



# City Council Regular Meeting Agenda

Monday, September 08, 2025 at 6:30 PM  
City Council Chambers, 101 S. Commercial Avenue, 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/87319074513?pwd=TYmUFer6p1K2YCYkxHJBbBISrFjStL.1>

Call in: 669-444-9171

Meeting ID: 873 1907 4513

Password: 399503

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

### **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.

### **PRESENTATION**

1. IRWA Apprentice Program - Hunter Brown

### **REPORTS**

2. Mayor's Report
3. Staff Reports

### **DISCUSSION ITEMS**

4. MOU with MVRFD
5. The New Meadows Youth Center
6. Mehen Memorial Skatepark Update
7. Seed Woodworking IP Lease Review
8. Salmon River Mobile Vet IP Lease Review

### **ACTION ITEMS**

9. Browns Mountain Recycling Update
10. Picnic Table in the Park
11. Elizabeth Martinez Cleaning Contract
12. Executive Session 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student
13. Payroll Changes

### **CONSENT AGENDA**

14. Paid & Pending Claims
15. July 28, August 11 Meeting Minutes
16. April 2025 Financials
17. August 2025 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.”***

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

August 2025

**TASKS COMPLETED**

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- IP Invoices
- Monthly Financials

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council, Parks & Rec and Road/Street Meetings
- Completed all election paperwork and noticing.
- Obtaining parade permit from ITD for Meadows Valley Days
- Creating Community Yard Map and flyers for Labor Day weekend

**PROJECTS IN PROGRESS**

- Working on getting caught up on monthly financials and bank reconciliation. For April, May, June, and July.
- Working on updating City's Website.
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- Creating Reimbursement applications for Youth Center Project (monthly)
- Working on the Title IV plan for ITD for future federal funding grants
- Childcare Advisory Committee meeting and planning for future meetings (weekly meetings and walk throughs)
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status/ Working in providing his team will all documents needed for the Wastewater Facility Plan.
- Working with developers and answering daily planning and zoning questions (there have been a lot of Right of Way permit requests, building permits and digline requests.)

**CHALLENGES / ISSUES**

Not having a dropbox at the Depot.

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

September2025

## TASKS COMPLETED

- Answering phones & assisting the public with inquiries
- Filing & organizing records & documents
- Data entry & maintaining database
- Getting the mail from post office & Old City Hall
- Preparing Minutes from City Council meetings
- Move In move out
- Collecting & Posting payments from customers
- Issuing Licenses & permits
- Balancing cash drawer &reconciling receipts
- Scanning Invoices
- Red Door Notices & collection calls
- Load meters & unload
- Biling
- Close Batch's Make deposit

## PROJECTS IN PROGRESS

- Updating claims folders for upcoming fiscal year
- To start working on the process to become a Notary

## CHALLENGES / ISSUES

Still Need drop box at new City Hall

## COMMUNITY INPUT & COMMENTS

Complaints about the water

## Employee Status Report

**Employee:** Hunter Brown

**Department:** Public Works

**Month:** August

### Tasks:

#### *Equipment and Shop:*

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual servicing –
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Equipment: Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.
- Maintain Industrial Park in accordance with nearby construction projects

#### *Streets:*

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall
- Retain awareness of Ziple Fiber operations (Comms with John Stone)
- Ensure other tasks, e.g. Hydrant Flushing, do not compromise gravel streets

#### *Sewer:*

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Ki
- Maintain WRRF seasonal functions & records
- Proctor Finite Solutions contractor while tapping into City Sewer Main on Peterson Memorial Ave.
- Maintain Headworks Unit and associated labors e.g. changing strained solids collection
- Attend Relevant Wastewater Classes. (Online) (IRWA)

#### *Water:*

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible
- Perform System Chlorination to prepare for sampling
- Assist operator to collect drinking water Samples
- Hydrant Flushing, Seal check, Greasing, and annual maintenance

## Challenges / Issues

Item 3.

### *Equipment and Shop:*

Overhauling existing Organisational structure due to inability to adhere to outdated practices.

### *Sewer:*

Transitioning to River Discharge Soon after September Harvest. All is under control, but changes in the system, even annual changes, will require careful handling as to refrain from hindering the biochemical environment organisms used in treatment processes.

### *Water:*

A test returning with positives for choliform is never good, but thanks to a swift minded operator and excellent contact with our compliance officer at the Department of Environmental Quality, a low dose chlorination period should be all that is needed to remain compliant and receive negatives in subsequent samples.

## Community Comments / Input

“The Chlorine in the drinking water is ~~killing~~ me!”

### Response:

The Public works Dept. has on the most decorated authority that the dosage used in System Chlorination during routing System Flushing is well within the safety parameters for Human consumption. So much so that City staff have been instructed to bring unto unsatisfied customers the contact information belonging to the City's compliance officer for reassurance.

## MEMORANDUM OF UNDERSTANDING

Between

Meadows Valley Rural Fire District

and

The City of New Meadows

### I. Purpose

This Memorandum of Understanding (“MOU”) establishes the roles, responsibilities, and cooperative procedures between the Meadows Valley Rural Fire District (“the District”) and the City of New Meadows (“the City”) with respect to fire department plan reviews, inspections, and approvals for new construction and development projects located within the City limits of New Meadows, Idaho.

### II. Background

The City of New Meadows is responsible for permitting and regulating construction within City limits. The Meadows Valley Rural Fire District provides fire protection, emergency response, and fire code enforcement within its service area, which includes the City of New Meadows. Coordination between the City and the District is essential to ensure compliance with adopted fire and life safety codes, and to safeguard the health, safety, and welfare of residents, businesses, and visitors.

### III. Scope

This MOU applies to all new construction, major remodels, and development projects within the City of New Meadows that require fire department review, inspection, or approval.

### IV. Roles and Responsibilities

#### A. Meadows Valley Rural Fire District shall:

1. Review building and site plans for compliance with adopted fire and life safety codes, including fire access, hydrant placement, water supply, and fire protection systems.

2. Conduct fire-related inspections as required during construction, including rough-in and final inspections of fire suppression, fire alarm, and related systems.
3. Provide written documentation of inspection results and approvals to the City's permitting authority.
4. Serve as the authority having jurisdiction (AHJ) for fire and life safety codes as adopted by the State of Idaho and/or local ordinance.
5. Provide consultation and technical guidance to City officials, developers, and contractors regarding fire and life safety requirements.

B. The City of New Meadows shall:

1. Require applicants for building permits to submit plans for fire department review prior to permit approval.
2. Forward building and development plans to the District in a timely manner for review and comment.
3. Ensure that required fire department inspections are scheduled and approved prior to issuing certificates of occupancy.
4. Support the District in enforcement of applicable fire codes and conditions of approval.
5. Incorporate fire department requirements into the City's permitting and inspection process.

V. Communication and Coordination

- A. The City and the District agree to maintain open communication and share relevant information regarding commercial and residential construction and inspection activities, to be reviewed annually.
- B. Both parties shall designate a point of contact to coordinate plan reviews, inspections, and related matters.
- C. Meetings may be scheduled as needed to resolve issues or review significant development proposals.

VI. Duration and Amendment

- A. This MOU shall become effective upon signature by both parties and remain in effect unless modified or terminated by written notice by either party with 90 days written notice, to be reviewed annually.
- B. Amendments may be made at any time with 90 days written notice agreed upon by both parties.
- C. This is a living document and may be amended or changed and agreed upon by both parties with 90 days written notice.

VII. Costs (to be determined)

VIII. This document shall be reviewed annually and agreed upon by both parties from the date of signing.

IX. Signatures

***For Meadows Valley Rural Fire District***

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Meadows Valley Rural Fire Department*  
*Fire Chief* Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Meadows Valley Rural Fire Department*  
*Fire Commissioner* Date: \_\_\_\_\_

***For City of New Meadows***

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**NEW MEADOWS INDUSTRIAL PARK  
LEASE AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, this 23rd day of September, 2024 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and Seed Woodworking, hereinafter referred to as the LESSEE. For the purpose of administering this contract the City's Representative Agent is the Site Administrator of the New Meadows Industrial Park, herein referred to as the NMIP.

