



City Council Regular Meeting & Public Hearing Agenda

Monday, November 14, 2022 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/86462816232?pwd=VFdZMHRVTjdyajVkJDNNL3YvR2ZMUT09>

Call in: 669-900-6833

Meeting ID: 864 6281 6232

Password: 239519

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. Staff Reports
3. Mayor's Report
4. Communications - Perpetua Resources

DISCUSSION ITEMS

5. Parking in the Right of Way Procedures

PUBLIC HEARING

6. Public Hearing - Family Dollar Design Review
7. Public Hearing - Zoning Code Amendment - Tiny Homes/Cottages/Park Models

ACTION ITEMS

8. Family Dollar Design Review Decision
9. Ordinance TBD-2022 Zoning Amendment (Tiny Homes)
10. 104 W Taylor Street Application - Bartlett
11. 104 W Taylor Street Application - Black
12. Dogs At Large Fine
13. Building Services Agreement
14. Copier Lease
15. Holiday Lights Budget
16. Park Restroom Hours

CONSENT AGENDA

17. October 24, 2022 Meeting Minutes
18. Paid & Pending Claims
19. October Payroll

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.”

Dana Kautz, City Treasurer

Staff Report for City Council Meeting November 14th, 2022

Projects:

- Filing payroll
- Bank Reconciliation
- Monthly Financial Reports
- Claims Review
- Wrapping up year end and opening the new Fiscal Year

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works
Assistant

MONTH

November

TASKS COMPLETED

- Equipment Winter Prep:
- Install Tire Chains
 - Install Snow Removal Acc. (Buckets and/or Plows)
 - Grease Snow Removal Acc.
 - Prep Shop for Emergency Winter Maintenance (Cleaning)
 - Inspected Equ. Electrical (Glow Inlets, In. & Ex. Lights)
 - Inspected Garage Electrical (Wall Outlets and Lights)

PROJECTS IN PROGRESS

- Equ, Shop, and Garage Winter Prep & Regular Maintenance:
- Replace Garage Overhead Light
 - Replace Equipment Beacons and Hazard lights
 - Keep Equipment Glow Inlets in Power
 - Add Fluids to Snow Removal Acc. (Dump Truck, Hydraulics)
 - Keep WWTP Building Entrances Clear of Snow Debris
 - Keep Shop Prepped for Chance Equ. Repair (e.g. Broken Chain)

CHALLENGES / ISSUES

Preparing to Assume Responsibility for Snow Removal.

Rigorous Training in Progress.

COMMUNITY INPUT & COMMENTS

Community informs of Trouble Drainage Areas. (Resolve - Spring 2023)

Community Reacts Positively to previous Road Maintenance. (Transpired - Spring 2022)

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

October 2022

TASKS COMPLETED

- Set up new postage system with help from Allied Business Solutions
- October billing
- Leak Letters
- Newsletters
- Payment processing
- Claims
- Filing
- Meeting Minutes
- Updating of Forms
- Notices / Flyers
- Move In / Move-Outs
- Compiling Water / Sewer Tests
- Ordinances / Resolution filing

PROJECTS IN PROGRESS

- Trunk or Treat – October 31
- Records Destruction List
- Christmas event & flyers
- Flyer for water estimates
- Researching address changes to remove “1/2” for new owner

CHALLENGES / ISSUES

- Internet connectivity
- Postal Returns
- E-bill confusion “current” vs “balance”
- Water estimate questions
- Research: meter decimal places
- 1 in 4 calls have been robocalls

COMMUNITY INPUT & COMMENTS

- Trunk-or-Treat a success – bring it back next year
- Vehicles causing sight obstructions at intersections
- What resources are available for homeless / vagrants?

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public works

MONTH

October

TASKS COMPLETED

- Finished oil and filter changes on all vehicles.
- Retrieved statue for skate park
- Changed brushes on screen room auger

PROJECTS IN PROGRESS

- Learning the ropes on snowplowing

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

November 2022

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly NETDMR's
Completed Building Permits for Water Project
Coordinated C &N fixing lights in Park Restrooms

PROJECTS IN PROGRESS

All Seasons Plumbing took a look at the leak in the meat shop, there were multiple leaks and could take 1-2 days to fix leaks.
I am currently writing a Construction Grant to LHTAC to repave a portion of S. Norris.
I am working on the annual street report

CHALLENGES / ISSUES

We still have had issues with the internet.

We also have had a lot of returned mail

COMMUNITY INPUT & COMMENTS

Winter has definitely arrived! We are in the season of snow, ice, mud and very cold temperatures. Remember that City Public Works department employees do their very best to keep roads clear and to make sure operations remain in working order.

An estimate for the plumbing work needing to be done at the Industrial Park "Meat Shop" building has not yet been received. The damage is more extensive than previously determined.

The Skate Park Fundraiser was a huge success! Over \$40,000 was raised and more continues to come in for this project. The Skate Park Committee is creating an official board as they move forward and the City will remain involved in plans as the project progresses.

The first City Trunk or Treat in the park was very successful with 25 different "Trunks" present. There was a great turnout of children and adults who enjoyed this great event. Next year we will expand the event to include several other opportunities for the community to gather.

Several interested individuals met to discuss holiday lighting in New Meadows. We have a great plan to place lights in the park, a snowman building area, and other amenities to encourage use of the park in the winter season. The City is receiving \$650 for the Mayor's Walking Challenge I completed in October, there are several donations to this project pending and I would like to use parks funds – since we have historically had a surplus each year – to make the holiday lighting project a success.

December 4th will be our "Light up the Town" event with a special Ornament Making Event for the kids at the Library prior to a parade down to the Park with local businesses lighting up their lights along the way. Local businesses are being encouraged to participate as well with outdoor sales and specials. We are working with the Community Center and Depot to provide a warm place to get in out of the weather for hot drinks and refreshments.

The MV Community Center has agreed to place the bull sculpture on the corner of their property which will match with the ranch theme they are pursuing. We will be planning an event to install the sculpture, recognize the ranching history of our community and acknowledge the sculptor and his awesome donation.

There's an amazing amount of work being done in our community. A special thank you to all the awesome volunteers who work behind the scenes to see projects are completed.

"If you think you're too small to make a difference, you haven't spent a night with a mosquito."
African Proverb

File Code: 1950
Date:

Dear Reader,

Enclosed for your review and comment is the Supplemental Draft Environmental Impact Statement (SDEIS) for Perpetua Resources Idaho's Stibnite Gold Project (SGP), which proposes mine operations, including an open pit hard rock mine and associated processing facilities on federal, state, and private lands located in Valley County, Idaho. The SGP details were originally submitted to the Forest Service in a Plan of Restoration and Operations (Plan) in 2016. A revised Plan, known as ModPRO, was submitted to the Forest Service in 2019. A DEIS evaluating alternatives based on the revised Plan was published in August of 2020. Subsequently, a further modified Plan, known as ModPRO2, reducing surface disturbance and anticipated environmental impacts, was submitted by the proponent in October of 2021. The Forest Service determined that an SDEIS was warranted to present the analysis of the 2021 modified Plan.

The Forest Service, specifically the Payette National Forest, is the lead agency in the preparation of this SDEIS (40 CFR 1501.5). The Boise National Forest is participating, as well as cooperating agencies including the U.S. Army Corps of Engineers (USACE), U.S. Environmental Protection Agency (EPA), Idaho Governor's Office of Energy and Mineral Resources (OEMR), Idaho Department of Lands (IDL), Idaho Department of Environmental Quality (IDEQ), Idaho Department of Water Resources (IDWR), and Valley County, Idaho.

The Proposed Action, known as the 2021 Modified Mine Plan (MMP), is based on Perpetua's 2021 revised Plan. The Johnson Creek Route Alternative was developed to evaluate potential reductions in impacts to various resources. The mining portion of this alternative would be the same as the 2021 MMP. Therefore, the primary focus of the Johnson Creek Route Alternative would be using an existing road, with proposed improvements, for mine access through operations and reclamation instead of the proposed new Burntlog Route under the 2021 MMP.

The comment period ends 75 days following the publication of the Notice of Availability (NOA) of this SDEIS in the Federal Register on October 28, 2022. The publication date of the NOA is the exclusive means for calculating the comment period for this analysis. Public comments concerning the adequacy and accuracy of this SDEIS will be accepted until January 10, 2023, and may be submitted by any of the following methods:

Project website: <https://www.fs.usda.gov/project/?project=50516>

Mail: Linda Jackson, Payette Forest Supervisor
Stibnite Gold Project
500 N. Mission Street, Building 2, McCall, Idaho 83638



Public meetings have been scheduled as noted below. Legal notices published in local newspapers will provide the locations of the meetings. Comments will not be accepted at the open houses and must be submitted as described above.

December 6 (Tuesday)	McCall, Idaho	5-8 pm
December 7 (Wednesday)	Cascade, Idaho	5-8 pm
December 9 (Friday)	Boise, Idaho	2-5 pm
December 9 (Friday)	Boise, Idaho	5-8 pm

All comments received during the public comment period will be fully considered and evaluated for preparation of the Final EIS. Questions can be directed to Brian Harris, Public Affairs Officer, Payette National Forest, 500 N. Mission Street, Building 2, McCall, Idaho 83638; phone (208) 634-0784; email: brian.d.harris@usda.gov.

Sincerely,

LINDA L JACKSON
Forest Supervisor

City Code: Parking in the Right of Way

4-5-5 RV USE

- A. RVs are allowed to be parked in an easement, but not the street from May 1 to October 31. No parking will be allowed in the easement or street from November 1 to April 30.

6-2-2 Restricted Parking

1. Restrictions:

1. It shall be unlawful to park any vehicle, motorized or nonmotorized, on Virginia Street, which constitutes that portion of U.S. Highway 95 from Southend Road to the intersection of Highway 95 and Highway 55, between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M.
 2. It shall be unlawful to park any vehicle or trailer, motorized or nonmotorized, on any other streets in the business/commercial districts, except for temporary parking associated with accessing products and services provided in the business/commercial districts and loading and unloading products for businesses in the business/commercial districts, between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M.
 3. It shall be unlawful to park any vehicle or trailer, motorized or nonmotorized, on all streets in the residential districts, between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M., except for temporary parking associated with loading or unloading.
 4. It shall be unlawful to park any vehicle or trailer, motorized or nonmotorized, on any improved alley in the City, except for temporary parking associated with loading and unloading.
 5. In all instances, there shall be no vehicle or trailer parked in a street that may impede or interfere with the free flow of traffic in either driving lane. A vehicle or trailer in violation of this section shall be subject to immediate citation and removal.
2. Citation; Removal And Impound Costs: Any vehicle or trailer violating any of the restrictions set out in subsection A of this section shall be subject to citation, removal and impound. All costs for towing, recovery, impound and storage shall be paid by the registered owner. All said costs shall be paid in full prior to the release of any towed or impounded vehicle or trailer. (Ord. 319-09, 11-9-2009; amd. Ord. 367-2020, 4-27-2020)

6-2-3 Penalties

For any offense, the registered owner of the vehicle or trailer shall be fined a sum of fifty dollars (\$50.00), plus any and all costs assessed by the courts, which sum shall be assessed as a penalty. All costs for towing, recovery, impound and storage shall be paid by the registered owner of any vehicle or trailer found to be in violation of this chapter. Each day shall be a new and separate violation subject to all penalties and actions allowed in this chapter. (Ord. 319-09, 11-9-2009)

City Code: Parking in the Right of Way

Chapter 12 – Off-Street Parking & Loading

10-12-1 Purpose

The purpose of this chapter is to set forth the minimum requirements for off-street vehicular parking and loading for various buildings and land uses irrespective of the district in which they are located. (Ord. 313-08, 6-9-2008)

10-12-2 General Parking Requirements

1. Off-street parking and loading facilities shall be shown on a site plan for a building permit or Administrator review at a scale not less than one inch equals one hundred feet (1" = 100'). This is not required for single-family or duplex construction on a lot with an attached garage for each unit.
2. Commercial parking areas shall be used for automobile parking only, with no sales, storage, repair work or servicing of any kind conducted thereon. Trucks are allowed where the lot is constructed with adequate space to accommodate trucks of the appropriate class (or weight) as identified by Idaho Code 49 or its amendments.
3. Whenever a land use is changed or altered (enlarged, increase in number of employees, seating capacity, etc.) in such a manner that will increase the parking space requirement specified by this title, a site plan showing the design for the additional parking spaces shall be submitted to the Administrator for approval.
4. With the exception of residential districts, no inoperable or unlicensed vehicles shall be parked within public or private off-street parking areas. Inoperable or unlicensed vehicles located in residential districts shall be located within an enclosed building or an enclosed back yard, with a limit of two (2) vehicles that are not roadworthy. (See also section 4-2-2.)
5. Groups of three (3) or more parking spaces, except those in conjunction with single-family or two-family dwellings on a single lot, shall be served by a service drive so that no backward movement or other maneuvering of a vehicle within a street, other than an alley, will be required. (Ord. 313-08, 6-9-2008; amd. Ord. 367-2020, 4-27-2020)

10-12-3 Location Of Parking Spaces

1. An off-street parking lot for uses other than residential uses shall be located on the same lot as the principal use the parking lot serves. When a commercial/business enterprise is using an off-site parking area to satisfy its parking needs, a signed written agreement between the enterprise and the owner of the off-site parking area is required.
2. Off-street parking for residences shall be located on a driveway in the side, rear or front. There shall be no parking in setback areas. (Ord. 313-08, 6-9-2008; amd. Ord. 367-2020, 4-27-2020)

10-12-4 Parking Area Improvements

All public or private parking areas which contain three (3) or more parking spaces shall be improved according to the following:

City Code: Parking in the Right of Way

1. **Surface:** All parking areas, except those in conjunction with single-family or two-family dwellings, shall have surfacing of asphalt concrete, or portland cement concrete. Other durable and dust-free surfacing materials may be approved by the Council for infrequently used parking areas, such as an auditorium, gymnasium, church or other similar use.
2. **Enclosures:** All parking areas, including service drives, except those required in conjunction with single-family or two-family dwellings, which abut a residential district shall be enclosed along and immediately adjacent to any interior property which abuts any residential district with a sight obscuring fence, wall or hedge not less than three feet (3') nor more than six feet (6') in height. If the fence, hedge or wall is not located on the property line, said area between the fence, hedge or wall and the property line shall be landscaped and maintained with lawn or low-growing evergreen ground cover or rock mulch.
3. **Lighting:** Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district.
4. **Residential Location:** Parking areas for residential uses, except those required in conjunction with a single-family or two-family dwelling, shall not be located in a required front yard.
5. **Service Drives:** Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety in traffic access and egress and maximum safety of pedestrian and vehicular traffic on the site, but in no case shall two-way and one-way driveways be less than twenty feet (20') and twelve feet (12'), respectively. (Ord. 313-08, 6-9-2008; amd. Ord. 367-2020, 4-27-2020)

City of New Meadows Application for Design Review

Name of Development: Family Dollar Expansion Date: 7/8/2022
 Name of Developer: Willow Flats LLC Name of Owner: T&N New Meadows LLC
 Contact Phone #: (435) 760 - 4707 Contact Phone #: (435) 760 - 4707
 Address: 1943 N Somerset St. Address: 1943 N Somerset St.
Washinton, UT 84780 Washinton, UT 84780

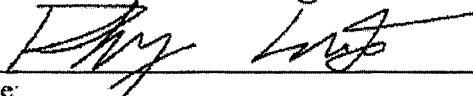
Legal Description of Property: Beginning at the Northeast corner of Lot 17, Block 3 of the Townsite of New Meadows as set forth on the plat thereof recorded in Book 1 of Plats, page 12 in the Adams County Recorder's Office; Thence East along the South line of Virginia Street Avenue a distance of 120 feet; Thence South parallel to the East line of said Lot 17, Block 3 a distance of 125 feet; Thence West parallel to the South line of Virginia Avenue a distance of 120 feet; Thence North along the East line of said Lot 17, Block 3 a distance 135 feet to the REAL POINT OF BEGINNING.
 Current Zoning of Property: Central Business

