	81.30	

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:

Kyla Gardner

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To	Item 16.
73.30	0.00	0.00	0.00	73.30	

Time in	Time out	Duration	
September 1, 2023			3.77
8:17am	12:03pm	3.77	ADM > ADM - Customer Relations
NOTES: Payroll and catch on work from the week			
September 5, 2023			7.88
7:41am	3:34pm	7.88	ADM > ADM - Customer Relations
September 6, 2023			7.75
7:46am	3:31pm	7.75	ADM > ADM - Customer Relations
September 7, 2023			8.55
7:48am	4:21pm	8.55	ADM > ADM - Customer Relations
September 8, 2023			7.27
9:49am	5:05pm	7.27	ADM > ADM - Customer Relations
NOTES: Candidate filing for election and catch up work			
September 11, 2023			9.85
7:48am	3:33pm	7.75	ADM > ADM - Customer Relations
5:52pm	7:58pm	2.10	MTG > MTG - Council Meeting
September 12, 2023			8.15
7:50am	3:59pm	8.15	ADM > ADM - Customer Relations
September 13, 2023			7.78
7:44am	3:31pm	7.78	ADM > ADM - Customer Relations
September 14, 2023			7.67
7:51am	3:31pm	7.67	ADM > ADM - Customer Relations
September 15, 2023			4.63
8:38am	1:16pm	4.63	ADM > ADM - Customer Relations
NOTES: Working on Childcare expansion grant and catch up			

Jessica Gerke

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023	6.75							6.75	
Saturday	9/2/2023								0.00	
Total Week		6.75	0.00	0.00	0.00	0.00	0.00	0.00	6.75	
Sunday	9/3/2023								0.00	
Monday	9/4/2023								0.00	
Tuesday	9/5/2023	7.42							7.42	
Wednesday	9/6/2023	5.22							5.22	
Thursday	9/7/2023	10.38							10.38	
Friday	9/8/2023	6.96							6.96	
Saturday	9/9/2023								0.00	
Total Week		29.98	0.00	0.00	0.00	0.00	0.00	0.00	29.98	
Sunday	9/10/2023								0.00	
Monday	9/11/2023								0.00	
Tuesday	9/12/2023	1.77							1.77	
Wednesday	9/13/2023								0.00	
Thursday	9/14/2023								0.00	
Friday	9/15/2023						7.00		7.00	
Saturday									0.00	
Total Week		1.77	0.00	0.00	0.00	0.00	7.00	0.00	8.77	
Total Pay Period		38.50	0.00	0.00	0.00	0.00	7.00	0.00	45.50	

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

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To	Item 16.
38.50	0.00	0.00	0.00	38.50	

Time in	Time out	Duration	
September 1, 2023			6.75
9:00am (MDT)	10:17am (MDT)	1.28	PARK > PARK - Maintenance
10:17am (MDT)	1:00pm (MDT)	2.72	STRTS > STRTS - Dust Abatement
NOTES: Water			
1:00pm (MDT)	2:12pm (MDT)	1.20	PARK > PARK - Maintenance
2:12pm (MDT)	3:45pm (MDT)	1.55	STRTS > STRTS - Dust Abatement
NOTES: Water			
September 5, 2023			7.42
8:20am (MDT)	9:08am (MDT)	0.80	MTG > MTG - Staff Meeting
9:08am (MDT)	10:57am (MDT)	1.82	PW > PW - Office Time
10:57am (MDT)	3:45pm (MDT)	4.80	STRTS > STRTS - Storm Drainage
September 6, 2023			5.22
10:32am (MDT)	3:45pm (MDT)	5.22	PW > PW - City Shop > Shop
September 7, 2023			10.38
9:15am (MDT)	11:43am (MDT)	2.47	STRTS > STRTS - Storm Drainage
NOTES: Taylor			
11:43am (MDT)	3:04pm (MDT)	3.35	STRTS > STRTS - Storm Drainage
NOTES: Commercial			
3:04pm (MDT)	7:38pm (MDT)	4.57	WTR > WTR - Service Call
September 8, 2023			6.97
9:17am (MDT)	4:15pm (MDT)	6.97	STRTS > STRTS - Storm Drainage
NOTES: Commercial			
September 12, 2023			1.77
4:04pm (MDT)	5:50pm (MDT)	1.77	WTR > WTR - Service Call
NOTES: Larae			

Brianna Hoxie

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023								0.00	
Saturday	9/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/3/2023								0.00	
Monday	9/4/2023					8.00			8.00	
Tuesday	9/5/2023	7.35							7.35	
Wednesday	9/6/2023	8.83							8.83	
Thursday	9/7/2023	8.15							8.15	
Friday	9/8/2023	3.44							3.44	
Saturday	9/9/2023								0.00	
Total Week		27.77	0.00	0.00	0.00	8.00	0.00	0.00	35.77	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	9.12							9.12	
Tuesday	9/12/2023	7.53							7.53	
Wednesday	9/13/2023	5.80							5.80	
Thursday	9/14/2023	7.50							7.50	
Friday	9/15/2023								0.00	
Saturday									0.00	
Total Week		29.95	0.00	0.00	0.00	0.00	0.00	0.00	29.95	
Total Pay Period		57.72	0.00	0.00	0.00	8.00	0.00	0.00	65.72	

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

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To	Item 16.
57.72	0.00	0.00	0.00	57.72	

Time in	Time out	Duration	
September 5, 2023			7.35
7:51am	3:12pm	7.35	ADM > ADM - Customer Relations
September 6, 2023			8.83
7:50am	3:25pm	7.58	ADM > ADM - Customer Relations
6:00pm	7:15pm	1.25	MTG > MTG - Parks Meeting
September 7, 2023			8.15
7:50am	3:59pm	8.15	ADM > ADM - Customer Relations
September 8, 2023			3.43
10:40am	2:06pm	3.43	ADM > ADM - Customer Relations
September 11, 2023			9.12
7:52am	3:22pm	7.50	ADM > ADM - Customer Relations
6:20pm	7:57pm	1.62	MTG > MTG - Council Meeting
September 12, 2023			7.53
7:47am	3:19pm	7.53	ADM > ADM - Customer Relations
September 13, 2023			5.80
9:38am	3:26pm	5.80	ADM > ADM - Customer Relations
September 14, 2023			7.50
7:42am	3:12pm	7.50	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023								0.00	
Saturday	9/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/3/2023								0.00	
Monday	9/4/2023								0.00	
Tuesday	9/5/2023	2.48							2.48	
Wednesday	9/6/2023	2.80							2.80	
Thursday	9/7/2023	2.82							2.82	
Friday	9/8/2023								0.00	
Saturday	9/9/2023								0.00	
Total Week		8.10	0.00	0.00	0.00	0.00	0.00	0.00	8.10	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	3.95							3.95	
Tuesday	9/12/2023	2.58							2.58	
Wednesday	9/13/2023	2.99							2.99	
Thursday	9/14/2023								0.00	
Friday	9/15/2023								0.00	
Saturday									0.00	
Total Week		9.52	0.00	0.00	0.00	0.00	0.00	0.00	9.52	
Total Pay Period		17.62	0.00	0.00	0.00	0.00	0.00	0.00	17.62	

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

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To	Item 16.
17.62	0.00	0.00	0.00	17.62	

