



# City Council Regular Meeting Agenda

Monday, September 11, 2023 at 6:30 PM  
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/83905156375?pwd=MVdpVlZhSkR3d2hOZEFRc1QvSWFPdz09>

Call in: 253-215-8782

Meeting ID: 839 0515 6375

Password: 95518

## **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. Parks and Rec Meeting Minutes

## **DISCUSSION ITEMS**

5. Delinquent Utility Accounts
6. City Council Liason
  - Parks & Rec Liason
  - Fire Department & EMS Liason

## **ACTION ITEMS**

7. Appointment of Troy Black as City Council Member
8. Bike Park Land Lease
9. CDL Course - Ivan Mcdaniel
10. Industrial Park Sign
11. Ordinance TBD-2023 Designating Official Newspaper
12. Resolution TBD-2023 East Park Addresses

## **CONSENT AGENDA**

13. August 2023 Payroll
14. Paid & Pending Claims

## **FUTURE MEETING TOPICS**

## **ADJOURNMENT**

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

City of New Meadows Mission Statement:

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

September 11, 2023

Summer is busy but this coming season is also filled with many opportunities and events.

The Meadows Valley Days event went well, in spite of the rain on Sunday. The group of volunteers who make this event happen are amazing and they represent the strength and power of community with their efforts.

The City was a recipient of a grant from the Stibnite Foundation to cover part of the cost of the 911 upgrade that Adams County is purchasing. Kyla attended the awards event and represented the City well.

Jessie is working on the signs in town to bring them into compliance and to make sure all the signs that are needed are in place. We will be reviewing potential signs for downtown regarding parking, as well. The MV Community Center has requested a review of the current placement of the Industrial Park sign. We will discuss that in the meeting.

Speaking of signs, have you noticed the flashing speed limit signs on each entrance to town? This is the culmination of a project that was envisioned over 7 years ago. Thank you, Kyla, for your hard work on making sure this project was completed!

The work has begun on the final sections of the distribution lines needing replacement in the water project. These sections are in several different locations in town so you will see construction taking place over the next month or so.

Due to the amount of work the office staff is doing with all the different projects taking place in the city, I would like to appoint City Council members to take liaison positions to help ease some of the requirements for staff to attend additional meetings.

We will do one more grass and weeds tour before winter and several letters have gone out to properties that are not in compliance with our Clean Up ordinance. We will also begin notifications regarding parking on the right of way prior to actual snowfall.

As we enjoy cooler weather and the changing colors of autumn, there will be multiple opportunities to build community and encourage neighbors.

The Fall Festival in the park during the final Farmer's Market will take place October 7<sup>th</sup> and we will be doing Trunk or Treat again this year. Don't forget to sign up to sponsor someone for the upcoming Bike-a-Thon! And, before you know it, it will be Christmas!!!

*"What you do makes a difference and you have to decide what kind of difference you want to make." Jane Goodall*

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

August

## TASKS COMPLETED

- Prep for labor day
- Hydrant flushing
- Obtained cdl learners permit
- Land app maintenance and watering
- Battling weeds around town
- Troubleshooting flow meter from river

## PROJECTS IN PROGRESS

- Industrial park wall
- Dog pound
- Weeds
- 205 larea meter

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

September 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. L2 Completion.  
Meeting prep for City Council & Parks and Rec  
Helping with Candidate filing paperwork  
Created Public Hearing notices for upcoming September 25<sup>th</sup> City Council meeting.  
Coordinating the lighted cross walk and radar speed limit sign project with ITD and Contractor and the crosswalk paint and new parking spots at the City Park.

**PROJECTS IN PROGRESS**

Water Project Updates /Construction Meetings (Weekly)  
Water Project Budget Meetings  
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates  
Working on the Workforce development childcare expansion grant  
Assisting Brianna with any questions.  
Researching LHTAC for a signs grant

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**



# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Brianna Hoxie

**DEPARTMENT**

Deputy Clerk

**MONTH**

August 2023

**TASKS COMPLETED**

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

**PROJECTS IN PROGRESS**

CC Meeting Minutes  
Payments  
Filling Claims  
Updating calendars

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

September

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- July Bank Reconciliations
- July Financial Reports
- Budget Prep
- New FY Budget work

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**



**CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES  
HELD MONDAY, September 6, 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, Brianna Hoxie and Angie Mettie.

Angie Mettie opened the meeting at 6:00 P.M.

**Discussion Items**

Meadows Valley Days Fundraiser – September 3

The booth was as successful as it could be with it being cold and raining. Made a profit of \$5 after supplies. Kids enjoyed helping.

Bike-A-Thon

Will have plenty of water for the ride. Getting girls bike donation for one of prizes. Hoping to have a maintenance demo at the beginning of race on bikes. Hoping to have Sheriffs Officer Nikki Sauerland do a presentation on bike safety before it begins as well.

Softball Tournament

Has been canceled until next year with more planning time.

Harvest Festival

Hoping to have a baked goods sale, and an activity for the kids to do, maybe coloring pages or painting rocks.

Winter Activities

Ideas for additional winter activities included snowman building at the park, igloo building, participation in the dog sled race, or possible basketball activities. Joe will ask about the gym in the new Brundage apartments and see if it is available for use. If not, the school gym might be considered. Determining winter snow activities is difficult, as many depend on snowfall.

Trunk-Or-Treat

Will be held Saturday, October 28<sup>th</sup>. Joe offered to provide background music for the event. Other suggestions included creating a better entrance / exit and narrowing the area so that cars aren't spread over the entire park.

Christmas Gathering

Will be held Sunday, December 3<sup>rd</sup>. Additions this year might include a blow-up snowman at the depot, and additional volunteers to bring chili. Parks & Recreation might help with ushering the parade to the park. Brianna Hoxie talked about maybe doing a Santa's workshop, getting businesses to participate with activities for kids at their business as in making ornaments, tee shirts, color pages ect.

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

**Action Items**

August 07, 2023 Meeting Minutes

The Committee will review the minutes at the next meeting.

**Adjournment**

The meeting was adjourned at 6:39 P.M.

\_\_\_\_\_  
Brianna Hoxie, City Liaison

ATTEST: \_\_\_\_\_  
Diane Markum, Vice Chair

DRAFT

**RESOLUTION 228-2017**  
**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:

**Table of Contents**

1. Applications.....	2
2. Billing.....	2
3. Budget Pay .....	3
4. Catch-Up Payments.....	4
5. Charges.....	5
6. Customer Responsibilities.....	6
7. Credit Worthiness & Deposits.....	6
8. Best Payment & Payment Application Practices.....	7
9. Notices.....	8
10. Readings .....	8
11. Leak Notification .....	9
12. Service Calls.....	9
13. Shut Offs / Disconnects.....	10
14. Special Notices & Reports .....	10
15. Tax Assessments (Special).....	11
16. User Classifications.....	12
17. Disputes.....	12
18. BUDGET PAY – EXHIBIT A .....	13
19. CATCH-UP PAYMENTS – EXHIBIT B .....	13

**RESOLUTION 228-2017**  
**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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> Party for billing purposes.

**2. Billing**

- a. **BILLING:** Billing occurs as close to the 1<sup>st</sup> day of each month as possible for all monthly customers. If the 1<sup>st</sup> 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 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.

# RESOLUTION 228-2017

## WATER / SEWER SERVICE BILLING POLICY

### 3. Budget Pay

**WHAT IS BUDGET PAY?** Budget Pay is a payment plan that helps users budget for utility costs by relieving the highs and lows in the monthly utility bills. With Budget Pay, estimated water/sewer charges are spread out evenly over 13 months. The Budget Pay amount is based on the average monthly billing and rounded up to the nearest \$5 increment.

**HOW DOES BUDGET PAY WORK?** It is necessary to enroll in Budget Pay. Once an account is on Budget Pay, the next bill will note Budget Pay enrollment. The meter will still be read as normal and bills will show the actual utility charges, but the user will be asked to pay the Budget Pay amount. Because this is a budgeting tool, not a discount to rates, the account is still billed for water used, sewer charges and other monthly fees.

**WHO CAN GO ON BUDGET PAY?** Budget Pay is available to all customers who do not have an overdue balance. When establishing Budget Pay it is necessary that a customer have at least twelve months of continuous service at the location. This will ensure the budget amount is calculated accurately based on customer usage. If a user anticipates any major changes in lifestyle such as number of people living in the home, changes in water or sewer system appliances, or possibly changes in the irrigation system of the property, it may be best to wait to enroll in Budget Pay. These changes can drastically change the water usage for the property.

**DOES THE BUDGET PAY AMOUNT EVER CHANGE?** Budget Pay amounts are recalculated in March and September of each year. The revised Budget Pay amount will be based on the average of the most recent 13 monthly billings while also considering any debit or credit balance on the account. These changes ensure the user pays the average of what is owed throughout the year and prevents a large account balance or credit from accruing. Changes to a Budget Pay plan may occur in six months if the calculated budget amount is \$50 below or above the current budget amount.

**WHEN DOES THE BUDGET PAY AMOUNT CHANGE?** Changes in water usage would be the most common reason a customer's Budget Pay amount changes. If more water is used than estimated, the budget pay amount may increase. Increased usage can be due to several factors, including adding appliances, over-irrigating, or more people living in the home using water. However, if less water is used than estimated, the Budget Pay amount may decrease. Water conservation is important and there are several resources available to help educate on water conservation. Additionally, an annual water reading report can be generated by City Staff on request.

**ARE THERE ANY OTHER IMPORTANT REQUIREMENTS?** Regular, on time, monthly payments are essential to continue on the Budget Pay plan and to avoid late payment charges or disconnection of service. If monthly bills are not paid on time, late payment charges will be applied and the account will be removed from the plan. The account balance must be paid in full to re-start the program. Budget Pay payments are due in full by the 10<sup>th</sup> of each month. Missing two consecutive monthly Budget Pay plan payments will discontinue the plan and a disconnect will occur on or near the 25<sup>th</sup> of that month if not paid. Only two attempts at Budget Pay will be allowed in any 12 consecutive months. A valid email address is suggested for all Budget Pay plan account holders. Printed cards can be generated to send to customers, however, sending billing through email saves the city a lot of money each year in postage.

**HOW CAN BUDGET PAY BE CANCELLED?** When Budget Pay is cancelled, the user must pay the full account balance or set up a payment arrangement (see Catch-Up Plan). The amount due will be printed on the next bill received after the plan is cancelled. If there is a credit account balance, the credit will be applied to future bills or refunded upon account closure.

# RESOLUTION 228-2017

## WATER / SEWER SERVICE BILLING POLICY

Item 5.

*It is required the customer submit in writing the date at which they desire to have the budget pay cancelled.*

**HOW IS BUDGET PAY AFFECTED WHEN THERE IS A RATE INCREASE?** A rate change may impact the Budget Pay amount over time. This change will be seen the next time Budget Plan is re-calculated.

**WHAT HAPPENS WITH BUDGET PAY WHEN THE USER MOVES OR CHANGES THE ACCOUNT?** Transferring service discontinues the Budget Pay plan, and the full account balance becomes due on the next bill. Any credit balance can be applied to future bills, refunded or transferred to the new account.

**ARE THERE ANY ADDITIONAL FEES?** It is important to look at the monthly e-statement or billing card. An account could be charged a late fee if there is a balance. These late fees will be removed from the account during the six-month review of the account in March and September if all terms of the Budget Pay have been followed.

**TIPS AND TRICKS:** Many customers can set up auto-pay through their financial institution's bill-pay software. The financial institution mails the city a check for the budget pay amount. **SEE AN EXAMPLE OF HOW BUDGET PAY WORKS: EXHIBIT A**

#### 4. Catch-Up Payments

Occasionally customers become delinquent due to circumstances that are out of their control. The city will work with these customers on a case by case basis. Some of the possible reasons why the city might take action: death in the family, extreme sudden health problems with someone in the family, unforeseen unemployment, water leak or some other disaster. The city may offer a catch-up plan to allow the customer to keep the water turned on. 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. Customers who cannot pay their entire balance and have experienced a circumstance out of their control, within 45 days after the payment is due may be eligible to enter an approved payment plan. Similar to Budget Pay listed above, calculations will be made to 'catch-up' the balance within three months. If the customer cannot make the required Catch-up amount within those three months the account will be turned off unless another agreeable arrangement can be made. These actions will be taken to the City Council for review and approval. A hardship letter will be required for all "catch-up" plans signed by the customer explaining the hardship and what remedies have been taken if applicable. This letter and 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 Catch-up plan. Late fees will still apply to the account. The account in its entirety may be deferred to the Adams County Treasurer (**see – Tax Assessments**) for collection in the same manner as property taxes if the catch-up plan is not followed. Catch-up plans will only be offered once which can be approved by the Mayor or the Clerk. A second time will require notification to the Mayor, City Council, and property owner for the possibility of termination of the account and disconnection of water to the meter at the discretion of the City Council. **SEE EXHIBIT B – CATCH UP PLAN EXAMPLE WITH BUDGET PAY.**

**RESOLUTION 228-2017**  
**WATER / SEWER SERVICE BILLING POLICY**

**5. 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.
  - 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 25<sup>th</sup> of the month. The Penalty Fee is charged on or about the 26<sup>th</sup> 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.