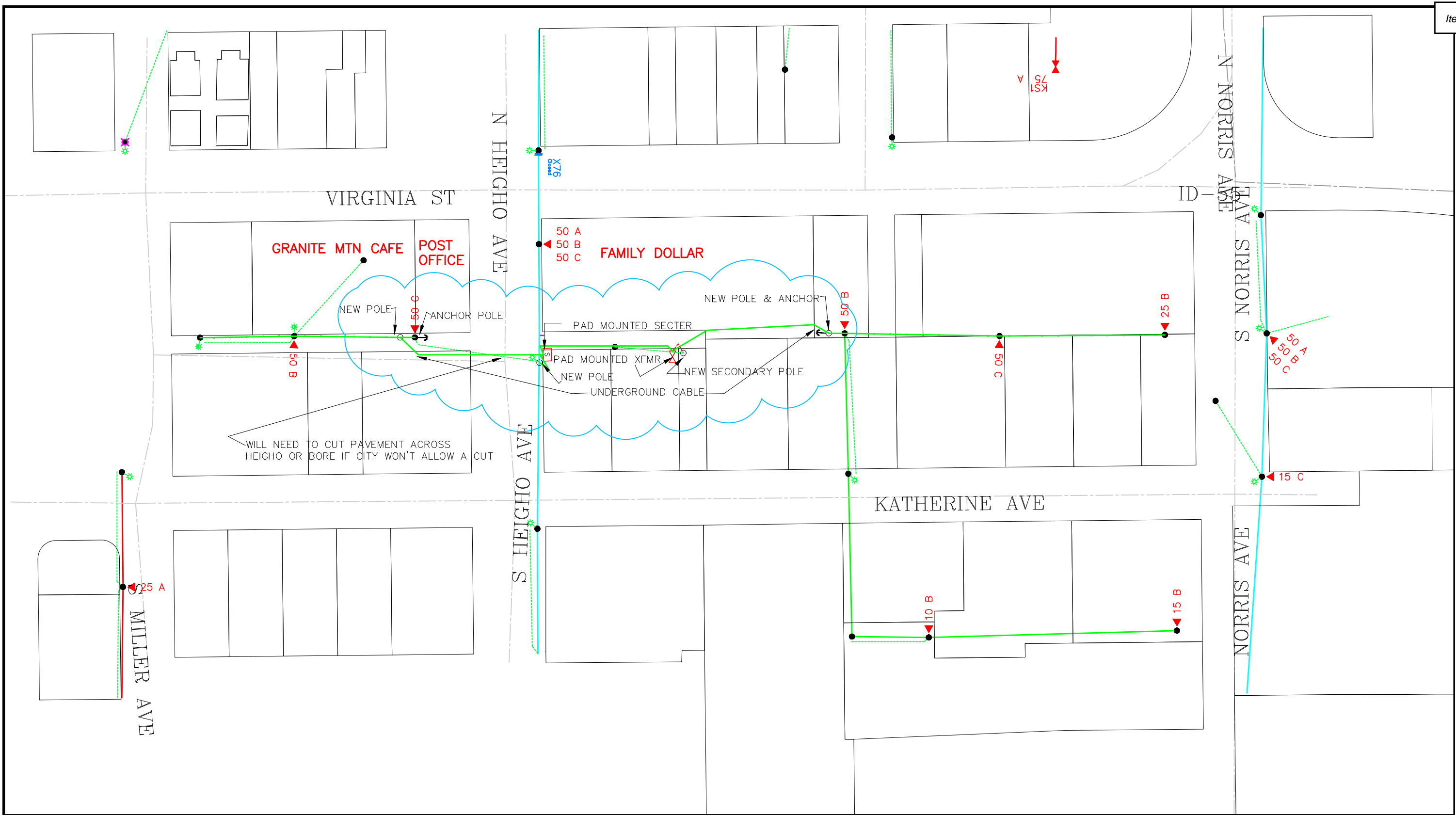
APPLICATION PROCEDURE: At a minimum, the application shall contain the following information before application is to be accepted:

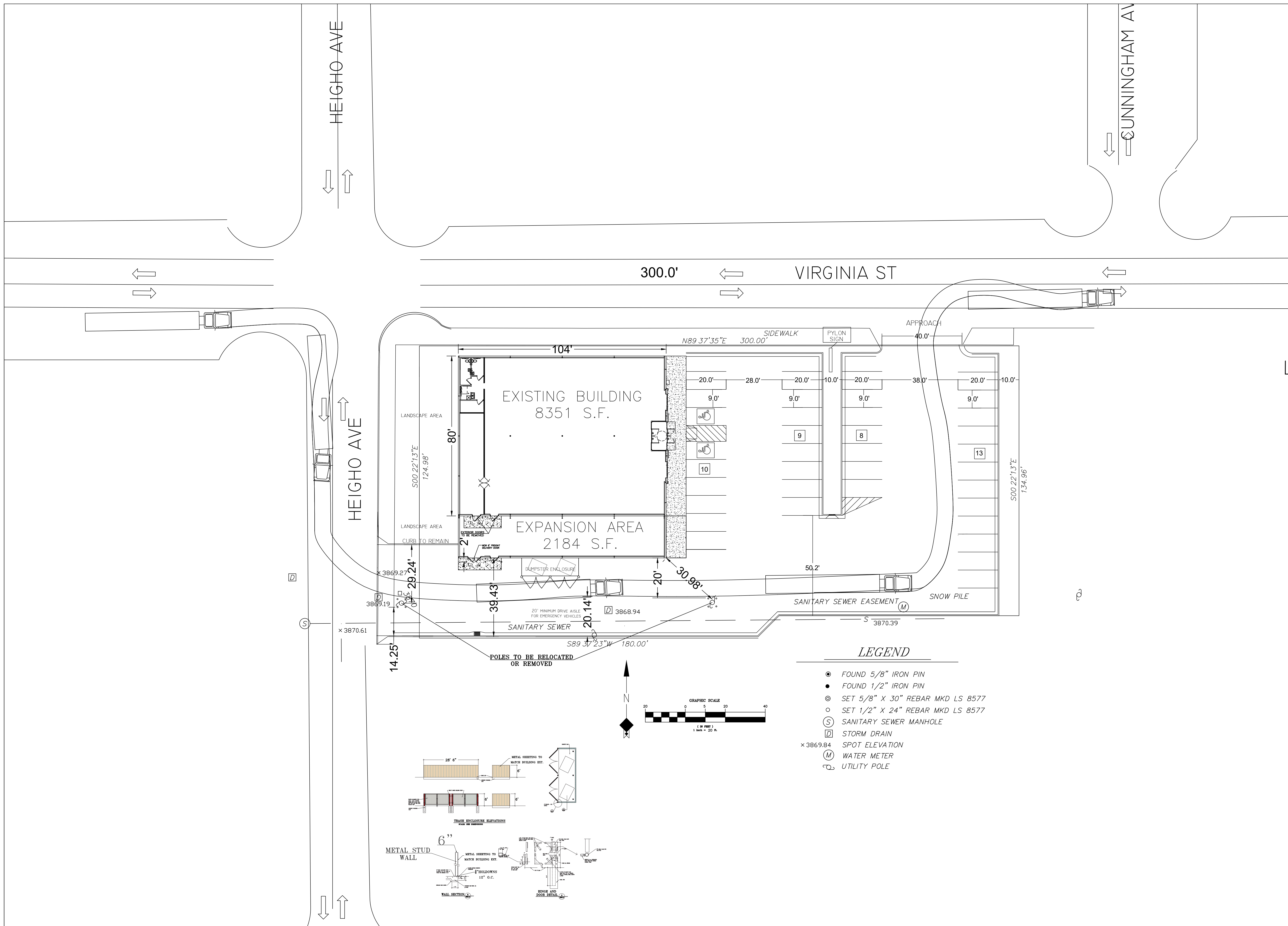
1. Name, address and phone number of applicant
2. Name, address and phone number of owner or stake holder
3. Legal Description of the property
4. Conceptual drawings and design of all buildings, landscaping, lighting and parking
5. Site Plan (drawn to scale which shows the property that is under consideration, location of all improvements and the specific information concerning the request)
6. Brief narrative describing the development
7. Certificate of Ownership (the certification of a reputable Title Insurance Company licensed under the laws of the State of Idaho as to the ownership of the property and of any interest shown therein of record.)
8. A list of all property owners and their mailing address within a 300 foot radius from external property boundaries of the subject property. (This information must be from a licensed Title Agency in the State of Idaho)
9. Elevations of each building site (if applicable)
10. Determination of flood plain limits
11. Description of water course alterations or diversion structures (if applicable)
12. Certified by a registered professional engineer that flood proofing and elevations are correct and comply with Section 5 of Ordinance #288-04
13. Availability of public facilities such as streets, sewage, water, etc. to support the proposed uses
14. Compatibility of the allowable uses with the surrounding areas
15. Notarized Affidavit of Legal Interest (if applicable)
16. ALL applicable application fees (applicant to be invoiced for all postage, advertisements, legal review, engineering review during the process)

Description	Fee	Fee Collected (Official Use Only)
Design Review	\$100.00	

The New Meadows Planning & Zoning Commission may require a Design Review Public Hearing at their discretion.

Applicant Signature:  Date: 07/11/2022
 Administrator Signature: _____ Date: _____





ENGINEERING SPECIALTIES
 Civil
 Structural
 Geotech
 1576 SOUTH 3200 WEST
 LOGAN, UT 84321

NEW MEADOWS IDAHO
 FAMILY DOLLAR ADDITION
 301 VIRGINIA ST, NEW MEADOWS, ID 83654

DATE:	6/8/2022
DRAWN BY:	DSG
DESIGNED BY:	DRW
REVIEWED BY:	CHK

Revision	
No.	Date

SHEET NAME

C-1

Power Poles: Meeting with Idaho Power 9-23-2022 to discuss options of burying the line or relocating the poles in the alley

Designated Truck Unloading Procedure & Entry / Exit plan: Updated on Plans to show entry from Heigho St. and to unload parallel with the building.

Enclosed Dumpsters and Location: Dumpsters will be in the same location and remain under lock and key. Enclosure will match building color and material.

Assurance of Building and Property Maintenance: The building being expanded will allow for around 2200 more s.f. of shelving so products have more space to be stocked. Thus, allowing the workers more time for maintenance issues. I will also be on top of it as much as I can

Curb Location: Current location does not impede with the current flow of drainage with the expanded building. To remain the same.

Updated plans to include these items

Provision of local contact information for store managers:

David Marsey
District Manager D519
Boise, Idaho
208-204-4831
dmarsey@familydollar.com

10-4-1 Purpose

The purpose of this chapter is to specify the process whereby the City incorporates design guidelines into new construction and remodeling of structures, landscaping, lighting and public amenities within the City and the area of City impact. (Ord. 313-08, 6-9-2008)

10-4-2 Application Of Provisions

1. Design review approval is required for any development that is a commercial, industrial, public or semipublic development, any sign in the City limits or area of impact and multi-family developments of three (3) or more units. Design review will not be required for the following building or site modifications:
 1. Interior remodeling of a structure which does not impact the exterior appearance of the structure or significantly impact the parking, landscaping or other exterior uses of the property.
 2. Repairs to an existing building if the outward appearance is not significantly changed.
 3. Improvements to or maintenance to an existing building or site where these do not significantly impact the outward appearance of the building or site.
2. Applications for nonemergency temporary structures are not subject to design review, but are subject to the conditional use process.
3. Any application within a residential zone which is subject to a subdivision design approval, and for which the design guidelines of the subdivision have been reviewed and approved by the Planning and Zoning Commission, shall show evidence of subdivision design review and approval by the authority of the subdivision prior to the granting of a building permit. Absent such evidence, the applicant shall proceed under the procedures below. (Ord. 313-08, 6-9-2008)

10-4-3 Review Bodies And Procedures

All projects to which this chapter applies shall be reviewed by the Administrator, commission and Council as follows:

1. Administrator: The applicant shall file conceptual drawings with the Administrator for design review and placement on the commission agenda.
2. Commission: The commission will review the application using the design review criteria in section 10-4-6 of this chapter, design guidelines in section 10-4-7 of this chapter and other applicable City codes. If the commission determines a public hearing is needed, a public hearing date will be set, legal notices sent to property owners within three hundred feet (300') of the property and published in compliance with Idaho Code. The commission will forward their recommendation to the City Council.
3. City Council: The City Council will review the application, the design standards and the commission's recommendations in their deliberations for final approval, approval with conditions or denial. (Ord. 313-08, 6-9-2008)

10-4-4 Review Process

1. **Preapplication:** A preapplication conference with the Administrator is recommended. At this meeting, the Administrator will familiarize the potential applicant with the review process that will apply to the project and with related City regulations and review criteria that may affect the project. The applicant shall provide site specific information including conceptual drawings in order to familiarize the City with the specifics of the proposal.
2. **Submission Of Application:** A design review application, as provided by the City, shall be submitted for design review. All application materials must be submitted sixty (60) days prior to any hearing before the commission.
3. **Administrator Review:** The Administrator may ask City department heads to review the project application for conformance with City development requirements.
4. **Notice Requirements:** Public notices must be provided to all property owners within three hundred feet (300') of the project site in those cases where a hearing before the commission is to be held. The applicant shall provide the list of adjacent property owners by securing the list from a title company doing business in Adams County.
5. **Commission Recommendation:** The commission will review the application and recommend approval, conditional approval or denial based on the Comprehensive Plan and the criteria and standards outlined in sections 10-4-6 and 10-4-7 of this chapter.
6. **Council Action:** The City Council will review the application and grant approval, conditional approval or deny the application based on the commission's recommendations, the Comprehensive Plan and the criteria and standards as outlined in sections 10-4-6 and 10-4-7 of this chapter. (Ord. 313-08, 6-9-2008)

10-4-5 Building Permit

In order for a building permit to be issued, design review approval must be obtained and final construction drawings must be reviewed and approved by the building official. Application for a building permit must occur within one year of the City Council's final approval. The expiration date may be extended once for an additional six (6) months upon written request to the Administrator establishing cause. Such request must be received prior to the expiration date. The commission shall review and approve or deny the request for extension. (Ord. 313-08, 6-9-2008)

10-4-6 Design Criteria

The commission shall determine the following before approval is given:

1. The project is in general compliance with the community's Comprehensive Plan.
2. The project does not jeopardize the health, safety or welfare of the public.
3. The project conforms to the applicable specifications outlined in this title and the subdivision ordinance as adopted by the City.
4. If applicable, a subdivision design review document that has been reviewed and approved by the commission may be used in lieu of the design guidelines in section 10-4-7 of this chapter. (Ord. 313-08, 6-9-2008)

10-4-7 Design Guidelines

1. Scale each building so that it does not dominate the site.

2. New construction should be compatible with existing adjacent buildings and uses, such as shapes, heights, parking arrangements, roof pitches, window shapes, building materials, and porch and entrance orientations. It should not create noise, use nuisances or unpleasant traffic for adjacent properties.
3. Buildings should be sited in a manner to preserve watercourses and natural site features.
4. Site design should not change natural drainage patterns. Site grading should retain storm drainage on site and not push drainage onto neighboring property or into public rights-of-way. Drainage design should avoid the concentration and acceleration of runoff. Cuts and fills should have good surface drainage and must be revegetated, terraced or controlled by retaining walls to protect against erosion and sedimentation.
5. Areas for snow storage shall be provided. Snow storage areas should be incorporated into site design with those areas for snow removed from driveways and parking lots. These sites may be landscaped areas with salt tolerant and resilient plant materials. Improved parking areas shall have at least twenty five percent (25%) of the improved parking and circulation areas for snow storage. Plowing snow from private property onto public streets or rights-of-way is prohibited. Snow storage should not block visibility for motorists. It may be necessary to remove snow from the site and find a disposal location, with the disposal location property owner's written permission.
6. Roof design should anticipate snow shedding and drip line areas. Do not place walkways, entries, decks or landscaping where they may be damaged by falling snow. Roof pitches should be designed so falling or melting snow, ice or rain will not threaten human safety or property.
7. Site design should consider the placement and screening of service areas and structures. Utility meters and service functions, including propane tanks, should not be visible on the primary facades of buildings or in the front yard areas. Minimize the visual impact of trash storage and pickup areas.
8. Minimize the visual impact of off street parking and loading areas. Parking should be located in the rear of buildings or screened so that it does not dominate the streetscape. Fences, hedges, berms and landscaping may be used to screen parking areas. In large parking areas, design bays of stalls shall be separated by landscaping. These areas may provide snow storage areas in winter. Sufficient truck storage should be maintained on site to allow efficient delivery service without conflicts with auto and pedestrian traffic while that service is being performed. Pedestrian circulation should be clearly identifiable through the use of continuous sidewalks and/or separated walkways within parking areas.
9. On site parking for commercial or industrial projects must be designed to allow vehicles forward entry and exit from the site.
10. Building design should blend with the community and continue the small town feeling of New Meadows. Some of the ways this can be achieved is by utilizing voids and masses as well as details, textures and colors on building facades. Another way is to define the human area by structural elements like covered walkways, overhangs, entries, landscaping and berms. Any addition to existing buildings should be designed to appear as though it were part of the original building or appropriately designed to enhance the original building.
11. Mechanical equipment and solar panels must be hidden or de-emphasized so that they are not readily visible from nearby properties. Roof access, stairways, elevator shafts, skylights, solar panels, vent shafts, mechanical equipment areas, antennae, etc., shall not

protrude from the roof to form awkward looking appurtenances. No reflective materials may be used unless thoroughly shielded to prevent reflection onto adjoining or nearby properties. The use of alternate energy sources is encouraged, but the associated equipment should be incorporated as an integral part of the building's design and not as an add on which will detract from the building's appearance.

12. Multi-unit structures should emphasize the individuality of units by variations in roof lines or walls or other human scale elements. Breaking the facades and roofs of buildings softens the institutional appearance which may accompany large buildings. Balconies and porches may be designed as interesting features. They must prevent snow accumulation, interior leaks and icicle buildup.
13. Wall materials should convey a sense of human scale and warmth. The use of natural wood, logs and stone is encouraged. Exterior wall colors should be in harmony with the site and surrounding buildings. Exterior walls should tend toward the warm earthy tones. Accent colors on confined entries and gathering points can enliven buildings. In most cases only one or two (2) accent colors should be used in addition to the base color. Harshly contrasting color combinations should be avoided. Brilliant, luminescent or day glow colors should be avoided.
14. Light fixtures should be designed to contain lighting on site, shielded from overlapping on neighboring properties. The lighting should adequately light the site for the safety of the residents and for public use.
15. Landscaping should be an integral part of the project design and not used to fill in the unused area of the lot. It should enhance the site and enhance the livability and enjoyment of the residents and public use of the site. All disturbed areas must be revegetated. Large areas of loose cobbles or gravel are discouraged except for paths or driveways. Plans for continued maintenance of newly landscaped areas are a must. Drought tolerant plant species should be used wherever possible to reduce water demand. An irrigation system independent of the Municipal water system shall be established as part of the landscape plan. Automatic irrigation systems for commercial, industrial, condominium and large scale residential projects shall be designed and installed. Stormwater shall be retained on site and may be used to irrigate landscaping plant materials. Make sure there is funding or a funding mechanism for maintenance and operation of the system.
16. Utility installations, such as electricity, cable TV, and telephone, shall be underground.
17. The standard for public sidewalks in residential districts is five foot (5') wide, cast in place, concrete sidewalk with score lines and expansion joints on a square grid with a broomed finish. Commercial and industrial districts require eight foot (8') sidewalks. (Ord. 313-08, 6-9-2008)

10-4-8 Lapse Of Review Approval

A design review approval shall lapse and become void whenever the building permit either lapses or is revoked or whenever the applicant has not applied for a building permit within one year from the date of initial design review approval. (Ord. 313-08, 6-9-2008)

4-2-2 Definitions

ABATEMENT OF NUISANCES: As defined in Idaho Code, title 50, section 334 or its successors. Cities are empowered to declare what shall be deemed nuisances, to prevent, remove and abate nuisances at the expense of the parties creating, causing, committing or maintaining the same, to levy a special assessment as provided in Idaho Code section 50-1008, on land or premises whereon the nuisance is situated to defray the cost or to reimburse the City for the cost of abating the same.