WITNESSETH: \_\_\_\_\_

That in consideration of the mutual promises, covenants, conditions, and terms to be kept and performed; it is agreed between the parties hereto as follows:

Section 1. Notwithstanding anything to the contrary herein, this agreement consists of this document and the following Attachments:

- Attachment A: TENANT QUALIFICATION CRITERIA
- Attachment B: DESCRIPTION OF LEASED SPACE
- Attachment C: DELINQUENT RENT POLICY
- Attachment D: HAZARDOUS MATERIAL POLICY

Section 2. The CITY hereby leases to the LESSEE 1550 sq ft., as described in Attachment B and hereinafter referred to as the LEASEHOLD.

Section 3. The LESSEE shall pay to the CITY a monthly lease payment of \$600.00, plus the Adams County Landfill Fee (\$13.34), for one (1) years beginning October 1st, 2024 at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time.

Section 4. If the LESSEE fails to pay any rental payment on or before the tenth day of the month for which it is due, the LESSEE shall pay to the CITY a penalty of five percent (5%) of the monthly rental.

Section 5. The LESSEE has possession of the LEASEHOLD.

Section 6. The LESSEE shall be responsible for the cost of all utilities serving the LEASEHOLD, including but not limited to power, heat, sewer, water, and telephone. Failure to pay any utilities shall be considered a material breach of this Lease.

Section 7. The LESSEE shall provide, at its own cost, routine maintenance items, including routine cleaning and janitorial services of the LEASEHOLD.

Section 8. The CITY shall perform all necessary repairs, replacements, and required maintenance with respect to all plumbing, wiring, roof, supporting structural members, locks and heating unless such repairs, maintenance, or replacements are caused by tenants' abuse or neglect. NMIP shall have no other repair, replacement, or maintenance obligations, with all items which are not specifically enumerated being considered routine maintenance.

Section 9. The LESSEE may, with the prior written consent of the City Council, make such repairs as are the obligation of the CITY, in which case the NMIP Site Administrator shall reimburse the LESSEE for the cost of such repairs. Such reimbursement shall, however, be limited to the specific item and specific dollar amounts which the City Council has approved in advance.

Section 10. The LESSEE may not, without the prior written consent of the City Council, make any alterations to the LEASEHOLD. In the event that the City of New Meadows approves such alterations, they shall be made at the expense of LESSEE. Any such alterations shall not diminish the structure in which the LEASEHOLD is situated.

Section 11. At the termination of this lease, the LESSEE may remove any alterations which it has made pursuant to Section 11, provided such removal can be and is done without damaging the LEASEHOLD or the structure in which it is situated and the LEASEHOLD is restored to its original condition. Any alterations left after termination shall become the property of the CITY without cost to the CITY.

Section 12. The term of this lease shall be one (1) year. At the end of the one (1) year period, LESSEE may apply for a lease extension at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. The lease and its terms are non-transferable.

Section 13. As a condition precedent to the CITY considering an extension of this lease:

a. The LESSEE will give at least six (6) months written notice to the CITY of his intention to request an extension of said lease; and

b. The LESSEE is current in his payments to the CITY and not in violation of any of the terms and conditions of this lease.

Section 14. Nondiscrimination. The LESSEE agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation;

selection for training; rendition of services. LESSEE must also comply with any applicable Affirmative Action Programs then in effect.

Section 15. The LESSEE shall carry at least the following minimum amounts of insurance with the CITY listed as additional insured. It shall be maintained in full force and effect during the life of this lease agreement and shall protect the CITY and its employees, their agents, or their representatives from damages to property arising in any form from the negligence or wrongful acts or omissions of LESSEE, LESSEE's agents, their employees, or their representatives in the performance of any obligation covered by this agreement:

a. Public liability insurance for injuries, including those resulting in death, in an amount not less than Five Hundred thousand Dollars (\$500,000.00) "combined single limits."

b. LESSEE is also required to include in said liability policy "fire legal liability" in the amount of One Hundred Thousand Dollars (\$100,000.00).

c. LESSEE is also responsible for insuring LESSEE's own business' personal property. The CITY is not responsible for insuring any property not belonging to the CITY, or any damage done to LESSEE's personal property.

Section 16. Nothing in this Lease shall be deemed to be considered any kind of a business partnership, agency or employer/employee relationship or joint venture between the CITY and the LESSEE.

Section 17. The LESSEE shall furnish to the CITY a Certificate of Insurance demonstrating that the insurance described in Section 16 is in full force and effect prior to the commencement of this Lease Agreement. Furthermore, the CITY shall be named as an additionally named insured upon that policy and the insurance carrier shall be given specific instructions to notify the CITY of any cancellation or changes in policy amounts or provisions. Should the CITY receive notice of cancellation of said insurance, it shall notify the LESSEE to cease operations immediately and not to start again until the CITY receives new evidence that insurance described in Section 16 is in full force and effect.

Section 18. The LESSEE shall indemnify and save the CITY harmless from all claims or liabilities, including attorney fees and costs, of any type or nature of any person, firms, or corporation, including any agent or employees of the LESSEE, arising in any manner from the LESSEE's performance of operations and business covered by this agreement.

That LESSEE shall be held harmless from all claims and liabilities, including attorney fees and costs, of any type or nature, arising in any manner from the CITY's performance of operations or failure to fulfill financial responsibilities, in regard to the LEASEHOLD and this agreement.

Section 19. That the LESSEE shall promptly execute and comply with all statutes, rules, orders, ordinances, requirements, and regulations of the CITY, County, State or Federal Government and any and all of its departments and bureaus applicable to said premises for the correction, prevention or abatement of nuisances or other grievances in, upon or connected with said premises, during the said term, and that periodic non-notice safety inspections may be conducted by the Fire Department, an insurance company, or other inspectors, except that all structural alterations or additions shall be made by the CITY at its expense.

Section 20. The LESSEE shall not assign this agreement/lease or sublet or sublease the premises or any part thereof.

Section 21. That the LESSEE, in case of fire, shall immediately give notice thereof to the CITY, who shall thereupon cause the damages to that portion of the building hereby leased to be repaired, but if the premises be so damaged that the CITY shall decide not to rebuild, or to condemn the same, the lease term may cease at the sole discretion of the CITY and the accrued rent shall be paid up to the time of said fire. In case, however, the destruction of the premises by fire shall be only partial and a portion thereof shall during the period of repairs be fit for occupancy by the LESSEE for the purpose for which said premises are leased, then the rent shall be equitably apportioned and paid for the part so fit for occupancy.

Section 22. The LESSEE for itself, its successors and assigns and for all persons claiming or to claim under it or them, hereby expressly covenants and agrees that if at any time the LESSEE is adjudicated bankrupt or a Receiver of its property is appointed in insolvency proceedings, then in that event this lease forthwith shall terminate and be at an end at the sole discretion of the CITY, this covenant being one of the considerations whereby the CITY is induced to make this lease.

Section 23. That if the LESSEE shall default in the payment of rent or in the performance of any of the covenants contained in this lease, or in the event LESSEE fails to prevent, correct or abate within 14 days after receiving written notification of monetary default or within 30 days after receiving written notification of non-monetary default from the CITY to prevent, correct or abate nuisances or other grievances not governed under the provisions of Section 20 above, which cause, directly or indirectly, interference with, harm or damage the operations or products of another tenant or tenants of the CITY, or in the event that the LESSEE shall become insolvent or bankrupt or shall make an assignment for the benefit of creditors, the CITY may terminate this lease, and at the expiration of ten (10) days the term of this lease shall cease and expire as if it were the expiration of the original term. If, however, upon the expiration of the 30-day period allowed for correction of a non-monetary default, LESSEE has taken reasonable and prudent steps toward preventing, correcting, or abating the default but has not completed said action, the CITY may extend the 30-day period.

That in case this lease shall be terminated, canceled or forfeited under any of the terms and conditions herein contained or the demised premises be vacant for a period of ten (10) days, the CITY shall immediately have the right to re-enter and take possession of said premises and re-occupy the same without notice and without being liable for damages.

Section 24. The LESSEE agrees during the term of this lease to keep the floor of these premises in a clean and sanitary condition, to use all necessary and approved safeguards against fire risk, to maintain drip pans under its machinery and vehicles in for repair for the purpose of preventing oil, grease or ink or other wet material from sinking into the floor of the premises leased. The LESSEE shall not cause any major holes to be made in said floor or walls for the purpose of anchoring machinery, shelving, office partitions or for any other reason whatsoever, unless express written authorization is obtained from the CITY. Permission for minor alterations may be obtained from the Site Administrator.

Section 25. The CITY will approve all signs and signage and no others shall be utilized. No signs may be placed without the express written consent of the CITY, and all signs shall be placed at the LESSEE'S expense.