Time in	Time out	Duration	
September 5, 2023			2.48
12:58pm (MDT)	3:27pm (MDT)	2.48	ADM > ADM - Customer Relations
September 6, 2023			2.80
12:40pm (MDT)	3:28pm (MDT)	2.80	ADM > ADM - Customer Relations
September 7, 2023			2.82
12:39pm (MDT)	3:28pm (MDT)	2.82	ADM > ADM - Customer Relations
September 11, 2023			3.95
12:36pm (MDT)	3:25pm (MDT)	2.82	ADM > ADM - Customer Relations
6:30pm (MDT)	7:38pm (MDT)	1.13	MTG > MTG - Council Meeting
September 12, 2023			2.58
12:53pm (MDT)	3:28pm (MDT)	2.58	ADM > ADM - Customer Relations
September 13, 2023			2.98
12:35pm (MDT)	3:34pm (MDT)	2.98	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023	7.73							7.73	
Saturday	9/2/2023								0.00	
Total Week		7.73	0.00	0.00	0.00	0.00	0.00	0.00	7.73	
Sunday	9/3/2023								0.00	
Monday	9/4/2023					8.00			8.00	
Tuesday	9/5/2023	7.97							7.97	
Wednesday	9/6/2023	7.97							7.97	
Thursday	9/7/2023	11.93							11.93	
Friday	9/8/2023	10.28							10.28	
Saturday	9/9/2023								0.00	
Total Week		38.15	0.00	0.00	0.00	8.00	0.00	0.00	46.15	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	8.30							8.30	
Tuesday	9/12/2023	10.37							10.37	
Wednesday	9/13/2023	8.42							8.42	
Thursday	9/14/2023	7.68							7.68	
Friday	9/15/2023	5.23		2.94					8.17	
Saturday									0.00	
Total Week		40.00	0.00	2.94	0.00	0.00	0.00	0.00	42.94	
Total Pay Period		85.88	0.00	2.94	0.00	0.00	8.00	0.00	96.82	

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

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	To Item 16.
85.18	0.00	3.63	0.00	88.82

Time in	Time out	Duration	
September 1, 2023			7.73
7:49am (MDT)	8:14am (MDT)	0.42	PARK > PARK - Restroom
8:14am (MDT)	8:59am (MDT)	0.75	SWR > SWR - Auger Room Maintenance
8:59am (MDT)	9:47am (MDT)	0.80	WTR > WTR - Well #4 Maintenance
NOTES: weedeat wells			
9:47am (MDT)	10:10am (MDT)	0.38	WTR > WTR - Service Call
10:10am (MDT)	12:42pm (MDT)	2.53	STRTS > STRTS - Dust Abatement
12:42pm (MDT)	1:23pm (MDT)	0.68	PARK > PARK - Maintenance
1:23pm (MDT)	3:03pm (MDT)	1.67	STRTS > STRTS - Dust Abatement
3:03pm (MDT)	3:33pm (MDT)	0.50	IND > IND - Industrial Park Maintenance
NOTES: pound			
September 5, 2023			7.97
7:54am (MDT)	8:27am (MDT)	0.55	PARK > PARK - Restroom
8:27am (MDT)	9:11am (MDT)	0.73	MTG > MTG - Staff Meeting
9:11am (MDT)	9:37am (MDT)	0.43	STRTS > STRTS - Sign Maintenance / Replacement
9:37am (MDT)	10:35am (MDT)	0.97	IND > IND - Industrial Park Maintenance
NOTES: pound			
10:35am (MDT)	11:10am (MDT)	0.58	WTR > WTR - Service Call
11:10am (MDT)	1:45pm (MDT)	2.58	STRTS > STRTS - Storm Drainage
NOTES: cut down the storm drain			
1:45pm (MDT)	1:59pm (MDT)	0.23	WTR > WTR - Service Call
1:59pm (MDT)	3:52pm (MDT)	1.88	STRTS > STRTS - Storm Drainage
September 6, 2023			7.97
7:54am (MDT)	8:03am (MDT)	0.15	PARK > PARK - Restroom
8:03am (MDT)	8:40am (MDT)	0.62	PW > PW - City Shop > Shop
NOTES: running errands for John and Kyla			
8:40am (MDT)	10:47am (MDT)	2.12	IND > IND - Industrial Park Maintenance
NOTES: pound			
10:47am (MDT)	3:52pm (MDT)	5.08	STRTS > STRTS - Storm Drainage
September 7, 2023			11.93
7:41am (MDT)	7:51am (MDT)	0.17	PARK > PARK - Restroom
7:51am (MDT)	7:54am (MDT)	0.05	SWR > SWR - Sewer Logs
7:54am (MDT)	8:59am (MDT)	1.08	SWR > SWR - Auger Room Maintenance
8:59am (MDT)	10:29am (MDT)	1.50	IND > IND - Industrial Park Maintenance
NOTES: pound			
10:29am (MDT)	12:36pm (MDT)	2.12	STRTS > STRTS - Storm Drainage

NOTES: finish colt storm drain

12:36pm (MDT) 1:40pm (MDT) 1.07 WTR > WTR - Service Call

NOTES: Data log, and figure out plans for 205 larea meter

1:40pm (MDT) 3:38pm (MDT) 1.97 STRTS > STRTS - Storm Drainage

NOTES: s commercial culvert

3:38pm (MDT) 7:37pm (MDT) 3.98 WTR > WTR - Service Call

NOTES: fixing service line

September 8, 2023

10.28

8:00am (MDT) 8:16am (MDT) 0.27 PARK > PARK - Restroom

8:16am (MDT) 8:41am (MDT) 0.42 WTR > WTR - Booster Station & Well Logs

8:41am (MDT) 9:36am (MDT) 0.92 EQP > EQP - MACK Dump Maintenance

9:36am (MDT) 4:00pm (MDT) 6.40 WTR > WTR - Service Call

NOTES: finish repair of issue on commercial

4:00pm (MDT) 6:17pm (MDT) 2.28 PARK > PARK - Mowing / Trimming

September 11, 2023

8.30

7:49am (MDT) 8:09am (MDT) 0.33 PARK > PARK - Restroom

8:09am (MDT) 8:32am (MDT) 0.38 WTR > WTR - Booster Station & Well Logs

8:32am (MDT) 8:59am (MDT) 0.45 MTG > MTG - Staff Meeting

8:59am (MDT) 9:09am (MDT) 0.17 STRTS > Train - Streets

NOTES: figuring out proof of residence

9:09am (MDT) 9:25am (MDT) 0.27 SWR > SWR - Auger Room Maintenance

9:25am (MDT) 11:18am (MDT) 1.88 WTR > WTR - Service Call

NOTES: prep for larea meter hookup

11:18am (MDT) 12:16pm (MDT) 0.97 WTR > WTR - Service Call

NOTES: getting dirt out of valve case neer school

12:16pm (MDT) 4:07pm (MDT) 3.85 STRTS > Train - Streets

NOTES: CDL drug testing

September 12, 2023

10.37

7:52am (MDT) 8:00am (MDT) 0.13 PARK > PARK - Restroom

8:00am (MDT) 8:04am (MDT) 0.07 SWR > SWR - Sewer Logs

8:04am (MDT) 8:56am (MDT) 0.87 SWR > SWR - Auger Room Maintenance

8:56am (MDT) 6:14pm (MDT) 9.30 WTR > WTR - Service Call

NOTES: larea meter project

September 13, 2023

8.42

7:46am (MDT) 7:57am (MDT) 0.18 PARK > PARK - Restroom

7:57am (MDT) 8:07am (MDT) 0.17 WTR > WTR - Booster Station & Well Logs

8:07am (MDT) 8:08am (MDT) 0.02 SWR > SWR - Sewer Logs

8:08am (MDT) 8:30am (MDT) 0.37 SWR > SWR - Auger Room Maintenance

8:30am (MDT) 9:01am (MDT) 0.52 WTR > WTR - Service Call

NOTES: 210 Katherine meter change

9:01am (MDT)	9:37am (MDT)	0.60	WTR > WTR - Service Call
NOTES: clean up larea project better			
9:37am (MDT)	4:11pm (MDT)	6.57	WTR > WTR - Service Call
NOTES: set meter box better and clean up			