PUBLIC NUISANCE: As defined by Idaho Code, title 52, article 1, a public nuisance is a condition or use of property which is harmful or injurious to, or creates a danger of harm or injury to the health, safety, or welfare of the neighborhood, community, or members of the public, or which is offensive to the senses or an obstruction of the free use of property by the neighborhood, community, or members of the public, including but not limited to the following:

1. A condition or use of premises or property which creates a fire hazard or any traffic or safety hazard to members of the public and property.
2. A condition or use of premises or property which creates a health hazard by permitting, allowing, or fostering the harboring and nesting of rodents, vermin and/or insects, or which creates any other type of health hazard to members of the public and property.
3. A condition or use of premises or property which creates the open storage, deposit, or scattering of discarded lumber or unusable wood, waste petroleum products, scrap or waste paper, trash, garbage, recyclable materials or debris of any type.
4. A condition or use of premises or property which creates the open storage, deposit, or scattering of scrap, abandoned or discarded objects such as furniture, appliances, cans, containers, tires, tools, or mechanical parts.
5. A condition or use of premises or property which creates the open storage, deposit, or scattering of dismantled or partially dismantled, wrecked, junked, scrapped, discarded or inoperable motor vehicles or parts thereof or trailers that are not roadworthy. No public nuisance for motor vehicles shall exist under this chapter unless two (2) or more motor vehicles thereof not in operating condition remain standing on the property for more than ten (10) calendar days. This shall not be applicable to approved automotive repair, automotive wrecking yard, junk yard auto repair businesses as defined in the Zoning Code.
6. A condition or use of premises or property which creates the growth of weeds and grasses over eight inches (8") high or fallen branches, leaves or other tree debris, bushes, shrubs, trees, or other plant life and in such a condition as to cause, or reasonably threaten to cause a fire or safety hazard because of their dried and unkept condition, or causes a traffic or safety hazard that obstructs sight, applying the measurements and standards contained in Idaho Code section 49-221, at intersections or other points at which driveways, lanes, or highways come together.

WEEDS: Undesirable or objectionable and non-useful plant growth including noxious weeds as defined by Idaho Code, section 22-2402. (Ord. 355-2018, 11-13-2018)

Public Hearing- Tiny Homes:

Public Comment- Jake Howard- In Favor

I would just like to show support in favor of the ability to utilize some smaller homes, esp in r2 that is next to business residential. Especially true for -people with large lots! As a landowner of 2acres I had hoped, in the future, to broach this subject with the city! I would like to develop some smaller homes on said land in an effort to provide some affordable housing within the city. Lastly I believe that small homes look far better aesthetically than “campers” for example! I believe this is a win win for people in the city that need such living “requirements” and Homeowners themselves. think that it would be good for the city but also the people that simply cannot afford the properties and/or the cost of materials to build a home.

ORDINANCE TBD-2022

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING THE NEW MEADOWS CITY CODE AS FOLLOWS: AMENDING TITLE 8, CHAPTER 1-3, *USER CLASSIFICATION, ADDING TINY HOMES / PARK MODELS / COTTAGES*; AMENDING TITLE 10, CHAPTER 2, *RULES AND DEFINITIONS*, ADDING DEFINITIONS FOR PARK MODEL, TINY HOME, COTTAGE; AMENDING TITLE 10, CHAPTER 7, *RESIDENTIAL DISTRICTS*, ARTICLE 7B-5, ARTICLE 7C-5, AND CHAPTER 8, *COMMERCIAL DISTRICTS*, ARTICLE 8C-5, ADDING TINY HOMES / PARK MODELS / COTTAGES AS A CONDITIONAL USE; TITLE 10, CHAPTER 11, *SUPPLEMENTARY ZONING REGULATIONS*, ADDING *TINY HOME / PARK MODEL / COTTAGE REGULATIONS*.

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

Section 1: That 8-1-3 *User Classifications*, is hereby AMENDED as follows, to wit:

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

1. Class A: Residential.
2. Class B: Industrial.
3. Class C: Mobile home parks, recreational vehicle parks, commercial, **tiny homes / park models, cottages**, and all others. (Ord. 309-07, 8-13-2007)

Section 2: That 10-2 *Rules and Definitions*, is hereby AMENDED as follows, to wit:

Adding definitions for Cottage, Park Model and Tiny Home as follows:

COTTAGE: A compact self-contained detached dwelling unit with at least one bedroom, kitchen, living area, laundry, and bathroom that is four hundred one (401) square feet up to seven hundred ninety-nine (799) square feet. Each cottage shall be on its own lot and individually owned. Cottage homes shall be permanent structures built on a permanent foundation and typed as manufactured, modular, or standard construction.

PARK MODEL: A prefabricated self-contained dwelling unit delivered on wheels, and built on a single chassis, has a gross square footage not exceeding four hundred (400) square feet in the set-up mode and is certified by its manufacturer as complying with the American National Standards Institute (ANSI).

TINY HOME: A dwelling that is four hundred (400) square feet (37 m²) or less in floor area excluding lofts.

Section 3: That 10-7-7B-5 *R-2 Conditional Uses*, is hereby AMENDED as follows, to wit:

ORDINANCE TBD-2022

The following uses may be considered by the Planning and Zoning Commission in accordance with chapter 3, article A of this title:

- Church.
- Daycare center.
- Hospitals.
- Mobile home parks.
- Nonprofit club or lodge of a service and fraternal character.
- Nonprofit community clubhouse.
- Public utility facilities.
- Retirement home, convalescent home, nursing home. (Ord. 313-08, 6-9-2008)
- Park Models / Tiny Homes/ Cottages. (Ord. TBD-2022, (date)).**

Section 4: That 10-7-7C-5 R-3 Conditional Uses, is hereby AMENDED as follows, to wit:

The following uses may be considered by the Planning and Zoning Commission in accordance with chapter 3, article A of this title:

- Cemetery.
- Church.
- Daycare center.
- Hospitals.
- Mobile home parks.
- Nonprofit club or lodge of a service and fraternal character.
- Nonprofit community clubhouse.
- Public utility facilities.
- Retirement home, convalescent home, nursing home. (Ord. 313-08, 6-9-2008)
- Park Models / Tiny Homes / Cottages. (Ord. TBD-2022, (date)).**

Section 5: That 8-8C-5 Business Residential Conditional Uses, is hereby AMENDED as follows to wit:

The following uses may be considered by the Planning and Zoning Commission in accordance with chapter 3, article A of this title:

- Nonprofit clubs and lodges of a fraternal order.
- Places of worship and religious practice.
- Post Office.
- Retirement, convalescent or nursing home.
- Schools, commercial and public. (Ord. 313-08, 6-9-2008)
- Park Models / Tiny Homes / Cottages. (Ord. TBD-2022, (date)).**

Section 6: That 10-11, Supplementary Zoning Regulations, is hereby AMENDED as follows to wit:

10-11-9 Park Model / Tiny Home / Cottages Regulations

ORDINANCE TBD-2022

No park model / tiny home / cottage shall be placed on any property, except as permitted by New Meadows City Code.

- A. All tiny homes / park models / cottages shall be installed on a permanent foundation, and shall be connected to City water, sewer, and electric utilities.**
- B. Tiny homes / park models / cottages shall follow setbacks and other requirements of the zone in which they reside. Lot coverage and number of units may be adjusted on any property based on the design review of the city council.**
- C. Each tiny home / park model / cottage shall contain one off-street parking space per designated dwelling unit.**
- D. Each tiny home / park model / cottage shall comply with all adopted standards for fire access required to protect each residence.**
- E. Tiny homes / park models / cottages shall comply with all adopted City standards for the location and width of utility easements.**
- F. Each tiny home / park model / cottage shall require approval of a Conditional Use Permit.**
- G. Tiny homes / park models / Cottages require building permits and must meet residential building code standards.**

Section 7: Effective Date

This ordinance shall be in full force and effect, after passage by the New Meadows City Council, signed by the Mayor, and publication of the ordinance according to law.

PASSED AND APPROVED by the Mayor and Council of the City of New Meadows on this __th day of November, 2022.

Julie A Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Bartlett Butchers BUSINESS PLAN

Prepared by:

Tyrone Bartlett, Cassandra Bartlett

104 Taylor St
New Meadows , Idaho 83654
406-208-2101
nottingham117@gmail.com

I. EXECUTIVE SUMMARY

Bartlett Butchers (referred to from hereon in as the "Company") is intended to be established as a Sole Proprietorship at 104 Taylor St , New Meadows , Idaho 83654 with the expectation of rapid expansion in the meat processing industry. The Company solicits financial backing in order to be able to introduce its new service (described below).

Business Description

The Company shall be formed as Sole Proprietorship under Idaho state laws and headed by Tyrone Bartlett, Cassandra Bartlett .

Tyrone:

Brings 10 years' experience working as a butcher in the United Kingdom.
Mentored under the owner of Sonnen Meats in Greencreek, Idaho in local butcher process business methods.
23 Years of CDL over the road driving experience with Diversified Transfer and storage INC. Out of Billings Montana.

- Duties include:
- Transportation of food products (including meat products)
- Log keeping day to day schedule
- Keeping up with "on-time" schedules
- Complying FMCA guidelines

Cassandra:

Has grown up on ranches and has experience as a receptionist for many other companies. Including St. Luke's medical Center in McCall, Idaho.

- Duties included but were not limited to:
- Scheduling appointments
- Making and receiving phone calls in a timely and professional manner.
- managing daily tasks that included organization, computer input., and managing daily office operations.

The Company will employ 1 full-time employees and 1 part-time employees.

Business Mission

Bartlett Butchers (Referred to from hereon in as the "company") is intended to be established as a Sole Proprietorship company at 104 Taylor St. New Meadows, ID 83654 with the expectation of rapid expansion in the agriculture, meat processing industry. The company solicits financial backing in order to be able to introduce its new service (described below).

New Service

The Company is prepared to introduce the following service to the market:

Meat Processing : Custom Meat Processing: Our business with be offering a mobile butchering service in addition to custom meat processing shop.

Tyrone will offer mobile slaughter at location of the customer. There he will to the kill and cut animal down to size. The animal will be transferred in a refrigerated truck to the meat shop. He will then process and package the meat for the customers in a clean, safe, and sterile environment.

Funding Request

The Company requests a total loan of \$150,000.00 over the course of 10-15 years , to be used for the following purposes:

The business will be using the funding for a customized mobile slaughter truck or truck and trailer, meat processing equipment and butchering tools, personal protective equipment, wrapping materials, and labeling materials, office materials, (including computer, printer, business phone, etc.) sanitation materials IE: pressure washer, sterilization units, labor costs, advertising, and disposal of bi products.
\$40,000.00 with be invested for Office supplies and soft entities.

Purpose	Loan Amount
Marketing	\$1,500.00
Cushion money	\$8,000.00

Long-term debt payment is a key feature of the Company's financial plan. We expect to break even within a time period following the introduction of our service. Financial predictions suggest a minimum % return on investment by the conclusion of

II. BUSINESS SUMMARY

Industry Overview

In the United States, the meat processing industry presently makes 5,000 dollars in sales.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

The decision factor of customers in the market are:

Limited butchers in the area with a kill on sight and custom meat processing.

Competitive pricing: Scoping out the competition and matching their prices.

Business Goals and Objectives

Short Term:

Our Short-term business goals are to, but are limited to:

employee local, multiple employees full time and part-time.

Establish with locals our customer base.

To use our business to support local community foundations. Example: 4-H, Rodeos, school programs (Sports). Etc.

Long Term:

Long-term goals are to bring in enough profits for these reasons:

To be a pillar of our community.

To be USDA certified

To Employee 6-10 employees with possible small franchise in Idaho surrounding areas.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

The target Market are the local ranchers, 4-H members, hunters all locally located, but not limited to Adams and Valley counties.

The estimated number of potential clients within the Company's geographic scope is 1,200.

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

The company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of our acquisition, we have decided on the following pricing strategy:

Discount pricing: for 4-H programs, local ranchers in the community of New Meadows, and employees.

Competitive Pricing: Scoping out the competition and matching their prices.
Giving incentives for recurring customers.

Promotional Strategy

The Company will promote sales using the following methods:

Our business will be marketing through ads on social media, billboards signs, mobile advertising, on the company truck, and personal vehicle's, flyers, brochures, personal logo, website, and contacting, extension to establish connections within 4-H community.

SWOT Analysis

Strengths

Our business strength will be that we have little competition in our area that provides the service that we will be providing.
Tyrone has experience in butchering for over 10 years.
Ty has trained under a butcher in Idaho County.
CDL driver for over 28+ years.
Experience in transporting, killing and hanging.
Worked with local businesses has established good relationships and has shown his good work ethic.

Weaknesses

New business in the community
Finding experience meat cutters (Due to it being a dying trade.)
Time training new meat cutters.
New business owner
Building a business from the ground up.

Opportunities

A meat processing facility ready in place with walk in freezer, cooler, rail, system.
Highly needed service needed in the community and local areas.
Can eventually be USDA approved and sell meat to the public.

Threats

Other meat processing companies in the area taking business away.
Local ranchers moving away or selling out,
Possible other butchers moving into the area.

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to

create a loyal brand following and return business.

New Meadows Business/Industrial Park Application Form

Submitted by:

Tyrone and Cassandra Bartlett
Name

APPLICATION

1. Date Submitted: 10.31.22

2. Name of Business: Bartlett Butchers

Business Contact Person: Tyrone Bartlett

Street Address: 2168 Halferty St.

City, State, Zip: Donnelly, ID 83615

Mailing Address: P.O. Box 1225

Telephone Number: Office: _____ Home: _____

Fax: _____ Mobile: 406.208.2101 Other: 970.3266.2264

Email: Nottingham117@gmail.com

Federal ID Number: 92-0872922

3. How much space do you require? 1800 square feet light manufacturing / office

On what date would you like to move in? To be determined

The typical lease period for tenants is three (3) years. Will the above space meet your needs for that time? We will began w/ 1 yr. lease and go from there.

If not, when do you anticipate your needs to change and how? Possibly expansion of the business.

Will the space for your business require special or unique enhancements? (electricity, plumbing, ventilation, etc.) Please Specify.

None - As long as freezers and refrigeration and all other units ar in working order.

4. Business is New Existing

If existing, current location: N/A

Type of business (brief Description): Meat processing business,
Kill and game processing of cows, pigs,
Sheep and some game depending on
the situation

Date Established: 10.31.22

Legal Organization: Sole prop. Partnership Corporation

The Present Number of Employees: 1 Full-Time 1 Part-Time

Number of Employees in 2-3 Years: 3 Full-Time 3 Part-Time

Number of Employees in 4-5 Years: 3 Full-Time 3 Part-Time

Can You Provide? Balance Sheet Income Statements

Do you carry Worker's Compensation Insurance? Yes No

If yes, please list carrier: To be determined

Does your company carry liability insurance? Yes No

If yes, please list carrier and amount of coverage: To be determined

Where is your market? All surrounding countries

Who are your potential customers? Ranchers, farmers, 4-H
Students, any person or entity in need
of meat processing.

Who or what will be your competition? Other meat processing businesses in the area

Have you completed a business plan? Yes No
(If yes, please enclose a copy)

Have you conducted a market study? ~~Yes~~ ~~No~~
(If yes, please enclose a copy)

Have you evaluated your business process for its potential to generate hazardous or toxic waste? Yes No

Does or will your business generate hazardous or toxic waste? Yes No

If yes, please list your EPA Identification Number: _____

Provide an inventory of chemical and/or material types considered hazardous, etc.
(Include name and quantity used or stored for each.)

Will you be receiving or shipping freight on a regular basis? Yes No

If yes, what will be your freight requirements? None

Does your new business have sufficient start-up revenue (enough to guarantee operation for one (1) year?) Yes No Investor and working on USDA loan

If no, what are your financial plans for starting the business? _____

Please provide three business references.

Name:

Address:

Phone:

Norm Sonnen, Greencrack, ID, 208-962-3424

Chauncey Flemmings, Scottsdale, AZ, 303 718-0859

George Logan, Billings, MT, 406-855-4060

5. Other information important to your application:

We look forward to starting our successful
beef Meat processing business in your town.
We plan on providing good solid ~~jobs~~ employment
to the locals to help support the community
and run a honest and loyal service to our
customers.

New Meadows Industrial Park may, at the discretion of the city council, conduct a credit check using any of the following methods: UCC searches, credit reports, D&B reports, trade credit checks, BBB reports. The information will be kept strictly confidential.

I authorize the release of credit information.

Signature:  Date: 10-31-22

Please print name: Lyrae Bartlett

6. If the company is a corporation, City of New Meadows will need a copy of the company's incorporation papers to verify who is authorized to sign official documents. If local personnel are allowed to sign documents, please specify in a signed and notarized document who is allowed to sign and at what limits.

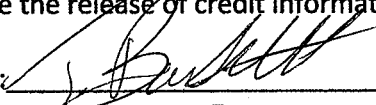
Please provide three business references.

Name:	Address:	Phone:
<u>Norm Sonner, Greencreek, ID</u>	<u>208-962-3424</u>	
<u>Chauncey Flemmings, Scottsdale Az</u>	<u>303-718-0859</u>	
<u>George Logan, Billings MT</u>	<u>406-855-406</u>	

5. Other information important to your application:

We looking forward to starting our successful
meat processing business in the town of
New Meadows. We plan on providing
solid and fair job employment to the locals
to help support the community. We plan on
running a honest and fair business the locals cant
 New Meadows Industrial Park may, at the discretion of the city council, conduct a credit trust.
 check using any of the following methods: UCC searches, credit reports, D&B reports,
 trade credit checks, BBB reports. The information will be kept strictly confidential.