Section 26. It is expressly understood and agreed by and between the parties to this agreement that the CITY shall not be liable for: Any damage or injury caused by water which may be sustained by the said LESSEE or other person; or any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other lessee or agents or employees; or by reason of the breakage, leakage or obstruction of the water or soil pipes, electric conduits or wiring or other leakage or breakage in or about said building.

Section 27. The LESSEE further agrees that it will not encumber or obstruct the sidewalk in front of or adjacent to said building or the parking area or allow the same to be obstructed and that no goods, material or machinery or other articles shall be stored on said sidewalk or in said hallways of the premises leased, or left there for a longer period than shall be absolutely necessary to transport them to or from the premises of the LESSEE.

Section 28. The CITY further agrees that it will be responsible for all exterior maintenance, including snow removal and outside lighting.

Section 29. The LESSEE agrees to provide at its own cost and expense a suitable trash receptacle and regularly scheduled pick-up service sufficient to handle LESSEE's own needs in order to prevent the unsightly accumulation of trash and other debris.

Section 30. Lease Payments may include certain services offered by the CITY to the LESSEE.

Section 31. All persons assigned to work with a tenant will treat in complete confidence all information and data designated by the company as confidential.

Section 32. The CITY shall have the right to inspect LESSEE's Leasehold during normal business hours for compliance with terms and conditions of this lease.

Section 33. The CITY shall have a right to show premises with 24 hour notice to, and approval of, tenant.

Section 34. All notices provided for herein shall be deemed served if personally delivered, or if mailed to the party entitled to receive the same at the following address:

Section 35. If a lawsuit occurs between the CITY and LESSEE, the lawsuit shall be brought in Adams County, State of Idaho, and will be governed by Idaho law.

<u>LESSOR:</u>	City of New Meadows P.O. Box 324 New Meadows ID. 83654 Julie Good, Mayor	<u>LESSEE:</u>	Seed Woodworking 3365 Woodland Road New Meadows ID 83654 Sam Thompson, Owner
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IN WITNESS WHEREOF, the CITY has caused these premises to be signed and sealed, and the LESSEE has signed and sealed, this day.

Signed and Acknowledged:

\_\_\_\_\_  
Sam Thompson, Owner

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

\_\_\_\_\_  
Julie Good, Mayor  
City of New Meadows

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

## ATTACHMENT A: Tenant Qualification Criteria

**NEW MEADOWS INDUSTRIAL PARK****Tenant Qualification Criteria:**

Section 1. All requests for tenant space and lease arrangements will be reviewed and approved by the City Council.

Section 2. Seed Woodworking must meet the following criteria:

- A. Must be a non-polluting business or industry compatible with existing tenants, the local lifestyle, and community standards.
- B. Must continue to provide jobs or a vital service to the community.
- C. Must keep the grounds clean of weeds and debris in front of, behind and around the building space.
- D. Employee vehicles shall not interfere with the other tenant's deliveries and entrance doors.

Section 3. Eligible business activities shall be light manufacturing, advanced technology, research and development, assembly, light industrial, services, and any other activity deemed appropriate by the City Council.

Section 4. The business and business activities must be compatible with zoning requirements. The appropriate space must be available for lease.

Section 5. LESSEE should expect to hold an annual review meeting with the City Council. Targeted job levels and any business plan changes shall be reviewed at that time.

Section 6. A tenant who requires additional renovation work or utility hook-ups other than what is provided in the basic building layout will be expected to bear the cost of such renovation unless other arrangements are made with the City Council.

Section 7. The "Delinquent Rent Policies and Procedures" have been adopted and will be part of the lease agreement.

Section 8. The LESSEE agrees to allow the NMIP Site Administrator to use general information about the LESSEE's business for public relations efforts to promote the NMIP and will provide general information upon the request of the NMIP Site Administrator.

ATTACHMENT B: Description of Leased Property

**NEW MEADOWS INDUSTRIAL PARK**

**DESCRIPTION OF LEASED PROPERTY**

THIS LEASE made between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and \_\_Seed Woodworking\_\_, hereinafter referred to as the LESSEE, is for the following space described below:

The \_1550\_ square foot area in the southern end of building known as building #\_2\_ which has a shared restroom and open shop floor. The physical address of this space is 106 A Taylor Street.

## ATTACHMENT C: Delinquent Rent Policy

**NEW MEADOWS INDUSTRIAL PARK****DELINQUENT RENT POLICY AND PROCEDURES**

A New Meadows Industrial Park tenant's rent becomes delinquent when not received by, on or before the fifth day of each month.

If a delinquency occurs, the following procedures will be followed:

1. Site Administrator will notify the tenant in writing that rent is delinquent.
2. The tenant will, within two working days, bring the rent current, or
3. The tenant will meet with the Site Administrator to discuss the delinquency. The Site Administrator will notify the City Council of the delinquency.
4. If the tenant is unable to pay the rent, the tenant will consult with the Site Administrator to develop a written plan to cure the delinquency. This plan will be developed within ten working days following the notice of delinquency.
5. The plan to cure the delinquency will be presented to the City Council. The City Council may be polled by phone to gain plan approval.
6. On approval of the plan, it becomes an attachment to the lease until the delinquency is cured.
7. If the plan to cure the delinquency is not approved by the City Council as presented, then the City Council may make additions and/or deletions to the plan to gain Council approval. This revised plan will be resubmitted to the tenant for approval.
8. The tenant will have three working days to review any changes required by the Council.
9. Failure to come to a written agreement to cure the delinquency within 30 days may result in the termination of tenant's lease at the City Council's discretion.

## ATTACHMENT D: Hazardous Material Policy

**CITY OF NEW MEADOWS/NEW MEADOWS INDUSTRIAL PARK****HAZARDOUS MATERIAL POLICY**

This policy applies to all tenant businesses as well as to all persons associated in any way with the tenant business. This policy covers all tenant paid and unpaid employees, contractors, consultants, delivery/receiving personnel and others.

**CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS****CONTENTS**

1. Purpose
2. Requirements
  - 2.1 Radioactive Material Policy
  - 2.2 Tenant Responsibilities
  - 2.3 Shipping and Receiving
  - 2.4 Storage
3. Definitions
  - 3.1 Nonradioactive Hazardous Materials
  - 3.2 Hazardous Properties and/or Conditions
  - 3.3 Nonradioactive Materials
4. Guidelines for Handling Hazardous Waste
  - 4.1 Waste Handling Practices
  - 4.2 Handling Practices for Recyclable Oil

**1. PURPOSE**

This section establishes the requirements and responsibilities for implementing a nonradioactive hazardous material control program for the New Meadows Industrial Park and for all tenant businesses. This program applies to the acquisition, use, shipping, receiving, storage and disposal of nonradioactive hazardous materials, and must comply with the Toxic Substances Control Act, the Resource Conservation and Recovery Act, the Superfund Amendments and Re-authorization Act, the Occupational Safety and Health Act, the Comprehensive Environmental Response, Compensation, and Liability Act, 49 CFR 172, and other references specified herein.

**2. REQUIREMENTS****2.1 Radioactive material policy:**

No radioactive material that exceeds amounts described in 10 CFR 20 shall be received, handled, and/or generated in and/or at the New Meadows Industrial Park.

**2.2 Tenant Responsibilities**

Tenant Managers Shall:

- a. Prior to the receipt, handling, and/or generating of non-radioactive hazardous waste/or material, the tenant must submit in writing to the Site Administrator the nature and conditions of such hazardous waste. The Site Administrator must give written approval that tenant activities in any way related

to hazardous material are authorized prior to the receipt, handling, and/or generating of non-radioactive hazardous waste and/or material.

b. Implement a written, auditable Nonradioactive Hazardous Materials Program in compliance with 29 CFR 1900.1200. The program shall provide for the acquisition, shipping, receiving, storage, and disposal of nonradioactive hazardous materials in accordance with all local, state and federal requirements and business park policies.

c. Maintain an inventory of hazardous materials present in work area, including identifying health and safety risks associated therewith, and enforce the necessary precautions to limit the hazard of such materials.

d. Ensure that employees who work with nonradioactive hazardous materials are trained for such work, and that proper precautions are taken to avoid adverse exposure.

e. Ensure that all hazardous materials have information available on each container in accordance with labeling requirements.

f. Maintain a material safety data sheet file for nonradioactive hazardous materials that corresponds to the inventory.

g. Provide hazard warnings regarding toxicity, flammability, and chemical reactivity either directly on the container or in a manner immediately retrievable by the user or emergency response personnel.

h. Provide information on the date of receipt, job or project title, and responsible manager within the general area where the nonradioactive hazardous materials are located.

i. Maintain an inventory of nonradioactive hazardous materials which will be available for inspection by the Site Administrator upon reasonable notice.

j. Implement a hazardous materials incident contingency plan in compliance with 29 CFR 1910.120. Implementation shall include communication with local response agencies for assistance in emergency situations.

k. Comply with all inventory and spill reporting requirements under 40 CFR 300, 355, and 370.