September 14, 2023 **7.68**

7:39am (MDT)	7:52am (MDT)	0.22	SWR > SWR - Sewer Logs
7:52am (MDT)	7:57am (MDT)	0.08	PARK > PARK - Restroom
7:57am (MDT)	8:38am (MDT)	0.68	PARK > PARK - Irrigation
8:38am (MDT)	8:46am (MDT)	0.13	WTR > WTR - Booster Station & Well Logs
8:46am (MDT)	9:11am (MDT)	0.42	SWR > SWR - Auger Room Maintenance
9:11am (MDT)	10:24am (MDT)	1.22	SWR > SWR - Sewer Testing
NOTES: monitoring Wells			
10:24am (MDT)	11:08am (MDT)	0.73	WTR > WTR - Well #3 Maintenance
NOTES: mowing Wells			
11:08am (MDT)	12:39pm (MDT)	1.52	WTR > WTR - Service Call
NOTES: shutting down a hydrant for rob			
12:39pm (MDT)	2:15pm (MDT)	1.60	WTR > WTR - Well #3 Maintenance
NOTES: mowing Wells			
3:15pm (MDT)	4:20pm (MDT)	1.08	WTR > WTR - Service Call

September 15, 2023 **8.17**

7:53am (MDT)	8:03am (MDT)	0.17	PARK > PARK - Restroom
8:03am (MDT)	8:43am (MDT)	0.67	WTR > WTR - Booster Station & Well Logs
8:43am (MDT)	9:45am (MDT)	1.03	SWR > SWR - System Maintenance
NOTES: moving chlorine			
9:45am (MDT)	10:03am (MDT)	0.30	WTR > WTR- Fire Hydrants
NOTES: little help with new apartments hydrant			
10:03am (MDT)	11:07am (MDT)	1.07	PARK > PARK - Mowing / Trimming
NOTES: weedat			
11:07am (MDT)	11:46am (MDT)	0.65	WTR > WTR - Well #4 Maintenance
NOTES: weedat wells			
11:46am (MDT)	1:00pm (MDT)	1.23	WTR > WTR- Fire Hydrants
1:00pm (MDT)	1:26pm (MDT)	0.43	PARK > PARK - Mowing / Trimming
NOTES: mow			
1:26pm (MDT)	1:39pm (MDT)	0.22	SWR > SWR - System Maintenance
NOTES: helping with scada issues			
1:39pm (MDT)	4:03pm (MDT)	2.40	PARK > PARK - Mowing / Trimming

Angie Mettie

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023								0.00	
Saturday	9/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/3/2023								0.00	
Monday	9/4/2023								0.00	
Tuesday	9/5/2023								0.00	
Wednesday	9/6/2023								0.00	
Thursday	9/7/2023								0.00	
Friday	9/8/2023								0.00	
Saturday	9/9/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/10/2023								0.00	
Monday	9/11/2023								0.00	
Tuesday	9/12/2023								0.00	
Wednesday	9/13/2023								0.00	
Thursday	9/14/2023								0.00	
Friday	9/15/2023				6.17		149.60	55.47	211.24	
Saturday									0.00	
Total Week		0.00	0.00	0.00	6.17	0.00	0.00	149.60	55.47	211.24
Total Pay Period		0.00	0.00	0.00	6.17	0.00	0.00	#####	55.47	211.24

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

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	8.50							8.50	
Tuesday	9/19/2023	8.50							8.50	
Wednesday	9/20/2023	9.00							9.00	
Thursday	9/21/2023	8.52							8.52	
Friday	9/22/2023	5.48		3.52					9.00	
Saturday	9/23/2023								0.00	
Total Week		40.00	0.00	3.52	0.00	0.00	0.00	0.00	43.52	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	8.52							8.52	
Tuesday	9/26/2023	8.60							8.60	
Wednesday	9/27/2023	12.05							12.05	
Thursday	9/28/2023	5.53							5.53	
Friday	9/29/2023	5.30		0.70					6.00	
Saturday	9/30/2023			8.38					8.38	
Total Week		40.00	0.00	9.08	0.00	0.00	0.00	0.00	49.08	
Total Pay Period		80.00	0.00	12.60	0.00	0.00	0.00	0.00	92.60	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To Item 16.
80.00	0.00	12.60	0.00	92.60

Time in	Time out	Duration	
September 18, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:30am (MDT)	0.50	EQP > EQP - Parts Run
NOTES: Continue collecting filter info			
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:15am (MDT)	0.25	MTG > MTG - Other Government
NOTES: Water mtg			
9:15am (MDT)	11:41am (MDT)	2.43	EQP > EQP - MACK Dump Maintenance
NOTES: Contact Diamond Bilt for info on proper water tank storage as well as mounting and Unmounted.			
11:41am (MDT)	4:00pm (MDT)	4.32	IND > IND - Industrial Park Maintenance
NOTES: Remove and salvage fallen Tank Sling.			
September 19, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	8:15am (MDT)	0.25	EQP > EQP - VOLVO Dump Maintenance
NOTES: Determine dry weight.			
8:15am (MDT)	11:18am (MDT)	3.05	IND > IND - Industrial Park Maintenance
NOTES: Reinstall siding on North Shed.			
11:18am (MDT)	1:47pm (MDT)	2.48	EQP > EQP - Backhoe Maintenance
NOTES: Investigate engine deration code. Understand function of CCV Filter (Crank Case Ventilation)			
1:47pm (MDT)	4:00pm (MDT)	2.22	STRTS > STRTS - Pot Hole Repair
NOTES: Deliver gravel to S Commercial			
September 20, 2023			9.00
7:30am (MDT)	9:05am (MDT)	1.58	EQP > EQP - Parts Run
NOTES: To Coastline in lakefork for CCV Filter. (Backhoe part)			
9:05am (MDT)	10:08am (MDT)	1.05	EQP > EQP - Backhoe Maintenance
NOTES: Replace CCV Filter			
10:08am (MDT)	12:29pm (MDT)	2.35	MTG > MTG - Council Meeting
NOTES: Prep note for presentation to city council.			
12:29pm (MDT)	4:30pm (MDT)	4.02	SWR > Train - Sewer
NOTES: IRWA CLASS			
September 21, 2023			8.52
7:30am (MDT)	11:52am (MDT)	4.37	MTG > MTG - Travel
NOTES: To Wienhoff in Fruitland for drug testing (Requested by Idaho CDL Training)			
11:52am (MDT)	12:17pm (MDT)	0.42	SWR > Train - Sewer
NOTES: Call Gary Sievers (IRWAAP) about Google Workspace Fault			
12:17pm (MDT)	1:15pm (MDT)	0.97	SWR > Train - Sewer
NOTES: Over lunch, Familiarize with new Google work space account as to navigate effectively during classes.			
1:15pm (MDT)	4:01pm (MDT)	2.77	EQP > EQP - MACK Dump Maintenance
NOTES: Practice: Preforming pre-trip inspection. down shifting Switching mirrors while reversing			

September 22, 2023

7:30am (MDT)	12:30pm (MDT)	5.00	STRTS > STRTS - Storm Drainage
NOTES: Heartland hotel catch basin			
12:30pm (MDT)	4:30pm (MDT)	4.00	SWR > Train - Sewer
NOTES: Water water collection systems class 2			

September 25, 2023**8.52**

7:30am (MDT)	7:58am (MDT)	0.47	EQP > EQP - Parts Run
NOTES: Unplug block heaters from diesel equipment and preform Weekly Walk Arounds + fluid check sheets.			
7:58am (MDT)	8:30am (MDT)	0.53	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:20am (MDT)	0.33	MTG > MTG - Other Government
NOTES: Water mtg			
9:20am (MDT)	10:00am (MDT)	0.67	WTR > WTR - Well #4 Maintenance
NOTES: Find air leak and resolve			
10:00am (MDT)	2:23pm (MDT)	4.38	IND > IND - Industrial Park Maintenance
NOTES: Create cut list for Hydra-Slide Sling. Call Johnny Brown to confirm. See Mark Rivers at C&M Lumber to revive quote on materials.			
2:23pm (MDT)	4:01pm (MDT)	1.63	STRTS > STRTS - Storm Drainage
NOTES: Finish Heartland Inn catch basin.			