I authorize the release of credit information.

Signature:  Date: 10-31-22

*Thank you
for your time
(3)*

Please print name: Tyrone Bartlett

6. If the company is a corporation, City of New Meadows will need a copy of the company's incorporation papers to verify who is authorized to sign official documents. If local personnel are allowed to sign documents, please specify in a signed and notarized document who is allowed to sign and at what limits.

To: City of New Meadows

From: Tyrone and Cassandra Bartlett

268 Halferty St

PO Box 1225

Donnelly, ID 83615

406-208-2101

Dear Council Members of New Meadows,

11/11/2022

Thank you for considering our application for your meat processing facility. Unfortunately, we will not be able to be present while you review our request. Due to other commitments. However, we would like to explain what our intentions for our business are, and how we think it will help your community. Our business, Bartlett Butchers, will provide a much-needed meat processing service to all the locals in the area. With Tyrone's experience as a butcher for over 10 years in the UK. His knowledge is an asset to the business as the owner. He will provide a loyal, honest, reliable service to all our clients. We will be investing \$40k in the business. While obtaining a USDA loan for the remaining costs that is required to get our business started. Our plan is to bring in all the equipment that will be needed at no expense to the city. Our business will provide reliable employment with health care insurance for our employees, as well as fair wages for the cost of living in our area. Our employees will learn a dying trade and the art of butchering that can be a benefit to their own personal use. Our facility will be a safe and sterile environment with all the required equipment. Our service will meet the highest standards of quality and efficiency. Our goal is to be the most sought out meat processing shop in the local area. Although we are not residents of the city of New Meadows, we look forward to engaging in the community and getting to know all of the locals in a positive way. Thank you again, for your consideration. We hope that we meet all your expectations and look forward to having a positive and professional relationship with the City of New meadows. IF you have any questions, please contact us. We will be happy to address them accordingly.

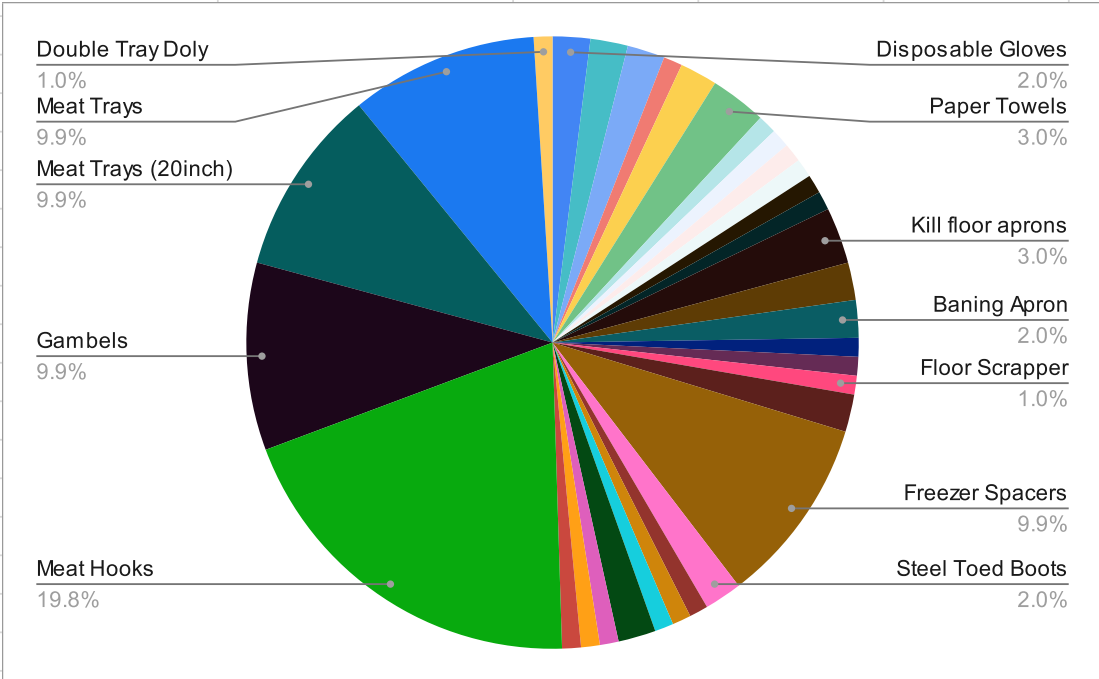
Sincerely,

Tyrone and Cassandra Bartlett

Year Two Cost					
Bi-Weekly Costs					
Disposable Gloves		2	\$15	\$30	Bi Weekly
Weekly Cost					
Fuel	N/A		\$400	\$400	Week
Total Yearly Week/Bi weekly Cost			\$24,380		\$21,995
Monthly Costs					
Beard Net		2	\$10	\$20	Monthly
Hari Net		2	\$10	\$20	Monthly
Bathroom and Office Cleaner		1	\$20	\$20	Monthly
Refill soap		2	\$90	\$180	Monthly
Paper Towels		3	\$115	\$345	monthly
Salaries					
Buther 1	N/A		\$3,600	\$3,600	Monthly
Ty Owner	N/A		\$4,800	\$4,800	Monthly
Cassander Office Assistant	N/A		\$1,600	\$1,600	Monthly
				\$10,585	\$127,020
Total Yearly Monthly Costs				\$127,020	
Bi Monthly Costs					
Printer Paper case		1	\$60	\$60	Bi-monthly
Pens Bulk		1	\$40	\$40	Bi-monthly
Printer Ink 8000 page		1	\$115	\$115	Bi-monthly
Total:				\$215	
Yealy Bi monthly Total:				\$1,290	\$1,290
3 Month Costs					
E2 Foam Degreaser		1	\$620	\$620	3 months
Product Tags		1	\$24	\$24	3 months
Notebooks 10		\$1	\$20	\$20	3 months
Total:				\$664	
Total Yealy Cost				\$2,656	\$2,656
Bi Annual Cost					
Kill floor aprons		3	\$16	\$48	Every 6 months

Cut resistant gloves	2	\$12	\$24	Every 6 months		
Baning Apron	2	\$39	\$78	Every 6 months		
3 Piece rain suit	1	36\$	\$36	Every 6 months		
Cleaning squeejies	1	\$44	\$44	6 months		
Floor Scrapper	1	\$35	\$35	6 Months		
Bone Bin	2	\$318	\$636	6 months		
Freezer Spacers	10	\$17	\$170	6 months		
			\$1,071			
Total Bi annual Cost			\$2,142			\$2,142
Yearly Costs						
Steel Toed Boots	2	\$40	\$80	Yearly		
Skinner	1	\$40	\$40	Yearly		
Cimeter	1	\$62	\$62	Yearly		
Scabboards	1	\$26	\$26	Yearly		
Baring Hooks	2	\$17	\$34	Yearly		
Steel Diamond Knif Shappener	1	\$56	\$56	Yearly		
Combination Steel	1	\$42	\$42	yearly		
Sharpening Stones	1	\$115	\$115	Yearly		
Meat Hooks	20	\$19	\$380	Yearly		
Gambels	10	\$37	\$370	Yearly		
Meat Trays (20inch)	10	\$48	\$480	Yearly		
Meat Trays Sanderd	10	\$28	\$280	Yearly		
Double Tray Doly	1	\$281	\$281	Yearly		
Total Yearly Cost			\$2,246			\$2,246
						\$157,349

TOTAL YEAR 2 COST: \$157,349



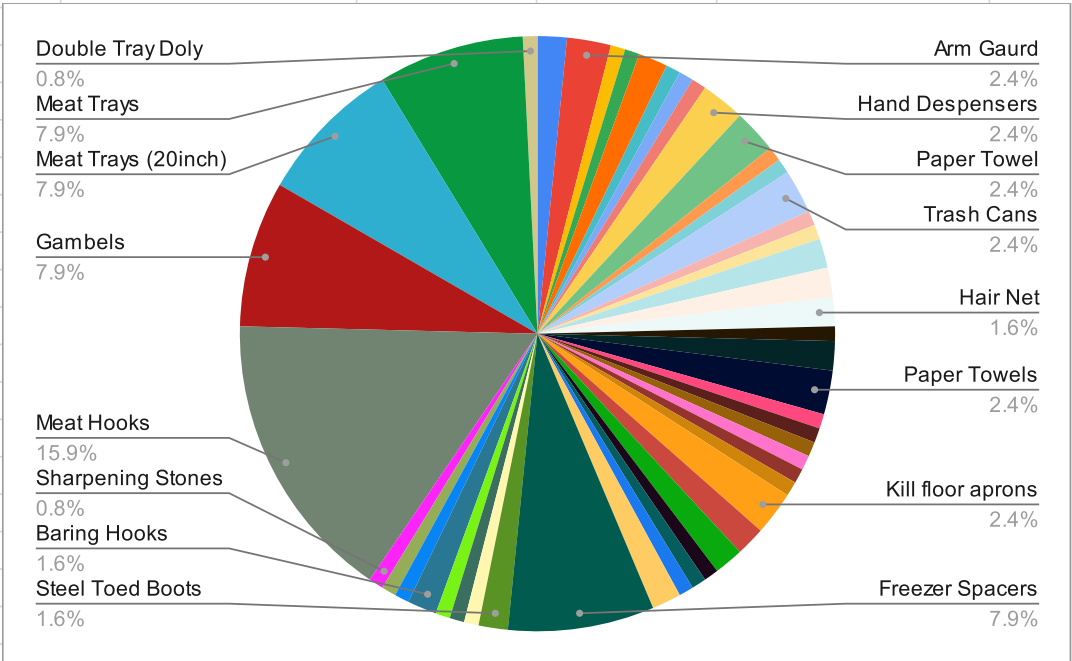
Year One Cost					
One Time Costs					
Debone Gloves		2	\$115	\$230	One time purchase
Arm Gaurd		3	\$8	\$24	One time purchase
Hard Hats		1	\$15	\$30	One time purchase
Scabboards		1	\$26	\$26	One time purchase
Boning Hooks		2	\$17	\$34	One time purchase
Steel Diamond Knife Shappener		1	\$56	\$56	One time purchase
Combination Steel		1	\$42	\$42	One time purchase
Sharpening Stones		1	\$115	\$115	One time purchase
Hand Despensors		3	\$42	\$126	One time purchase
Paper Towel Despenser		3	\$54	\$162	One time purchase
Printer		1	\$1,000	\$1,000	One time purchase
Credit Card Reader w/attcachment		\$1	\$400	\$400	One time purchase
Trash Cans		3	\$70	\$210	One time purchase
Filing Cabinets		1	\$200.00	\$200	One time purchase
Phone		1	\$150	\$150	One time purchase
Total One Time Costs				\$2,805	
Bi-Weekly Costs					
Disposable Gloves		2	\$15	\$30	Bi Weekly
Weekly Cost					
Fuel	N/A		\$400	\$400	Week
Total Yearly Week/Bi weekly Cost			\$24,380		
Monthly Costs					
Beard Net		2	\$10	\$20	Monthly
Hair Net		2	\$10	\$20	Monthly
Bathroom and Office Cleaner		1	\$20	\$20	Monthly
Refill soap		2	\$90	\$180	Montly
Paper Towels		3	\$115	\$345	monthly
Salaries					
Buther 1	N/A		\$3,600	\$3,600	Monthly
Ty Owner	N/A		\$4,800	\$4,800	Monthly
Cassander Office Assistant	N/A		\$1,600	\$1,600	Monthly
				\$10,585	
Total Yearly Monthly Costs				\$127,020	

Bi Monthly Costs					
Printer Paper case	1	\$60	\$60	Bi-monthly	
Pens Bulk	1	\$40	\$40	Bi-monthly	
Printer Ink 8000 page	1	\$115	\$115	Bi-monthly	
Total:			\$215		
Yealy Bi monthly Total:			\$1,290		\$1,290
3 Month Costs					
E2 Foam Degreaser	1	\$620	\$620	3 months	
Product Tags	1	\$24	\$24	3 months	
Notebooks 10	\$1	\$20	\$20	3 months	
Total:			\$664		
Total Yealy Cost			\$2,656		\$2,656
Bi Annual Cost					
Kill floor aprons	3	\$16	\$48	Every 6 months	
Cut resistant gloves	2	\$12	\$24	Every 6 months	
Baning Apron	2	\$39	\$78	Every 6 months	
3 Piece rain suit	1	36\$	\$36	Every 6 months	
Cleaning squeeegies	1	\$44	\$44	6 months	
Floor Scrapper	1	\$35	\$35	6 Months	
Bone Bin	2	\$318	\$636	6 months	
Freezer Spacers	10	\$17	\$170	6 months	
			\$1,071		
Total Bi annual Cost			\$2,142		\$2,142
Yearly Costs					
Steel Toed Boots	2	\$40	\$80	Yearly	
Skinner	1	\$40	\$40	Yearly	
Cimeter	1	\$62	\$62	Yearly	
Scabboards	1	\$26	\$26	Yearly	
Baring Hooks	2	\$17	\$34	Yearly	
Steel Diamond Knif Shappener	1	\$56	\$56	Yearly	

Combination Steel	1	\$42	\$42	yearly
Sharpening Stones	1	\$115	\$115	Yearly
Meat Hooks	20	\$19	\$380	Yearly
Gambels	10	\$37	\$370	Yearly
Meat Trays (20inch)	10	\$48	\$480	Yearly
Meat Trays Sanderd	10	\$28	\$280	Yearly
Double Tray Doly	1	\$281	\$281	Yearly

Total Yearly Cost			\$2,246		\$2,246
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TOTAL YEAR 1 COST			\$160,154
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Profit							
Kill Charges	Kill Fee	Disposable Fee					
Cow	\$165	\$25					
Pigs	\$110	\$20					
Sheep	\$170	\$20					
Cut and Wrap							
Beef	0.95 Per LB						
Pork	0.95 Per LB						
Average Cow Weight		600 LBS					
Kill	\$165						
Disposal	\$25						
.95 LB	\$570						
.90 LB	\$180						
COW							
Average Per week	5						
Total Processing cost	\$940						
Profit Per Week	4,700						
Profit Per Month	\$18,800						
Total Yearly Profit	\$225,600						
PIG							
Average Pig Weight	200 LBS						
Kill	\$110						
Diposal	\$20.00						
Cut and Wrap	\$190						
Sausage	\$17						
Average Kill Per Week	3						
Total Processing Cost	\$337						
Profit per week	\$1,685						
Profit Per Month	\$6,740						

Total Yearly Profit	\$8,080					
SHEEP						
Kill, cut, and Wrap	\$170					
Diposal	\$20					
Total Processing Cost	\$190					
Average Kill Per Week	3					
Profit Per Week	\$570					
Profit Per Month	\$2,280					
Total Yearly Profit	\$27,360					
GROSS PROFIT						
Total Weekly Profit	\$6,955					
Total Monthly Profit	\$27,820					
Total Yearly Profit	\$333,840					
			NET INCOOME			
Total Weekly Profit	\$6,955					
Total Monthly Profit	\$27,820					
Total Yearly Profit	\$333,840			\$233,688		

Profits that are not included at this time, can also include USDA Approved packaged meat: Bulk Burger, sausages, patties selling to the general public.

Norm Sonnen
210 Sonnen Road
Greencreek, Idaho 83533
(208) 962-3424

November 12, 2022

To whom it may concern:

My name is Norm Sonnen. I own and operate a small butcher shop in Greencreek, Idaho called "Sonnen Meats". Ty and Cassandra Bartlett have asked me to write a letter in support of them renting a shop to start a meat processing business. I have known Ty Bartlett for about 5 years and Cassandra for about 20 years. They are both hard working and honest people. Ty has had experience in the meat industry back in his home country of England. He has been to my shop and we have compared the American way of cutting to the English way. From our conversations, I can tell that he knows what he is doing.

The meat processing industry has exploded the last three years since the outbreak of covid. Shops used to be booked out maybe two or three months in advance. Now we are booked out a year or more. New butcher shops are needed to take care of the increased demand. There has never been a better time to get into the meat processing business than now. Customers are willing to travel pretty far distances to get animals processed. I can refer customers that I don't have time to help to Ty and Cassandra.

Ty has been pursuing this endeavor for quite some time now. We have had numerous conversations about the various aspects of the industry. This is something he is very passionate about. I can say with confidence that if Ty were to start a meat processing business that he would be very successful.

Thank you for your time.

Sincerely,

Norm Sonnen
Owner/President of Sonnen Meats



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD)	Item 11.
8/2	

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michael R. Gurney Agency 1607 Davis Ave #158 McCall, ID 83638	CONTACT NAME: Michael R. Gurney PHONE (A/C, No. Ext): 208-634-7154 E-MAIL ADDRESS: mgurney@farmersagent.com	FAX (A/C, No): 208-634-7100
	INSURER(S) AFFORDING COVERAGE	
INSURED All Seasons Refrigeration Po Box 554 New Meadows, ID 83654	INSURER A: Truck Insurance Exchange	21709
	INSURER B: Farmers Insurance Exchange	21652
	INSURER C: Mid Century Insurance Company	21687
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			607219918	8/27/22	8/27/23	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

All Seasons Refrigeration

CERTIFICATE HOLDER**CANCELLATION**

Disaster Response LLC 13888 Hwy 55 McCall, ID 83638	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Michael R. Gurney

New Meadows Business/Industrial Park Application Form

Submitted by:

Troy and Dollie Black
All Seasons Refrigeration

Submitted on their behalf by Kristina Bills

APPLICATION

1. Date Submitted: 11/102022
2. Name of Business: ALL SEASONS REFRIGERATION & HVAC, LLC

Business Contact Person: Dollie Black

Street Address: 302 N Miller Ave. "A"

City, State, Zip: New Meadows, Idaho 83654

Mailing Address: P.O. Box 554

Telephone Number: Office: 208-830-6706 Home: SAME
Fax: n/a Mobile: 208-830-6706 Other: Troy 208-830-6706

Email: ASR21AP@gmail.com

Federal ID Number: 87-2162019

3. How much space do you require? Approx 1800 square feet light manufacturing / office

On what date would you like to move in? December 1, 2022 or earlier

The typical lease period for tenants is three (3) years. Will the above space meet your needs for that time? Yes

If not, when do you anticipate your needs to change and how? _____

Will the space for your business require special or unique enhancements? (electricity, plumbing, ventilation, etc.) Please Specify.