### **2.3 Shipping and Receiving**

a. Inspect all received nonradioactive hazardous materials for condition and integrity of the packaging.

b. Report any transportation or packaging violations to the Site Administrator.

c. Affix appropriate labels and warnings to nonradioactive hazardous materials as they are received.

### **2.4 Storage**

CBP tenants storing nonradioactive hazardous materials shall:

a. Store nonradioactive hazardous materials per local, state, and federal requirement.

b. Follow manufacturer's recommended "Shelf Life" where applicable for any material that ages to form chemically reactive products, e.g., peroxide-forming chemicals.

- c. Ensure that information concerning chemical types, nature of the hazard, and quantities present in each area is available for emergency response personnel.
- d. Maintain good chemical and laboratory housekeeping.
- e. Dispose of hazardous materials whose storage time exceeds the shelf life.
- f. Develop spill control plans where hazardous materials are stored.

### 3.0 DEFINITIONS

**3.1 Nonradioactive Hazardous Materials** - substances having a hazardous characteristic, substances identified as hazardous in a list, or in some instances substances containing an element identified as hazardous but not radioactive, in one or more of the following regulations:

- 29 CFR 1910 and 1926
- 40 CFR 240 through 280
- 40 CFR 300 through 310
- 40 CFR 355 through 372
- 40 CFR 702 through 799
- 49 CFR 172

**3.2 Some of the properties or conditions that cause materials to be listed as "hazardous" are as follows:**

- a. Toxic - A substance which at a specified dose causes harmful effects to living tissue, organs, or systems when ingested, inhaled, contacted, or absorbed through the skin.
- b. Flammable - A material that will ignite easily and burn rapidly.
- c. Chemically Reactive - A substance susceptible to release of energy due to detonation, explosion, decomposition, or chemical change.
- d. Pyrophoric - A material that undergoes spontaneous ignition below 54.4 degrees C (130 F).
- e. Pathogenic - A substance producing or capable of producing disease.
- f. Corrosive - A material that burns, irritates, or destructively attacks organic tissues.
- g. Explosive - A compound that can detonate or deflagrate as a result of shock or heat.
- h. Mutagenic - A substance that increases the frequency of permanent change in genetic material.
- i. Carcinogenic - A substance that produces abnormal cell growth.
- j. Teratogenic - A substance that may cause developmental malformations, e.g., biological monstrosities.
- k. Asphyxiant - A gas that can displace air and deprive organisms of oxygen.

**3.3 Nonradioactive materials:** Substances that do not exceed the amounts described in 10 CFR 20.

## 4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

### 4.1 Waste Handling Practices:

- a. Label containers with red Hazardous Waste labels before adding any waste.
- b. Don't date the Hazardous Waste label - the date space on the label indicated the date the waste is removed from your lab for disposal.
- c. Remove a number label from the inventory booklet and affix it to the waste container.
- d. Keep a current record of the waste added to the container on the inventory with the same number as the container. Be accurate, specific, and complete. Instead of "heavy metals in acid" put "PB 20 ppm, AS 50 ppm in .05M HN03". Be sure and put the PH of the final content in the space provided.
- e. When possible, refrain from mixing wastes. When it is not possible, only mix wastes that are compatible. Mixing wastes almost always increases the cost of disposal.
- f. Keep a lid on your waste. The only time a waste container should be open is while waste is being added.
- g. Keep outside of waste containers clean.
- h. A piece of tape will be placed over the lid of the waste container each time waste is inventoried. If more waste is added to the container after inventory has been performed, remove tape from across the lid and throw the tape away.
- i. DOT regulations prohibit the use of certain containers for waste.

### 4.2 Handling Practices for Recyclable Oil:

- a. Put a number sticker on the oil container.
- b. Do NOT put a hazardous waste label on the container, use a Recyclable Oil Label.
- c. Enter complete information in the waste inventory booklet. Be as complete as possible (e.g. recyclable silicon based oil from vacuum rough pump).
- d. Used/unused oils that are acceptable for recycle are:
  1. Used or off-specification (unused) motor oils with viscosities up to and including 90 weight oil.
  2. Used or unused mineral oils.
  3. Used or unused hydraulic oils.
  4. Used or unused water soluble cutting oils; these oils must be handled separately.
  5. Silicone-based synthetic oils.
  6. Used and unused fuel oils (No. 1, No. 2., and No. 3), as well as used and unused diesel fuel (No. 1 and No. 2) - Note: the oil must be thin enough to pump without preheating.
- e. These oils must not contain: (Samples may be required by the recycle facility prior to acceptance)
  1. Greater than 1000 ppm of total halogens
  2. Greater than or equal to 50 ppm polychlorinated biphenyl (PCB's).
  3. Greater than 10% by volume, of basic sediments and water.

4. Added hazardous waste, including but not limited to, paint thinners, gasoline, solvents, corrosives, and acids.
5. Phosphorus.
6. Phosphate ester or phosphate diester synthetic oil.
7. Radioactive material.

I have read and acknowledged the above Hazardous Material Policy.

\_\_\_\_\_  
Sam Thompson, Owner

\_\_\_\_\_  
Date

**NEW MEADOWS INDUSTRIAL PARK  
LEASE AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, effective this 14<sup>th</sup> day of August, 2023 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **Salmon River Mobile Vet LLC (Jon Keehner)**, hereinafter referred to as the LESSEE. For the purpose of administering this contract the City's Representative Agent is the Site Administrator of the New Meadows Industrial Park, herein referred to as the NMIP.

WITNESSETH: \_\_\_\_\_

That in consideration of the mutual promises, covenants, conditions, and terms to be kept and performed; it is agreed between the parties hereto as follows:

Section 1. Notwithstanding anything to the contrary herein, this agreement consists of this document and the following Attachments:

- Attachment A: TENANT QUALIFICATION CRITERIA
- Attachment B: DESCRIPTION OF LEASED SPACE
- Attachment C: DELINQUENT RENT POLICY
- Attachment D: HAZARDOUS MATERIAL POLICY

Section 2. The CITY hereby leases to the LESSEE **1250 sq ft.** as described in Attachment B and hereinafter referred to as the LEASEHOLD.

Section 3. The LESSEE shall pay to the CITY a monthly lease payment of **\$500.00**, plus the Adams County Landfill Fee, for **ONE (1)** years beginning **August 14th, 2023** at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time.

Section 4. If the LESSEE fails to pay any rental payment on or before the tenth day of the month for which it is due, the LESSEE shall pay to the CITY a late fee of FIVE percent (5.0%) of the monthly rental.

Section 5. The LESSEE has posted a security deposit of **\$500.00** with the CITY. The security deposit shall be returned upon the termination of this lease or subsequent leases when LEASEHOLD is vacated, and it is determined by the CITY the LEASEHOLD is in satisfactory condition.

Section 6. The LESSEE has possession of the LEASEHOLD.

Section 7. The LESSEE shall be responsible for the cost of all utilities serving the LEASEHOLD, including but not limited to power, heat, sewer, water, and telephone. Failure to pay any utilities shall be considered a material breach of this Lease.

Section 8. The LESSEE shall provide, at its own cost, routine maintenance items, including routine cleaning and janitorial services of the LEASEHOLD.

Section 9. The CITY shall perform all necessary repairs, replacements, and required maintenance with respect to all plumbing, wiring, roof, supporting structural members, locks and heating unless such repairs, maintenance, or replacements are necessitated because of the actions of the Tenant, its guests or invitees. **NMIP** shall have no other repair, replacement, or maintenance obligations, with all items which are not specifically enumerated being considered routine maintenance.

Section 10. The LESSEE may, with the prior written consent of the City Council, make such repairs as are the obligation of the CITY, in which case the NMIP Site Administrator shall reimburse the LESSEE for the cost of such repairs. Such reimbursement shall, however, be limited to the specific item and specific dollar amounts which the City Council has approved in advance.