September 26, 2023**8.60**

7:30am (MDT)	8:00am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	12:03pm (MDT)	4.05	IND > IND - Industrial Park Maintenance
NOTES: Dead tree removal			
12:03pm (MDT)	4:06pm (MDT)	4.05	SWR > SWR - Service Call
NOTES: 512 s hiegho			

September 27, 2023**12.05**

8:00am (MDT)	1:04pm (MDT)	5.07	MTG > MTG - Travel
NOTES: To Idaho CDL Training in Boise.			
1:04pm (MDT)	8:03pm (MDT)	6.98	STRTS > Train - Streets
NOTES: CDL training			

September 28, 2023**5.53**

1:37pm (MDT)	7:09pm (MDT)	5.53	STRTS > Train - Streets
NOTES: CDL training			

September 29, 2023**6.00**

1:30pm (MDT)	7:30pm (MDT)	6.00	STRTS > Train - Streets
NOTES: CDL Training			

September 30, 2023**8.38**

1:30pm (MDT)	7:30pm (MDT)	6.00	STRTS > Train - Streets
NOTES: CDL Training			
7:30pm (MDT)	9:53pm (MDT)	2.38	MTG > MTG - Travel
NOTES: To New Meadows from Idaho CDL training in Boise.			

Jessica Gerke

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	3.07							3.07	
Tuesday	9/19/2023	1.15							1.15	
Wednesday	9/20/2023								0.00	
Thursday	9/21/2023						5.00		5.00	
Friday	9/22/2023	3.24							3.24	
Saturday	9/23/2023								0.00	
Total Week		7.46	0.00	0.00	0.00	0.00	5.00	0.00	12.46	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	3.86							3.86	
Tuesday	9/26/2023								0.00	
Wednesday	9/27/2023								0.00	
Thursday	9/28/2023						5.00		5.00	
Friday	9/29/2023	5.50							5.50	
Saturday	9/30/2023								0.00	
Total Week		9.36	0.00	0.00	0.00	0.00	5.00	0.00	14.36	
Total Pay Period		16.82	0.00	0.00	0.00	0.00	10.00	0.00	26.82	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To	Item 16.
16.82	0.00	0.00	0.00	16.82	

Time in	Time out	Duration	
September 18, 2023			3.07
8:34am (MDT)	9:03am (MDT)	0.48	MTG > MTG - Staff Meeting
10:38am (MDT)	1:13pm (MDT)	2.58	WTR > WTR - Service Call
September 19, 2023			1.15
12:30pm (MDT)	1:39pm (MDT)	1.15	SWR > SWR - Service Call
NOTES: 409 s heigho			
September 22, 2023			3.24
9:24am (MDT)	12:38pm (MDT)	3.24	STRTS > STRTS - Storm Drainage
NOTES: Hartland inn			
September 25, 2023			3.87
11:51am (MDT)	3:43pm (MDT)	3.87	STRTS > STRTS - Storm Drainage
NOTES: Hartland			
September 29, 2023			5.50
9:34am (MDT)	11:42am (MDT)	2.13	SWR > SWR - Service Call
11:42am (MDT)	3:04pm (MDT)	3.37	STRTS > STRTS - Grading / Blading

Kyla Gardner

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	7.67							7.67	
Tuesday	9/19/2023	7.70							7.70	
Wednesday	9/20/2023	7.75							7.75	
Thursday	9/21/2023	7.63							7.63	
Friday	9/22/2023								0.00	
Saturday	9/23/2023								0.00	
Total Week		30.75	0.00	0.00	0.00	0.00	0.00	0.00	30.75	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	10.78							10.78	
Tuesday	9/26/2023	7.78							7.78	
Wednesday	9/27/2023	7.63							7.63	
Thursday	9/28/2023	7.73							7.73	
Friday	9/29/2023								0.00	
Saturday	9/30/2023								0.00	
Total Week		33.92	0.00	0.00	0.00	0.00	0.00	0.00	33.92	
Total Pay Period		64.67	0.00	0.00	0.00	0.00	0.00	0.00	64.67	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To	Item 16.
64.67	0.00	0.00	0.00	64.67	

Time in	Time out	Duration	
September 18, 2023			7.67
7:50am	3:30pm	7.67	ADM > ADM - Customer Relations
September 19, 2023			7.70
7:47am	3:29pm	7.70	ADM > ADM - Customer Relations
September 20, 2023			7.75
7:50am	3:35pm	7.75	ADM > ADM - Customer Relations
September 21, 2023			7.63
7:53am	3:31pm	7.63	ADM > ADM - Customer Relations
September 25, 2023			10.78
7:47am	3:32pm	7.75	ADM > ADM - Customer Relations
5:50pm	8:52pm	3.03	MTG > MTG - Council Meeting
September 26, 2023			7.78
7:43am	3:30pm	7.78	ADM > ADM - Customer Relations
September 27, 2023			7.63
7:53am	3:31pm	7.63	ADM > ADM - Customer Relations
September 28, 2023			7.72
7:47am	3:30pm	7.72	ADM > ADM - Customer Relations

Brianna Hoxie

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	7.45							7.45	
Tuesday	9/19/2023	7.70							7.70	
Wednesday	9/20/2023								0.00	
Thursday	9/21/2023	7.38							7.38	
Friday	9/22/2023								0.00	
Saturday	9/23/2023								0.00	
Total Week		22.53	0.00	0.00	0.00	0.00	0.00	0.00	22.53	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	11.07							11.07	
Tuesday	9/26/2023								0.00	
Wednesday	9/27/2023	7.55							7.55	
Thursday	9/28/2023	7.47							7.47	
Friday	9/29/2023	3.05							3.05	
Saturday	9/30/2023								0.00	
Total Week		29.14	0.00	0.00	0.00	0.00	0.00	0.00	29.14	
Total Pay Period		51.67	0.00	0.00	0.00	0.00	0.00	0.00	51.67	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To	Item 16.
51.67	0.00	0.00	0.00	51.67	

Time in	Time out	Duration	
September 18, 2023			7.45
7:56am	3:23pm	7.45	ADM > ADM - Customer Relations
September 19, 2023			7.70
7:48am	3:30pm	7.70	ADM > ADM - Customer Relations
September 21, 2023			7.38
7:48am	3:11pm	7.38	ADM > ADM - Customer Relations
September 25, 2023			11.07
7:40am	3:57pm	8.28	ADM > ADM - Customer Relations
6:04pm	8:51pm	2.78	MTG > MTG - Council Meeting
September 27, 2023			7.55
7:49am	3:22pm	7.55	ADM > ADM - Customer Relations
September 28, 2023			7.47
8:00am	3:28pm	7.47	ADM > ADM - Customer Relations
September 29, 2023			3.05
1:56pm	4:59pm	3.05	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	2.58							2.58	
Tuesday	9/19/2023	2.90							2.90	
Wednesday	9/20/2023								0.00	
Thursday	9/21/2023	2.94							2.94	
Friday	9/22/2023								0.00	
Saturday	9/23/2023								0.00	
Total Week		8.42	0.00	0.00	0.00	0.00	0.00	0.00	8.42	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	2.00							2.00	
Tuesday	9/26/2023	3.02							3.02	
Wednesday	9/27/2023	2.82							2.82	
Thursday	9/28/2023	2.94							2.94	
Friday	9/29/2023								0.00	
Saturday	9/30/2023								0.00	
Total Week		10.78	0.00	0.00	0.00	0.00	0.00	0.00	10.78	
Total Pay Period		19.20	0.00	0.00	0.00	0.00	0.00	0.00	19.20	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To	Item 16.
19.20	0.00	0.00	0.00	19.20	