**RESOLUTION 228-2017**  
**WATER / SEWER SERVICE BILLING POLICY**

**6. 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 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.

**7. 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. The deposit may also be applied to any delinquent account at the time of 'turn off' due to non-payment. A new deposit will be required for any account that has been 'turned off' for non-payment.
  - 2) A '**Deposit**' can be waived if a non-property residential customer has a Credit Worthiness with the city of a 'Good' rating. Deposits are not charged for commercial accounts, nor are they charged for residential accounts held by the property owner; unless an account is or has been terminated for non-payment.
  - 3) 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.



**WATER / SEWER SERVICE BILLING POLICY**

- 4) **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.

**8. 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.
  - **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. *(Written requests for adjustments of penalties is suggested, but not required at this time.)*
- c. **CUSTOMER PAYMENT AGREEMENTS:** From time to time, a customer payment agreement is necessary to allow a customer additional time to pay a utility bill to avoid termination of services. These agreements are in writing and valid only for three months. The agreement must be strictly adhered to; any deviation will result in immediate termination of services without further notice. The goal of the customer payment agreement is to outline a payment schedule that is beneficial to the city and the customer. The agreement is signed by the customer, property owner and countersigned by either the City Clerk / Treasurer (or agent) or the Mayor of the City of New Meadows. Good faith efforts will be used in determining a payment plan. *(See Catch-Up Plan)*
- d. **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.
- e. **PENALTY CHARGES:** A penalty charge is assessed on all accounts with greater than a zero balance on or shortly after the 26<sup>th</sup> day of each month, but not later than the following billing cycle. Penalties are charged to offset administrative fees and promote prompt payment.

**WATER / SEWER SERVICE BILLING POLICY**

- f. **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 stop a turn off, the account may be subject for 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, can request their balances be transferred to their new account. Transferring balances will be approved or denied on a case by case basis based on the customer's credit worthiness within the city's system and must be in writing by the property owner who is receiving the balance transfer.

**9. Notices**

- a. **OWNER / 3<sup>rd</sup> PARTY NOTICES:** Late / Disconnect / Billing Notices will only be sent to Owners or 3<sup>rd</sup> Parties via email. E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.

**10. Readings**

- a. **READINGS:** As much as possible, a new reading will be electronically read each month around the 22<sup>nd</sup> day. The readings are then uploaded as soon as possible into the Utility 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. *(PLEASE NOTE: A 24-HOUR PERIOD IS SEGMENTED INTO 96 15-MINUTE SEGEMENTS)* 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. This is due to the possibility when the customer has found a leak and either immediately repaired the leak or requested the city to turn the meter off.*

**RESOLUTION 228-2017**  
**WATER / SEWER SERVICE BILLING POLICY**

**11. 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.

**12. Service Calls**

- a. **SERVICE CALLS:** Customers may request to have their meter checked by City Staff. A Service call charge may be applied to the account for turning on or turning off a service at the customer's request or re-reading the meter during normal business hours (9am – 3pm). Service call enhanced charges will be applied to the account for any call for service after hours, on weekends or on holidays. This is to help the city recoup labor costs during these times. When a significant leak is detected by either the city or the property owner, the charge may be waived. Waiving the fee is at the discretion of the employee performing the work and is related to the time required to carry out the service request. (i.e. snow removal from meter). Routine service calls should be scheduled at least twenty-four hours in advance. Up to a two-hour response time for emergency service calls or after hour service calls should be expected, although city staff work hard to reduce that time. Any delinquent account will be charged a Service Call Fee for turning on or off the service.
- b. **METER LOCK OFFS:** In rare circumstances, the meter may be padlocked for a specific reason as ordered by city staff. Usually in this instance, it is due to tampering with the Water System. Tampering with the Water System is a Federal Crime punishable by imprisonment and fine.

**RESOLUTION 228-2017**  
**WATER / SEWER SERVICE BILLING POLICY**

**13. 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 10<sup>th</sup> of the month, but not later than the 15<sup>th</sup>. 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 10<sup>th</sup> of the month, but not later than the 15<sup>th</sup>. 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.

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

**WATER / SEWER SERVICE BILLING POLICY**

- d. **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!**
- e. **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.

**15. 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 / 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

## RESOLUTION 228-2017

Item 5.

### WATER / SEWER SERVICE BILLING POLICY

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.

#### 16. 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.

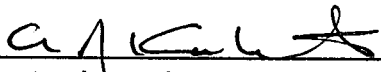
#### 17. Disputes

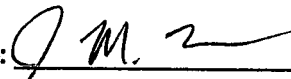
- WATER METER REPLACEMENT / USAGE DISPUTES:** Customers that question the amount of usage charged on their account should request a re-read within 30 days of the billing. In instances where the customer believes the meter is incorrectly reading the usage, the customer may request in writing the meter 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 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.
- 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 13<sup>th</sup> day of February, 2017

City of New Meadows, Adams County, Idaho

  
Tony J Koberstein, Mayor

ATTEST:   
Jacob M. Qualls, City Clerk / Treasurer

**RESOLUTION 228-2017**

**WATER / SEWER SERVICE BILLING POLICY**

**18. BUDGET PAY – EXHIBIT A**

The customer below has a zero balance due

Period	Gallons	Cost (W/S Combined)
<b>Current Balance Due</b>		<b>\$0.00</b>
16-Oct	7962	\$132.97
16-Sep	19950	\$252.85
16-Aug	19774	\$251.09
16-Jul	14012	\$193.47
16-Jun	7697	\$130.32
16-May	1780	\$71.15
16-Apr	1711	\$70.46
16-Mar	1549	\$68.84
16-Feb	1673	\$70.08
16-Jan	961	\$62.96
15-Dec	1666	\$70.01
15-Nov	1970	\$73.18
15-Oct	16319	\$110.90
<b>13 Mo Total</b>	<b>97024</b>	<b>\$1,558.28</b>
Divide by 13	13	7463
		\$119.00

Suggested Budget Payment would be **\$120.00**

**19. CATCH-UP PAYMENTS – EXHIBIT B**

The customer below is in a Budget Pay and a Catch-up Payment Plan

Period	Gallons	Cost (W/S Combined)
<b>Current Balance Due</b>		<b>\$420.60</b>
16-Oct	5827	\$111.62
16-Sep	7793	\$131.28
16-Aug	7067	\$124.02
16-Jul	5766	\$111.01
16-Jun	6097	\$114.32
16-May	4901	\$102.36
16-Apr	5626	\$109.61
16-Mar	4779	\$101.14
16-Feb	5264	\$105.99
16-Jan	5373	\$107.08
15-Dec	4950	\$102.85
15-Nov	4861	\$101.96
15-Oct	5150	\$81.80
<b>13 Mo Total</b>	<b>73454</b>	<b>\$1,405.04</b>
Divide by 13	13	5650
		\$108.00
AVERAGE (includes BD)	5650.307692	\$130.40

Suggested Budget Payment would be **\$110.00**

Suggested Catch Up Plan would be an additional **\$140.20** (Balance divided by 3)

Total Payment would be **\$250.20** for 3 months then **\$110** thereafter

**ORDINANCE #309-07**

AN ORDINANCE REPEALING ORDINANCES NO. 218.94 AND 218-94-A99 OF THE CITY OF NEW MEADOWS, IDAHO; STATING THE PURPOSE THEREOF; TO WHOM APPLICABLE; MAKING IT UNLAWFUL TO INJURE SYSTEM; PROVIDING FOR WATER SERVICE AND CONNECTIONS; PROVIDING REQUIREMENTS FOR METERS; ESTABLISHING WATER CONNECTION AND CAPITALIZATION FEES; CLASSIFYING USERS; ESTABLISHING WATER USER FEES AND RATE STRUCTURE; ESTABLISHING WATER TURN ON/OFF CHARGES; PROVIDING THAT DELINQUENT CHARGES SHALL BE A LIEN AGAINST THE REAL PROPERTY SERVED; CREATING A BOARD OF APPRAISERS AND DEFINING DUTIES OF SUCH BOARD; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING A SEVERABILITY CLAUSE AND; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and Council of the City of New Meadows, Idaho, as follows,

**Section 1. REPEALING CLAUSE:**

Ordinance No. 218-94, adopted by the Mayor and City Council on July 11, 1994 and Ordinance No. 218-94-A99 adopted by the Mayor and City Council on July 6, 1999 for the City of New Meadows are hereby repealed.

**Section 2. PURPOSE:**

It is hereby determined and declared to be necessary and conducive to and for the protection of the health, safety and welfare of the public and inhabitants of the City, and for the purpose of controlling the use and connection to and for providing an equitable distribution of the costs and expenses of maintenance, operation, upkeep, and repair of the entire water system to charge and collect service charges or fees upon all lots, lands, property and premises served or benefited by the water system of the City.

**Section 3. TO WHOM APPLICABLE:**

The provisions of this Ordinance shall apply to all property within the corporate limits of the City, and any special users outside of the corporate limits of the City, including all property owned or occupied by the United States of America, Adams County, and the State of Idaho.

**Section 4. INJURY TO WATER SYSTEM UNLAWFUL:**

It shall be unlawful for any person to break, damage, destroy, uncover, deface, tamper, shut-off or turn on, any structure, appurtenance, or equipment which is a part of the water works, except in compliance with the provisions of the ordinance.

**Section 5. WATER SERVICE CONNECTIONS:**

A. It shall be unlawful for any unauthorized person to deny access to, uncover, make any connections with, disconnect from, make any opening into, use, alter or disturb, or to turn on or off any connection to such water works system or appurtenance thereof without first obtaining a written permit therefor from the City.

B. The Customer shall be responsible for installation costs incurred by the City for installing said hookup to the water main and the City shall place the water service to the end of public right-of-way, at which point it becomes the customer's responsibility who is requesting said connection, to install and maintain said service line from that point, downstream to building(s) requiring the service connection. In the case of subdivisions, PUD'S and like developments, in which a parcel of land is to be further divided into two or more lots or parcels, the Developer shall be responsible for all costs incurred and construction of the public water system, plus an additional assessed fee for hooking on to the City's water system. All public water lines shall be constructed, and inspected to City standards with all lines and equipment of the public water system, together with permanent easements for operation and maintenance, to be conveyed to the City upon completion and acceptance.

C. It shall further be the responsibility of the customer requesting the service connection to secure all easements necessary for them to maintain said service connections from the edge of public right-of-way downstream to the point of use.



D. Every building, structure or other use in existence prior to the construction of a public water system which is available and within three hundred feet (300') of the lot, tract or parcel of land on which said building or structure stands, shall upon the construction of the public water system, be connected to said water main not later than twelve (12) months from the date said system or main is certified and accepted by the City Public Works Director as being completed and ready for use.

1. A water service line shall be a minimum of forty-eight inches (48") below ground level.

2. Whenever a water service line must cross a sewer line there shall be no joints within ten feet (10') of said sewer line. A continuous line is recommended in these instances without a joint in the pipe.

3. No backfill shall be done until inspected by the City Public Works Director or by an approved agent of the City.

4. A back flow device (minimum of pressure vacuum breaker) shall be installed on all lines with a sprinkling system, or any medical building, or business where back flow would cause a risk to public health or safety.

E. All requests for an additional separate connection to the water system, temporary in nature or not, shall be viewed as a request for a separate equivalent residential unit service and shall be charged as an additional connection, if another residential unit allowable by zoning regulations.

Section 6. METERING SERVICES. REQUIREMENTS FOR:

For all user classes the requirements for adequate metering services shall be as follows:

Class A - A meter shall be required for each dwelling unit. Except, all mobile dwelling units sharing service with a permanent or existing dwelling for less than thirty (30) consecutive days, shall receive service through the permanent dwelling's master meter. A mobile dwelling unit requesting more than thirty (30) consecutive days of service, shall be subject to zoning regulations for multi-residential units on one lot.

Multi-family dwellings that are serviced by one meter shall receive one bill that will be the responsibility of the building owner or the Homeowner's/Propertyowner's Association. The monthly billing shall be the multiple of the residential base rate, based on the number of units being served, plus any overages used.

Class B - To be determined by the City Council.

Class C - Where multiple service connections exist in Class C applications, a minimum of one master meter shall be required for all services downstream or a meter for each unit or entity. Each unit or entity shall be considered an Equivalent Residential Unit (ERU). For the master meter situation, the monthly billing shall be the multiple of the residential base rate, based on the number of units being served (ERUs), plus any overages used and be billed to a Propertyowner's Association for payment. For the individual meter per individual unit situation, each unit will be billed separately.

Section 7. WATER CONNECTION AND CAPITALIZATION FEES:

For all properties there shall be connection and capitalization fees as follows:

A. For all Class A and C uses, the connection and capitalization charges shall be in an amount fixed by Resolution from time to time by the City Council. Class B user connection and capitalization fees shall be determined on a case by case basis by the City Council. All fees shall be the responsibility of the property owner, shall be paid in full prior to installation and at the time of purchasing a building permit for new construction.

B. All capitalization fees shall be placed in a Capitalization Fund, plus all other fees as recommended by the Board of Appraisers and approved by the Council, and are to be spent only upon system expansion and upgrade projects as authorized by the City Council.

Section 8. USER CLASSIFICATION:

All users of the water system of the City of New Meadows are hereby classified as follows:

Class A -Residential

Class B -Industrial

Class C - Mobile Home Parks, Recreational Vehicle Parks, Commercial and all others

Section 9. USER FEES: RATE STRUCTURE:

The fees hereinafter imposed shall be reviewed annually and revised periodically as required and the fees provided by the Ordinance are hereby levied and assessed against each lot, tract or parcel of land, or against each building, structure or other property having any water connection with the City.