Section 11. The LESSEE may not, without the prior written consent of the City Council, make any alterations to the LEASEHOLD. In the event that the City of New Meadows approves such alterations, they shall be made at the expense of LESSEE. Any such alterations shall not diminish the structure in which the LEASEHOLD is situated.

Section 12. At the termination of this lease, the LESSEE may remove any alterations which it has made pursuant to Section 11, provided such removal can be and is done without damaging the LEASEHOLD or the structure in which it is situated, and the LEASEHOLD is restored to its original condition. Any alterations left after termination shall become the property of the CITY without cost to the **CITY**.

Section 13. The term of this lease shall be **ONE ( 1 ) years**. At the end of the **ONE ( 1 ) year** period, LESSEE may apply for a lease extension at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. The lease and its terms are non-transferable.

Section 14. As a condition precedent to the CITY considering an extension of this lease:

- a) The LESSEE will give at least six (6) months written notice to the CITY of his intention to request an extension of said lease; and
- b) The LESSEE is current in his payments to the CITY and not in violation of any of the terms and conditions of this lease.

Section 15. Nondiscrimination. The LESSEE agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. LESSEE must also comply with any applicable Affirmative Action Programs then in effect.

Section 16. The LESSEE shall carry at least the following minimum amounts of insurance with the CITY listed as additional insured. It shall be maintained in full force and effect during the life of this lease agreement and shall protect the CITY and its employees, their agents, or their representatives from damages to property arising in any form from the negligence or wrongful acts or omissions of LESSEE, LESSEE's agents, their employees, or their representatives in the performance of any obligation covered by this agreement:

- a) Public liability insurance for injuries, including those resulting in death, in an amount not less than Five Hundred thousand Dollars (\$500,000.00) "combined single limits."
- b) LESSEE is also required to include in said liability policy "fire legal liability" in the amount of One Hundred Thousand Dollars (\$100,000.00).
- c) LESSEE is also responsible for insuring LESSEE's own business' personal property. The CITY shall not be required to carry insurance of any kind.

Section 17. Nothing in this Lease shall be deemed to be considered any kind of a business partnership, agency or employer/employee relationship or joint venture between the CITY and the LESSEE.

Section 18. The LESSEE shall furnish to the CITY a Certificate of Insurance demonstrating that the insurance described in Section 16 is in full force and effect prior to the commencement of this Lease Agreement. Furthermore, the CITY shall be named as an additionally named insured upon that policy and the insurance carrier shall be given specific instructions to notify the CITY of any cancellation or changes in policy amounts or provisions. Should the CITY receive notice of cancellation of said insurance, it shall notify the LESSEE to cease operations immediately and not to start again until the CITY receives new evidence that insurance described in Section 16 is in full force and effect.

Section 19. The LESSEE shall indemnify and save the CITY harmless from all claims or liabilities, including attorney fees and costs, of any type or nature by any person, firms, or corporation, including any agent or employees of the LESSEE, arising in any manner from the LESSEE's performance of operations and business covered by this agreement.

Section 20. That the LESSEE shall promptly execute and comply with all statutes, rules, orders, ordinances, requirements, and regulations of the CITY, County, State or Federal Government and any and all of its departments and bureaus applicable to said premises for the correction, prevention or abatement of nuisances or other grievances in, upon or connected with said premises, during the said term, and that periodic non-notice safety inspections may be conducted by the Fire Department, an insurance company, or other inspectors, except that all structural alterations or additions shall be made by the CITY at its expense.

Section 21. The LESSEE shall not assign this agreement/lease or sublet or sublease the premises or any part thereof, without the express written consent, and upon terms acceptable to the City.

Section 22. That the LESSEE, in case of fire, shall immediately give notice thereof to the CITY, who shall thereupon cause the damages to that portion of the building hereby leased to be repaired, but if the premises be so damaged that the CITY shall decide not to rebuild, or to condemn the same, the lease term may cease at the sole discretion of the CITY and the accrued rent shall be paid up to the time of said fire. In case, however, the destruction of the premises by fire shall be only partial and a portion thereof shall during the period of repairs be fit for occupancy by the LESSEE for the purpose for which said premises are leased, then the rent shall be equitably apportioned and paid for the part so fit for occupancy.

Section 23. The LESSEE for itself, its successors and assigns and for all persons claiming or to claim under it or them, hereby expressly covenants and agrees that if at any time the LESSEE is adjudicated bankrupt or a Receiver of its property is appointed in insolvency proceedings, then in that event this lease forthwith shall terminate and be at an end at the sole discretion of the CITY, this covenant being one of the considerations whereby the CITY is induced to make this lease.

Section 24. That if the LESSEE shall default in the payment of rent or in the performance of any of the covenants contained in this lease, or in the event LESSEE fails to prevent, correct or abate within 14 days after receiving written notification of monetary default or within 30 days after receiving written notification of non-monetary default from the CITY to prevent, correct or abate nuisances or other grievances not governed under the provisions of Section 20 above, which cause, directly or indirectly, interference with, harm or damage the operations or products of another tenant or tenants of the CITY, or in the event that the LESSEE shall become insolvent or bankrupt or shall make an assignment for the benefit of creditors, the CITY may terminate this lease, and at the expiration of ten (10) days the term of this lease shall cease and expire as if it were the expiration of the original term. If, however, upon the expiration of the 30-day period allowed for correction of a non-monetary default, LESSEE has taken reasonable and prudent steps toward preventing, correcting, or abating the default but has not completed said action, the CITY may extend the 30-day period.

That in case this lease shall be terminated, canceled or forfeited under any of the terms and conditions herein contained or the demised premises be vacant for a period of ten (10) days, the CITY shall immediately have the right to re-enter and take possession of said premises and re-occupy the same without notice and without being liable for damages.

Section 25. The LESSEE agrees during the term of this lease to keep the floor of these premises in a clean and sanitary condition, to use all necessary and approved safeguards against fire risk, to maintain drip pans under its machinery and vehicles in for repair for the purpose of preventing oil, grease or ink or other wet material from sinking into the floor of the premises leased. The LESSEE shall not cause any major holes to be made in said floor or walls for the purpose of anchoring machinery, shelving, office partitions or for any other reason whatsoever,

unless express written authorization is obtained from the CITY. Permission for minor alterations may be obtained from the Site Administrator.

Section 26. The CITY will approve all signs and signage and no others shall be utilized. No signs may be placed without the express written consent of the CITY, and all signs shall be placed at the LESSEE'S expense.

Section 27. It is expressly understood and agreed by and between the parties to this agreement that the CITY shall not be liable for: Any damage or injury caused by water which may be sustained by the said LESSEE or other person; or any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other lessee or agents or employees; or by reason of the breakage, leakage or obstruction of the water or soil pipes, electric conduits or wiring or other leakage or breakage in or about said building, unless resulting from the failure of the City to properly maintain such items.

Section 28. The LESSEE further agrees that it will not encumber or obstruct the sidewalk in front of or adjacent to said building or the parking area or allow the same to be obstructed and that no goods, material or machinery or other articles shall be stored on said sidewalk or in said hallways of the premises leased, or left there for a longer period than shall be absolutely necessary to transport them to or from the premises of the LESSEE.

Section 29. The CITY further agrees that it will be responsible for all exterior maintenance and repairs, including snow removal and outside lighting.

Section 30. The LESSEE agrees to provide at its own cost and expense a suitable trash receptacle and regularly scheduled pick-up service sufficient to handle LESSEE's own needs in order to prevent the unsightly accumulation of trash and other debris.

Section 31. Lease Payments may include certain services offered by the CITY to the LESSEE.

Section 32. All persons assigned to work with a tenant will treat in complete confidence all information and data designated by the company as confidential.

Section 33. The CITY shall have the right to inspect LESSEE's Leasehold during normal business hours for compliance with terms and conditions of this lease.

Section 34. The CITY shall have a right to show premises with 24 hour notice to, and approval of, tenant.

Section 35. The LESSEE agrees that early termination of this lease will be in writing at least 3 months in advance to the CITY with all rents being paid at time of termination. The LESSEE also agrees to leave the premise clean in order for the CITY to make property available to a new tenant. LESSEE may also early

terminate by paying three months of rent at the approved rate and leaving the premise clean, turning in all keys and providing a 30 day effective date.