Time in	Time out	Duration	
September 18, 2023			2.58
12:49pm (MDT)	3:24pm (MDT)	2.58	ADM > ADM - Customer Relations
September 19, 2023			2.90
12:35pm (MDT)	3:29pm (MDT)	2.90	ADM > ADM - Customer Relations
September 21, 2023			2.93
12:37pm (MDT)	3:33pm (MDT)	2.93	ADM > ADM - Customer Relations
September 25, 2023			2.00
6:30pm (MDT)	8:30pm (MDT)	2.00	MTG > MTG - Council Meeting
September 26, 2023			3.02
12:33pm (MDT)	3:34pm (MDT)	3.02	ADM > ADM - Customer Relations
September 27, 2023			2.82
12:40pm (MDT)	3:29pm (MDT)	2.82	ADM > ADM - Customer Relations
September 28, 2023			2.95
12:33pm	3:30pm	2.95	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

9/16/2023 to

9/30/2023

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									0.00	
Saturday	9/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/17/2023								0.00	
Monday	9/18/2023	8.32							8.32	
Tuesday	9/19/2023	7.88							7.88	
Wednesday	9/20/2023	7.62							7.62	
Thursday	9/21/2023	6.90							6.90	
Friday	9/22/2023	5.73							5.73	
Saturday	9/23/2023	0.15							0.15	
Total Week		36.60	0.00	0.00	0.00	0.00	0.00	0.00	36.60	
Sunday	9/24/2023								0.00	
Monday	9/25/2023	7.88							7.88	
Tuesday	9/26/2023	8.03							8.03	
Wednesday	9/27/2023	8.03							8.03	
Thursday	9/28/2023	8.10							8.10	
Friday	9/29/2023	6.98							6.98	
Saturday	9/30/2023								0.00	
Total Week		39.02	0.00	0.00	0.00	0.00	0.00	0.00	39.02	
Total Pay Period		75.62	0.00	0.00	0.00	0.00	0.00	0.00	75.62	

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

09/16/2023 to 09/30/2023

Regular	PTO	OT	DT	To Item 16.
75.62	0.00	0.00	0.00	75.62

Time in	Time out	Duration		
September 18, 2023				8.32
7:56am (MDT)	8:20am (MDT)	0.40	PARK > PARK - Restroom	
8:20am (MDT)	8:32am (MDT)	0.20	WTR > WTR - Booster Station & Well Logs	
8:32am (MDT)	9:11am (MDT)	0.65	MTG > MTG - Staff Meeting	
9:11am (MDT)	9:47am (MDT)	0.60	SWR > SWR - System Maintenance	
NOTES: getting stuff ready for scada fixing				
9:47am (MDT)	10:40am (MDT)	0.88	PARK > PARK - Irrigation	
10:40am (MDT)	11:04am (MDT)	0.40	IND > IND - Industrial Park Maintenance	
11:04am (MDT)	1:21pm (MDT)	2.28	WTR > WTR - Service Call	
1:21pm (MDT)	2:47pm (MDT)	1.43	IND > IND - Industrial Park Maintenance	
NOTES: clean up the fallout from water tank fall				
2:47pm (MDT)	4:15pm (MDT)	1.47	SWR > SWR - System Maintenance	
NOTES: weedeat pond				
September 19, 2023				7.88
7:58am (MDT)	8:08am (MDT)	0.17	PARK > PARK - Restroom	
8:08am (MDT)	8:12am (MDT)	0.07	SWR > SWR - Sewer Logs	
8:12am (MDT)	8:32am (MDT)	0.33	SWR > SWR - Auger Room Maintenance	
8:32am (MDT)	9:08am (MDT)	0.60	PARK > PARK - Irrigation	
9:08am (MDT)	12:36pm (MDT)	3.47	IND > IND - Industrial Park Maintenance	
NOTES: wall				
12:36pm (MDT)	12:57pm (MDT)	0.35	SWR > SWR - Service Call	
NOTES: marking sewer line				
12:57pm (MDT)	1:12pm (MDT)	0.25	IND > IND - Industrial Park Maintenance	
1:12pm (MDT)	1:35pm (MDT)	0.38	WTR > WTR - Service Call	
NOTES: data log 210 larea				
1:35pm (MDT)	2:16pm (MDT)	0.68	IND > IND - Industrial Park Maintenance	
NOTES: Weeds				
2:16pm (MDT)	3:20pm (MDT)	1.07	EQP > EQP - Backhoe Maintenance	
3:20pm (MDT)	3:51pm (MDT)	0.52	STRTS > Train - Streets	
September 20, 2023				7.62
7:53am (MDT)	8:02am (MDT)	0.15	PARK > PARK - Restroom	
8:02am (MDT)	8:13am (MDT)	0.18	WTR > WTR - Booster Station & Well Logs	
8:13am (MDT)	8:44am (MDT)	0.52	SWR > SWR - Auger Room Maintenance	
8:44am (MDT)	8:56am (MDT)	0.20	WTR > WTR - Well #4 Maintenance	
NOTES: well 5 check up				
8:56am (MDT)	10:58am (MDT)	2.03	WTR > WTR - Meter Reading	
10:58am (MDT)	12:10pm (MDT)	1.20	PARK > PARK - Irrigation	

12:10pm (MDT) 1:09pm (MDT) 0.98 WTR > WTR - Service Call
NOTES: filling in abandoned meter on larea

1:09pm (MDT) 3:30pm (MDT) 2.35 SWR > SWR - System Maintenance
NOTES: moving river intake pump

September 21, 2023 **6.90**

7:52am (MDT) 8:05am (MDT) 0.22 PARK > PARK - Restroom
8:05am (MDT) 8:08am (MDT) 0.05 SWR > SWR - Sewer Logs
8:08am (MDT) 8:26am (MDT) 0.30 SWR > SWR - Auger Room Maintenance
8:26am (MDT) 10:03am (MDT) 1.62 WTR > WTR - Meter Reading
NOTES: working on meter issues
10:03am (MDT) 12:20pm (MDT) 2.28 IND > IND - Industrial Park Maintenance
NOTES: installation of vents in the wall
12:20pm (MDT) 2:26pm (MDT) 2.10 PARK > PARK - Mowing / Trimming
2:26pm (MDT) 2:46pm (MDT) 0.33 PW > PW - City Shop > Shop

September 22, 2023 **5.73**

7:39am (MDT) 7:53am (MDT) 0.23 PARK > PARK - Restroom
7:53am (MDT) 8:02am (MDT) 0.15 WTR > WTR - Booster Station & Well Logs
8:02am (MDT) 8:38am (MDT) 0.60 SWR > SWR - Auger Room Maintenance
8:38am (MDT) 9:09am (MDT) 0.52 STRTS > STRTS - Storm Drainage
9:09am (MDT) 10:10am (MDT) 1.02 WTR > WTR - Well #4 Maintenance
NOTES: weedeat wells
10:10am (MDT) 10:31am (MDT) 0.35 IND > IND - Industrial Park Maintenance
10:31am (MDT) 11:51am (MDT) 1.33 SWR > SWR - Land Application Project
NOTES: winter prep
11:51am (MDT) 1:12pm (MDT) 1.35 SWR > SWR - System Maintenance
NOTES: measure lagoon 3
3:04pm (MDT) 3:15pm (MDT) 0.18 IND > IND - Industrial Park Maintenance

September 23, 2023 **0.15**

12:07pm (MDT) 12:16pm (MDT) 0.15 SWR > SWR - Land Application Project

September 25, 2023 **7.88**

7:51am (MDT) 8:01am (MDT) 0.17 PARK > PARK - Restroom
8:01am (MDT) 8:11am (MDT) 0.17 WTR > WTR - Booster Station & Well Logs
8:11am (MDT) 8:20am (MDT) 0.15 WTR > WTR- Fire Hydrants
NOTES: look for reasons to high flow rate
8:20am (MDT) 9:04am (MDT) 0.73 MTG > MTG - Staff Meeting
9:04am (MDT) 9:24am (MDT) 0.33 SWR > SWR - Auger Room Maintenance
9:24am (MDT) 10:30am (MDT) 1.10 WTR > WTR - Well #4 Maintenance
NOTES: depth measurement
10:30am (MDT) 10:51am (MDT) 0.35 IND > IND - Industrial Park Maintenance
NOTES: get non burnibles out of burn pile