A. Rate Structure: Every water user shall be charged a monthly user fee based on the total number of gallons used or estimated as used. During that period of time when the meters are not read, the following rates shall apply:

Class A - Rate of 1

Class B - as recommended by the Board of Appraisers and approved by the Council.

Class C - as recommended by the Board of Appraisers and approved by the Council

A minimum charge, as set by Resolution by the City Council, will be assessed for water service provided for periods of less than a full calendar month.

A minimum monthly charge to cover the servicing of the water system's bonded indebtedness, as set by Resolution by the City Council, will be assessed to all properties with water service connections whether the connection is in use or not.

B. Water Use Fees: All service and user fees are due and payable, in advance, by the tenth (10<sup>th</sup>) of each month and delinquent and subject to a delinquency fee by the end of the twenty-sixth (26<sup>th</sup>) day of each month. Delinquency fees shall be officially set by Resolution of the City Council. Services will be discontinued if not paid by the 10<sup>th</sup> of the following month.

C. All rates determined shall be officially set by Resolution of the City Council.

Section 10. TURNING ON/OFF WATER, CHARGES:

Whenever the owner or occupant of any premises connected with the city water supply system desires, for any purpose, to discontinue such service, they shall notify the City Clerk in writing, in person, or by telephone, and shall pay all arrears or charges, if there are any. No responsibility shall be assumed by the City for the service during the time of discontinuance. A fee, as set forth by the Board of Appraisers, will be assessed for each turn-off and/or reconnect, and must be paid at the time of turn-off or reconnect.

Whenever water service is turned off it shall not be turned on again until after the payment of separate charges for turn-off and reconnect, as set forth by the Board of Appraisers, except when service is discontinued at owner or occupant request on a temporary basis and is to be resumed at a later date in same owner's or occupant's name. Only one fee, as set forth by the Board of Appraisers, will be assessed when services are to be reinstated in same owner's or occupant's name after temporary discontinuance. Fees must be paid, in addition to any arrears or charges, for the said service before the water is turned back on. If continuance of services when water is turned back on requires set-up of an account in an alternate name, separate fees for both turn-off and reconnect will be assessed. A like fee shall be payable if the city employee responsible to turn off water has arrived at the premises even if there was no actual turn-off.

Section 11. DELINQUENCY LIEN:

All delinquent charges, bond payments and fees, as provided by the Ordinance, shall be imposed as a lien against and upon the property or premises to which such water service was furnished and the City Clerk shall certify such delinquencies, together with all penalties, to the Tax Collector of Adams County, and when so certified the same shall be a lien upon the property, and shall be collectable as other taxes.

All moneys collected by the County Clerk under the provisions of this Ordinance shall be paid over to the City Treasurer in the same manner as required for the payment of other City moneys.

Section 12. BOARD OF APPRAISERS:

There is hereby created a Board of Appraisers, consisting of three (3) members, to consist of the Mayor and two members of the City Council, to be appointed by the Mayor who shall have the following powers and duties:

A. Duties of the Board. The Board of Appraisers is hereby delegated the duty to annual review and recommend changes as deemed necessary, all rates, charges or fees made and established under authority of this Ordinance, subject to the approval of the Council.

All such changes shall be brought before the City Council for review and passage by official resolution. Rate changes subject to public hearing requirements shall be advertised in compliance with Idaho State statutes.

Section 13. PENALTIES:

Any person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding one thousand dollars (\$1000.00) or be imprisoned in the County jail for a period not exceeding six (6) months, or be both so fined and imprisoned for each violation. Each day in which any violation shall continue shall be deemed a separate offense.

Any person, firm or corporation violating any of the provisions of this Ordinance shall become liable to the City for any expense, loss, or damage occasioned the City by reason of such violation, including, but not limited to, attorney fees for the prosecution of any criminal offense pursuant to this Ordinance.

Section 14. SEVERABILITY:

If any one or more sections or provision of this Ordinance, or the application thereof to any person, firm, corporation or circumstance, shall ever be held by any court of competent jurisdiction to be invalid, the remaining provisions of this Ordinance and the application thereof to any persons, firms, corporations or circumstances other than those to which it is held to be invalid shall not be affected thereby, it being the intention of the City Council to enact the remaining provision of this Ordinance notwithstanding such invalidity.

Section 15. CONFLICTING ORDINANCES:

Any ordinance, or parts thereof, in conflict herewith, shall be, and the same, hereby are repealed.

Section 16. EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval and publication.

Passed and approved this \_\_13<sup>th</sup>\_\_ day of \_\_August\_\_, 2007.

/s/ Gale Stillman  
Virginia Gale Stillman, Mayor

/s/ Jacob Qualls  
ATTEST: Jacob "Mac" Qualls, City Clerk

# Appointment of City Council Member

**Swearing In Ceremony (COUNCIL MEMBER):** City Clerk will swear in incoming Council Member Black. Councilor will stand and raise right hand and place left hand on the bible.

**City Clerk reads oath:**

**“I do solemnly swear and affirm that I will support the Constitution of the United States, and the Constitution and Laws of the State of Idaho, that I will faithfully discharge all the duties of the office of City Council of New Meadows, Idaho, according to the best of my ability.”**

**Black :** “ I do / will”

**Oath of Office Subscription:** Council Member will sign the Oath of Office.

City Clerk will present new Council Member with the Certificate of Appointment.

GROUND LEASE BETWEEN THE MEADOWS VALLEY PUBLIC SCHOOL DISTRICT AND THE CITY OF  
NEW MEADOWS

THIS GROUND LEASE is made as of the \_\_\_ day of \_\_\_\_\_, 2023, between the MEADOWS VALLEY PUBLIC SCHOOL DISTRICT (“Landlord”) and the CITY OF NEW MEADOWS (“Tenant”).

**1. Definitions.**

The following terms as used in this Ground Lease shall have the meanings set forth as follows:

- 1.1 “Landlord”:** The Meadows Valley Public School District, whose address is 500 N. Miller Avenue, New Meadows, Idaho 83654.
- 1.2 “Tenant”:** The City of New Meadows, whose address is 401 Virginia Street, New Meadows, Idaho 83654.
- 1.3 “Leased Premises”:** That certain property now or hereafter located in the City of New Meadows, County of Adams, more particularly described as an area of land owned by the Meadows Valley Public School District behind the school parking lot/football field, as depicted on the site plan attached hereto as Exhibit “A”.
- 1.4 “Bike Park”:** The community bike park that Tenant will build and maintain on the Leased Premises.

**2. Term**

- 2.1** Landlord leases and Tenant rents the Leased Premises for (a) an interim term commencing on the date of this Ground Lease and terminating on the date the primary term commences and (b) for a primary term of ten (10) consecutive years commencing on \_\_\_\_\_, 2023, or on the first anniversary date of this Ground Lease, whichever first occurs, and terminating on the tenth (10<sup>th</sup>) anniversary of the commencement date of the primary term.
- 2.2** Tenant, by giving Landlord at least sixty (60) days’ written notice before the expiration of (2) consecutive periods of ten (10) years each on the same terms and conditions, except rent and length of term, as the primary term, and except that Tenant, by giving Landlord sixty (60) days’ written notice may cancel any option term then in effect.

**3. Rent**

- 3.1** Tenant agrees to pay Landlord rent in the amounts set forth below, payable in equal annual installments in advance on the first day of each year during the term of the Ground Lease (“Rent”).

During the primary term rent shall be as follows: One Dollar (\$1.00) per year.

In the event Tenant exercises the option to extend the term of this Ground Lease, Rent during the option terms shall be as follows: One Dollar (\$1.00) per year.

**3.2.** Rent shall commence on \_\_\_\_\_ 1, 2023, and thereafter will be paid on or before January 1 of each consecutive year. Rents for any partial rent period after the date rent payments commence shall be prorated.

**3.3.** Rent payments shall be mailed to Landlord's address as set forth in this Ground Lease. Landlord shall deliver to Tenant, with the execution and delivery of this Ground Lease, any completed and executed forms required by the Internal Revenue Service. Landlord agrees to cooperate with Tenant and to furnish Tenant with such tax forms and information as are reasonable required to insure Tenant's compliance with the Code.

#### **4. Landlord's Title**

- 4.1** Landlord covenants that Landlord is the holder of fee simple title to the Leased Premises and has full right and authority to make this Ground Lease.
- 4.2** Landlord covenants that Tenant shall have quiet and peaceful possession of the Leased Premises and enjoy all of the rights granted herein without interference from Landlord, anyone acting by, through or under Landlord, or anyone having title paramount to Landlord. Landlord covenants that there shall be no mortgage, deed of trust or other lien or encumbrance on the Leased Premises prior to the Ground Lease.

#### **5. Installation and Maintenance**

- 5.1** Tenant will be solely responsible for both the cost and installation of the Bike Park project.
- 5.2** Tenant will be solely responsible for the maintenance of the Bike Park project, including service, repairs, weed abatement and all upkeep to the Bike Park.
- 5.3** The Bike Park project shall be installed in a workmanlike manner, and in accordance with all applicable state, federal and local laws, as well all applicable regulations.
- 5.4** Tenant acknowledges that the Bike Park project will not affect water flow, or cause drainage issues on Landlord's property, including flooding and/or damage caused by water diversion onto Landlord's property.

#### **6. Indemnification**

- 6.1** Tenant, during the term of this Ground Lease, agrees to indemnify, defend and hold harmless Landlord from and against any and all liability, claims, damages, expenses, judgments, proceedings and causes of action, for injury to or death of any person or damage to or destruction of any property occurring in the portion of the Leased Premises owned by Landlord, unless caused by the willful or negligent act or omission of Landlord, its subtenants, agents, contractors or employees.

#### **7. Compliance with Laws**

- 7.1** Tenant agrees not to violate any law, ordinance, rule or regulation of any governmental authority having jurisdiction of the Leased Premises. Tenant may contest the validity of any such law, ordinance, rule or regulation but shall indemnify and hold Landlord harmless against the consequences of any violation thereof by Tenant.

#### **8. Notices**

8.1 Any notice provided for herein or desired hereunder shall be in writing and shall be given by personal delivery, by United States mail, postage or delivery charge prepaid, return receipt requested, addressed to, with respect to Landlord, to the Superintendent, and, with respect to Tenant, to the Mayor, at the addresses set forth above. The address to which notices are to be given may be changed at any time by either party by written notice to the other party. All notices given pursuant to this Ground Lease shall be deemed given upon receipt.

**9. Memorandum of Lease**

9.1 This Ground Lease shall not be recorded, but a Memorandum of Ground Lease shall be executed and acknowledged by the parties and recorded in Adams County.

**10. Rights of Successors**

10.1 All of the rights and obligations under this Ground Lease shall bind and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

**11. Purpose of Lease**

11.1 Attached hereto as Exhibit "B" is the Memorandum of Understanding entered into between Meadows Valley Public School District and the City of New Meadows relative to the New Meadows Bike Park, in that establishing a bike park location is the purpose of this Ground Lease.

**12. Venue and Application of Law**

12.1 Venue of any lawsuit arising out of the Ground Lease shall be Adams County District Court, State of Idaho.  
12.2 This Ground Lease shall be construed under and governed by the laws of the State of Idaho.

EXECUTED as of the date first above written.

**LANDLORD:**

\_\_\_\_\_  
A. \_\_\_\_\_

By \_\_\_\_\_  
Its \_\_\_\_\_

**TENANT:**

\_\_\_\_\_

A. \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_



**Fwd: Invoice 5141 from Idaho CDL Training LLC**

1 message

Ivan McDaniel <ivan.m@newmeadowsidaho.us>  
To: Kyla Gardner <kyla.cityclerk@newmeadowsidaho.us>

Wed, Sep 6, 2023 at 8:12 AM

----- Forwarded message -----

From: **Idaho CDL Training LLC** <quickbooks@notification.intuit.com>  
Date: Mon, Aug 21, 2023, 2:46 PM  
Subject: Invoice 5141 from Idaho CDL Training LLC  
To: <idaholaunch@wdc.idaho.gov>, <ivan.m@newmeadowsidaho.us>

INVOICE 5141



Idaho CDL Training LLC

**DUE 08/21/2023****\$3,340.00****Review and pay**

Powered by QuickBooks

To:  
Idaho Workforce Development Council  
Ivan McDaniels

Note that this is a split invoice based on the attached voucher received by Idaho CDL Training from the Idaho Workforce Development Council.

Idaho Workforce Development Council portion = \$2,672.00

Student: (Ivan McDaniels) portion = \$668.00

Item 9.

Total = \$3,340.00

Course Dates October 6 - 9, 2023

Please remit payment for the portion you are responsible for. For each payment, please reference invoice number and student name.

---

Idaho CDL Training LLC

1111 s orchard st #239 boise, ID 83705

208-258-3515 [Kim@idahocdltraining.com](mailto:Kim@idahocdltraining.com) [www.idahocdltraining.com](http://www.idahocdltraining.com)

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If you receive an email that seems fraudulent, please check with the business owner before paying.



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 **idaho launch voucher - signed.pdf**  
445K



AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO; DESIGNATING AN OFFICIAL NEWSPAPER; PROVIDING FOR REPEAL OF ORDINANCE 270-00 AND ALL OTHER CONFLICTING ORDINANCES OR PARTS OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

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

**Section 1. Declaration:** It is hereby declared that the Adams County Recorder published weekly in Council, Idaho and circulated throughout the City of New Meadows shall be designated as the official newspaper of the City of New Meadows, Idaho.