Section 36. All notices provided for herein shall be deemed served if personally delivered, or if mailed to the party entitled to receive the same at the following address:

LESSOR: City of New Meadows  
PO Box 324  
New Meadows, ID 83654  
  
Mayor

LESSEE: Salmon River Mobile Vet  
5185 Hwy 95  
New Meadows, ID 83654  
  
Owner

IN WITNESS WHEREOF, the CITY has caused these premises to be signed and sealed, and the LESSEE has signed and sealed, this day.

Signed and Acknowledged:

Lessee

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

City of New Meadows

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

## ATTACHMENT A: Tenant Qualification Criteria

**NEW MEADOWS INDUSTRIAL PARK****Tenant Qualification Criteria:**

Section 1. All requests for tenant space and lease arrangements will be reviewed and approved by the City Council.

Section 2. **Salmon River Mobile Vet LLC.** must meet the following criteria:

- A. Must be a non-polluting business or industry compatible with existing tenants, the local lifestyle, and community standards.
- B. Must continue to provide jobs or a vital service to the community.
- C. Must keep the grounds clean of weeds and debris in front of, behind and around the building space.
- D. Employee vehicles shall not interfere with the other tenant's deliveries and entrance doors.

Section 3. Eligible business activities shall be light manufacturing, advanced technology, research and development, assembly, light industrial, services, and any other activity deemed appropriate by the City Council.

Section 4. The business and business activities must be compatible with zoning requirements. The appropriate space must be available for lease.

Section 5. LESSEE should expect to hold an annual review meeting with the City Council. Targeted job levels and any business plan changes shall be reviewed at that time.

Section 6. A tenant who requires additional renovation work or utility hook-ups other than what is provided in the basic building layout will be expected to bear the cost of such renovation unless other arrangements are made with the City Council.

Section 7. The "Delinquent Rent Policies and Procedures" have been adopted and will be part of the lease agreement.

Section 8. The LESSEE agrees to allow the NMIP Site Administrator to use general information about the LESSEE's business for public relations efforts to promote the NMIP and will provide general information upon the request of the NMIP Site Administrator.

## ATTACHMENT B: Description of Leased Property

**NEW MEADOWS INDUSTRIAL PARK****DESCRIPTION OF LEASED PROPERTY**

THIS LEASE made between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **Salmon River Mobile Vet LLC** hereinafter referred to as the LESSEE, is for the following space described below:

The **1250** square foot area in the northern end of building known as building **#2** which has shared, restroom and open shop floor. The physical address of this space is **106 B Taylor Street.**

## ATTACHMENT C: Delinquent Rent Policy

**NEW MEADOWS INDUSTRIAL PARK****DELINQUENT RENT POLICY AND PROCEDURES**

A New Meadows Industrial Park tenant's rent becomes delinquent when not received by, on or before the fifth day of each month.

If a delinquency occurs, the following procedures will be followed:

1. Site Administrator will notify the tenant in writing that rent is delinquent.
2. The tenant will, within two working days, bring the rent current, or
3. The tenant will meet with the Site Administrator to discuss the delinquency. The Site Administrator will notify the City Council of the delinquency.
4. If the tenant is unable to pay the rent, the tenant will consult with the Site Administrator to develop a written plan to cure the delinquency. This plan will be developed within ten working days following the notice of delinquency.
5. The plan to cure the delinquency will be presented to the City Council. The City Council may be polled by phone to gain plan approval.
6. On approval of the plan, it becomes an attachment to the lease until the delinquency is cured.
7. If the plan to cure the delinquency is not approved by the City Council as presented, then the City Council may make additions and/or deletions to the plan to gain Council approval. This revised plan will be resubmitted to the tenant for approval.
8. The tenant will have three working days to review any changes required by the Council.
9. Failure to come to a written agreement to cure the delinquency within 30 days may result in the termination of tenant's lease at the City Council's discretion.

## ATTACHMENT D: Hazardous Material Policy

**CITY OF NEW MEADOWS/NEW MEADOWS INDUSTRIAL PARK****HAZARDOUS MATERIAL POLICY**

This policy applies to all tenant businesses as well as to all persons associated in any way with the tenant business. This policy covers all tenant paid and unpaid employees, contractors, consultants, delivery/receiving personnel and others.

**CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS****CONTENTS**

1. Purpose
2. Requirements
  - 2.1 Radioactive Material Policy
  - 2.2 Tenant Responsibilities
  - 2.3 Shipping and Receiving
  - 2.4 Storage
3. Definitions
  - 3.1 Nonradioactive Hazardous Materials
  - 3.2 Hazardous Properties and/or Conditions
  - 3.3 Nonradioactive Materials
4. Guidelines for Handling Hazardous Waste
  - 4.1 Waste Handling Practices
  - 4.2 Handling Practices for Recyclable Oil

**1. PURPOSE**

This section establishes the requirements and responsibilities for implementing a nonradioactive hazardous material control program for the New Meadows Industrial Park and for all tenant businesses. This program applies to the acquisition, use, shipping, receiving, storage and disposal of nonradioactive hazardous materials, and must comply with the Toxic Substances Control Act, the Resource Conservation and Recovery Act, the Superfund Amendments and Re-authorization Act, the Occupational Safety and Health Act, the Comprehensive Environmental Response, Compensation, and Liability Act, 49 CFR 172, and other references specified herein.

**2. REQUIREMENTS****2.1 Radioactive material policy:**

No radioactive material that exceeds amounts described in 10 CFR 20 shall be received, handled, and/or generated in and/or at the New Meadows Industrial Park.

**2.2 Tenant Responsibilities**

Tenant Managers Shall:

- a) Prior to the receipt, handling, and/or generating of non-radioactive hazardous waste/or material, the tenant must submit in writing to the Site Administrator the nature and conditions of such hazardous waste. The Site

Administrator must give written approval that tenant activities in any way related to hazardous material are authorized prior to the receipt, handling, and/or generating of non-radioactive hazardous waste and/or material.

- b) Implement a written, auditable Nonradioactive Hazardous Materials Program in compliance with 29 CFR 1900.1200. The program shall provide for the acquisition, shipping, receiving, storage, and disposal of nonradioactive hazardous materials in accordance with all local, state and federal requirements and business park policies.
- c) Maintain an inventory of hazardous materials present in work area, including identifying health and safety risks associated therewith, and enforce the necessary precautions to limit the hazard of such materials.
- d) Ensure that employees who work with nonradioactive hazardous materials are trained for such work, and that proper precautions are taken to avoid adverse exposure.
- e) Ensure that all hazardous materials have information available on each container in accordance with labeling requirements.
- f) Maintain a material safety data sheet file for nonradioactive hazardous materials that corresponds to the inventory.
- g) Provide hazard warnings regarding toxicity, flammability, and chemical reactivity either directly on the container or in a manner immediately retrievable by the user or emergency response personnel.
- h) Provide information on the date of receipt, job or project title, and responsible manager within the general area where the nonradioactive hazardous materials are located.
- i) Maintain an inventory of nonradioactive hazardous materials which will be available for inspection by the Site Administrator upon reasonable notice.
- j) Implement a hazardous materials incident contingency plan in compliance with 29 CFR 1910.120. Implementation shall include communication with local response agencies for assistance in emergency situations.
- k) Comply with all inventory and spill reporting requirements under 40 CFR 300, 355, and 370.

### **2.3 Shipping and Receiving**

- a) Inspect all received nonradioactive hazardous materials for condition and integrity of the packaging.
- a) Report any transportation or packaging violations to the Site Administrator.
- b) Affix appropriate labels and warnings to nonradioactive hazardous materials as they are received.

### **2.4 Storage**

NMIP tenants storing nonradioactive hazardous materials shall:

- a) Store nonradioactive hazardous materials per local, state, and federal requirement.
- b) Follow manufacturer's recommended "Shelf Life" where applicable for any material that ages to form chemically reactive products, e.g., peroxide-forming chemicals.
- c) Ensure that information concerning chemical types, nature of the hazard, and quantities present in each area is available for emergency response personnel.
- d) Maintain good chemical and laboratory housekeeping.
- e) Dispose of hazardous materials whose storage time exceeds the shelf life.

- f) Develop spill control plans where hazardous materials are stored.