10:51am (MDT)	11:57am (MDT)	1.10	WTR > WTR - Well #3 Maintenance
NOTES: finding out if there is a sulfur smell at the wells			
11:57am (MDT)	12:28pm (MDT)	0.52	WTR > WTR - Leak Letters
NOTES: red door notice			
12:28pm (MDT)	12:34pm (MDT)	0.10	WTR > WTR - Service Call
NOTES: help at heartland			
12:34pm (MDT)	1:09pm (MDT)	0.58	WTR > WTR - Leak Letters
1:09pm (MDT)	3:44pm (MDT)	2.58	STRTS > STRTS - Storm Drainage

September 26, 2023 **8.03**

7:48am (MDT)	8:09am (MDT)	0.35	PARK > PARK - Restroom
8:09am (MDT)	8:15am (MDT)	0.10	SWR > SWR - Sewer Logs
8:15am (MDT)	8:18am (MDT)	0.05	SWR > SWR - Auger Room Maintenance
8:18am (MDT)	9:12am (MDT)	0.90	STRTS > STRTS - Storm Drainage
NOTES: build drain cover			
9:12am (MDT)	9:55am (MDT)	0.72	WTR > WTR - Reporting
NOTES: sample			
9:55am (MDT)	11:48am (MDT)	1.88	IND > IND - Industrial Park Maintenance
NOTES: tree removal			
11:48am (MDT)	12:51pm (MDT)	1.05	WTR > WTR - Leak Letters
12:51pm (MDT)	3:05pm (MDT)	2.23	IND > IND - Industrial Park Maintenance
3:05pm (MDT)	3:50pm (MDT)	0.75	PW > PW - City Shop > Shop

September 27, 2023 **8.03**

7:51am (MDT)	8:01am (MDT)	0.17	PARK > PARK - Restroom
8:01am (MDT)	8:11am (MDT)	0.17	WTR > WTR - Booster Station & Well Logs
8:11am (MDT)	8:14am (MDT)	0.05	SWR > SWR - Sewer Logs
8:14am (MDT)	8:30am (MDT)	0.27	SWR > SWR - Auger Room Maintenance
8:30am (MDT)	12:44pm (MDT)	4.23	IND > IND - Industrial Park Maintenance
NOTES: burn pile			
12:44pm (MDT)	1:04pm (MDT)	0.33	WTR > WTR - Well #4 Maintenance
NOTES: depth			
1:04pm (MDT)	3:40pm (MDT)	2.60	SWR > SWR - System Maintenance
NOTES: finding manholes for John			
4:51pm (MDT)	5:04pm (MDT)	0.22	STRTS > STRTS - Sign Maintenance / Replacement

September 28, 2023 **8.10**

7:49am (MDT)	8:07am (MDT)	0.30	PARK > PARK - Restroom
8:07am (MDT)	8:16am (MDT)	0.15	WTR > WTR - Booster Station & Well Logs
8:16am (MDT)	8:18am (MDT)	0.03	SWR > SWR - Sewer Logs
8:18am (MDT)	9:20am (MDT)	1.03	SWR > SWR - Auger Room Maintenance
9:20am (MDT)	9:53am (MDT)	0.55	PW > PW - City Shop > Shop
9:53am (MDT)	10:10am (MDT)	0.28	WTR > WTR - Well #4 Maintenance

NOTES: depth

10:10am (MDT)	10:23am (MDT)	0.22	STRTS > STRTS - Storm Drainage
10:23am (MDT)	12:40pm (MDT)	2.28	PARK > PARK - Mowing / Trimming
12:40pm (MDT)	3:55pm (MDT)	3.25	SWR > SWR - Service Call

September 29, 2023 **6.97**

7:51am (MDT)	8:09am (MDT)	0.30	PARK > PARK - Restroom
8:09am (MDT)	8:19am (MDT)	0.17	WTR > WTR - Booster Station & Well Logs
8:19am (MDT)	8:20am (MDT)	0.02	SWR > SWR - Sewer Logs
8:20am (MDT)	8:42am (MDT)	0.37	SWR > SWR - Auger Room Maintenance
8:42am (MDT)	9:47am (MDT)	1.08	SWR > SWR - System Maintenance
NOTES: clean chlorine room, and pump station			
9:47am (MDT)	10:25am (MDT)	0.63	SWR > SWR - Service Call
NOTES: mark sewer line			
10:25am (MDT)	10:37am (MDT)	0.20	WTR > WTR - Well #3 Maintenance
NOTES: check for sulfur smell			
10:37am (MDT)	12:00pm (MDT)	1.38	PW > PW - City Shop > Shop
NOTES: clean office and other rooms			
12:00pm (MDT)	2:49pm (MDT)	2.82	STRTS > STRTS - Pot Hole Repair