Yes, Currently the building is set up for a meat processing facility. We will need to remove the specialized structures for the meat processing throughout the building. We will also rebuild the roof, etc where the smoker room was located and repurpose the

entry for the meat deliveries. We will need to update the interior of the building to include additional office space and create a supplies and equipment inventory area.

4. Business is New Existing

If existing, current location: 302 N Miller Ave. "A"

Type of business (brief Description): Refrigeration, HVAC, Appliance Repair and Disaster Response company

Date Established: 7/1/2021

Legal Organization: Sole prop. Partnership Corporation

The Present Number of Employees: 5 Full-Time Part-Time

Number of Employees in 2-3 Years: 5-10 Full-Time Part-Time

Number of Employees in 4-5 Years: 5-10 Full-Time Part-Time

Can You Provide? Balance Sheet Income Statements

Do you carry Worker's Compensation Insurance? Yes No

If yes, please list carrier: Fuhriman Insurance Agency Inc.

Does your company carry liability insurance? Yes No

If yes, please list carrier and amount of coverage: Michel R Gurney Agency

Where is your market? Meadows Valley, McCall, Donnelly, Cascade and growing

Who are your potential customers? Residential and Commercial Businesses

Who or what will be your competition? [Coulter's Appliance in McCall, A-1 Heating, Air Conditioning and Electric in McCall, Triple Refrigeration in Donnelly](#)

Have you completed a business plan? Yes No
(If yes, please enclose a copy)

Have you conducted a market study? Yes No
(If yes, please enclose a copy)

Have you evaluated your business process for its potential to generate hazardous or toxic waste? Yes No

Does or will your business generate hazardous or toxic waste? Yes No

If yes, please list your EPA Identification Number: _____

Provide an inventory of chemical and/or material types considered hazardous, etc. (Include name and quantity used or stored for each.)

Will you be receiving or shipping freight on a regular basis? Yes No

If yes, what will be your freight requirements? [We will be receiving regular shipments from UPS, DHL etc. for parts and equipment that are specific to each job.](#)

Does your new business have sufficient start-up revenue (enough to guarantee operation for one (1) year?) Yes No

If no, what are your financial plans for starting the business? _____

Please provide three business references.

Name:	Address:	Phone:
Bear & Janet Stewart – Pineridge Restaurant		760-217-4300
Hwy 95		
Meadow Creek Golf Course		541-212-9251
New Meadows, Idaho		
Pattie Hamilton – Contact		
Intersection		208-347-4499
New Meadows Idaho		
Shannon - Contact		

5. Other information important to your application:

We would like to respectfully request that we trade our improvements and updating costs in lieu of rent for the first 4 months.

We would also like to request a discounted rent for the first year as we continue to grow our business and serve the community

New Meadows Industrial Park may, at the discretion of the city council, conduct a credit check using any of the following methods: UCC searches, credit reports, D&B reports, trade credit checks, BBB reports. The information will be kept strictly confidential.

I authorize the release of credit information.

Signature: _____ Date: _____

Please print name: _____

6. If the company is a corporation, City of New Meadows will need a copy of the company’s incorporation papers to verify who is authorized to sign official documents. If local personnel are allowed to sign documents, please specify in a signed and notarized document who is allowed to sign and at what limits.



**All Season Refrigerations
& HVAC, LLC**

Also includes appliances

For Scheduling:
208-995-5498
ASR21AP@gmail.com

Present this scorecard at time of
service and receive **10% discount.**

Advertisement that will be on the Meadows Creek Golf Resort Scorecard 1/1/2023 through 12/31/2023

REFRIGERATION & HVAC SERVICE AND REPAIRS

| NOVEMBER 14, 2022 | CITY HALL PROPOSAL



SERVING MEADOWS VALLEY AND THE SURROUNDING AREAS

Our experienced team of industry and professionals have dedicated themselves to providing excellent HVAC and refrigeration services!

OUR SERVICES

High-Quality HVAC and Refrigeration Installation and **Repair**. For All Commercial and Residential customers. Professional Technicians are here to serve you. We Can Get the Job Done! Licensed & Insured.

- Commercial Refrigeration
- Commercial HVAC
- Residential Refrigeration
- Residential HVAC
- Appliance Maintenance & Repair

WE CARE ABOUT THE LOCAL COMMUNITY AND YOUR COMFORT!

Commercial Freezer repair



A tree fell onto a cabin in McCall. We completed a full repair and addition in 2021 & 2022



New

Commercial HVAC for the Club House

AFTER HOURS COMMUNITY SERVICE AND FUN

WHEN WE AREN'T WORKING, WE ARE BUSY BEING A PART OF THE COMMUNITY. TROY IS A VOLUNTEER FIRE FIGHTER AND I AM A VOLUNTEER EMS FOR MEADOWS VALLEY.

Much needed fun with the family!



Meadows Valley EMS truck



Item 11.

Working at a local fire! Thankfully everyone was safe!



Meadows Valley Fire truck



KEEP YOUR EYE OUT FOR US! WE ARE LOCAL!

Animals At Large Code & Current Fines

5-3-4 Animals At Large

1. It shall be unlawful for any animal to be off the owner's property unless in compliance with the Leash Law in section 5-3-9 of this chapter.
2. Any officer observing an animal running at large in violation of this section shall have the authority to issue a citation to the animal's owner without first impounding the animal.
3. It shall be no defense that a person has exchanged animals since the date of the last offense. (Ord. 358-2019, 5-20-2019)

- Administrative Procedure:

1. In order to eliminate burdening the court system with violations of this chapter, and as a convenience to the public, a law enforcement officer or animal control officer may, in addition to or in lieu of impounding an animal running at large or being unlicensed, or in lieu of issuing a misdemeanor criminal citation for a violation of this chapter, issue to any person who is in violation of this chapter a notice of ordinance violation.
2. Any person receiving a notice of ordinance violation may pay, in addition to any required license fee or impound fees, a fixed penalty as set forth by resolution of the City Council from time to time. Such penalty and/or license fee and impound fees shall be paid to the City Clerk-Treasurer, in person or by mail, within ten (10) days of the issuance of the notice of ordinance violation.
3. In the event that a person does not make payment of the penalty and/or license and impound fees as set forth in this subsection C, a misdemeanor citation for violation of this chapter for which the notice of ordinance violation was given shall be issued.
4. No fine and/or tattooing requirement shall be suspended by any court of competent jurisdiction.

- Misdemeanor Violation: Any violation of this chapter shall be a misdemeanor punishable as provided in subsection 1-4-1A of this Code. (Ord. 358-2019, 5-20-2019)

Current fines:

Fine for unlicensed dog	\$25 – 1 st offense
Fine for dog at large	\$50 – 2 nd offense
Fine for barking	\$100 – 3 rd offense

BUILDING OFFICIAL SERVICES
Fiscal Year 2022 / 2023

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

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

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

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

DURATION OF AGREEMENT: This Agreement will be effective October 1, 2022, and will expire September 30, 2023, unless both parties agree to renewal on its anniversary date after proper notification is submitted thirty days prior to its expiration.

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

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

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

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

ADAMS COUNTY

CITY OF NEW MEADOWS

Commission Chair

Mayor

Date of signature

Date of signature

ATTEST:

ATTEST:

County Clerk

City Clerk



ALLIED | print
business solutions | scan
copy



Account Review

City of New Meadows

Current Equipment:

Lexmark xm7155

Current volumes and investment (Based on past 12 month average)

		3 Month Avg.	6 Month Avg.
Average Volumes	Black/White	1907	1972

Base Monthly Equipment/Service \$128.92
Includes 2000 copies monthly

Current Total Monthly Expense \$128.92

Proposed Solution

Toshiba eStudio 478

New Base Monthly Equipment/Service \$130.00
Includes 2000 copies monthly

New Monthly Expense \$130.00

Based on 63 month FMV lease.

e-STUDIO™478s

- > Black & White Multifunction Printer
- > 50 PPM
- > Letter/Legal Size
- > Medium Workgroup
- > Copy, Print, Scan, Fax



e-STUDIO478S

MEDIUM WORKGROUPS CAN NOW WORK LIKE NEVER BEFORE.

The Toshiba e-STUDIO478S is a hard-working monochrome multifunction printer that offers printing at up to 50 pages per minute*, superior print quality, enhanced security and skillfully engineered durability. All of which are powered by a quad-core processor to maximize performance. A hard drive and optional integrated stapler add capabilities rarely found on desktop devices.

Accomplish more in less time.

- > Fax, print, copy and scan with the power of a 1.2 GHz quadcore processor, 2 GB of standard memory and hard drive.
- > Up to 50-page-per-minute printing and up to 100-images-per-minute scanning make light work of large projects.
- > An intuitive 7-inch touch screen offers smooth, tablet-like interaction for ease of use.
- > Save time and improve efficiency with built-in productivity apps.
- > Increase efficiency and finishing capabilities with an optional integrated stapler.

Ready before and after you are.

- > Take advantage of extended uptime with longer-life fuser and imaging components.
- > Print volumes with a single toner replacement cartridge—20K high-quality pages.**
- > Accomplish more with fewer interruptions thanks to a maximum input capacity of 2,300 pages.

Work securely and confidentially.

- > Full-spectrum security architecture helps keep your information safe—whether it's a document, a device, over the network, and everywhere in between.
- > A range of innovative, embedded features protect your device, and your business, against attacks.
- > Establish heightened security, beyond standard Confidential Print, with optional security solutions like Print Release and Secure Document Monitor.

Innovations designed with planet earth in mind.

- > Reduce power consumption and your power bills with energy management features like Inactive Use and Sleep Mode.
- > Reduce paper costs and usage with standard two-sided printing.
- > Natural resources are preserved thanks to our use of post-consumer recycled content in manufacturing.
- > Be confident you're reducing energy costs with this EPEAT® Silver rated and ENERGY STAR® certified device.



*Print and copy speeds measured in accordance with ISO/IEC 24734 and ISO/IEC 24735 respectively (ESAT).

**Average standard page yield value declared in accordance with ISO/IEC 19752.

Toshiba e-STUDIO478S with 7" touch screen interface. Shown with 3 optional 550-sheet trays (Part # KD1061).

TOSHIBA

ACCESS WHATEVER YOU NEED, WHENEVER YOU NEED IT.

User friendly from the get-go.

- > Easy to use interface with its tablet-like design and smart-touch technology.
- > Access the features you need quickly and easily using its flat menu structure.
- > No special training required to use the Embedded Web Server.
- > Take advantage of slick, PC-free printing from a thumb drive or network share—whether it's MS Office documents (XLS, PPT, DOC), PDFs or image files.
- > Your workday is made even easier with a variety of apps that come standard.



User friendly 7" tablet-style touch screen display.



Main Specifications

Copy System	Indirect Electrostatic Photographic Method/OPC/Laser Printing/Heat Roller Fusing
Display	7" Color TFT Touch Screen Tilting Display
Copy Speed	50 PPM (LT)
First Copy Out	As Fast as 6 Seconds
Warm-Up Time	Approx. 20 Seconds
Copy Resolution	Up to 600 x 600 dpi
Multipurpose Tray	3.0" x 5.0" to LG, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 650 Sheets/Max. 2,300 Sheets
Original Feed	Standard 100-Sheet DADF
Scan Speed & Weights	DADF Scan: Mono - Up to 100 IPM Duplex, 50 IPM Simplex Color - Up to 64 IPM Duplex, 32 IPM Simplex, 14-32 lb Bond
Max. Original Size	LG
Paper Feed Sizes	Drawer 1: 550 Sheets - 4.13" x 5.83" to LG Multipurpose Tray: 100 Sheets - 3.0" x 5.0" to LG Opt. Drawers: 550 Sheets - 4.13" x 5.83" to LG Drawers: 16 - 32 lb Bond, Multipurpose Tray: 16- 58 lb Bond Standard Automatic Duplex Unit: 16 - 24 lb Bond
Paper Weights	
Duplex	
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 175K Month
Weight	Approx. 49.2 lb
Approx. Dimensions	19.3" (W) x 18.8" (D) x 21.5" (H)
Toner Yield	20K @ 5%
Power Source	120 Volts, 50/60 Hz, 15 Amps
Power Consumption	Maximum 1.5kW (120V)
CPU	1.2GHz (Quad-Core)
Memory	2GB
Hard Disk Drive	500GB HDD

Print Specifications

PDL	PostScript 3, PCL 6, PCL 5, PPDS, PDF v1.7, XPS, HTML, Direct Image, MS Office
Print Speed	50 Pages Per Minute (LT)
Print Resolution	1200 x 1200 dpi, 2400 Image Quality, 1200 Image Quality, 600 x 600 dpi, 300 x 300 dpi
Standard Ports	Rear USB 2.0 Specification High Speed Certified Port (Type A), Front USB 2.0 Specification High Speed Certified Port (Type A), Gigabit Ethernet (10/100/1000), USB 2.0 Specification High Speed Certified Port (Type B), One Internal Card Slot
Optional Network Ports	WiFi Option/Internal 1284-B Bidirectional Parallel, Internal RS-232C Serial
Device Management	Embedded Web Server
Accessibility Features	Tilt Front Panel, 508 Accessibility Support, Voice Guidance
Security Features	Role Based Access Controls, Ease of Use for User Access Control, Breach Mitigation, Moving Processes Off of Root (Emulators, Network, Security), Secure Element SmartCard, Protect Encryption Keys for Hard Disk, Protect Device Certificates, Provide True Random Number Generation to Meet Next-Gen FIPS and CC Requirements, Customer-Installable, Option, Unified Integrated Address Book, Common Admin Management for Internal & eSF App Contacts, Configuration via EWS, Supports Device Quotas App, Common Criteria Certification, PKI/SCAC Support, Setup Local Accounts on Operator Panel
Environmental Features	Sleep & Hibernate Modes, Eco Mode, Quiet Mode, Blue Angel/RAL-UZ-122 Certification, RoHS Compliant, Energy Star Certified, EPEAT Silver, Mercury Free, Support for Recycled Paper
Certifications	WHQL (Windows 7, 8, 8.1, 10, 2008 R2, 2012, 2012 R2), Novell, Citrix, SAP

Scan Specifications

Scan Speed	DADF Scan: Mono - Up to 100 IPM Duplex, 50 IPM Simplex Color - Up to 64 IPM Duplex, 32 IPM Simplex
Scan Destinations	USB Thumbdrive, E-Mail, FTP, Network or USB Connected Computer, Windows Network Folder
Scan Resolution	600 dpi (Max)
File Formats	TIFF, JPG (JPEG), PDF (Regular, Secure, Archival (PDF/A), Searchable), XPS
Image Compression	PDF 1 bit: CCITT G4, ZLIB (Flate), 8/24 bit: ZLIB (Flate), JPEG, MRC (Mixed Raster Content), TIFF 1 bit: CCITT G4, 8/24 bit - Packbits, LZW, JPEG, JPG 8/24 bit: JPEG, XPS 1bit: ZLIB (Flate), 8/24 bit - JPEG, ZLIB (Flate)

Facsimile Specifications

Compatibility	Super G3
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Fax Shortcuts	500 - Based on an Average Shortcut 25 Characters for Name, 10 Characters for Number and 4 Characters for Shortcut Id. Maximum Characters - 512 and Each Location Separated by a Semi Colon. 46 Locations Using a 10-Digit Phone Number, 64 Locations Using a 7-Digit Phone Number 400 Locations - Each Number in a Fax Shortcut is a Location
Group Fax	

Accessories (Options)

550 Sheet Drawer - Input Tray	KD1061
250 Sheet Drawer - Input Tray	KD1060
Inline Stapler	MJ1044
802.11x Wireless (Amber)	GN1170
Forms and Barcode Card	GB2080LXX
PRESCRIBE Card	GB2090LXX
IPDS Card	GB2100LXX
Serial ISP+ SP/BB Sidecover	GB2110LXX
Fiber ISP+ CoAtl sp/bb Sidecover	GB2120LXX
Keyboard - English	GR1350
508 Keyboard - English	GR1360
Security Element (Smart Card Feature)	GB2130LXX
Contact Front Solutions Modules FSM	GB2140LXX
Contactless Front Solutions Module FSM	GB2150LXX
Userflash	GC1420
MFP Stand (13.5" High)	STAND479CS
Casterbase (3.5" High)	CASTERBASE479CS
Power Filter	PWRFLTR-S1

This product includes software developed by the OpenSSL Project for use in the Open SSL Toolkit (<http://www.openssl.org/>).



Designs and specifications subject to change without notice. Specifications may vary by conditions of use and/or environmental usage. For best results and reliable performance, always use supplies manufactured or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 5% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system. Product names may be trademarks of their respective companies. AirPrint® and the AirPrint® logo are trademarks of Apple Inc. This is a Class 1 laser product complying with IEC60825-1. All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers in their markets and/or countries.

Corporate Office

East Coast

Midwest

South

West Coast

Web Site

25530 Commercentre Drive, Lake Forest, CA 92630
Tel: 949-462-6000
959 Route 46 East, 5th Floor, Parsippany, NJ 07054
Tel: 973-316-2700
8770 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631
Tel: 773-380-6000
2037 Bakers Mill Rd., Dacula, GA 30019
Tel: 678-546-9385
25530 Commercentre Drive, Lake Forest, CA 92630
Tel: 949-462-6000
www.business.toshiba.com

New Copier Proposal

Prepared for:

City of
NEW MEADOWS
Idaho

Prepared by:



ALLIED
BUSINESS SOLUTIONS

Andy Shimojima
541-706-9419
ashimojima@allied.tech

Allied Business Solutions
1252 SW 4th Ave., Ontario, OR
www.allied.tech



Toshiba eStudio 478s

Solution details:

- Mono Multifunction Printers
- Print, Copy, Scan, Fax
- 100 Sheet Document Feeder
- 100 Sheet Bypass
- Scan to email
- 50 ppm print speed
- 2 x 550 sheet paper tray
- User Friendly 7" touch screen
- Paper sizes up to 8.5 x 14
- Duty Cycle up to 175K a month
- Copier stand included



Equipment and Maintenance: \$130.00/mo.*

**MAINTENANCE AGREEMENT: Includes all parts, toner, & labor and 2000 copiers per month.
Additional Black copies billed at .011 per page**

***Based on 63 month lease.**



Allied 5 Star Service Guarantee

★ 95% Uptime

Our commitment to quality and service results in an average uptime of 95% for the equipment we provide. We guarantee a quarterly average uptime of 95%, and we will gladly exchange any machine that fails to achieve this level of performance.