### 3.0 DEFINITIONS

**3.1 Nonradioactive Hazardous Materials** - substances having a hazardous characteristic, substances identified as hazardous in a list, or in some instances substances containing an element identified as hazardous but not radioactive, in one or more of the following regulations:

- 29 CFR 1910 and 1926
- 40 CFR 240 through 280
- 40 CFR 300 through 310
- 40 CFR 355 through 372
- 40 CFR 702 through 799
- 49 CFR 172

**3.2 Some of the properties or conditions that cause materials to be listed as "hazardous" are as follows:**

- a) Toxic - A substance which at a specified dose causes harmful effects to living tissue, organs, or systems when ingested, inhaled, contacted, or absorbed through the skin.
- b) Flammable -A material that will ignite easily and burn rapidly.
- c) Chemically Reactive -A substance susceptible to release of energy due to detonation, explosion, decomposition, or chemical change.
- d) Pyrophoric - A material that undergoes spontaneous ignition below 54.4 degrees C (130 F).
- e) Pathogenic - A substance producing or capable of producing disease.
- f) Corrosive - A material that burns, irritates, or destructively attacks organic tissues.
- g) Explosive - A compound that can detonate or deflagrate as a result of shock or heat.
- h) Mutagenic - A substance that increases the frequency of permanent change in genetic material.
- i) Carcinogenic -A substance that produces abnormal cell growth.
- j) Teratogenic - A substance that may cause developmental malformations, e.g., biological monstrosities.
- k) Asphyxiant - A gas that can displace air and deprive organisms of oxygen.

**3.3 Nonradioactive materials:** Substances that do not exceed the amounts described in 10 CFR 20.

## 4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

### 4.1 Waste Handling Practices:

- a) Label containers with red Hazardous Waste labels before adding any waste.
- b) Don't date the Hazardous Waste label - the date space on the label indicated the date the waste is removed from your lab for disposal.
- c) Remove a number label from the inventory booklet and affix it to the waste container.
- d) Keep a current record of the waste added to the container on the inventory with the same number as the container. Be accurate, specific, and

complete. Instead of "heavy metals in acid" put "PB 20 ppm, AS 50 ppm in .05M HN03". Be sure and put the PH of the final content in the space provided.

- e) When possible, refrain from mixing wastes. When it is not possible, only mix wastes that are compatible. Mixing wastes almost always increases the cost of disposal.
- f) Keep a lid on your waste. The only time a waste container should be open is while waste is being added.
- g) Keep outside of waste containers clean.
- h) A piece of tape will be placed over the lid of the waste container each time waste is inventoried. If more waste is added to the container after inventory has been performed, remove tape from across the lid and throw the tape away.
- i) DOT regulations prohibit the use of certain containers for waste.

#### 4.2 Handling Practices for Recyclable Oil:

- a) Put a number sticker on the oil container.
- b) Do NOT put a hazardous waste label on the container, use a Recyclable Oil Label.
- c) Enter complete information in the waste inventory booklet. Be as complete as possible (e.g. recyclable silicon based oil from vacuum rough pump).
- d) Used/unused oils that are acceptable for recycle are:
  - i. Used or off-specification (unused) motor oils with viscosities up to and including 90 weight oil.
  - ii. Used or unused mineral oils.
  - iii. Used or unused hydraulic oils.
  - iv. Used or unused water soluble cutting oils; these oils must be handled separately.
  - v. Silicone-based synthetic oils.
  - vi. Used and unused fuel oils (No. 1, No. 2. and No. 3), as well as used and unused diesel fuel (No. 1 and No. 2) - Note: the oil must be thin enough to pump without preheating.
- e) These oils must not contain: (Samples may be required by the recycle facility prior to acceptance)
  - i. Greater than 1000 ppm of total halogens
  - ii. Greater than or equal to 50 ppm polychlorinated biphenyl (PCB's).
  - iii. Greater than 10% by volume, of basic sediments and water.
  - iv. Added hazardous waste, including but not limited to, paint thinners, gasoline, solvents, corrosives, and acids.
  - v. Phosphorus.
  - vi. Phosphate ester or phosphate diester synthetic oil.
  - vii. Radioactive material.

I have read and acknowledged the above Hazardous Material Policy.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Owner(s)









CONTRACT BETWEEN THE CITY OF NEW MEADOWS AND ELIZABETH MARTINEZ

This Contract is entered into this \_\_ day of \_\_\_\_\_, 2025, between the City of New Meadows and Elizabeth Martinez. Elizabeth Martinez will provide cleaning services on an as needed basis after events in the Freight Room of City Hall. The City will pay Elizabeth Martinez Forty-Five Dollars (\$45.00) per hour for her cleaning services. The City and Elizabeth Martinez acknowledge that Elizabeth Martinez is an independent contractor, and that Elizabeth Martinez is not an employee of the City and has no employment relationship with the City. Elizabeth Martinez acknowledges that the City has duties of confidentiality, and Elizabeth Martinez will not disseminate confidential information it may learn during its cleaning. Elizabeth Martinez is responsible for provision of any tools she will use in providing the cleaning services. Either party may terminate this contract upon thirty (30) days' written notice to the other party. In the event of a dispute involving this contract, the parties agree that any lawsuit will be brought in Adams County, State of Idaho, and that the case will be governed by Idaho law.

Dated this \_\_ day of \_\_\_\_\_.

The City of New Meadows

\_\_\_\_\_  
Mayor, Julie Good

\_\_\_\_\_  
Elizabeth Martinez

For dates posted from 08/13/25 to 08/26/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6795		580 4 Corner Communications	19,744.63								
		Pre wiring for Childcare Center									
		4037 08/12/25 Childcare Center Wiring	19,744.63*			1		43151	324		10102
		<b>Total for Vendor:</b>	<b>19,744.63</b>								
6792		214 Adams County Historical Society	331.91								
		ZiPLY Fiber Internet for the Depot									
		17 08/21/25 ZiPLY Internet for Depot	331.91*			1		41100	308		10102
		<b>Total for Vendor:</b>	<b>331.91</b>								
6803		E 310 ALLIED BUSINESS SOLUTIONS	154.31								
		Post Base Ink Invoice									
		AR563207 07/17/25 Post Base Ink	51.43*			1		41100	324		10102
		AR563207 07/17/25 Post Base Ink (W)	51.44			60		43320	324		10102
		AR563207 07/17/25 Post Base Ink (S)	51.44			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>154.31</b>								
6815		I C & M Lumber Co, Inc	1,785.44								
		08/25/25 Water	188.96			60		43320	324		10102
		08/25/25 Shop - Water	34.24			60		43320	324		10102
		08/25/25 Shop - Sewer	34.24			65		43220	324		10102
		08/25/25 Shop - Streets	34.24			1		41500	324		10102
		08/25/25 Park	146.18			1		41600	324		10102
		08/25/25 Office (GEN)	58.31*			1		41100	324		10102
		08/25/25 Office (WTR)	58.31			60		43320	324		10102
		08/25/25 Office (SWR)	58.32			65		43220	324		10102
		08/25/25 Streets	356.86			1		41500	324		10102
		08/25/25 Sewer	764.31			65		43220	324		10102
		08/25/25 Equipment	51.47			1		41500	350		10102
		<b>Total for Vendor:</b>	<b>1,785.44</b>								
6814		E 253 Christensen Inc. dba United Oil	164.16								
		CL93828 08/15/25 Fuel -Streets	46.81			1		41500	630		10102
		CL93828 08/15/25 Fuel - Sewer	57.78*			65		43220	630		10102
		CL93828 08/15/25 Fuel - Water	59.57			60		43320	630		10102
		<b>Total for Vendor:</b>	<b>164.16</b>								

For dates posted from 08/13/25 to 08/26/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6802		670 Control Engineers	240.00								
		Remote Support Programming									
		31363 08/06/25 Project Manager -I	240.00			60		43320	324		10102
		<b>Total for Vendor:</b>	<b>240.00</b>								
6813		405 CORE & MAIN LP	4,594.03								
		Water parts									
		X114483 08/13/25 Water parts	3,319.22			60		43320	324		10102
		X482560 08/13/25 Water Parts	341.77			60		43320	324		10102
		X546100 08/14/25 Water Part rental	150.00			60		43320	324		10102
		X600651 08/25/25 Water Meters	783.04*			60		43330	741		10102
		<b>Total for Vendor:</b>	<b>4,594.03</b>								
6791		739 Dalrymple Construction Services,	156,502.58								
		Construction of the Childcare Center									
		PA14 08/18/25 Childcare Center Const.	156,502.58*			1		43151	324		10102
		<b>Total for Vendor:</b>	<b>156,502.58</b>								
6798		742 DIGLINE INC	31.20								
		Monthly Assessment									
		0077162 07/31/25 Monthly Fee	31.20			1		41500	324		10102
		<b>Total for Vendor:</b>	<b>31.20</b>								
6793		E 594 DUBOIS CHEMICAL, INC	910.00								
		30475053 08/20/25 Sodium thiosulfate	758.96			65		43220	324		10102
		30475053 08/20/25 SHIPPING	151.04			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>910.00</b>								
6797		533 GMCO Corporation	28,120.00								
		Mag Chloride Dust Abatement									
		0 06/10/25 Road Mag Chloride (STRTS)	25,120.00*			1		41500	711		10102
		06/10/25 Road Mag Chloride (IP)	3,000.00			63		43100	711		10101
		<b>Total for Vendor:</b>	<b>28,120.00</b>								