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5958		667 A.M.E. Electric, Inc Troubleshoot vfd drive for pump 1 / replaced drive 231223 09/21/23 VFD Troubleshoot	1,150.00 1,150.00			65		43220	324		10102
		Total for Vendor:	1,150.00								
5953		I C & M Lumber Co, Inc 09/25/23 Sewer 09/25/23 Water 09/25/23 Shop - Water 09/25/23 Shop - Sewer 09/25/23 Shop - Streets 09/25/23 Streets 09/25/23 Park 09/25/23 Dog Pound	1,563.36 122.71 10.28* 104.13* 104.14 104.13* 705.67* 359.31* 52.99			65		43220	324		10102
		Total for Vendor:	1,563.36								
5954		E 253 Christensen Inc. dba United Oil 1029304 09/25/23 Fuel -Streets 1029304 09/25/23 Fuel - Sewer 1029304 09/25/23 Fuel - Water 1029304 09/27/23 Fuel - Streets 1029304 09/27/23 Fuel - Grader - Water 1029304 09/27/23 Fuel - Grader - Sewer	254.46 43.07* 43.08* 43.07* 41.75 41.75* 41.74*			60		43320	630		10102
		Total for Vendor:	254.46								
5957		29 City of New Meadows 025-00 10/01/23 Chlorinator Room 310-00 10/01/23 Park Irrigation 309-00 10/01/23 Park Restrooms 014-00 10/01/23 Industrial Park 364-00 10/01/23 Auger Room 126-00 10/01/23 City Hall 015-00 10/01/23 Skate Park 012-00 10/01/23 Recycle Center 060-00 10/01/23 Ambulance Shed	1,836.24 14.60 1,209.92* 93.06 235.82 99.95 78.24* 14.30* 14.30* 76.05*			65		43220	339		10102
		Total for Vendor:	1,836.24								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5947		484 Clearwater Economic Development		1,575.00								
		DEQ Labor Monitoring for Water Project										
		23-0929 09/29/23 DEQ Labor Monitoring		1,575.00*			60	67	43331	310		10102
		Total for Vendor:		1,575.00								
5959	E	367 Custom Works / Barron Loper		11,500.00								
		Demolitional and removal of old county shop.										
		09/25/23 Demo/removal 112 Heigho		11,500.00*			1		41500	310		10102
		Total for Vendor:		11,500.00								
5952		495 Drake Diversified LLC		400.00								
		Monthly Back-up Operator September 2023										
		1778 10/01/23 Sep 2023 H2O Back-up Operator		200.00*			60		43320	310		10102
		1778 10/01/23 Sep 2023 SWR Back-up Operator		200.00*			65		43220	310		10102
		Total for Vendor:		400.00								
5949		641 High Mountain Cleaning &		72.80								
		OFFICE CLEANING / CITY HALL 09/03/23, 09/17/23										
		10613 10/01/23 OFFICE CLEANING / CITY HALL		72.80*			1		41100	324		10102
		Total for Vendor:		72.80								
5960		58 Idaho Dept of Environmental		1,056.00								
		For Fiscal Year 2024										
		C14585 09/28/23 Connection assessment - 2024		1,056.00*			60		43320	324		10102
		Total for Vendor:		1,056.00								
5951		279 J.I. Morgan, Inc.		214.06								
		00004820 09/30/23 Road Mix - Streets		214.06*			1		41500	324		10102
		Total for Vendor:		214.06								
5946	E	150 Lake Shore Disposal		337.48								
		26409845S2 10/01/23 Garbage - General		84.37*			1		41100	324		10102
		26409845S2 10/01/23 Garbage - Water		84.37*			60		43320	324		10102
		26409845S2 10/01/23 Garbage - Sewer		84.37			65		43220	324		10102
		26409845S2 10/01/23 Garbage - Industrial Park		84.37*			63		43100	324		10102
		Total for Vendor:		337.48								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5956		277 May Hardware	54.99								
		Chevy S 10 tools									
		82081 09/25/23 Socket set Chevy	54.99*			63		43100	350		10101
		Total for Vendor:	54.99								
5944		642 Raven Waterworks, LLC	2,000.00								
		Monthly Operator / Sewer Assistance									
		231003 10/01/23 Sept 2023 H2O Operator	1,000.00*			60		43320	310		10102
		231003 10/01/23 Sept 2023 SWR Operator	1,000.00*			65		43220	310		10102
5945		642 Raven Waterworks, LLC	637.50								
		Contract Operator Work on Water Project Booster Station and Tank									
		(9/1/23-9/30/23)									
		231004 10/01/23 Water Project Operator	637.50			60	67	43331	885		10102
		Total for Vendor:	2,637.50								
5962		716 Sarno, Marcus	2,500.00								
		Pay for completion of internship									
		01 09/30/23 Internship	2,500.00*			1		41500	310		10102
		Total for Vendor:	2,500.00								
5948		659 SMS Inc.	254.00								
		345999 09/06/23 Shipping (WTR)	27.00			60		43320	620		10102
		345394 09/07/23 Shipping (SWR)	34.00*			65		43220	620		10102
		345395 09/08/23 Shipping (WTR)	27.00			60		43320	620		10102
		368377 09/15/23 Shipping (SWR)	29.00*			65		43220	620		10102
		361263 09/19/23 Shipping (WTR)	27.00			60		43320	620		10102
		368381 09/26/23 Shipping (WTR)	27.00			60		43320	620		10102
		368382 09/26/23 Shipping (WTR)	27.00			60		43320	620		10102
		368383 09/27/23 Shipping (SWR)	29.00*			65		43220	620		10102
		368384 09/27/23 Shipping (WTR)	27.00			60		43320	620		10102
		Total for Vendor:	254.00								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5961	E	436 US Bank	1,092.42						
		GOOGLE 09/25/23 Email (Gen)	70.20*			1	41100	709	10102
		GOOGLE 09/25/23 Email (IND)	70.20*			63	43100	709	10102
		GOOGLE 09/25/23 Email (WTR)	70.20			60	43320	709	10102
		GOOGLE 09/25/23 Email (SWR)	70.20			65	43220	709	10102
		TSHEETS 09/25/23 TSHEETS (GEN)	25.33*			1	41100	709	10102
		TSHEETS 09/25/23 TSHEETS (WTR)	25.34			60	43320	709	10102
		TSHEETS 09/25/23 TSHEETS (SWR)	25.33			65	43220	709	10102
		phones 09/25/23 8x8 phones (GEN)	33.46			1	41100	308	10102
		phones 09/25/23 8x8 phones (WTR)	33.47			60	43320	308	10102
		phones 09/25/23 8x8 phones (SWR)	33.47			65	43220	308	10102
		supplies 09/25/23 ADOBE	19.99*			1	41100	324	10102
		domain 09/25/23 land1 Domain	3.00*			1	41100	709	10102
		postage 09/25/23 FP Mailing	207.00*			1	41100	620	10102
		supplies 09/25/23 Amazon (supplies)	127.01			1	41100	610	10102
		Hotel 09/25/23 Travel	278.22*			60	43320	521	10102
Total for Vendor:			1,092.42						
# of Claims			17					# of Vendors	12
Total Electronic Claims			13,184.36						
Total Non-Electronic Claims			1,331.95						