★ Thorough Training

Upon delivery, our experienced technicians will properly install your equipment free of charge. Then, they will provide you with a complimentary training session in which they will thoroughly review all of the features of machine operation. We will also visit your office if requested within the first month to answer any questions you might have and further assist you in mastering the operation of all the features on your machine. And if you need additional training or support, just give us a call and we'll gladly come to your office to assist you.

★ Preventative Maintenance

We maximize the uptime and lifetime of your equipment by providing free, preventative maintenance at periodic intervals. We also follow the manufacturer's suggested replacement schedule on all consumable parts, and all upgrades made available by the manufacturer will be installed at no additional cost.

★ Rapid Response Times

If Allied Business Solutions fails to respond within 4 business hours to any Segment 4 or above equipment Service call, Allied will refund the full amount of the monthly minimum Service and Supply agreement in the month that the response time was missed.

(T & Cs) Refund is equal to the monthly base charge. There is no refund of the overage billing. The guarantee only applies to Supply / Service agreements that incorporate monthly billing that includes a base charge and overage billing.

★ Satisfaction Guaranteed

At Allied Business Solutions we appreciate your business, and your satisfaction is guaranteed. If for any reason an issue arises that requires special attention, feel free to contact your Account Manager and they will address your issue immediately. Furthermore, if you are at any time unsatisfied with your original system within three years of installation, we will replace it with a comparable system for the duration of your contract at no additional charge.

AGREEMENT

25471144



AGREEMENT NO FTU 121550

CUSTOMER (Your or Yours)

FULL LEGAL NAME City of New Meadows

ADDRESS 401 Virginia Street, New Meadows, ID 83654

CONTACT NAME Mac Qualls PHONE # 208-347-2171 FEDERAL TAX ID # 82-600233

EQUIPMENT AND PAYMENT TERMS

Table with columns: MAKE, MODEL NUMBER & INCLUDED ACCESSORIES, SERIAL NO, NOT FINANCED UNDER THIS AGREEMENT, BEGINNING METER READING (B&W, COLOR), MONTHLY IMAGE ALLOWANCE PER MACHINE (IF NOT CONSOLIDATED) (B&W, COLOR), EXCESS PER IMAGE CHARGE (PLUS TAX) (B&W, COLOR). Includes entry for Lexmark 7155.

MONTHLY BASE PAYMENT AMOUNT. \$115.00 (PLUS TAX) TERM IN MONTHS 63 METER FREQUENCY MONTHLY

SECURITY DEPOSIT \$0 ADVANCE PAYMENT \$0 (PLUS TAX) to be applied to first Payment due

ORIGINATION FEE \$75.00 SUPPLY FREIGHT FEE \$0 METER FEE \$0

EQUIPMENT LOCATION see above SEE ATTACHED SCHEDULE

END OF LEASE OPTIONS

By checking a box and initialing below, you may choose one of the following options to apply at the end of the original term... [X] FMV 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING.

CUSTOMER'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED, READ, AND ACKNOWLEDGED THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT.

(As Stated Above) [Signature] Jacob M Qualls, City Clerk 8/1/2017

LESSOR (We, Us, Our)

Allied Business Solutions, Inc. [Signature] E. Brosiow, PA 10/13/17

UNCONDITIONAL GUARANTY

The undersigned, jointly and severally if more than one, unconditionally guarantee(s) that the Customer will timely perform all obligations, including all and any debts, liabilities, and obligations of every nature or form, now existing or hereafter arising or acquired, under the Agreement or any supplements hereto.

SIGNATURE [X] INDIVIDUAL DATE

CERTIFICATE OF DELIVERY AND ACCEPTANCE

The Customer hereby certifies that all the Equipment: 1) has been received, installed, and inspected, and 2) is fully operational and unconditionally accepted

SIGNATURE [Signature] NAME & TITLE Jacob M Qualls, City Clerk DATE 8/19/2017

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, OCTOBER 24, 2022 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Roll Call / Pledge of Allegiance

Present at City Hall were Council Members Jeff Parnett, Josh Carr, Kaytlyn Goodwin, and Mayor Julie Good. Shiloh Ryker was excused.

Staff present at City Hall were Kyla Gardner and Angie Mettie. City Attorney Dick Stubbs and Dana Kautz were present via Zoom.

Public present at City Hall were Doug Buys, Lee Ann Evans, Kristi Scott, Bill & Donna Brown, and Kayrene Brown. Present via Zoom were Drew Dodson, and Ashley Bakker.

Mayor Good opened the meeting at 6:33pm and led the Pledge of Allegiance.

Public Input

There was no public input.

Presentations

Lee Ann Evans

Lee Ann Evans, running for Adams County Commissioner, addressed the Council. She provided pamphlets and encouraged anyone to contact her with questions or concerns.

Doug Buys

Doug Buys addressed the Council and asked for help in spreading the word about the upcoming levy. The poster will be placed in the newsletter and on social media.

Reports

Mayor's Report

Mayor Good stated that the pipes in the ceiling of the meat shop were leaking when the water was turned on. Also, a water main was hit near the corner of S. Commercial and Katherine Street while cleaning out a ditch. Water to town had to be shut off temporarily while the valve was located. It has since been repaired.

Jessie will be back to work part time, and will be focusing on streets and drainage. She is working on a map of streets and the needed maintenance for each.

Discussion Items

Zoning Code – Adding Conditional Use for Tiny Homes

The Council reviewed definitions for “cottage,” which removed the gray area between a home (800 sf) and a tiny home (400 sf). They chose to state that setbacks and other requirements of the zone will be followed, but that lot coverage and number of units may be adjusted on any property, based on the design review of the city council. Each unit shall contain one off-street parking space. The amendment will have a public hearing at the next meeting.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, OCTOBER 24, 2022 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Action Items

Citizens for Community Enhancement – Budget Item

This item was tabled.

County Property Purchase

Mayor Good stated that Adams County has agreed to sell the recycle center building for \$60,000, and the lot behind the Intersection for \$20,000.

- Council Member Goodwin moved to approve the property purchase of the Recycle Center building for \$60,000 and Nora property behind the Intersection for \$20,000; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Goodwin – yes. Motion carried.

Community Health Program Grant (Blue Cross)

Mayor Good stated that she and Kyla completed the workshops by Blue Cross. The grant funds must go toward early childhood care, walkability, food, civility, housing, or communication projects. Council Member Parnett suggested walking paths or bike paths around the city. Council Member Carr felt that early childhood is important in the community. Council Member Goodwin stated that students are interested in early childhood careers and might work in early childhood while learning and earning credits. Mayor Good stated that the flashing speed limit / crosswalk project is short \$29,000, and the funds could be used toward this project. The funds must be used quickly, and therefore an early childhood center or walking paths could not be planned and executed in this timeframe.

- Council Member Parnett moved to request the \$20,000 grant from the Blue Cross Foundation for the flashing speed limit / crosswalk project; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Lot Line Adjustment – Kern

The Council reviewed the application for a lot line adjustment and requested more information on the reason for the adjustment as well as the dimensions of the lots.

Lot Line Adjustment – Van Lanningham

The Council reviewed the application to split a parcel owned by Genevieve Van Lanningham into three equal parts. The parcel currently has three addresses and three separate water meters.

- Council Member Goodwin moved to approve the lot line adjustments for 415 Virginia from a single parcel to three equal lots; Council Member Carr seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Meat Shop Pipes

When the water was turned on at the meat shop, water poured out of the ceiling. The Council agreed that a plumber should be contacted to fix the pipes.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, OCTOBER 24, 2022 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 17.

Skate Park Fundraising

Mayor Good suggested that the funds raised for the Skate Park Project should be moved from the umbrella of the Community Foundation to the umbrella of the City. The City would be able to offer solid financial reports for any grants that might be applied for. The project would have its own bank account, and a line item would be created in the city's budget. Also, the money could be used as match for other grants. The Council agreed with Mayor Good's suggestion.

Catering Permit – The Intersection

The Council reviewed the catering permit application from Shannon Fairchild. She would like to serve alcohol at the Skate Park Fundraiser. She has a bracelet program in place to ensure that alcohol is not served to minors.

- Council Member Goodwin moved to approve the catering permit for the Intersection for October 29th, and waive the \$20 fee; Council Member Parnett seconded the motion. Voice vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Crosswalks / Flashing Speed Limit Sign Project

The Council reviewed the proposal from Curtis Clean Sweep to complete the flashing speed limit and crosswalk project. Although the project will be completed in the spring, the company will lock in the price for materials upon approval.

- Council Member Goodwin moved to approve the Curtis Clean Sweep proposal for \$70,520; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Goodwin – yes. Motion carried.

Park Tree Maintenance

Native Sisters looked at the tree in the park and noted that the bike rack and picnic table should be moved out from under the tree for safety. Either the branches could be trimmed to remove the weight, or the entire tree could be trimmed and cabled. Mayor Good will contact the Forest Service to see if an arborists can give a second opinion.

Bull Sculpture

Ideas for placement of the bull sculpture included the corner of Virginia and North Miller or the Depot. Kristi Scott suggested the Senior Center, as they are doing a ranch theme. Mayor Good will talk with them.

Consent Agenda

The Consent Agenda included paid and pending claims and October 11, 2022 meeting minutes. City Clerk Gardner polled the Council, and all confirmed that they had read the minutes.

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

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, OCTOBER 24, 2022 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Item 17.

Future Meeting Topics

Future meeting topics included review of Kern’s lot line adjustment, a public hearing for both Family Dollar and the tiny home zoning amendment, the park tree, MOU for skate park, Internet update, broadband report, increased fine for dogs at large, and parking in the right of way.

Adjourn

Mayor Good adjourned the meeting at 8:07 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5499		580 4 Corner Communications	460.00								
		IT: MSP-T1 - Basic									
		November 2022									
3188		11/01/22 IT Professional Support	153.33			1		41100	327		10102
3188		11/01/22 IT Professional Support (W)	153.33			60		43320	327		10102
3188		11/01/22 IT Professional Support (SWR)	153.34			65		43220	327		10102
		Total for Vendor:	460.00								
5505		563 Adams County Prosecuting	1,500.00								
		November 2022 Prosecutions									
1049		11/07/22 Municipal Prosecutions- Nov	1,500.00			1		41400	312		10102
		Total for Vendor:	1,500.00								
		*** Claim from another period (10/22) ****									
5506		25 Analytical Labs, Inc.	5,337.51								
95010		10/31/22 Water Sampling / Testing	4,352.71*			60		43320	745		10102
95011		10/31/22 Sewer Sampling / Testing	984.80			65		43220	745		10102
		Total for Vendor:	5,337.51								
		*** Claim from another period (10/22) ****									
5504		1 C & M Lumber Co, Inc	1,891.38								
10/25/22		Water	8.38			60		43320	324		10102
10/25/22		Sewer	477.25			65		43220	324		10102
10/25/22		Park	298.98			1		41600	324		10102
10/25/22		Shop - Water	352.60			60		43320	324		10102
10/25/22		Shop - Sewer	352.60			65		43220	324		10102
10/25/22		Shop - Streets	352.59			1		41500	324		10102
10/25/22		Industrial Park	48.98			63		43100	324		10101
		Total for Vendor:	1,891.38								
		*** Claim from another period (10/22) ****									
5497		E 253 Christensen Inc. dba United Oil	396.77								
1005808		10/31/22 Fuel - Water	205.12			60		43320	630		10102
1005808		10/31/22 Fuel - Backhoe - Streets	63.89			1		41500	630		10102
1005808		10/31/22 Fuel - Backhoe - Water	63.88			60		43320	630		10102
1005808		10/31/22 Fuel - Backhoe - Sewer	63.88			65		43220	630		10102
		Total for Vendor:	396.77								

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5500		29 City of New Meadows 025-00 11/01/22 Chlorinator Room 310-00 11/01/22 Park Irrigation 309-00 11/01/22 Park Restrooms 014-00 11/01/22 Industrial Park 364-00 11/01/22 Auger Room 126-00 11/01/22 City Hall 015-00 11/01/22 Skate Park 013-00 11/01/22 Industrial Park - 104 W Taylor	658.17 14.56 14.30 125.01 228.15 107.59 77.95 14.30 76.31	****		65	43220	43220	339		10102
						1	41600	41600	332		10102
						1	41600	41600	331		10102
						63	43100	43100	331		10102
						65	43220	43220	338		10102
						1	41100	41100	331		10102
						1	41600	41600	332		10102
						63	43100	43100	331		10102
		Total for Vendor:	658.17	****							
5498		670 Control Engineers Project Manager cost Programming for PLC replacement at Booster Station	925.00	****		60	43320	43320	324		10102
		Total for Vendor:	925.00	****							
5492	E	405 CORE & MAIN LP Commercial St Water Main Break Repair Meters	2,254.88	****							
		Total for Vendor:	2,254.88	****							
R795944		10/26/22 8 MJ L/P SLV C153 IMP	737.56			60	43320	43320	324		10102
R795944		10/26/22 8 SIGMA PVC RESTR SLCE8	570.40			60	43320	43320	324		10102
R795944		10/26/22 8" MJ Regular ACC Set I	213.12			60	43320	43320	324		10102
		10/28/22 2" Meters	733.80			60	43320	43320	324		10102
		Total for Vendor:	2,254.88								
5513	E	416 De Lage LANDEN FINANCIAL Photocopier Lease	133.32			1	41100	41100	324		10102
		Total for Vendor:	133.32								
78117997		11/06/22 Photocopier Lease	44.44			60	43320	43320	324		10102
78117997		11/06/22 Photocopier Lease	44.44			65	43220	43220	324		10102
		Total for Vendor:	133.32								

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5495		495 Drake Diversified LLC	300.00	****							
		Monthly Back-up Operator									
		1495 11/01/22 OCT 2022 H2O Back-up Operator	150.00			60		43320	310		10102
		1495 11/01/22 OCT 2022 SWR Back-up Operator	150.00			65		43220	310		10102
		Total for Vendor:	300.00								
		*** Claim from another period (10/22) ****									
5493		688 Finite Concepts, LLC	1,250.00	****							
		Water Main Repair S Commercial / Katherine									
		00561 10/19/22 Labor	1,250.00			60		43320	324		10101
		Total for Vendor:	1,250.00								
		*** Claim from another period (10/22) ****									
5494		635 GOOD, JULIE	45.01	****							
		Reimburse for Gas: Philip drove to get part to fix water main break at S Commercial and Katherine.									
		10/19/22 Fuel (W)	45.01			60		43320	324		10102
		Total for Vendor:	45.01								
5511	E	4 Idaho Power	3,012.33								
		0032879986 11/04/22 Street Lights (Electricity)	648.06			1		41500	330		10102
		0032879987 11/04/22 City Shop (Electricity) Wa	112.87			60		43320	330		10102
		0032879987 11/04/22 City Shop (Electricity) Se	112.87			65		43220	330		10102
		0032879987 11/04/22 City Shop (Electricity) Str	112.87			1		41500	330		10102
		0032879959 11/04/22 Parks (Electricity)	113.21			1		41600	330		10102
		0032879967 11/04/22 Sewer Lift Station (Electr	5.94			65		43220	337		10102
		0032879945 11/04/22 Well #3 (Electric)	364.06			60		43320	334		10102
		0032879933 11/04/22 Well #4 (Electric)	359.61			60		43320	335		10102
		0032879940 11/04/22 Booster Station (Electric)	397.56			60		43320	333		10102
		0032879919 11/04/22 Sewer Plant (Electricity)	455.65			65		43220	336		10102
		0030309892 11/04/22 City Hall (Electricity) Ge	58.83			1		41100	330		10102
		0030309892 11/04/22 City Hall (Electricity) H2O	58.84			60		43320	330		10102
		0030309892 11/04/22 City Hall (Electricity) SWR	58.83			65		43220	330		10102
		0032880160 11/04/22 Sewer Land Ap	94.81			65		43220	330		10102
		0032952904 11/04/22 Meat Shop	58.32			63		43100	330		10102
		Total for Vendor:	3,012.33								

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5503	E	37 Jerry's Auto Parts	241.41	****							
		Air Filter and Chains									
		307350 10/25/22 Shared (Streets)	27.83			1		41500	350		10102
		307350 10/25/22 Shared (Water)	27.84			60		43320	350		10102
		307350 10/25/22 Shared (Sewer)	27.84			65		43220	350		10102
		249705 11/02/22 Shared (STRTS)	52.63			1		41500	350		10102
		249705 11/02/22 Shared (WTR)	52.64			60		43320	350		10102
		249705 11/02/22 Shared (SWR)	52.63			65		43220	350		10102
		Total for Vendor:	241.41								
		*** Claim from another period (10/22) ****									
5508	E	150 Lake Shore Disposal	250.18	****							
		25952426s2 11/01/22 Garbage - General	62.55			1		41100	324		10102
		25952426s2 11/01/22 Garbage - Water	62.55			60		43320	324		10102
		25952426s2 11/01/22 Garbage - Sewer	62.54			65		43220	324		10102
		25952426s2 11/01/22 Garbage - Industrial Park	62.54			63		43100	324		10102
		Total for Vendor:	250.18								
		*** Claim from another period (10/22) ****									
5496		490 McCall Delivery Service	130.00	****							
		11 50 gallon empty drums returned to Dubois									
		2022-0995 10/31/22 Empty drum returned	130.00			65		43220	324		10102
		Total for Vendor:	130.00								
		*** Claim from another period (10/22) ****									
5509	E	162 Norco Inc.	12.09	****							
		76894 11/01/22 Cylinder Rental	4.03			1		41500	324		10102
		76894 11/01/22 Cylinder Rental	4.03			60		43320	324		10102
		76894 11/01/22 Cylinder Rental	4.03			65		43220	324		10102
		Total for Vendor:	12.09								
		*** Claim from another period (10/22) ****									
5491		288 Pat's Glass, Overhead Door Inc.	6,829.22	****							
		New head works room Door									
		1022.43 10/20/22 Head works Door	6,550.00			60		43320	324		10101
		1022.43 10/20/22 Scissor Lift Rental	279.22			60		43320	324		10101
		Total for Vendor:	6,829.22								