**Section 2. Repeal:** City of New Meadows Ordinance No 270-00 passed and approved on October 9<sup>th</sup>, 2000, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 3. Effective Date:** 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 \_\_\_ DAY OF \_\_\_\_ 2023.

Approve:

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

ATTEST:

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

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, #202, #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 11<sup>th</sup> day of September 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**

**8/1/2023 to**

**8/15/2023**

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	8/1/2023	9.98							9.98	
Wednesday	8/2/2023	6.73							6.73	
Thursday	8/3/2023	9.88							9.88	
Friday	8/4/2023	8.23							8.23	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>34.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.82</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	10.27							10.27	
Tuesday	8/8/2023	10.97							10.97	
Wednesday	8/9/2023	11.04							11.04	
Thursday	8/10/2023								0.00	
Friday	8/11/2023								0.00	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>32.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.28</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023				8.00				8.00	
Tuesday	8/15/2023				8.00				8.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	
<b>Total Pay Period</b>		<b>67.10</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83.10</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Hunter Brown

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To	Item 13.
<b>62.27</b>	<b>0.00</b>	<b>4.83</b>	<b>0.00</b>	<b>67.10</b>	

Time in	Time out	Duration	
<b>August 1, 2023</b>			<b>9.98</b>
6:30am (MDT)	11:45am (MDT)	5.25	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> north shed wall			
11:45am (MDT)	12:47pm (MDT)	1.03	EQP > EQP - Parts Run
<b>NOTES:</b> McCall for 310SK Backhoe parts.			
12:47pm (MDT)	2:27pm (MDT)	1.67	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> install park brake switch and window			
2:27pm (MDT)	4:29pm (MDT)	2.03	PW > PW - City Shop > Shop
<b>NOTES:</b> de-rust light poles?			
<b>August 2, 2023</b>			<b>6.73</b>
7:30am (MDT)	8:04am (MDT)	0.57	SWR > SWR - Sewer Logs
8:04am (MDT)	8:59am (MDT)	0.92	SWR > SWR - Land Application Project
<b>NOTES:</b> measure wier for orange tarp			
8:59am (MDT)	11:03am (MDT)	2.07	PW > PW - City Shop > Shop
<b>NOTES:</b> finish Trenching and Excavation Safety course.			
11:03am (MDT)	2:14pm (MDT)	3.18	PW > PW - City Shop > Shop
<b>NOTES:</b> clean and prep for maintenance.			
<b>August 3, 2023</b>			<b>9.88</b>
6:30am (MDT)	8:18am (MDT)	1.80	SWR > SWR - Land Application Project
<b>NOTES:</b> set up and fill fertilizer.			
8:18am (MDT)	4:23pm (MDT)	8.08	SWR > SWR - System Maintenance
<b>NOTES:</b> repair damaged sewer main with Kirk.			
<b>August 4, 2023</b>			<b>8.23</b>
7:46am (MDT)	8:16am (MDT)	0.50	SWR > SWR - Sewer Logs
8:16am (MDT)	10:46am (MDT)	2.50	EQP > EQP - S10 Truck Maintenance
<b>NOTES:</b> replace sway bar end links, passenger side.			
10:46am (MDT)	11:00am (MDT)	0.23	PW > PW - City Shop > Shop
<b>NOTES:</b> Post project cleanup.			
11:00am (MDT)	12:00pm (MDT)	1.00	SWR > SWR - Auger Room Maintenance
<b>NOTES:</b> change Bag.			
12:00pm (MDT)	4:00pm (MDT)	4.00	PW > PW - City Shop > Shop
<b>NOTES:</b> study CDL Handbook and take Idaho DMV CDL (2023) practice test.			
<b>August 7, 2023</b>			<b>10.27</b>
6:30am (MDT)	8:05am (MDT)	1.58	PW > PW - City Shop > Shop
<b>NOTES:</b> clean grease fittings on rented fertilizer.			
8:05am (MDT)	8:26am (MDT)	0.35	PW > PW - City Shop > Shop
<b>NOTES:</b> hey replacement grease fittings.			
8:26am (MDT)	9:00am (MDT)	0.57	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Other Government

**NOTES:** water meeting.

9:30am (MDT)                      4:46pm (MDT)                      7.27                      PW > PW - City Shop > Shop

**NOTES:** tear up and flatten skatepark.

**August 8, 2023**

**10.97**

6:30am (MDT)                      7:00am (MDT)                      0.50                      EQP > EQP - Grader Maintenance

**NOTES:** PMs and warm for skatepark cleanup.

7:00am (MDT)                      7:15am (MDT)                      0.25                      WTR > WTR - Booster Station & Well Logs

7:15am (MDT)                      12:01pm (MDT)                      4.77                      IND > IND - Industrial Park Maintenance

**NOTES:** skate park cleanup.

12:01pm (MDT)                      5:28pm (MDT)                      5.45                      EQP > EQP - Parts Run

**NOTES:** fuel, lube, fluid check, clean, and other PMs on all equipment.

**August 9, 2023**

**11.03**

6:30am (MDT)                      7:00am (MDT)                      0.50                      SWR > SWR - Sewer Logs

7:00am (MDT)                      11:22am (MDT)                      4.37                      WTR > WTR - Well #3 Maintenance

**NOTES:** apply paint

11:22am (MDT)                      2:00pm (MDT)                      2.63                      MTG > MTG - Other Governement

**NOTES:** call from Idaho labor guy. fill out emailed digital paperwork.

2:00pm (MDT)                      5:32pm (MDT)                      3.53                      WTR > WTR - Well #3 Maintenance

**NOTES:** second coat color and north half primer.



**Kyla Gardner**

**Pay Period**

**8/1/2023 to**

**8/15/2023**

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	8/1/2023	7.52							7.52	
Wednesday	8/2/2023	7.40							7.40	
Thursday	8/3/2023	7.28							7.28	
Friday	8/4/2023								0.00	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>22.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22.20</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	7.68							7.68	
Tuesday	8/8/2023	7.70							7.70	
Wednesday	8/9/2023	7.50							7.50	
Thursday	8/10/2023	8.10							8.10	
Friday	8/11/2023								0.00	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>30.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.98</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023	10.38							10.38	
Tuesday	8/15/2023	7.69							7.69	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>18.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.07</b>	
<b>Total Pay Period</b>		<b>71.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.25</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Kyla Gardner

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 13.</span>
<b>71.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.25</b>

Time in	Time out	Duration	
<b>August 1, 2023</b>			<b>7.52</b>
7:42am	3:13pm	7.52	ADM > ADM - Customer Relations
<b>August 2, 2023</b>			<b>7.40</b>
7:52am	3:16pm	7.40	ADM > ADM - Customer Relations
<b>August 3, 2023</b>			<b>7.28</b>
7:49am	3:06pm	7.28	ADM > ADM - Customer Relations
<b>August 7, 2023</b>			<b>7.68</b>
7:49am	3:30pm	7.68	ADM > ADM - Customer Relations
<b>August 8, 2023</b>			<b>7.70</b>
7:40am	3:22pm	7.70	ADM > ADM - Customer Relations
<b>August 9, 2023</b>			<b>7.50</b>
7:45am	3:15pm	7.50	ADM > ADM - Customer Relations
<b>August 10, 2023</b>			<b>8.10</b>
7:45am	3:51pm	8.10	ADM > ADM - Customer Relations
<b>August 14, 2023</b>			<b>10.38</b>
7:46am	3:27pm	7.68	ADM > ADM - Customer Relations
5:51pm	8:33pm	2.70	MTG > MTG - Council Meeting
<b>August 15, 2023</b>			<b>7.68</b>
7:47am	8:29am	0.70	ADM > ADM - Customer Relations
8:29am	11:48am	3.32	MTG > MTG - Other Government
<b>NOTES:</b> West Central mountains Housing Trust meeting			
11:48am	3:28pm	3.67	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

8/1/2023 to

8/15/2023

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	8/1/2023								0.00	
Wednesday	8/2/2023								0.00	
Thursday	8/3/2023	6.77							6.77	
Friday	8/4/2023								0.00	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>6.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.77</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	4.50							4.50	
Tuesday	8/8/2023								0.00	
Wednesday	8/9/2023								0.00	
Thursday	8/10/2023								0.00	
Friday	8/11/2023	5.26							5.26	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>9.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.76</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023								0.00	
Tuesday	8/15/2023								0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>16.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.53</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Jessica Gerke

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To	Item 13.
<b>16.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.53</b>	

Time in	Time out	Duration	
<b>August 3, 2023</b>			<b>6.77</b>
9:16am (MDT)	4:02pm (MDT)	6.77	SWR > SWR - Service Call
<b>August 7, 2023</b>			<b>4.50</b>
10:00am (MDT)	2:30pm (MDT)	4.50	IND > IND - Industrial Park Maintenance
<b>August 11, 2023</b>			<b>5.27</b>
9:24am (MDT)	2:40pm (MDT)	5.27	IND > IND - Industrial Park Maintenance

**Dana Kautz**

**Pay Period**

**8/1/2023 to**

**8/15/2023**

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	8/1/2023								0.00	
Wednesday	8/2/2023								0.00	
Thursday	8/3/2023								0.00	
Friday	8/4/2023								0.00	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	5.58							5.58	
Tuesday	8/8/2023								0.00	
Wednesday	8/9/2023								0.00	
Thursday	8/10/2023								0.00	
Friday	8/11/2023								0.00	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>5.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.58</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023	1.74							1.74	
Tuesday	8/15/2023								0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>1.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.74</b>	
<b>Total Pay Period</b>		<b>7.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.32</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Dana Kautz

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To
<b>7.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.32</b>

Item 13.

Time in	Time out	Duration	
<b>August 7, 2023</b>			<b>5.58</b>
10:55am (MDT)	4:30pm (MDT)	5.58	ADM > ADM - Customer Relations
<b>August 14, 2023</b>			<b>1.73</b>
6:32pm	8:16pm	1.73	MTG > MTG - Council Meeting

Ivan McDaniel

Pay Period

8/1/2023 to

8/15/2023

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	8/1/2023	9.32							9.32	
Wednesday	8/2/2023	8.95							8.95	
Thursday	8/3/2023	10.13							10.13	
Friday	8/4/2023	7.15							7.15	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>35.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.55</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	9.00							9.00	
Tuesday	8/8/2023	8.87							8.87	
Wednesday	8/9/2023	8.10							8.10	
Thursday	8/10/2023	6.31							6.31	
Friday	8/11/2023	7.20							7.20	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>39.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.48</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023	8.87							8.87	
Tuesday	8/15/2023	8.70							8.70	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>17.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17.57</b>	
<b>Total Pay Period</b>		<b>92.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92.60</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Ivan McDaniel

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To	Item 13.
<b>87.85</b>	<b>0.00</b>	<b>4.75</b>	<b>0.00</b>	<b>92.60</b>	

Time in	Time out	Duration	
<b>August 1, 2023</b>			<b>9.32</b>
7:11am (MDT)	7:17am (MDT)	0.10	PARK > PARK - Restroom
7:17am (MDT)	7:26am (MDT)	0.15	SWR > SWR - Sewer Logs
7:26am (MDT)	8:01am (MDT)	0.58	PARK > PARK - Irrigation
8:01am (MDT)	12:32pm (MDT)	4.52	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> wall			
12:32pm (MDT)	1:05pm (MDT)	0.55	WTR > WTR - Well #3 Maintenance
<b>NOTES:</b> mowing			
1:05pm (MDT)	2:04pm (MDT)	0.98	EQP > EQP - Backhoe Maintenance
2:04pm (MDT)	2:29pm (MDT)	0.42	WTR > WTR - Service Call
<b>NOTES:</b> data log			
2:29pm (MDT)	4:30pm (MDT)	2.02	STRTS > STRTS - Sign Maintenance / Replacement
<b>NOTES:</b> trying to get poles rust free			
<b>August 2, 2023</b>			<b>8.95</b>
6:58am (MDT)	7:03am (MDT)	0.08	PARK > PARK - Restroom
7:03am (MDT)	7:25am (MDT)	0.37	PARK > PARK - Irrigation
7:25am (MDT)	7:35am (MDT)	0.17	WTR > WTR - Booster Station & Well Logs
7:35am (MDT)	8:09am (MDT)	0.57	SWR > SWR - Auger Room Maintenance
8:09am (MDT)	8:37am (MDT)	0.47	SWR > SWR - Land Application Project
<b>NOTES:</b> setting up a wier gate			
8:37am (MDT)	8:54am (MDT)	0.28	WTR > WTR - Reporting
<b>NOTES:</b> delivering Nikki's water bill			
8:54am (MDT)	9:50am (MDT)	0.93	WTR > Train - Water
<b>NOTES:</b> OSHA trench safety course			
9:50am (MDT)	10:53am (MDT)	1.05	WTR > WTR - Service Call
<b>NOTES:</b> meter extension installation			
10:53am (MDT)	12:29pm (MDT)	1.60	SWR > SWR - Land Application Project
<b>NOTES:</b> prep to retrieve fertilizer spreader			
12:29pm (MDT)	3:55pm (MDT)	3.43	SWR > SWR - Land Application Project
<b>NOTES:</b> retrieve fertilizer spreader			
<b>August 3, 2023</b>			<b>10.13</b>
7:04am (MDT)	7:11am (MDT)	0.12	PARK > PARK - Restroom
7:11am (MDT)	7:41am (MDT)	0.50	SWR > SWR - Service Call
7:41am (MDT)	7:59am (MDT)	0.30	SWR > SWR - Sewer Logs
7:59am (MDT)	8:24am (MDT)	0.42	SWR > SWR - Service Call
8:24am (MDT)	8:38am (MDT)	0.23	SWR > SWR - System Maintenance
8:38am (MDT)	9:00am (MDT)	0.37	PARK > PARK - Irrigation