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5958		667 A.M.E. Electric, Inc Troubleshoot vfd drive for pump 1 / replaced drive 231223 09/21/23 VFD Troubleshoot	1,150.00 1,150.00	****		65		43220	324		10102
		Total for Vendor:	1,150.00								
5953		I C & M Lumber Co, Inc 09/25/23 Sewer 09/25/23 Water 09/25/23 Shop - Water 09/25/23 Shop - Sewer 09/25/23 Shop - Streets 09/25/23 Streets 09/25/23 Park 09/25/23 Dog Pound	1,563.36 122.71 10.28 104.13 104.14 104.13 705.67 359.31 52.99	****		65		43220	324		10102
		Total for Vendor:	1,563.36								
5954	E	253 Christensen Inc. dba United Oil 1029304 09/25/23 Fuel -Streets 1029304 09/25/23 Fuel - Sewer 1029304 09/25/23 Fuel - Water 1029304 09/27/23 Fuel - Grader - Streets 1029304 09/27/23 Fuel - Grader - Water 1029304 09/27/23 Fuel - Grader - Sewer	254.46 43.07 43.08 43.07 41.75 41.75 41.74	****		60		43320	630		10102
		Total for Vendor:	254.46								
5957		29 City of New Meadows 025-00 10/01/23 Chlorinator Room 310-00 10/01/23 Park Irrigation 309-00 10/01/23 Park Restrooms 014-00 10/01/23 Industrial Park 364-00 10/01/23 Auger Room 126-00 10/01/23 City Hall 015-00 10/01/23 Skate Park 012-00 10/01/23 Recycle Center 060-00 10/01/23 Ambulance Shed	1,836.24 14.60 1,209.92 93.06 235.82 99.95 78.24 14.30 14.30 76.05	****		65		43220	339		10102
		Total for Vendor:	1,836.24								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5947		484 Clearwater Economic Development	1,575.00	****							
		DEQ Labor Monitoring for Water Project									
		23-0929 09/29/23 DEQ Labor Monitoring	1,575.00	****		60	67	43331	310		10102
		Total for Vendor:	1,575.00								
5959	E	367 Custom Works / Barron Loper	11,500.00	****							
		Demolitional and removal of old county shop.									
		09/25/23 Demo/removal 112 Heigho	11,500.00	****		1		41500	310		10102
		Total for Vendor:	11,500.00								
5952		495 Drake Diversified LLC	400.00	****							
		Monthly Back-up Operator September 2023									
		1778 10/01/23 Sep 2023 H2O Back-up Operator	200.00	****		60		43320	310		10102
		1778 10/01/23 Sep 2023 SWR Back-up Operator	200.00	****		65		43220	310		10102
		Total for Vendor:	400.00								
5966	E	594 DUBOIS CHEMICAL, INC	716.14	****							
		30193574 10/05/23 STERILE DRUM	576.00	****		65		43220	324		10102
		30193574 10/05/23 SHIPPING	140.14	****		65		43220	324		10102
		Total for Vendor:	716.14								
5949		641 High Mountain Cleaning &	72.80	****							
		OFFICE CLEANING / CITY HALL 09/03/23, 09/17/23									
		10613 10/01/23 OFFICE CLEANING / CITY HALL	72.80	****		1		41100	324		10102
		Total for Vendor:	72.80								
5964	E	28 ICRMP	10,886.00	****							
		For Fiscal Year 2023/2024 due October 1, 2023									
		02130-2024 10/01/23 Municipal Insurance (Tort)	2,721.50	****		65		43220	511		10102
		02130-2024 10/01/23 Municipal Insurance (Tort)	2,721.50	****		60		43320	511		10102
		02130-2024 10/01/23 Municipal Insurance (Tort)	2,721.50	****		63		43100	511		10101
		02130-2024 10/01/23 Municipal Insurance (Tort)	2,721.50	****		1		41100	511		10102
		Total for Vendor:	10,886.00								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5967		715 Idaho CDL Training	280.00								
		CDL Skills test and truck rental for Hunter Brown									
		10/06/23 HUNTER BROWN CDL COURSE	280.00			60		43320	520		10102
		Total for Vendor:	280.00								
		*** Claim from another period (9/23) ****									
5960		58 Idaho Dept of Environmental	1,056.00								
		For Fiscal Year 2024									
		C14585 09/28/23 Connection assessment - 2024	1,056.00			60		43320	324		10102
		Total for Vendor:	1,056.00								
5968	E	4 Idaho Power	2,689.75								
		0032879986 10/07/23 Street Lights (Electricity)	649.69			1		41500	330		10102
		0032879987 10/07/23 City Shop (Electricity) Wa	71.78			60		43320	330		10102
		0032879987 10/07/23 City Shop (Electricity) Se	71.79			65		43220	330		10102
		0032879987 10/07/23 City Shop (Electricity) Str	71.79			1		41500	330		10102
		0032879959 10/07/23 Parks (Electricity)	48.35			1		41600	330		10102
		0032879967 10/07/23 Sewer Lift Station (Electr	5.57			65		43220	337		10102
		0032879945 10/07/23 Well #3 (Electric)	40.46			60		43320	334		10102
		0032879933 10/07/23 Well #4 (Electric)	759.40			60		43320	335		10102
		0032879940 10/07/23 Booster Station (Electric)	25.31			60		43320	333		10102
		0032879919 10/07/23 Sewer Plant (Electricity)	487.61			65		43220	336		10102
		0030309892 10/07/23 City Hall (Electricity) Ge	36.22			1		41100	330		10102
		0030309892 10/07/23 City Hall (Electricity) H2O	36.22			60		43320	330		10102
		0030238986 10/07/23 City Hall (Electricity) SWR	36.22			65		43220	330		10102
		0032880160 10/07/23 Sewer Land Ap	232.20			65		43220	330		10102
		0033198570 10/07/23 Recycling Center	16.13			63		43100	330		10101
		0033232987 10/07/23 Well #5 (Electric)	101.01			60		43320	348		10102
		Total for Vendor:	2,689.75								
		*** Claim from another period (9/23) ****									
5951		279 J.I. Morgan, Inc.	214.06								
		00004820 09/30/23 Road Mix - Streets	214.06			1		41500	324		10102
		Total for Vendor:	214.06								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ /Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5946	E	150	Lake Shore Disposal	337.48	****							
			26409845S2 10/01/23 Garbage - General	84.37			1		41100	324		10102
			26409845S2 10/01/23 Garbage - Water	84.37			60		43320	324		10102
			26409845S2 10/01/23 Garbage - Sewer	84.37			65		43220	324		10102
			26409845S2 10/01/23 Garbage - Industrial Park	84.37			63		43100	324		10102
			Total for Vendor:	337.48								
			*** Claim from another period (9/23) ****	54.99								
5956		277	May Hardware	54.99	****							
			Chevy S 10 tools	54.99			63		43100	350		10101
			Total for Vendor:	54.99								
5963	E	162	Norco Inc.	12.30								
			38589636 10/01/23 Cylinder Rental	4.10			1		41500	324		10102
			38589636 10/01/23 Cylinder Rental	4.10			60		43320	324		10102
			38589636 10/01/23 Cylinder Rental	4.10			65		43220	324		10102
			Total for Vendor:	12.30								
			*** Claim from another period (9/23) ****	2,000.00								
5944		642	Raven Waterworks, LLC	2,000.00	****							
			Monthly Operator / Sewer Assistance	1,000.00			60		43320	310		10102
			231003 10/01/23 Sept 2023 H20 Operator	1,000.00			65		43220	310		10102
			231003 10/01/23 Sept 2023 SWR Operator	1,000.00								
			*** Claim from another period (9/23) ****	637.50								
5945		642	Raven Waterworks, LLC	637.50	****							
			Contract Operator Work on Water Project Booster Station and Tank (9/1/23-9/30/23)	637.50								
			231004 10/01/23 Water Project Operator	637.50			60	67	43331	885		10102
			Total for Vendor:	2,637.50								
			*** Claim from another period (9/23) ****	2,500.00								
5962		716	Sarno, Marcus	2,500.00	****							
			Pay for completion of internship	2,500.00			1		41500	310		10102
			01 09/30/23 Internship	2,500.00								
			Total for Vendor:	2,500.00								

For dates posted from 09/27/23 to 10/10/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5948		659 SMS Inc.	254.00	****		60		43320	620		10102
		345999 09/06/23 Shipping (WTR)	27.00			65		43220	620		10102
		345394 09/07/23 Shipping (SWR)	34.00			60		43320	620		10102
		345395 09/08/23 Shipping (WTR)	27.00			65		43220	620		10102
		368377 09/15/23 Shipping (SWR)	29.00			60		43320	620		10102
		361263 09/19/23 Shipping (WTR)	27.00			60		43320	620		10102
		368381 09/26/23 Shipping (WTR)	27.00			60		43320	620		10102
		368382 09/26/23 Shipping (WTR)	27.00			60		43320	620		10102
		368383 09/27/23 Shipping (SWR)	29.00			65		43220	620		10102
		368384 09/27/23 Shipping (WTR)	27.00			60		43320	620		10102
		Total for Vendor:	254.00								
		*** Claim from another period (9/23) ****									
5961		436 US Bank	1,092.42	****		1		41100	709		10102
		GOOGLE 09/25/23 Email (Gen)	70.20			63		43100	709		10102
		GOOGLE 09/25/23 Email (IND)	70.20			60		43320	709		10102
		GOOGLE 09/25/23 Email (WTR)	70.20			65		43220	709		10102
		GOOGLE 09/25/23 Email (SWR)	70.20			1		41100	709		10102
		TSHEETS 09/25/23 TSHEETS (GEN)	25.33			60		43320	709		10102
		TSHEETS 09/25/23 TSHEETS (WTR)	25.34			65		43220	709		10102
		TSHEETS 09/25/23 TSHEETS (SWR)	25.33			1		41100	308		10102
		phones 09/25/23 8x8 phones (GEN)	33.46			60		43320	308		10102
		phones 09/25/23 8x8 phones (WTR)	33.47			65		43220	308		10102
		phones 09/25/23 8x8 phones (SWR)	33.47			1		41100	324		10102
		supplies 09/25/23 ADOBE	19.99			1		41100	709		10102
		domain 09/25/23 land1 Domain	3.00			1		41100	620		10102
		postage 09/25/23 FP Mailing	207.00			1		41100	610		10102
		supplies 09/25/23 Amazon (supplies)	127.01			1		41100	610		10102
		Hotel 09/25/23 Travel	278.22			60		43320	521		10102
		Total for Vendor:	1,092.42								
5965		617 ZIPLY FIBER	250.07			60		43320	308		10102
		City Shop & Sewer Internet / Phone	125.03			65		43220	308		10102
		10/07/23 Phone/Internet - Water	125.04								
		10/07/23 Phone/Internet - Sewer									
		Total for Vendor:	250.07								
		# of Claims	23								
		Total Electronic Claims	41,332.57								
		Total Non-Electronic Claims	27,738.62								
		Total Non-Electronic Claims	13593.95								
		# of Vendors	13								