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5507	Monthly Operator	642 Raven Waterworks, LLC	*** Claim from another period (10/22) **** 2,467.50								
	S Commercial Water Main Break										
		CNM-2210 11/01/22 October 2022 H2O Operator	1,000.00			60		43320	310		10102
		CNM-2210 11/01/22 October 2022 SWR Operator	1,000.00			65		43220	310		10102
		CNM-2210 11/01/22 Water Main Break	467.50			60		43320	310		10102
		Total for Vendor:	2,467.50								
		*** Claim from another period (10/22) ****									
5501		659 SMS Inc.	132.00								
	347970 10/05/22 Shipping (WTR)		28.00*			60		43220	620		10102
	366647 10/14/22 Shipping (SWR)		28.00			65		43220	620		10102
	377008 10/19/22 Shipping (WTR)		50.00*			60		43220	620		10102
	347971 10/20/22 Shipping (WTR)		26.00*			60		43220	620		10102
		Total for Vendor:	132.00								
		*** Claim from another period (10/22) ****									
5510	Saw & Blade rental	658 Tates Rents, Inc	483.84								
	Peterson Pathway Project										
		1672806-7 11/01/22 Saw Rental	248.00*			1	84	41500	324		10102
		1672806-7 11/01/22 Blade Rental	184.00*			1	84	41500	324		10102
		1672806-7 11/01/22 Damage Waiver	51.84*			1	84	41500	324		10102
		Total for Vendor:	483.84								
		*** Claim from another period (10/22) ****									
5502	E 436 US Bank		1,741.06								
	GOOGLE 10/25/22 Email (Gen)		56.40			1		41100	324		10102
	GOOGLE 10/25/22 Email (IND)		56.40			63		43100	324		10102
	GOOGLE 10/25/22 Email (WTR)		56.40			60		43320	324		10102
	GOOGLE 10/25/22 Email (SWR)		56.40			65		43220	324		10102
	TSHEETS 10/25/22 TSHEETS (GEN)		25.33			1		41100	324		10102
	TSHEETS 10/25/22 TSHEETS (WTR)		25.34			60		43320	324		10102
	TSHEETS 10/25/22 TSHEETS (SWR)		25.33			65		43220	324		10102
	Lodging 10/25/22 Lodging Training		246.36			60		43320	521		10102
	Postage 10/25/22 FP Postage		207.00			1		41100	620		10102
	phones 10/25/22 8x8 phones (GEN)		33.50			1		41100	308		10102
	phones 10/25/22 8x8 phones (WTR)		33.51			60		43320	308		10102
	phones 10/25/22 8x8 phones (SWR)		33.51			65		43220	308		10102

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
		postage 10/25/22 USPS		64.60			1		41100	620		10102
		supplies 10/25/22 ADOBE		19.99			1		41100	324		10102
		backup 10/25/22 Carbonite Sewer back up		83.99			65		43220	324		10102
		Alerts 10/25/22 Text Alerts (GEN)		239.00			1		41100	324		10102
		Alerts 10/25/22 Text Alerts (WTR)		239.00			60		43320	324		10102
		Alerts 10/25/22 Text Alerts (SWR)		239.00			65		43220	324		10102
		Total for Vendor:		1,741.06								
5512	E	617 ZIPLY FIBER		243.43								
		City Shop & Sewer Internet / Phone										
		11/07/22 Phone/Internet - Water		121.71			60		43320	308		10102
		11/07/22 Phone/Internet - Sewer		121.72			65		43220	308		10102
		Total for Vendor:		243.43								
		# of Claims		23							# of Vendors	14
		Total Electronic Claims		30,695.10								
		Total Non-Electronic Claims		8,285.47								
		Total Non-Electronic Claims		22409.63								

For dates posted from 10/26/22 to 11/10/22
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5498		670 Control Engineers		925.00								
		Project Manager cost										
		Programming for PIC replacement at Booster Station										
29142		11/01/22 Project Manager		925.00*			60		43320	324		10102
		Total for Vendor:		925.00								
		# of Claims	1	Total:	925.00		# of Vendors	1				

Hunter Brown

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022	9.18							9.18	
Tuesday	10/4/2022	13.57							13.57	
Wednesday	10/5/2022	7.50							7.50	
Thursday	10/6/2022	1.75		13.33					15.08	
Friday	10/7/2022	8.00							8.00	
Saturday	10/8/2022								0.00	
Total Week		40.00	0.00	13.33	0.00	0.00	0.00	0.00	53.33	
Sunday	10/9/2022								0.00	
Monday	10/10/2022					8.00			8.00	
Tuesday	10/11/2022	8.00							8.00	
Wednesday	10/12/2022	8.13							8.13	
Thursday	10/13/2022	8.02							8.02	
Friday	10/14/2022	8.02							8.02	
Saturday	10/15/2022								0.00	
Total Week		32.17	0.00	0.00	0.00	8.00	0.00	0.00	40.17	
Total Pay Period		72.17	0.00	13.33	0.00	8.00	0.00	0.00	93.50	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

10/01/2022 to 10/15/2022

Regular
72.17

PTO
0.00

OT
13.33

DT
0.00

To Item 19.
85.50

Time in	Time out	Duration	
October 3, 2022			9.18
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - System Maintenance
NOTES: Daily screen cleaning			
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	11:45am (MDT)	2.75	WTR > WTR - Meter Reading
11:45am (MDT)	2:14pm (MDT)	2.48	PW > PW - City Shop > Shop
NOTES: Equipment -order prep			
2:14pm (MDT)	5:11pm (MDT)	2.95	PW > PW - City Shop > Shop
NOTES: Equipment - Winter Prep			
October 4, 2022			13.57
8:00am (PDT)	8:23am (PDT)	0.38	PARK > PARK - Restroom
8:23am (PDT)	9:32am (PDT)	1.15	EMERGENCY > 1 Emergency - Water
9:33am (PDT)	12:06pm (PDT)	2.55	PW > PW - City Shop > Shop
NOTES: Prep Ivan for solo			
12:06pm (PDT)	9:35pm (PDT)	9.48	ADM > Train - Travel for Training
October 5, 2022			7.50
8:00am	3:30pm	7.50	MTG > MTG - Other Governement
NOTES: IRWA Training			
October 6, 2022			15.08
7:30am	4:30pm	9.00	MTG > MTG - Other Governement
NOTES: IRWA Training			
4:30pm	10:35pm	6.08	MTG > MTG - Travel
NOTES: Travel from IRWA training to New Meadows			
October 7, 2022			8.00
8:00am	4:00pm	8.00	SWR > SWR - System Maintenance
October 11, 2022			8.00
8:00am (MDT)	8:25am (MDT)	0.42	WTR > WTR - Booster Station & Well Logs
8:25am (MDT)	9:34am (MDT)	1.15	MTG > MTG - Staff Meeting
9:34am (MDT)	10:06am (MDT)	0.53	MTG > MTG - Staff Meeting
NOTES: Staff report.			
10:06am (MDT)	11:11am (MDT)	1.08	WTR > WTR - Service Call
NOTES: Observation and assistance - leak			
11:11am (MDT)	4:00pm (MDT)	4.82	PW > PW - City Shop > Shop
NOTES: Winter Prep - Marking bulb-outs.			
October 12, 2022			8.13
8:00am (MDT)	8:28am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:28am (MDT)	4:08pm (MDT)	7.67	PW > PW - City Shop > Shop

NOTES: Installing Pipe part Storage Shelves. Prepping shop of winter machine maintenance.

October 13, 2022

8.02

8:00am (MDT) 8:28am (MDT) 0.47 WTR > WTR - Booster Station & Well Logs

8:28am (MDT) 4:01pm (MDT) 7.55 SWR > SWR - System Maintenance

NOTES: Prepping land App. for Winter.

October 14, 2022

8.02

8:00am (MDT) 8:22am (MDT) 0.37 WTR > WTR - Booster Station & Well Logs

8:22am (MDT) 12:46pm (MDT) 4.40 SWR > SWR - System Maintenance

NOTES: Installing supplement heater in screen room. Checking WW Plant Heaters

12:46pm (MDT) 4:01pm (MDT) 3.25 WTR > WTR - Well #3 Maintenance

NOTES: Replacing: Broken door Jamb Faulty door Knob

Jessica Gerke

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022								0.00	
Tuesday	10/4/2022								0.00	
Wednesday	10/5/2022	0.28							0.28	
Thursday	10/6/2022								0.00	
Friday	10/7/2022								0.00	
Saturday	10/8/2022								0.00	
Total Week		0.28	0.00	0.00	0.00	0.00	0.00	0.00	0.28	
Sunday	10/9/2022	0.33							0.33	
Monday	10/10/2022	0.17				8.00			8.17	
Tuesday	10/11/2022	0.75							0.75	
Wednesday	10/12/2022								0.00	
Thursday	10/13/2022	0.92							0.92	
Friday	10/14/2022								0.00	
Saturday	10/15/2022								0.00	
Total Week		2.17	0.00	0.00	0.00	8.00	0.00	0.00	10.17	
Total Pay Period		2.45	0.00	0.00	0.00	8.00	0.00	0.00	10.45	

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

10/01/2022 to 10/15/2022

Regular
2.45

PTO
0.00

OT
0.00

DT
0.00

To Item 19.
2.45

Time in	Time out	Duration	
October 5, 2022			0.28
9:26am (MDT)	9:43am (MDT)	0.28	SUP > SUP - PW
October 9, 2022			0.33
7:46pm (MDT)	8:06pm (MDT)	0.33	PARK > PARK - Restroom
October 10, 2022			0.17
7:55am (MDT)	8:05am (MDT)	0.17	PARK > PARK - Restroom
October 11, 2022			0.75
3:00pm (MDT)	3:30pm (MDT)	0.50	MTG > MTG - Staff Meeting
NOTES: Ivan/signs			
6:27pm (MDT)	6:42pm (MDT)	0.25	MTG > MTG - Staff Meeting
NOTES: Danny			
October 13, 2022			0.92
11:27am (MDT)	12:00pm (MDT)	0.55	SUP > SUP - PW
4:40pm (MDT)	5:02pm (MDT)	0.37	SUP > SUP - PW

Ivan McDaniel

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022	7.98							7.98	
Tuesday	10/4/2022	8.48							8.48	
Wednesday	10/5/2022	7.55							7.55	
Thursday	10/6/2022	8.25							8.25	
Friday	10/7/2022	7.74		0.25					7.99	
Saturday	10/8/2022								0.00	
Total Week		40.00	0.00	0.25	0.00	0.00	0.00	0.00	40.25	
Sunday	10/9/2022								0.00	
Monday	10/10/2022					8.00			8.00	
Tuesday	10/11/2022	7.72							7.72	
Wednesday	10/12/2022	7.93							7.93	
Thursday	10/13/2022	7.72							7.72	
Friday	10/14/2022	7.53							7.53	
Saturday	10/15/2022								0.00	
Total Week		30.90	0.00	0.00	0.00	8.00	0.00	0.00	38.90	
Total Pay Period		70.90	0.00	0.25	0.00	8.00	0.00	0.00	79.15	

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

10/01/2022 to 10/15/2022

Regular	PTO	OT	DT	To Item 19.
70.90	0.00	0.25	0.00	71.15

Time in	Time out	Duration	
October 3, 2022			7.98
7:58am (MDT)	8:30am (MDT)	0.53	PARK > PARK - Restroom
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:43am (MDT)	0.72	SWR > SWR - Sewer Logs
9:43am (MDT)	11:23am (MDT)	1.67	WTR > WTR - Service Call
11:23am (MDT)	3:57pm (MDT)	4.57	IND > IND - Industrial Park Maintenance
NOTES: Filter list			
October 4, 2022			8.48
8:01am (MDT)	8:09am (MDT)	0.13	PARK > PARK - Restroom
8:09am (MDT)	12:31pm (MDT)	4.37	SWR > SWR - Sewer Logs
12:31pm (MDT)	2:30pm (MDT)	1.98	PARK > PARK - Mowing / Trimming
NOTES: Change meters			
2:30pm (MDT)	4:30pm (MDT)	2.00	WTR > WTR - Water Testing
October 5, 2022			7.55
7:58am (MDT)	9:54am (MDT)	1.93	PARK > PARK - Restroom
9:54am (MDT)	3:31pm (MDT)	5.62	SWR > SWR - System Maintenance
NOTES: Clay			
October 6, 2022			8.25
7:57am (MDT)	8:19am (MDT)	0.37	PARK > PARK - Restroom
8:19am (MDT)	8:43am (MDT)	0.40	SWR > SWR - Sewer Logs
8:43am (MDT)	11:41am (MDT)	2.97	WTR > WTR - Booster Station & Well Logs
11:41am (MDT)	1:32pm (MDT)	1.85	SWR > SWR - System Maintenance
NOTES: Drain land app lines			
1:32pm (MDT)	1:55pm (MDT)	0.38	WTR > WTR - Service Call
1:55pm (MDT)	4:12pm (MDT)	2.28	SWR > SWR - System Maintenance
NOTES: Clearing water lines			
October 7, 2022			7.98
8:00am (MDT)	8:57am (MDT)	0.95	SWR > SWR - Sewer Logs
8:57am (MDT)	3:59pm (MDT)	7.03	SWR > SWR - System Maintenance
NOTES: Drain pipes			
October 11, 2022			7.72
8:00am (MDT)	8:04am (MDT)	0.07	SWR > SWR - Sewer Logs
8:04am (MDT)	8:29am (MDT)	0.42	PARK > PARK - Restroom
8:29am (MDT)	10:02am (MDT)	1.55	MTG > MTG - Staff Meeting
10:02am (MDT)	11:09am (MDT)	1.12	WTR > WTR - Service Call
11:09am (MDT)	3:43pm (MDT)	4.57	IND > IND - Industrial Park Maintenance

NOTES: bulbout preparation**October 12, 2022****7.93**

7:56am (MDT)	8:03am (MDT)	0.12	SWR > SWR - Sewer Logs
8:03am (MDT)	8:29am (MDT)	0.43	PARK > PARK - Restroom
8:29am (MDT)	2:17pm (MDT)	5.80	IND > IND - Industrial Park Maintenance
2:17pm (MDT)	3:52pm (MDT)	1.58	SWR > SWR - System Maintenance

NOTES: wheel line maintenance**October 13, 2022****7.72**

7:59am (MDT)	8:07am (MDT)	0.13	SWR > SWR - Sewer Logs
8:07am (MDT)	8:49am (MDT)	0.70	PARK > PARK - Restroom
8:49am (MDT)	3:42pm (MDT)	6.88	SWR > SWR - Land Application Project

NOTES: maintenance on wheel lines**October 14, 2022****7.53**

8:00am (MDT)	8:11am (MDT)	0.18	PARK > PARK - Restroom
8:11am (MDT)	9:12am (MDT)	1.02	SWR > SWR - Sewer Logs
9:12am (MDT)	3:32pm (MDT)	6.33	WTR > WTR - Well #3 Maintenance

Kyla Gardner

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022	7.50							7.50	
Tuesday	10/4/2022	8.00							8.00	
Wednesday	10/5/2022	4.80					3.50		8.30	
Thursday	10/6/2022						8.00		8.00	
Friday	10/7/2022								0.00	
Saturday	10/8/2022								0.00	
Total Week		20.30	0.00	0.00	0.00	0.00	11.50	0.00	31.80	
Sunday	10/9/2022								0.00	
Monday	10/10/2022					8.00			8.00	
Tuesday	10/11/2022	9.37							9.37	
Wednesday	10/12/2022	7.55							7.55	
Thursday	10/13/2022	7.10							7.10	
Friday	10/14/2022								0.00	
Saturday	10/15/2022								0.00	
Total Week		24.02	0.00	0.00	0.00	8.00	0.00	0.00	32.02	
Total Pay Period		44.32	0.00	0.00	0.00	8.00	11.50	0.00	63.82	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

10/01/2022 to 10/15/2022

Regular	PTO	OT	DT	To	Item 19.
44.32	0.00	0.00	0.00	44.32	

Time in	Time out	Duration	
October 3, 2022			7.50
8:01am	3:31pm	7.50	ADM > ADM - Customer Relations
October 4, 2022			8.00
8:01am	4:01pm	8.00	ADM > ADM - Customer Relations
October 5, 2022			4.80
7:57am	12:45pm	4.80	ADM > ADM - Customer Relations
October 11, 2022			9.37
7:56am	3:31pm	7.58	ADM > ADM - Customer Relations
6:04pm	7:51pm	1.78	MTG > MTG - Council Meeting
October 12, 2022			7.55
8:00am	3:33pm	7.55	ADM > ADM - Customer Relations
October 13, 2022			7.10
7:59am	3:05pm	7.10	ADM > ADM - Customer Relations