9:00am (MDT)	1:22pm (MDT)	4.37	SWR > SWR - Land Application Project
<b>NOTES:</b> fertilize			
1:22pm (MDT)	2:28pm (MDT)	1.10	SWR > SWR - System Maintenance
<b>NOTES:</b> prep for cleaning sewer main			
2:28pm (MDT)	3:48pm (MDT)	1.33	SWR > SWR - Land Application Project
<b>NOTES:</b> taking care of equipment I used			
3:48pm (MDT)	4:28pm (MDT)	0.67	SWR > SWR - Land Application Project
<b>NOTES:</b> getting the irrigation figured out			
6:04pm (MDT)	6:48pm (MDT)	0.73	SWR > SWR - Service Call
<b>NOTES:</b> clean up signs and take loader back			

**August 4, 2023** **7.15**

7:08am (MDT)	7:15am (MDT)	0.12	PARK > PARK - Restroom
7:15am (MDT)	7:30am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
7:30am (MDT)	8:46am (MDT)	1.27	SWR > SWR - Land Application Project
<b>NOTES:</b> wheel lines			
8:46am (MDT)	8:48am (MDT)	0.03	EQP > EQP - S10 Truck Maintenance
8:48am (MDT)	9:09am (MDT)	0.35	SWR > SWR - Sewer Logs
<b>NOTES:</b> si w meter			
9:09am (MDT)	12:58pm (MDT)	3.82	PARK > PARK - Mowing / Trimming
12:58pm (MDT)	2:17pm (MDT)	1.32	WTR > Train - Water
<b>NOTES:</b> trench safety course			

**August 7, 2023** **9.00**

7:06am (MDT)	7:12am (MDT)	0.10	PARK > PARK - Restroom
7:12am (MDT)	7:50am (MDT)	0.63	PARK > PARK - Irrigation
7:50am (MDT)	8:07am (MDT)	0.28	WTR > WTR - Booster Station & Well Logs
8:07am (MDT)	8:25am (MDT)	0.30	PARK > PARK - Restroom
8:25am (MDT)	8:53am (MDT)	0.47	MTG > MTG - Staff Meeting
8:53am (MDT)	9:29am (MDT)	0.60	SWR > SWR - Auger Room Maintenance
9:29am (MDT)	11:18am (MDT)	1.82	PARK > PARK - Irrigation
<b>NOTES:</b> trying to make another peace for the system, talking with Kirk about plans in there too.			
11:18am (MDT)	2:30pm (MDT)	3.20	SWR > SWR - Land Application Project
2:30pm (MDT)	3:46pm (MDT)	1.27	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> extra weeds			
3:46pm (MDT)	4:06pm (MDT)	0.33	SWR > SWR - Land Application Project

**August 8, 2023** **8.87**

7:08am (MDT)	7:28am (MDT)	0.33	PARK > PARK - Restroom
7:28am (MDT)	7:53am (MDT)	0.42	PARK > PARK - Irrigation
7:53am (MDT)	7:56am (MDT)	0.05	SWR > SWR - Sewer Logs
7:56am (MDT)	8:57am (MDT)	1.02	SWR > SWR - System Maintenance
<b>NOTES:</b> moving chlorine barrels			

8:57am (MDT)	9:35am (MDT)	0.63	MTG > MTG - Staff Meeting
9:35am (MDT)	10:48am (MDT)	1.22	STRTS > STRTS - Street Sweeping
10:48am (MDT)	10:51am (MDT)	0.05	PARK > PARK - Irrigation
10:51am (MDT)	12:30pm (MDT)	1.65	STRTS > STRTS - Street Sweeping
12:30pm (MDT)	1:56pm (MDT)	1.43	EQP > EQP - DUST Attach Maintenance
<b>NOTES:</b> pressure wash skid steer			
1:56pm (MDT)	4:00pm (MDT)	2.07	PARK > PARK - Mowing / Trimming

**August 9, 2023****8.10**

7:01am (MDT)	7:04am (MDT)	0.05	PARK > PARK - Restroom
7:04am (MDT)	7:29am (MDT)	0.42	PARK > PARK - Irrigation
7:29am (MDT)	7:44am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
7:44am (MDT)	8:58am (MDT)	1.23	PARK > PARK - Irrigation
<b>NOTES:</b> trying to make all the sprinklers work right			
8:58am (MDT)	9:51am (MDT)	0.88	PW > PW - City Shop > Shop
<b>NOTES:</b> fixing weedeater			
9:51am (MDT)	12:49pm (MDT)	2.97	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> spraying Weeds around town			
12:49pm (MDT)	1:21pm (MDT)	0.53	SWR > SWR - System Maintenance
<b>NOTES:</b> spraying around lagoons			
1:21pm (MDT)	1:55pm (MDT)	0.57	PW > PW - City Shop > Shop
<b>NOTES:</b> round 2 on weedeater			
1:55pm (MDT)	2:44pm (MDT)	0.82	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> clean up skate park			
2:44pm (MDT)	3:00pm (MDT)	0.27	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weed eat			
3:00pm (MDT)	3:07pm (MDT)	0.12	PARK > PARK - Irrigation

**August 10, 2023****6.32**

7:16am (MDT)	7:53am (MDT)	0.62	PARK > PARK - Restroom
7:53am (MDT)	8:15am (MDT)	0.37	PARK > PARK - Irrigation
8:15am (MDT)	8:19am (MDT)	0.07	SWR > SWR - Sewer Logs
8:19am (MDT)	9:15am (MDT)	0.93	SWR > SWR - Auger Room Maintenance
9:15am (MDT)	10:22am (MDT)	1.12	SWR > SWR - System Maintenance
<b>NOTES:</b> weeds around lagoons			
10:22am (MDT)	12:29pm (MDT)	2.12	PW > PW - City Shop > Shop
<b>NOTES:</b> clean shop			
12:29pm (MDT)	1:35pm (MDT)	1.10	WTR > WTR - Well #3 Maintenance
<b>NOTES:</b> mowing Wells			

**August 11, 2023****7.20**

7:31am (MDT)	7:39am (MDT)	0.13	PARK > PARK - Restroom
7:39am (MDT)	7:57am (MDT)	0.30	PARK > PARK - Irrigation

7:57am (MDT)	8:25am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:25am (MDT)	10:44am (MDT)	2.32	PARK > PARK - Mowing / Trimming
10:44am (MDT)	12:18pm (MDT)	1.57	PW > PW - City Shop > Shop
<b>NOTES:</b> assemble new weedeater			
12:18pm (MDT)	2:43pm (MDT)	2.42	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weedeat			

**August 14, 2023** **8.87**

7:17am (MDT)	7:29am (MDT)	0.20	PARK > PARK - Restroom
7:29am (MDT)	8:02am (MDT)	0.55	PARK > PARK - Irrigation
8:02am (MDT)	8:17am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
8:17am (MDT)	8:20am (MDT)	0.05	SWR > SWR - Sewer Logs
8:20am (MDT)	8:32am (MDT)	0.20	SWR > SWR - Auger Room Maintenance
8:32am (MDT)	8:58am (MDT)	0.43	MTG > MTG - Staff Meeting
8:58am (MDT)	9:10am (MDT)	0.20	IND > IND - Industrial Park Maintenance
9:10am (MDT)	9:18am (MDT)	0.13	STRTS > Train - Streets
<b>NOTES:</b> cdl			
9:18am (MDT)	9:37am (MDT)	0.32	WTR > WTR - Service Call
9:37am (MDT)	10:20am (MDT)	0.72	PW > PW - City Shop > Shop
<b>NOTES:</b> ambulance shed key			
10:20am (MDT)	11:12am (MDT)	0.87	WTR > WTR - Service Call
<b>NOTES:</b> talking with Kirk, and getting Jo Sullivan complete			
11:12am (MDT)	11:58am (MDT)	0.77	SWR > SWR - Land Application Project
11:58am (MDT)	12:24pm (MDT)	0.43	WTR > WTR - Service Call
12:24pm (MDT)	1:07pm (MDT)	0.72	SWR > SWR - Land Application Project
<b>NOTES:</b> monitoring Wells depths			
1:07pm (MDT)	4:09pm (MDT)	3.03	SWR > SWR - System Maintenance
<b>NOTES:</b> troubleshooting Flow meter from the river.			

**August 15, 2023** **8.70**

6:59am (MDT)	7:07am (MDT)	0.13	PARK > PARK - Restroom
7:07am (MDT)	7:30am (MDT)	0.38	PARK > PARK - Irrigation
7:30am (MDT)	7:43am (MDT)	0.22	WTR > WTR - Booster Station & Well Logs
7:43am (MDT)	7:45am (MDT)	0.03	SWR > SWR - Sewer Logs
7:45am (MDT)	8:02am (MDT)	0.28	SWR > SWR - Auger Room Maintenance
8:02am (MDT)	10:24am (MDT)	2.37	WTR > WTR - Service Call
<b>NOTES:</b> finish up Jo Sullivan			
10:24am (MDT)	12:30pm (MDT)	2.10	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weeds various places			
12:30pm (MDT)	2:12pm (MDT)	1.70	SWR > SWR - Land Application Project
<b>NOTES:</b> maintain pump 2 and deal with some thistles			
2:12pm (MDT)	3:41pm (MDT)	1.48	PW > PW - City Shop > Shop

Angie Mettie

Pay Period

8/1/2023 to

8/15/2023

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	8/1/2023	9.02							9.02	
Wednesday	8/2/2023	8.55							8.55	
Thursday	8/3/2023	8.08							8.08	
Friday	8/4/2023	1.02							1.02	
Saturday	8/5/2023								0.00	
<b>Total Week</b>		<b>26.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.67</b>	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	9.67							9.67	
Tuesday	8/8/2023	8.63							8.63	
Wednesday	8/9/2023	8.43							8.43	
Thursday	8/10/2023	9.32							9.32	
Friday	8/11/2023								0.00	
Saturday	8/12/2023								0.00	
<b>Total Week</b>		<b>36.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.05</b>	
Sunday	8/13/2023								0.00	
Monday	8/14/2023	10.53					157.01	61.65	229.19	
Tuesday	8/15/2023	8.60							8.60	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>19.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>157.01</b>	<b>61.65</b>	<b>237.79</b>	
<b>Total Pay Period</b>		<b>81.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#####</b>	<b>61.65</b>	<b>300.51</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Angie Mettie

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	To	Item 13.
<b>81.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.85</b>	

Time in	Time out	Duration	
<b>August 1, 2023</b>			<b>9.02</b>
7:23am	4:24pm	9.02	ADM > ADM - Customer Relations
<b>August 2, 2023</b>			<b>8.55</b>
7:02am	3:35pm	8.55	ADM > ADM - Customer Relations
<b>August 3, 2023</b>			<b>8.08</b>
7:13am	3:18pm	8.08	ADM > ADM - Customer Relations
<b>August 4, 2023</b>			<b>1.02</b>
11:15am	12:16pm	1.02	ADM > ADM - Customer Relations
<b>NOTES:</b> Building permit to council. - Juica.			
<b>August 7, 2023</b>			<b>9.67</b>
7:00am	3:36pm	8.60	ADM > ADM - Customer Relations
5:57pm	7:01pm	1.07	MTG > MTG - Parks Meeting
<b>August 8, 2023</b>			<b>8.63</b>
6:59am	3:37pm	8.63	ADM > ADM - Customer Relations
<b>August 9, 2023</b>			<b>8.43</b>
7:09am	3:35pm	8.43	ADM > ADM - Customer Relations
<b>August 10, 2023</b>			<b>9.32</b>
7:07am	4:26pm	9.32	ADM > ADM - Customer Relations
<b>August 14, 2023</b>			<b>10.53</b>
7:17am	3:27pm	8.17	ADM > ADM - Customer Relations
6:10pm	8:32pm	2.37	MTG > MTG - Council Meeting
<b>August 15, 2023</b>			<b>8.60</b>
7:05am	3:41pm	8.60	ADM > ADM - Customer Relations

**Hunter Brown**

**Pay Period**

**8/16/2023 to**

**8/31/2023**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023				8.00				8.00	
Thursday	8/17/2023				8.00				8.00	
Friday	8/18/2023				8.00				8.00	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	9.18							9.18	
Tuesday	8/22/2023	8.50							8.50	
Wednesday	8/23/2023	8.08							8.08	
Thursday	8/24/2023	8.50							8.50	
Friday	8/25/2023	5.74		2.77					8.51	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.77</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023	7.45							7.45	
Tuesday	8/29/2023	8.45							8.45	
Wednesday	8/30/2023	8.50							8.50	
Thursday	8/31/2023	8.73							8.73	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>33.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.13</b>	
<b>Total Pay Period</b>		<b>73.13</b>	<b>0.00</b>	<b>2.77</b>	<b>24.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>99.90</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Hunter Brown

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To	Item 13.
73.13	0.00	2.77	0.00	75.90	

Time in	Time out	Duration	
<b>August 21, 2023</b>			<b>9.18</b>
7:30am (MDT)	8:00am (MDT)	0.50	STRTS > STRTS - Storm Drainage <b>NOTES:</b> Check all drains for debris and confirm functionality.
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs <b>NOTES:</b> sewer equipment, and lagoon, Preventative maintenance inspection in addition to regular logs
8:30am (MDT)	8:50am (MDT)	0.33	MTG > MTG - Staff Meeting
8:50am (MDT)	10:09am (MDT)	1.32	MTG > MTG - Other Government <b>NOTES:</b> water meeting.
10:09am (MDT)	10:52am (MDT)	0.72	EQP > EQP - Loader Maintenance <b>NOTES:</b> research to understand if loader can be moved in current condition. then move into the shop.
10:52am (MDT)	2:09pm (MDT)	3.28	EQP > EQP - Loader Maintenance <b>NOTES:</b> tighten torque converter drain plugs and refill oil.
2:09pm (MDT)	4:41pm (MDT)	2.53	STRTS > STRTS - Storm Drainage <b>NOTES:</b> clear blocked drains.
<b>August 22, 2023</b>			<b>8.50</b>
7:30am (MDT)	8:00am (MDT)	0.50	STRTS > STRTS - Storm Drainage <b>NOTES:</b> check all streets for standing water.
8:00am (MDT)	9:24am (MDT)	1.40	EQP > EQP - Loader Maintenance <b>NOTES:</b> check ATO leak repair. preform all PMs. refuel.
9:24am (MDT)	9:35am (MDT)	0.18	EQP > EQP - S10 Truck Maintenance <b>NOTES:</b> replace taillight plastics.
9:35am (MDT)	10:38am (MDT)	1.05	EQP > EQP - MACK Dump Maintenance <b>NOTES:</b> reinstall water tank for upcoming labor day event.
10:38am (MDT)	1:36pm (MDT)	2.97	EQP > EQP - MACK Dump Maintenance <b>NOTES:</b> assess nonfunctional hose reel. remove faulty parts and see NAPA about replacements.
1:36pm (MDT)	1:45pm (MDT)	0.15	IND > IND - Industrial Park Maintenance <b>NOTES:</b> clean and secure old recycling center. send Kyla pics of dead trees.
1:45pm (MDT)	1:55pm (MDT)	0.17	STRTS > STRTS - Road Hazard <b>NOTES:</b> sink hole at Bear Loper's
1:55pm (MDT)	1:55pm (MDT)	0.00	PW > PW - City Shop > Shop <b>NOTES:</b> run old water truck keys to city hall.
1:55pm (MDT)	2:11pm (MDT)	0.27	STRTS > STRTS - Road Hazard <b>NOTES:</b> sinkhole at Bear Loper's. cancelled.
2:11pm (MDT)	4:00pm (MDT)	1.82	STRTS > Train - Streets <b>NOTES:</b> take CDL practice test and otherwise prepare for collection of permit engaging sometime this week.
<b>August 23, 2023</b>			<b>8.08</b>
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:43am (MDT)	0.72	EQP > EQP - MACK Dump Maintenance <b>NOTES:</b> install new hose reel parts.
8:43am (MDT)	9:01am (MDT)	0.30	EQP > EQP - Parts Run

**NOTES:** C&M for 1/4" bolts and lock nuts to hole new solenoid to truck.

9:01am (MDT)	9:56am (MDT)	0.92	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> continue installation.			
9:56am (MDT)	10:10am (MDT)	0.23	EQP > EQP - Parts Run
<b>NOTES:</b> C&M for replacement switch.			
10:10am (MDT)	3:05pm (MDT)	4.92	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> test motor function. motor does not function. trouble shoot.			
3:05pm (MDT)	3:35pm (MDT)	0.50	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> auto hose roller is inoperable, manual method configured.			

#### August 24, 2023

8.50

7:30am (MDT)	9:02am (MDT)	1.53	PARK > PARK - Restroom
<b>NOTES:</b> unlock, wipe down, check trash, check odor control, and sweep.			
9:02am (MDT)	9:14am (MDT)	0.20	SWR > SWR - Sewer Logs
9:14am (MDT)	9:22am (MDT)	0.13	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> post project clean up.			
9:22am (MDT)	9:52am (MDT)	0.50	WTR > WTR - Service Call
<b>NOTES:</b> turn on water at 400 Wiley for plumber Matt of McCall Plumbing.			
9:52am (MDT)	10:20am (MDT)	0.47	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> finish, refuel and park.			
10:20am (MDT)	10:46am (MDT)	0.43	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> refuel and park in designated space.			
10:46am (MDT)	1:31pm (MDT)	2.75	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> write up PM sheets for both HD trucks.			
1:31pm (MDT)	1:51pm (MDT)	0.33	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> find VIN and Model for both HD trucks.			
1:51pm (MDT)	2:01pm (MDT)	0.17	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> email created PM Forms to Kyla for printing.			
2:01pm (MDT)	4:00pm (MDT)	1.98	PW > PW - City Shop > Shop
<b>NOTES:</b> organize shop.			

#### August 25, 2023

8.50

7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	9:15am (MDT)	1.25	STRTS > Train - Streets
<b>NOTES:</b> last minute cramming for CDL Tests			
9:15am (MDT)	10:00am (MDT)	0.75	STRTS > STRTS - Storm Drainage
<b>NOTES:</b> heartland inn: measure hole to make catch basin.			
10:00am (MDT)	1:35pm (MDT)	3.58	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> install lights in tuff shed.			
1:35pm (MDT)	4:00pm (MDT)	2.42	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> build and install shelves in tuff shed			

#### August 28, 2023

7.45

7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:30am (MDT)	0.50	PARK > PARK - Maintenance
<b>NOTES:</b> call Jessie about labor day prep list.			



8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Other Government
<b>NOTES:</b> IIIA meeting.			
10:55am (MDT)	11:10am (MDT)	0.25	STRTS > STRTS - Street Sweeping
<b>NOTES:</b> call Bear about renting his skid-steer on Wednesday or Thursday.			
11:10am (MDT)	4:22pm (MDT)	5.20	EQP > EQP - Parts Run
<b>NOTES:</b> repair or find uncostly replacement for tree trimmer. trim south tree at the park and clean up.			

**August 29, 2023****8.45**

7:30am (MDT)	9:19am (MDT)	1.82	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> modify and install flat free tires on mower.			
9:19am (MDT)	10:23am (MDT)	1.07	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> continue trimming South tree.			
10:23am (MDT)	11:00am (MDT)	0.62	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> cleanup			
11:00am (MDT)	3:57pm (MDT)	4.95	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> test water pump tank air connections. understand what connections are faulty. success tests! put away until labor day weekend.			

**August 30, 2023****8.50**

7:30am (MDT)	7:45am (MDT)	0.25	STRTS > STRTS - Street Sweeping
<b>NOTES:</b> warm up and move Loader away from sweeper attachment.			
7:45am (MDT)	8:00am (MDT)	0.25	SWR > SWR - Sewer Logs
8:00am (MDT)	1:30pm (MDT)	5.50	STRTS > STRTS - Street Sweeping
1:30pm (MDT)	4:00pm (MDT)	2.50	STRTS > STRTS - Street Sweeping
<b>NOTES:</b> refuel and clean rented equipment (Bear's Skid-steer)			

**August 31, 2023****8.73**

7:30am (MDT)	8:00am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	9:50am (MDT)	1.83	STRTS > Train - Streets
<b>NOTES:</b> take CDL Tests in Council.			
9:50am (MDT)	12:19pm (MDT)	2.48	PARK > PARK - Maintenance
<b>NOTES:</b> clean kiosk and install posters.			
12:19pm (MDT)	12:30pm (MDT)	0.18	PARK > PARK - Maintenance
<b>NOTES:</b> bring loader with snow bucket for grass sweepings.			
12:30pm (MDT)	3:03pm (MDT)	2.55	PARK > PARK - Maintenance
<b>NOTES:</b> clean and otherwise prep restrooms for busy weekend.			
3:03pm (MDT)	4:14pm (MDT)	1.18	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> level sweeping piles in alleyways by back blading.			

**Kyla Gardner**

**Pay Period**

**8/16/2023 to**

**8/31/2023**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023	7.63							7.63	
Thursday	8/17/2023	8.12							8.12	
Friday	8/18/2023								0.00	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>15.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.75</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	7.83							7.83	
Tuesday	8/22/2023	7.82							7.82	
Wednesday	8/23/2023	8.00							8.00	
Thursday	8/24/2023	8.58							8.58	
Friday	8/25/2023								0.00	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>32.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.23</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023	10.67							10.67	
Tuesday	8/29/2023	8.20							8.20	
Wednesday	8/30/2023	7.86							7.86	
Thursday	8/31/2023	8.32							8.32	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>35.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.05</b>	
<b>Total Pay Period</b>		<b>83.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83.03</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Kyla Gardner

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To	Item 13.
<b>83.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83.03</b>	

Time in	Time out	Duration	
<b>August 16, 2023</b>			<b>7.63</b>
7:48am	3:26pm	7.63	ADM > ADM - Customer Relations
<b>August 17, 2023</b>			<b>8.12</b>
7:45am	3:52pm	8.12	ADM > ADM - Customer Relations
<b>August 21, 2023</b>			<b>7.83</b>
7:47am	3:37pm	7.83	ADM > ADM - Customer Relations
<b>August 22, 2023</b>			<b>7.82</b>
7:44am	3:33pm	7.82	ADM > ADM - Customer Relations
<b>August 23, 2023</b>			<b>8.00</b>
7:41am	3:41pm	8.00	ADM > ADM - Customer Relations
<b>August 24, 2023</b>			<b>8.58</b>
7:41am	4:16pm	8.58	ADM > ADM - Customer Relations
<b>August 28, 2023</b>			<b>10.67</b>
7:46am	3:37pm	7.85	ADM > ADM - Customer Relations
5:52pm	8:41pm	2.82	MTG > MTG - Council Meeting
<b>August 29, 2023</b>			<b>8.20</b>
7:43am	3:55pm	8.20	ADM > ADM - Customer Relations
<b>August 30, 2023</b>			<b>7.87</b>
7:44am	3:36pm	7.87	ADM > ADM - Customer Relations
<b>August 31, 2023</b>			<b>8.32</b>
7:47am	3:37pm	7.83	ADM > ADM - Customer Relations
3:47pm	4:16pm	0.48	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

8/16/2023 to

8/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023								0.00	
Thursday	8/17/2023								0.00	
Friday	8/18/2023								0.00	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	5.30							5.30	
Tuesday	8/22/2023	3.78							3.78	
Wednesday	8/23/2023								0.00	
Thursday	8/24/2023								0.00	
Friday	8/25/2023								0.00	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>9.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.08</b>	
Sunday	8/27/2023	0.88							0.88	
Monday	8/28/2023	0.43							0.43	
Tuesday	8/29/2023	0.70							0.70	
Wednesday	8/30/2023								0.00	
Thursday	8/31/2023	5.64							5.64	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>7.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.65</b>	
<b>Total Pay Period</b>		<b>16.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.73</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Jessica Gerke

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To	Item 13.
<b>16.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.73</b>	

Time in	Time out	Duration	
<b>August 21, 2023</b>			<b>5.30</b>
10:37am (MDT)	12:14pm (MDT)	1.62	STRTS > STRTS - Storm Drainage
12:14pm (MDT)	1:26pm (MDT)	1.20	EQP > EQP - Loader Maintenance
1:26pm (MDT)	3:55pm (MDT)	2.48	STRTS > STRTS - Storm Drainage
<b>August 22, 2023</b>			<b>3.78</b>
10:30am (MDT)	11:48am (MDT)	1.30	STRTS > STRTS - Storm Drainage
11:48am (MDT)	12:45pm (MDT)	0.95	EQP > EQP - MACK Dump Maintenance
12:45pm (MDT)	2:17pm (MDT)	1.53	PW > PW - Office Time
<b>August 27, 2023</b>			<b>0.88</b>
2:00pm (MDT)	2:53pm (MDT)	0.88	STRTS > STRTS - Sidewalk Maintenance
<b>NOTES:</b> Getting Paydan equipment to clean sidewalk and trash			
<b>August 28, 2023</b>			<b>0.43</b>
11:58am (MDT)	12:24pm (MDT)	0.43	MTG > MTG - Staff Meeting
<b>NOTES:</b> Labor list			
<b>August 29, 2023</b>			<b>0.70</b>
11:21am (MDT)	12:03pm (MDT)	0.70	EQP > EQP - MACK Dump Maintenance
<b>August 31, 2023</b>			<b>5.63</b>
10:31am (MDT)	2:15pm (MDT)	3.73	PARK > PARK - Maintenance
2:15pm (MDT)	3:36pm (MDT)	1.35	MTG > MTG - Staff Meeting
<b>NOTES:</b> Kirk			
3:36pm (MDT)	4:09pm (MDT)	0.55	WTR > WTR - Service Call

**Brianna Hoxie**

**Pay Period**

**8/16/2023 to**

**8/31/2023**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023	7.33							7.33	
Thursday	8/17/2023	7.47							7.47	
Friday	8/18/2023	0.20							0.20	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	7.98							7.98	
Tuesday	8/22/2023	7.75							7.75	
Wednesday	8/23/2023	6.58							6.58	
Thursday	8/24/2023	7.65							7.65	
Friday	8/25/2023	5.42							5.42	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>35.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.38</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023	9.65							9.65	
Tuesday	8/29/2023	7.35							7.35	
Wednesday	8/30/2023	7.27							7.27	
Thursday	8/31/2023	7.10							7.10	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>31.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31.37</b>	
<b>Total Pay Period</b>		<b>81.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.75</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**