Hunter Brown

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022	8.00							8.00	
Saturday	9/17/2022								0.00	
Total Week		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	8.90							8.90	
Tuesday	9/20/2022	8.92							8.92	
Wednesday	9/21/2022	8.13							8.13	
Thursday	9/22/2022	7.00							7.00	
Friday	9/23/2022	7.05		0.20					7.25	
Saturday	9/24/2022								0.00	
Total Week		40.00	0.00	0.20	0.00	0.00	0.00	0.00	40.20	
Sunday	9/25/2022								0.00	
Monday	9/26/2022	8.58							8.58	
Tuesday	9/27/2022	9.00							9.00	
Wednesday	9/28/2022	8.52							8.52	
Thursday	9/29/2022	7.75							7.75	
Friday	9/30/2022	6.15		2.02					8.17	
Saturday									0.00	
Total Week		40.00	0.00	2.02	0.00	0.00	0.00	0.00	42.02	
Total Pay Period		88.00	0.00	2.22	0.00	0.00	0.00	0.00	90.22	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To	Item 19.
83.95	0.00	6.27	0.00	90.22	

Time in	Time out	Duration	
September 16, 2022			8.00
8:00am (MDT)	4:00pm (MDT)	8.00	PW > PW - City Shop > Shop
September 19, 2022			8.90
8:00am (MDT)	4:54pm (MDT)	8.90	PW > PW - City Shop > Shop
September 20, 2022			8.92
8:00am (MDT)	4:55pm (MDT)	8.92	WTR > WTR - Meter Reading
September 21, 2022			8.13
8:00am (MDT)	4:08pm (MDT)	8.13	SWR > SWR - System Maintenance
September 22, 2022			7.00
8:00am (MDT)	3:00pm (MDT)	7.00	PW > PW - City Shop > Shop
September 23, 2022			7.25
8:00am (MDT)	3:15pm (MDT)	7.25	PW > PW - City Shop > Shop
September 26, 2022			8.58
8:00am (MDT)	4:35pm (MDT)	8.58	PARK > PARK - Restroom
September 27, 2022			9.00
8:00am (MDT)	5:00pm (MDT)	9.00	IND > IND - Industrial Park Maintenance
September 28, 2022			8.52
8:00am (MDT)	4:10pm (MDT)	8.17	PARK > PARK - Restroom
11:07pm (MDT)	11:28pm (MDT)	0.35	EMERGENCY > 1 Emergency - Sewer
September 29, 2022			7.75
8:00am (MDT)	3:45pm (MDT)	7.75	SWR > SWR - System Maintenance
September 30, 2022			8.17
8:01am (MDT)	4:11pm (MDT)	8.17	SWR > SWR - System Maintenance

Jessica Gerke

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022								0.00	
Saturday	9/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	4.00							4.00	
Tuesday	9/20/2022						6.00		6.00	
Wednesday	9/21/2022						6.00		6.00	
Thursday	9/22/2022								0.00	
Friday	9/23/2022								0.00	
Saturday	9/24/2022	1.03							1.03	
Total Week		5.03	0.00	0.00	0.00	0.00	12.00	0.00	17.03	
Sunday	9/25/2022								0.00	
Monday	9/26/2022	5.06							5.06	
Tuesday	9/27/2022	3.36							3.36	
Wednesday	9/28/2022							5.00	5.00	
Thursday	9/29/2022							6.00	6.00	
Friday	9/30/2022	3.57							3.57	
Saturday									0.00	
Total Week		11.99	0.00	0.00	0.00	0.00	0.00	11.00	22.99	
Total Pay Period		17.02	0.00	0.00	0.00	0.00	12.00	11.00	40.02	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To	Item 19.
17.02	0.00	0.00	0.00	17.02	

Time in	Time out	Duration	
September 19, 2022			4.00
11:00am (MDT)	3:00pm (MDT)	4.00	SUP > SUP - PW
September 24, 2022			1.03
2:30pm (MDT)	3:32pm (MDT)	1.03	STRTS > STRTS - Storm Drainage
September 26, 2022			5.06
9:15am (MDT)	9:45am (MDT)	0.50	WTR > WTR - Service Call
9:45am (MDT)	10:20am (MDT)	0.58	SWR > SWR - Service Call
10:20am (MDT)	11:46am (MDT)	1.43	EQP > EQP - Backhoe Maintenance
NOTES: Chains			
11:46am (MDT)	12:40pm (MDT)	0.90	EQP > EQP - Grader Maintenance
NOTES: Chains			
12:40pm (MDT)	1:22pm (MDT)	0.70	MTG > MTG - Staff Meeting
2:30pm (MDT)	3:10pm (MDT)	0.67	MTG > MTG - Staff Meeting
NOTES: Core and main			
3:10pm (MDT)	3:27pm (MDT)	0.28	SWR > SWR - Service Call
September 27, 2022			3.35
12:35pm (MDT)	3:56pm (MDT)	3.35	SWR > SWR - Service Call
September 30, 2022			3.57
1:00pm (MDT)	3:47pm (MDT)	2.78	STRTS > STRTS - Storm Drainage
3:47pm (MDT)	4:34pm (MDT)	0.78	STRTS > STRTS - Reporting

Angie Mettie

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022	8.38							8.38	
Tuesday	10/4/2022	8.08							8.08	
Wednesday	10/5/2022	8.70							8.70	
Thursday	10/6/2022	8.40							8.40	
Friday	10/7/2022								0.00	
Saturday	10/8/2022								0.00	
Total Week		33.56	0.00	0.00	0.00	0.00	0.00	0.00	33.56	
Sunday	10/9/2022								0.00	
Monday	10/10/2022					8.00			8.00	
Tuesday	10/11/2022	9.78							9.78	
Wednesday	10/12/2022	7.93							7.93	
Thursday	10/13/2022	8.75							8.75	
Friday	10/14/2022								0.00	
Saturday	10/15/2022								0.00	
Total Week		26.46	0.00	0.00	0.00	8.00	0.00	0.00	34.46	
Total Pay Period		60.02	0.00	0.00	0.00	8.00	0.00	0.00	68.02	

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

10/01/2022 to 10/15/2022

Regular	PTO	OT	DT	To	Item 19.
60.02	0.00	0.00	0.00	60.02	

Time in	Time out	Duration	
October 3, 2022			8.38
7:23am	8:32am	1.15	ADM > ADM - Customer Relations
8:32am	9:43am	1.18	MTG > MTG - Staff Meeting
9:43am	3:46pm	6.05	ADM > ADM - Customer Relations
October 4, 2022			8.08
7:22am	3:27pm	8.08	ADM > ADM - Customer Relations
October 5, 2022			8.70
7:18am	4:00pm	8.70	ADM > ADM - Customer Relations
October 6, 2022			8.40
7:10am	3:34pm	8.40	ADM > ADM - Customer Relations
October 11, 2022			9.78
7:15am	3:32pm	8.28	ADM > ADM - Customer Relations
6:20pm	7:50pm	1.50	MTG > MTG - Council Meeting
October 12, 2022			7.92
7:20am	3:15pm	7.92	ADM > ADM - Customer Relations
October 13, 2022			8.75
7:14am	3:59pm	8.75	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022								0.00	
Saturday	9/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	2.65							2.65	
Tuesday	9/20/2022	2.78							2.78	
Wednesday	9/21/2022								0.00	
Thursday	9/22/2022								0.00	
Friday	9/23/2022								0.00	
Saturday	9/24/2022.								0.00	
Total Week		5.43	0.00	0.00	0.00	0.00	0.00	0.00	5.43	
Sunday	9/25/2022								0.00	
Monday	9/26/2022								0.00	
Tuesday	9/27/2022	2.94							2.94	
Wednesday	9/28/2022								0.00	
Thursday	9/29/2022	2.60							2.60	
Friday	9/30/2022								0.00	
Saturday									0.00	
Total Week		5.54	0.00	0.00	0.00	0.00	0.00	0.00	5.54	
Total Pay Period		10.97	0.00	0.00	0.00	0.00	0.00	0.00	10.97	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To
10.97	0.00	0.00	0.00	10.97

Item 19.

Time in	Time out	Duration	
September 19, 2022			2.65
12:40pm (MDT)	3:19pm (MDT)	2.65	ADM > ADM - Customer Relations
September 20, 2022			2.78
12:45pm (MDT)	3:32pm (MDT)	2.78	ADM > ADM - Customer Relations
September 27, 2022			2.93
12:35pm (MDT)	3:31pm (MDT)	2.93	ADM > ADM - Customer Relations
September 29, 2022			2.60
12:55pm (MDT)	3:31pm (MDT)	2.60	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022	2.12							2.12	
Saturday	9/17/2022								0.00	
Total Week		2.12	0.00	0.00	0.00	0.00	0.00	0.00	2.12	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	7.57							7.57	
Tuesday	9/20/2022	12.68							12.68	
Wednesday	9/21/2022	9.57							9.57	
Thursday	9/22/2022	9.47							9.47	
Friday	9/23/2022	0.71		8.10					8.81	
Saturday	9/24/2022								0.00	
Total Week		40.00	0.00	8.10	0.00	0.00	0.00	0.00	48.10	
Sunday	9/25/2022								0.00	
Monday	9/26/2022	10.27							10.27	
Tuesday	9/27/2022	7.60							7.60	
Wednesday	9/28/2022	7.40							7.40	
Thursday	9/29/2022	7.08							7.08	
Friday	9/30/2022								0.00	
Saturday									0.00	
Total Week		32.35	0.00	0.00	0.00	0.00	0.00	0.00	32.35	
Total Pay Period		74.47	0.00	8.10	0.00	0.00	0.00	0.00	82.57	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To	Item 19.
74.47	0.00	8.10	0.00	82.57	

Time in	Time out	Duration	
September 16, 2022			2.12
8:59am	11:06am	2.12	ADM > ADM - Customer Relations
NOTES: Worked on Payroll			
September 19, 2022			7.57
7:55am	8:37am	0.70	ADM > ADM - Customer Relations
8:37am	9:14am	0.62	MTG > MTG - Staff Meeting
9:15am	3:30pm	6.25	ADM > ADM - Customer Relations
September 20, 2022			12.68
7:55am	3:36pm	7.68	ADM > ADM - Customer Relations
4:00pm (PDT)	9:00pm (PDT)	5.00	ADM > Train - Travel for Training
NOTES: Travel to ICCTFOA training			
September 21, 2022			9.57
8:01am (PDT)	5:35pm (PDT)	9.57	MTG > MTG - Other Government
NOTES: ICCTFOA training			
September 22, 2022			9.47
7:02am (PDT)	4:30pm (PDT)	9.47	MTG > MTG - Other Government
NOTES: ICCFTOA Training			
September 23, 2022			8.82
7:56am (PDT)	11:45am (PDT)	3.82	MTG > MTG - Other Government
4:00pm	9:00pm	5.00	ADM > Train - Travel for Training
NOTES: Travel back home from ICCTFOA training			
September 26, 2022			10.27
7:52am	9:44am	1.87	MTG > MTG - Staff Meeting
9:44am	3:32pm	5.80	ADM > ADM - Customer Relations
5:54pm	8:30pm	2.60	MTG > MTG - Council Meeting
September 27, 2022			7.60
7:54am	3:30pm	7.60	ADM > ADM - Customer Relations
September 28, 2022			7.40
8:04am	3:28pm	7.40	ADM > ADM - Customer Relations
September 29, 2022			7.08
7:57am	3:02pm	7.08	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022	6.53							6.53	
Saturday	9/17/2022								0.00	
Total Week		6.53	0.00	0.00	0.00	0.00	0.00	0.00	6.53	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	7.70							7.70	
Tuesday	9/20/2022	7.78							7.78	
Wednesday	9/21/2022	8.15							8.15	
Thursday	9/22/2022	7.22							7.22	
Friday	9/23/2022	6.48							6.48	
Saturday	9/24/2022								0.00	
Total Week		37.33	0.00	0.00	0.00	0.00	0.00	0.00	37.33	
Sunday	9/25/2022								0.00	
Monday	9/26/2022	7.72							7.72	
Tuesday	9/27/2022	8.05							8.05	
Wednesday	9/28/2022	7.85							7.85	
Thursday	9/29/2022	8.24							8.24	
Friday	9/30/2022	8.05							8.05	
Saturday									0.00	
Total Week		39.91	0.00	0.00	0.00	0.00	0.00	0.00	39.91	
Total Pay Period		83.77	0.00	0.00	0.00	0.00	0.00	0.00	83.77	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel
09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To	Item 19.
83.58	0.00	0.18	0.00	83.77	

Time in	Time out	Duration	
September 16, 2022			6.53
9:26am (MDT)	3:58pm (MDT)	6.53	EQP > EQP - Loader Maintenance
September 19, 2022			7.70
8:00am (MDT)	3:42pm (MDT)	7.70	IND > IND - Industrial Park Maintenance
September 20, 2022			7.78
7:55am (MDT)	3:42pm (MDT)	7.78	PARK > PARK - Restroom
September 21, 2022			8.15
7:58am (MDT)	4:07pm (MDT)	8.15	SWR > SWR - Sewer Logs
September 22, 2022			7.22
7:57am (MDT)	3:10pm (MDT)	7.22	IND > IND - Industrial Park Maintenance
September 23, 2022			6.48
8:04am (MDT)	2:33pm (MDT)	6.48	SWR > SWR - Sewer Logs
September 26, 2022			7.72
7:58am (MDT)	3:41pm (MDT)	7.72	PARK > PARK - Restroom
September 27, 2022			8.05
7:58am (MDT)	4:01pm (MDT)	8.05	SWR > SWR - Service Call
September 28, 2022			7.85
8:06am (MDT)	3:57pm (MDT)	7.85	IND > IND - Industrial Park Maintenance
September 29, 2022			8.23
8:02am (MDT)	4:16pm (MDT)	8.23	SWR > SWR - System Maintenance
September 30, 2022			8.05
7:57am (MDT)	4:00pm (MDT)	8.05	SWR > SWR - System Maintenance

Dana Kautz

Pay Period

10/1/2022 to

10/15/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	10/1/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	10/2/2022								0.00	
Monday	10/3/2022	2.88							2.88	
Tuesday	10/4/2022								0.00	
Wednesday	10/5/2022								0.00	
Thursday	10/6/2022	2.78							2.78	
Friday	10/7/2022								0.00	
Saturday	10/8/2022								0.00	
Total Week		5.66	0.00	0.00	0.00	0.00	0.00	0.00	5.66	
Sunday	10/9/2022								0.00	
Monday	10/10/2022								0.00	
Tuesday	10/11/2022	2.68							2.68	
Wednesday	10/12/2022								0.00	
Thursday	10/13/2022	2.63							2.63	
Friday	10/14/2022								0.00	
Saturday	10/15/2022								0.00	
Total Week		5.31	0.00	0.00	0.00	0.00	0.00	0.00	5.31	
Total Pay Period		10.97	0.00	0.00	0.00	0.00	0.00	0.00	10.97	

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

10/01/2022 to 10/15/2022

Regular	PTO	OT	DT	To
10.97	0.00	0.00	0.00	10.97

Item 19.

Time in	Time out	Duration	
October 3, 2022			2.88
12:41pm (MDT)	3:34pm (MDT)	2.88	ADM > ADM - Customer Relations
October 6, 2022			2.78
12:45pm (MDT)	3:32pm (MDT)	2.78	ADM > ADM - Customer Relations
October 11, 2022			2.67
12:35pm (MDT)	3:15pm (MDT)	2.67	ADM > ADM - Customer Relations
October 13, 2022			2.63
12:50pm (MDT)	3:28pm (MDT)	2.63	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

9/16/2022 to

9/30/2022

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	9/16/2022								0.00	
Saturday	9/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	7.88							7.88	
Tuesday	9/20/2022	13.70							13.70	
Wednesday	9/21/2022	8.12							8.12	
Thursday	9/22/2022	7.65							7.65	
Friday	9/23/2022	2.65		6.17					8.82	
Saturday	9/24/2022								0.00	
Total Week		40.00	0.00	6.17	0.00	0.00	0.00	0.00	46.17	
Sunday	9/25/2022	0.23							0.23	
Monday	9/26/2022	10.30							10.30	
Tuesday	9/27/2022	8.10							8.10	
Wednesday	9/28/2022	8.13							8.13	
Thursday	9/29/2022	8.17							8.17	
Friday	9/30/2022								0.00	
Saturday									0.00	
Total Week		34.93	0.00	0.00	0.00	0.00	0.00	0.00	34.93	
Total Pay Period		74.93	0.00	6.17	0.00	0.00	0.00	0.00	81.10	

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

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	To	Item 19.
74.93	0.00	6.17	0.00	81.10	

Time in	Time out	Duration	
September 19, 2022			7.88
7:19am	8:32am	1.22	ADM > ADM - Customer Relations
8:32am	9:09am	0.62	MTG > MTG - Staff Meeting
9:09am	3:12pm	6.05	ADM > ADM - Customer Relations
September 20, 2022			13.70
7:22am	3:22pm	8.00	ADM > ADM - Customer Relations
3:24pm	6:22pm	2.97	ADM > Train - Travel for Training
5:52pm (PDT)	8:36pm (PDT)	2.73	ADM > Train - Travel for Training
September 21, 2022			8.12
8:42am (PDT)	4:49pm (PDT)	8.12	ADM > Train - City Hall
September 22, 2022			7.65
8:00am (PDT)	3:39pm (PDT)	7.65	ADM > Train - City Hall
September 23, 2022			8.82
7:53am (PDT)	11:00am (PDT)	3.12	ADM > Train - City Hall
12:00pm (PDT)	5:42pm (PDT)	5.70	ADM > Train - Travel for Training
September 25, 2022			0.23
10:56am	11:10am	0.23	ADM > ADM - Customer Relations
NOTES: Packet info			
September 26, 2022			10.30
7:26am	9:28am	2.03	ADM > ADM - Customer Relations
9:28am	3:31pm	6.05	ADM > ADM - Customer Relations
6:19pm	8:32pm	2.22	MTG > MTG - Council Meeting
September 27, 2022			8.10
7:21am	3:27pm	8.10	ADM > ADM - Customer Relations
September 28, 2022			8.13
7:08am	3:16pm	8.13	ADM > ADM - Customer Relations
September 29, 2022			8.17
7:15am	3:25pm	8.17	ADM > ADM - Customer Relations