# Brianna Hoxie

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To	Item 13.
<b>81.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.75</b>	

Time in	Time out	Duration	
<b>August 16, 2023</b>			<b>7.33</b>
8:00am	3:20pm	7.33	ADM > ADM - Customer Relations
<b>August 17, 2023</b>			<b>7.47</b>
7:55am	3:23pm	7.47	ADM > ADM - Customer Relations
<b>August 18, 2023</b>			<b>0.20</b>
10:48am	11:00am	0.20	ADM > ADM - Customer Relations
<b>August 21, 2023</b>			<b>7.98</b>
7:56am	3:55pm	7.98	ADM > ADM - Customer Relations
<b>August 22, 2023</b>			<b>7.75</b>
7:54am	3:39pm	7.75	ADM > ADM - Customer Relations
<b>August 23, 2023</b>			<b>6.58</b>
8:30am	3:05pm	6.58	ADM > ADM - Customer Relations
<b>August 24, 2023</b>			<b>7.65</b>
7:45am	3:24pm	7.65	ADM > ADM - Customer Relations
<b>August 25, 2023</b>			<b>5.42</b>
8:45am	2:10pm	5.42	ADM > ADM - Customer Relations
<b>August 28, 2023</b>			<b>9.65</b>
7:53am	3:03pm	7.17	ADM > ADM - Customer Relations
6:09pm	8:38pm	2.48	ADM > ADM - Customer Relations
<b>August 29, 2023</b>			<b>7.35</b>
7:55am	3:16pm	7.35	ADM > ADM - Customer Relations
<b>August 30, 2023</b>			<b>7.27</b>
7:55am	3:11pm	7.27	ADM > ADM - Customer Relations
<b>August 31, 2023</b>			<b>7.10</b>
8:04am	3:10pm	7.10	ADM > ADM - Customer Relations

**Dana Kautz**

**Pay Period**

**8/16/2023 to**

**8/31/2023**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023								0.00	
Thursday	8/17/2023								0.00	
Friday	8/18/2023								0.00	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023								0.00	
Tuesday	8/22/2023								0.00	
Wednesday	8/23/2023	5.23							5.23	
Thursday	8/24/2023								0.00	
Friday	8/25/2023								0.00	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.23</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023								0.00	
Tuesday	8/29/2023								0.00	
Wednesday	8/30/2023								0.00	
Thursday	8/31/2023								0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.23</b>	

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

**Employee Signature:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_

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

**Payperiod Notes:**



# Dana Kautz

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To
<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.23</b>

Item 13.

Time in	Time out	Duration	
<b>August 23, 2023</b>			<b>5.23</b>
10:28am (MDT)	3:42pm (MDT)	5.23	MTG > MTG - Council Meeting

Ivan McDaniel

Pay Period

8/16/2023 to

8/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023	6.52							6.52	
Thursday	8/17/2023	8.32							8.32	
Friday	8/18/2023	8.06							8.06	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>22.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22.90</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	8.38							8.38	
Tuesday	8/22/2023	8.17							8.17	
Wednesday	8/23/2023	8.73							8.73	
Thursday	8/24/2023								0.00	
Friday	8/25/2023	9.25							9.25	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>34.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.53</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023	8.42							8.42	
Tuesday	8/29/2023	8.40							8.40	
Wednesday	8/30/2023	8.12							8.12	
Thursday	8/31/2023	8.03							8.03	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>32.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.97</b>	
<b>Total Pay Period</b>		<b>90.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.40</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Ivan McDaniel

08/16/2023 to 08/31/2023

Regular  
**89.93**

PTO  
**0.00**

OT  
**0.47**

DT  
**0.00**

To Item 13.  
**90.40**

Time in	Time out	Duration	
<b>August 16, 2023</b>			<b>6.52</b>
7:37am (MDT)	7:42am (MDT)	0.08	PARK > PARK - Restroom
7:42am (MDT)	8:05am (MDT)	0.38	PARK > PARK - Irrigation
8:05am (MDT)	8:21am (MDT)	0.27	WTR > WTR - Booster Station & Well Logs
8:21am (MDT)	8:25am (MDT)	0.07	SWR > SWR - Sewer Logs
8:25am (MDT)	8:38am (MDT)	0.22	SWR > SWR - Auger Room Maintenance
8:38am (MDT)	10:23am (MDT)	1.75	SWR > SWR - Land Application Project
<b>NOTES:</b> wheel line maintenance			
10:23am (MDT)	12:02pm (MDT)	1.65	SWR > SWR - Sewer Testing
<b>NOTES:</b> getting lagoon 3 depth			
12:02pm (MDT)	1:30pm (MDT)	1.47	PARK > PARK - Mowing / Trimming
1:30pm (MDT)	1:59pm (MDT)	0.48	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> well 4 depth			
1:59pm (MDT)	2:08pm (MDT)	0.15	SWR > SWR - System Maintenance
<b>August 17, 2023</b>			<b>8.32</b>
7:08am (MDT)	7:13am (MDT)	0.08	PARK > PARK - Restroom
7:13am (MDT)	7:41am (MDT)	0.47	PARK > PARK - Irrigation
7:41am (MDT)	7:48am (MDT)	0.12	WTR > WTR - Booster Station & Well Logs
7:48am (MDT)	7:51am (MDT)	0.05	SWR > SWR - Sewer Logs
7:51am (MDT)	8:07am (MDT)	0.27	SWR > SWR - Auger Room Maintenance
8:07am (MDT)	8:56am (MDT)	0.82	SWR > SWR - Land Application Project
<b>NOTES:</b> moving wheel lines, and weed removal			
8:56am (MDT)	9:13am (MDT)	0.28	PW > PW - City Shop > Shop
<b>NOTES:</b> moving signs for the depot			
9:13am (MDT)	10:23am (MDT)	1.17	SWR > SWR - Land Application Project
<b>NOTES:</b> weed removal			
10:23am (MDT)	10:57am (MDT)	0.57	STRTS > Train - Streets
<b>NOTES:</b> cdl			
10:57am (MDT)	12:18pm (MDT)	1.35	WTR > Train - Water
12:18pm (MDT)	12:42pm (MDT)	0.40	PARK > PARK - Irrigation
12:42pm (MDT)	1:14pm (MDT)	0.53	STRTS > Train - Streets
<b>NOTES:</b> CDL			
1:14pm (MDT)	1:46pm (MDT)	0.53	PW > PW - City Shop > Shop
<b>NOTES:</b> getting dog pound prepped for work			
1:46pm (MDT)	3:27pm (MDT)	1.68	WTR > WTR - Service Call
<b>August 18, 2023</b>			<b>8.07</b>
7:05am (MDT)	7:17am (MDT)	0.20	PARK > PARK - Restroom

7:17am (MDT)	7:32am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
7:32am (MDT)	7:36am (MDT)	0.07	SWR > SWR - Sewer Logs
7:36am (MDT)	7:51am (MDT)	0.25	SWR > SWR - Auger Room Maintenance
7:51am (MDT)	9:49am (MDT)	1.97	SWR > SWR - Land Application Project
<b>NOTES:</b> moving wheel lines			
9:49am (MDT)	12:42pm (MDT)	2.88	PARK > PARK - Mowing / Trimming
12:42pm (MDT)	1:04pm (MDT)	0.37	PW > PW - City Shop > Shop
<b>NOTES:</b> helping Aaron			
1:04pm (MDT)	1:34pm (MDT)	0.50	PW > PW - City Shop > Shop
<b>NOTES:</b> figuring out the new signs			
1:34pm (MDT)	2:22pm (MDT)	0.80	SWR > SWR - System Maintenance
<b>NOTES:</b> moving chlorine			
4:44pm (MDT)	5:31pm (MDT)	0.78	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> depth			

**August 21, 2023** **8.38**

7:40am (MDT)	8:04am (MDT)	0.40	PARK > PARK - Restroom
8:04am (MDT)	8:19am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
8:19am (MDT)	8:30am (MDT)	0.18	SWR > SWR - Auger Room Maintenance
8:30am (MDT)	9:05am (MDT)	0.58	MTG > MTG - Staff Meeting
9:05am (MDT)	9:58am (MDT)	0.88	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> dog pound			
9:58am (MDT)	9:59am (MDT)	0.02	IND > IND - Industrial Park Maintenance
9:59am (MDT)	10:24am (MDT)	0.42	SWR > SWR - System Maintenance
10:24am (MDT)	11:21am (MDT)	0.95	STRTS > STRTS - Storm Drainage
11:21am (MDT)	2:07pm (MDT)	2.77	WTR > WTR - Meter Reading
2:07pm (MDT)	4:03pm (MDT)	1.93	STRTS > Train - Streets
<b>NOTES:</b> acquire CDL permit			

**August 22, 2023** **8.17**

7:49am (MDT)	8:02am (MDT)	0.22	PARK > PARK - Restroom
8:02am (MDT)	8:07am (MDT)	0.08	SWR > SWR - Sewer Logs
8:07am (MDT)	8:51am (MDT)	0.73	SWR > SWR - Auger Room Maintenance
8:51am (MDT)	12:00pm (MDT)	3.15	WTR > WTR - Meter Reading
<b>NOTES:</b> fixing meters			
12:00pm (MDT)	1:19pm (MDT)	1.32	SWR > SWR - Auger Room Maintenance
1:19pm (MDT)	1:23pm (MDT)	0.07	WTR > WTR - Service Call
<b>NOTES:</b> turn off 400 wiley water			
1:23pm (MDT)	2:54pm (MDT)	1.52	STRTS > Train - Streets
2:54pm (MDT)	3:59pm (MDT)	1.08	EQP > EQP - Parts Run

**August 23, 2023** **8.73**

7:11am (MDT)	7:18am (MDT)	0.12	PARK > PARK - Restroom
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7:18am (MDT)	7:40am (MDT)	0.37	WTR > WTR - Booster Station & Well Logs
7:40am (MDT)	8:17am (MDT)	0.62	PARK > PARK - Irrigation
8:17am (MDT)	8:29am (MDT)	0.20	STRTS > Train - Streets
8:29am (MDT)	3:55pm (MDT)	7.43	WTR > WTR- Fire Hydrants

**NOTES:** flush hydrants

**August 25, 2023** **9.25**

7:32am (MDT)	7:48am (MDT)	0.27	PARK > PARK - Restroom
7:48am (MDT)	8:10am (MDT)	0.37	PARK > PARK - Irrigation
8:10am (MDT)	8:23am (MDT)	0.22	WTR > WTR - Booster Station & Well Logs
8:23am (MDT)	10:37am (MDT)	2.23	STRTS > Train - Streets
<b>NOTES:</b> air brakes test			
10:37am (MDT)	10:49am (MDT)	0.20	STRTS > Train - Streets
<b>NOTES:</b> drug test			
10:49am (MDT)	1:47pm (MDT)	2.97	STRTS > STRTS - Storm Drainage
1:47pm (MDT)	2:14pm (MDT)	0.45	WTR > WTR - Service Call
<b>NOTES:</b> data log Blue tick			
2:14pm (MDT)	3:44pm (MDT)	1.50	SWR > SWR - Land Application Project
<b>NOTES:</b> move wheel lines			
3:44pm (MDT)	4:16pm (MDT)	0.53	STRTS > STRTS - Storm Drainage
4:16pm (MDT)	4:47pm (MDT)	0.52	IND > IND - Industrial Park Maintenance

**August 28, 2023** **8.42**

7:49am (MDT)	7:56am (MDT)	0.12	PARK > PARK - Restroom
7:56am (MDT)	8:08am (MDT)	0.20	WTR > WTR - Booster Station & Well Logs
8:08am (MDT)	8:24am (MDT)	0.27	SWR > SWR - Auger Room Maintenance
8:24am (MDT)	9:30am (MDT)	1.10	MTG > MTG - Staff Meeting
9:30am (MDT)	9:34am (MDT)	0.07	SWR > SWR - Auger Room Maintenance
9:34am (MDT)	9:49am (MDT)	0.25	WTR > WTR - Service Call
9:49am (MDT)	2:10pm (MDT)	4.35	PARK > PARK - Mowing / Trimming
2:10pm (MDT)	3:12pm (MDT)	1.03	WTR > WTR - Leak Letters
<b>NOTES:</b> Red door notice			
3:12pm (MDT)	4:14pm (MDT)	1.03	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> weedeat and tree trimming			

**August 29, 2023** **8.40**

7:46am (MDT)	7:57am (MDT)	0.18	PARK > PARK - Restroom
7:57am (MDT)	8:01am (MDT)	0.07	SWR > SWR - Sewer Logs
8:01am (MDT)	8:27am (MDT)	0.43	SWR > SWR - Auger Room Maintenance
8:27am (MDT)	11:38am (MDT)	3.18	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> weedeat and tree trimming			
11:38am (MDT)	12:59pm (MDT)	1.35	EQP > EQP - MACK Dump Maintenance

12:59pm (MDT)	1:31pm (MDT)	0.53	WTR > WTR- Fire Hydrants
1:31pm (MDT)	4:10pm (MDT)	2.65	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> mow wells			

**August 30, 2023** **8.12**

7:49am (MDT)	8:02am (MDT)	0.22	PARK > PARK - Restroom
8:02am (MDT)	8:25am (MDT)	0.38	WTR > WTR - Booster Station & Well Logs
8:25am (MDT)	9:52am (MDT)	1.45	STRTS > STRTS - Sidewalk Maintenance
9:52am (MDT)	10:07am (MDT)	0.25	WTR > WTR - Service Call
10:07am (MDT)	1:09pm (MDT)	3.03	STRTS > STRTS - Sidewalk Maintenance
1:09pm (MDT)	3:26pm (MDT)	2.28	WTR > WTR - Service Call
3:26pm (MDT)	3:56pm (MDT)	0.50	WTR > WTR - Well #3 Maintenance
<b>NOTES:</b> finish mowing			

**August 31, 2023** **8.03**

7:46am (MDT)	8:00am (MDT)	0.23	PARK > PARK - Restroom
8:00am (MDT)	8:05am (MDT)	0.08	SWR > SWR - Sewer Logs
8:05am (MDT)	8:39am (MDT)	0.57	SWR > SWR - Auger Room Maintenance
8:39am (MDT)	8:53am (MDT)	0.23	SWR > SWR - System Maintenance
<b>NOTES:</b> checking chlorine pump			
8:53am (MDT)	9:02am (MDT)	0.15	PW > PW - City Shop > Shop
9:02am (MDT)	9:33am (MDT)	0.52	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weedeat skate park			
9:33am (MDT)	3:48pm (MDT)	6.25	PARK > PARK - Mowing / Trimming

Angie Mettie

Pay Period

8/16/2023 to

8/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	8/16/2023	8.70							8.70	
Thursday	8/17/2023	10.42							10.42	
Friday	8/18/2023								0.00	
Saturday	8/19/2023								0.00	
<b>Total Week</b>		<b>19.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.12</b>	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	1.38							1.38	
Tuesday	8/22/2023	2.58							2.58	
Wednesday	8/23/2023	1.08							1.08	
Thursday	8/24/2023								0.00	
Friday	8/25/2023	5.14							5.14	
Saturday	8/26/2023								0.00	
<b>Total Week</b>		<b>10.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.18</b>	
Sunday	8/27/2023								0.00	
Monday	8/28/2023								0.00	
Tuesday	8/29/2023								0.00	
Wednesday	8/30/2023								0.00	
Thursday	8/31/2023						164.52	67.92	232.44	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>164.52</b>	<b>67.92</b>	<b>232.44</b>	
<b>Total Pay Period</b>		<b>29.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>####</b>	<b>67.92</b>	<b>261.74</b>	

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

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Payperiod Notes:

# Angie Mettie

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	To	Item 13.
<b>29.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29.30</b>	

Time in	Time out	Duration	
<b>August 16, 2023</b>			
			<b>8.70</b>
7:09am	3:51pm	8.70	ADM > ADM - Customer Relations
<b>August 17, 2023</b>			
			<b>10.42</b>
7:10am	5:35pm	10.42	ADM > ADM - Customer Relations
<b>August 21, 2023</b>			
			<b>1.38</b>
2:12pm	3:35pm	1.38	ADM > ADM - Customer Relations
<b>August 22, 2023</b>			
			<b>2.58</b>
1:00pm	3:35pm	2.58	ADM > ADM - Customer Relations
<b>August 23, 2023</b>			
			<b>1.08</b>
1:49pm	2:54pm	1.08	ADM > ADM - Customer Relations
<b>August 25, 2023</b>			
			<b>5.13</b>
8:48am	1:56pm	5.13	ADM > ADM - Customer Relations



For dates posted from 08/30/23 to 09/08/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5913		580 4 Corner Communications	460.00								
		IT: MSP-T1 - Basic									
		August 2023									
		3515 09/01/23 IT Professional Support	153.33			1		41100	327		10102
		3515 09/01/23 IT Professional Support (W)	153.33			60		43320	327		10102
		3515 09/01/23 IT Professional Support (SWR)	153.34			65		43220	327		10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
5908		563 Adams County Prosecuting	1,500.00								
		September 2023 Prosecutions									
		1059 09/05/23 Municipal Prosecutions- Sep	1,500.00			1		41400	312		10102
		<b>Total for Vendor:</b>	<b>1,500.00</b>								
5905		680 Agri-Lines Irrigation Inc.	6.72								
		Galvanized plug for the Land App Irrigation System									
		103497 08/04/23 Land App Materials	6.72			65	39	43230	846		10102
		<b>Total for Vendor:</b>	<b>6.72</b>								
5907		25 Analytical Labs, Inc.	865.00								
		2306428 08/31/23 Water Sampling / Testing	266.80*			60		43320	745		10102
		2306429 08/31/23 Sewer Sampling / Testing	598.20			65		43220	745		10102
		<b>Total for Vendor:</b>	<b>865.00</b>								
5923		1 C & M Lumber Co, Inc	1,954.11								
		08/25/23 Sewer	97.17			65		43220	324		10102
		08/25/23 Water	395.97*			60		43320	324		10102
		08/25/23 Shop - Water	68.19*			60		43320	324		10102
		08/25/23 Shop - Sewer	68.19			65		43220	324		10102
		08/25/23 Shop - Streets	68.20			1		41500	324		10102
		08/25/23 Streets	207.67			1		41500	324		10102
		08/25/23 Park	418.42*			1		41600	324		10102
		08/25/23 Ind Park	390.97*			63		43100	350		10101
		08/25/23 Office (GEN)	13.11*			1		41100	324		10102
		08/25/23 Office (WTR)	13.11*			60		43320	324		10102
		08/25/23 Office (SWR)	13.12			65		43220	324		10102
		08/25/23 Parts	199.99			60		43332	350		10102
		<b>Total for Vendor:</b>	<b>1,954.11</b>								

For dates posted from 08/30/23 to 09/08/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5921	E	253 Christensen Inc. dba United Oil	595.25								
	1027287	08/31/23 Fuel -Streets	54.39*			60		43320	630		10102
	1027287	08/31/23 Fuel - Sewer	54.40*			65		43220	630		10102
	1027287	08/31/23 Fuel - Water	54.40*			60		43320	630		10102
	1027287	08/31/32 Fuel - Grader - Streets	144.02			1		41500	630		10102
	1027287	08/31/23 Fuel - Grader - Water	144.02*			60		43320	630		10102
	1027287	08/31/23 Fuel - Grader - Sewer	144.02*			65		43220	630		10102
		<b>Total for Vendor:</b>	<b>595.25</b>								
5915		29 City of New Meadows	5,070.95								
	025-00	09/01/23 Chlorinator Room	14.70			65		43220	339		10102
	310-00	09/01/23 Park Irrigation	4,447.18*			1		41600	332		10102
	309-00	09/01/23 Park Restrooms	76.05			1		41600	331		10102
	014-00	09/01/23 Industrial Park	233.76			63		43100	331		10102
	364-00	09/01/23 Auger Room	116.28			65		43220	338		10102
	126-00	09/01/23 City Hall	78.09*			1		41100	331		10102
	015-00	09/01/23 Skate Park	14.30*			1		41600	332		10102
	012-00	09/01/23 Recycle Center	14.30*			1		41600	332		10102
	060-00	09/01/23 Ambulance Shed	76.29*			1		41100	331		10102
		<b>Total for Vendor:</b>	<b>5,070.95</b>								
5904		690 Clearwater Financial , LLC	1,453.27								
	July Hours	Worked on Comprehensive Financial Plan and Citizens Committe meeting	1,453.27*								
	3042	08/31/23 Comp Fac Plan	1,453.27*			1		43318	324		10102
		<b>Total for Vendor:</b>	<b>1,453.27</b>								
5920	E	526 Coastline Equipment	195.74								
		Backhoe O-ring and switch									
	1041967	08/01/23 Backhoe Maint (G)	65.24			1		41500	350		10102
	1041967	08/01/23 Backhoe Maint (W)	65.25			60		43320	350		10102
	1041967	08/01/23 Backhoe Maint (SWR)	65.25			65		43220	350		10102
		<b>Total for Vendor:</b>	<b>195.74</b>								

For dates posted from 08/30/23 to 09/08/23  
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Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5917		702 Column Software PBC	39.80								
		Public Hearing Notice for Browns Tiny Homes									
		0016 08/30/23 Public Hearing (P&Z)	39.80*			1		41300	309		10102
		<b>Total for Vendor:</b>	<b>39.80</b>								
5919	E	405 CORE & MAIN LP	143.40								
		Water Parts									
		T339789 08/30/23 Water Parts	105.50*			60		43320	324		10102
		T021132 08/30/23 Water Parts	37.90*			60		43320	324		10102
		<b>Total for Vendor:</b>	<b>143.40</b>								
5909		495 Drake Diversified LLC	400.00								
		Monthly Back-up Operator August 2023									
		1749 09/01/23 Aug 2023 H2O Back-up Operator	200.00			60		43320	310		10102
		1749 09/01/23 Aug 2023 SWR Back-up Operator	200.00			65		43220	310		10102
		<b>Total for Vendor:</b>	<b>400.00</b>								
5900	E	594 DUBOIS CHEMICAL, INC	561.50								
		IN-3017950 09/06/23 STERILE DRUM	349.22			65		43220	324		10102
		IN-3017950 09/06/23 SHIPPING	212.28			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>561.50</b>								
5901		641 High Mountain Cleaning &	73.85								
		OFFICE CLEANING / CITY HALL 08/06/23, 08/20/23									
		10559 08/23/23 OFFICE CLEANING / CITY HALL	73.85*			1		41100	324		10102
		<b>Total for Vendor:</b>	<b>73.85</b>								
5914	E	37 Jerry's Auto Parts	159.70								
		Water pump and wrench set for Chevy pick up									
		291971 09/05/23 Shared (Streets)	53.24			1		41500	350		10102
		291971 09/05/23 Shared (Water)	53.23			60		43320	350		10102
		291971 09/05/23 Shared (Sewer)	53.23			65		43220	350		10102
		<b>Total for Vendor:</b>	<b>159.70</b>								

For dates posted from 08/30/23 to 09/08/23  
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Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5906	E	150 Lake Shore Disposal	275.20								
	26372695s2	09/01/23 Garbage - General	68.80*			1		41100	324		10102
	26372695S2	09/01/23 Garbage - Water	68.80*			60		43320	324		10102
	26372695S2	09/01/23 Garbage - Sewer	68.80			65		43220	324		10102
	26372695S2	09/01/23 Garbage - Industrial Park	68.80*			63		43100	324		10102
		<b>Total for Vendor:</b>	<b>275.20</b>								
		*** Claim from another period ( 8/23) ****									
		713 Meadows Valley Community	1,000.00								
5898		Sack Lunch donations from Stibnite									
	0 08/30/23	Sack Lunch Donations	1,000.00			1		41000	530		10102
5922		713 Meadows Valley Community	800.00								
		Sack Lunch donations from St. Lukes									
	0 09/08/23	Sack Lunch Donations	800.00			1		41000	530		10102
		<b>Total for Vendor:</b>	<b>1,800.00</b>								
5899	E	162 Norco Inc.	12.71								
	38589636	08/31/23 Cylinder Rental	4.24			1		41500	324		10102
	38589636	08/31/23 Cylinder Rental	4.24*			60		43320	324		10102
	38589636	08/31/23 Cylinder Rental	4.23			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>12.71</b>								
5910		642 Raven Waterworks, LLC	2,455.00								
		Monthly Operator / Sewer Assistance									
	230903	09/01/23 Aug 2023 H20 Operator	1,227.50			60		43320	310		10102
	230903	09/01/23 Aug 2023 SWR Operator	1,227.50			65		43220	310		10102
5911		642 Raven Waterworks, LLC	382.50								
		Contract Operator Work on Water Project Booster Station and Tank									
	(8/1/23-8/31/23)										
	230904	09/01/23 Water Project Operator	382.50			60	67	43331	885		10102
		<b>Total for Vendor:</b>	<b>2,837.50</b>								

For dates posted from 08/30/23 to 09/08/23  
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Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5912		659 SMS Inc.	121.00						
	361261	08/08/23 Shipping (SWR)	29.00*			65 43220	620		10102
	361262	08/16/23 Shipping (SWR)	32.00*			65 43220	620		10102
	345993	08/17/23 Shipping (WTR)	31.00			60 43320	620		10102
	345995	08/18/23 Shipping (SWR)	29.00*			65 43220	620		10102
		<b>Total for Vendor:</b>	<b>121.00</b>						
5916	E	147 USA Blue Book Connection Kit	128.33						
	120762	08/30/23 Kit	107.95			65 43220	324		10102
	120762	08/30/23 Freight Charge	20.38			65 43220	324		10102
		<b>Total for Vendor:</b>	<b>128.33</b>						
5902	E	423 USDA Sewer Bond Payment Automatically withdrawn	5,850.00						
	92/07-23	09/06/23 Sewer Bond Payment 92-07	5,850.00			65 43230	822		10102
5903	E	423 USDA Sewer & Water Bond Payment Automatically withdrawn	32,995.00						
	92-03/23	09/06/23 Sewer Bond Payment 92-03	32,995.00			65 43230	820		10102
		<b>Total for Vendor:</b>	<b>38,845.00</b>						
		<b># of Claims</b>	<b>25</b>					<b># of Vendors</b>	<b>13</b>
		<b>Total Electronic Claims</b>	<b>57,499.03</b>						
		<b>Total Non-Electronic Claims</b>	<b>40,916.83</b>						
			<b>16582.20</b>						