For dates posted from 08/13/25 to 08/26/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6796	E	4 Idaho Power	3,748.39								
		0032879986 08/05/25 Street Lights (Electricity)	702.57*			1		41500	330		10102
		0032879987 08/05/25 City Shop (Electricity) Wa	58.72			60		43320	330		10102
		0032879987 08/05/25 City Shop (Electricity) Se	58.72			65		43220	330		10102
		0032879987 08/05/25 City Shop (Electricity) Str	58.72*			1		41500	330		10102
		0032879959 08/05/25 Parks (Electricity)	103.72			1		41600	330		10102
		0032879967 08/05/25 Sewer Lift Station (Electr	27.87*			65		43220	337		10102
		0032879945 08/05/25 Well #3 (Electric)	401.23			60		43320	334		10102
		2200952379 08/05/25 Well #4 (Electric)	253.81			60		43320	335		10102
		0032879940 08/05/25 Booster Station (Electric)	313.57			60		43320	333		10102
		0032879919 08/05/25 Sewer Plant (Electricity)	457.43			65		43220	336		10102
		0030309892 08/05/25 City Hall (Electricity) Ge	133.17			1		41100	330		10102
		0030309892 08/05/25 City Hall (Electricity) H2O	133.18			60		43320	330		10102
		0030238986 08/05/25 City Hall (Electricity) SWR	133.17			65		43220	330		10102
		0032880160 08/05/25 Sewer Land Ap	421.25			65		43220	329		10102
		0033198570 08/05/25 Childcare Center	60.38*			63		43100	330		10101
		0033232987 08/05/25 Well #5 (Electric)	383.43			60		43320	348		10102
		1 08/05/25 104 Taylor	47.45*			63		43100	330		10101
		<b>Total for Vendor:</b>	<b>3,748.39</b>								
6810		684 Instrument Technologies Inc	481.38								
		WW Flow meter calibration, trouble shooting open channel , and on-site fee.									
		ITI-2445 08/25/25 Flow meters	481.38			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>481.38</b>								
6799		279 J.I. Morgan, Inc.	451.50								
		Road Mix SWR									
		0001078 07/31/25 Road Mix - SWR	451.50			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>451.50</b>								
6811	E	37 Jerry's Auto Parts	231.90								
		Maintenance equipment									
		386871 08/14/25 Lawnmower Parts	109.90			1		41600	324		10102
		386906 08/14/25 SWR reuse parts	102.01			65		43220	324		10102
		386058 08/08/25 Gloves	19.99			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>231.90</b>								

For dates posted from 08/13/25 to 08/26/25  
 \* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6806		728 Keller Associates City Engineering to include Wastewater facility plan grant, city council meetings,	1,116.25	****		1	41500	319			10101
*** Claim from another period ( 5/25) ****											
6807		728 Keller Associates Wastewater FPS	5,268.75	****		65	43231	886			10101
*** Claim from another period ( 5/25) ****											
6808		728 Keller Associates Review of Childcare Center/Youth Center Design	1,553.75	****		1	43151	324			10101
*** Claim from another period ( 5/25) ****											
<b>Total for Vendor: 7,938.75</b>											
6794	E	162 Norco Inc. 44223352 07/31/25 Cylinder Rental	13.33			1	41500	324			10102
44223352 07/31/25 Cylinder Rental											
44223352 07/31/25 Cylinder Rental											
44223352 07/31/25 Cylinder Rental											
<b>Total for Vendor: 13.33</b>											
6800		751 Pratt, Rod Reimbursement for window screen material	23.30			1	41100	610			10102
2 08/26/25 Reimbursement for LB (G)											
<b>Total for Vendor: 23.30</b>											
6805		750 Protex, LLC Fire Alarm Monitoring System for the Depot - Programming and wiring updates to the system to improve signal strength.	870.00			1	41100	324			10102
39289A 08/07/25 Fire Alarm System (G)											
<b>Total for Vendor: 870.00</b>											
6812	E	146 The Record Reporter 5835 08/07/25 Budget Hearing (GEN)	647.22			1	41100	309			10102
5891 08/22/25 Classified Ads											
5882 08/22/25 Candidate Filing											
<b>Total for Vendor: 647.22</b>											

For dates posted from 08/13/25 to 08/26/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
6816	E	436 US Bank		976.87						
		GOOGLE 08/25/25 Email (Gen)		75.00			1	41100	709	10102
		GOOGLE 08/25/25 Email (IND)		75.00*			63	43100	709	10102
		GOOGLE 08/25/25 Email (WTR)		75.00			60	43320	709	10102
		GOOGLE 08/25/25 Email (SWR)		75.00			65	43220	709	10102
		phones 08/25/25 8x8 phones (GEN)		35.05*			1	41100	308	10102
		phones 08/25/25 8x8 phones (WTR)		35.05*			60	43320	308	10102
		phones 08/25/25 8x8 phones (SWR)		35.06*			65	43220	308	10102
		08/25/25 ADOBE		19.99*			1	41100	324	10102
		postage 08/25/25 FP Mailing		207.00*			1	41100	620	10102
		1 08/25/25 Silvercreek supplies		100.65			65	43220	324	10101
		08/25/25 Starlink		120.00*			1	41100	308	10102
		08/25/25 Amazon Supplies		121.07*			1	41100	324	10102
		1 08/25/25 IONOS Domain		3.00*			1	41100	620	10102
		<b>Total for Vendor:</b>		<b>976.87</b>						
6804	E	617 ZIPLY FIBER		282.10						
		City Shop & Sewer Internet / Phone								
		08/07/25 Phone/Internet - Water		141.05*			60	43320	308	10102
		08/07/25 Phone/Internet - Sewer		141.05*			65	43220	308	10102
		<b>Total for Vendor:</b>		<b>282.10</b>						
		<b># of Claims</b>	<b>24</b>							
		<b>Total Electronic Claims</b>		<b>228,243.00</b>						
		<b>Total Non-Electronic Claims</b>		<b>7,128.28</b>						
		<b>Total Non-Electronic Claims</b>		<b>221114.72</b>						
		<b># of Vendors</b>	<b>13</b>							

For dates posted from 08/27/25 to 09/08/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6820		580 4 Corner Communications	460.00								
		IT Services and Amcrest for September 2025									
		4043 09/01/25 IT Professional Support	153.33*			1		41100	327		10102
		4043 09/01/25 IT Professional Support (W)	153.33*			60		43320	327		10102
		4043 09/01/25 IT Professional Support (SWR)	153.34*			65		43220	327		10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
6822		563 Adams County Prosecuting	1,500.00								
		September 2025									
		1083 09/02/25 Municipal Prosecutions- SEP	1,500.00			1		41400	312		10102
		<b>Total for Vendor:</b>	<b>1,500.00</b>								
6825		758 Brown Jr., Johnny	118.63								
		Reimbursement for the Recycling sign									
		09/01/25 Reimbursement for sign	118.63*			1		41100	324		10102
		<b>Total for Vendor:</b>	<b>118.63</b>								
6824		E 400 C & N Electrical Company	644.78								
		City Hall / Depot Outlets									
		3676 08/25/25 City Hall Outlet (GEN)	214.92*			1		41100	324		10102
		3676 08/25/25 City Hall Outlet (WTR)	214.93			60		43320	324		10102
		3676 08/25/25 City Hall Outlet (SWR)	214.93			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>644.78</b>								
6827		29 City of New Meadows	3,103.55								
		025-00 08/28/25 Chlorinator Room	14.61			65		43220	339		10102
		310-00 08/28/25 Park Irrigation	1,920.16*			1		41600	332		10102
		309-00 08/28/25 Park Restrooms	208.01*			1		41600	331		10102
		014-00 08/28/25 Industrial Park	228.15*			63		43100	331		10102
		364-00 08/28/25 Auger Room	371.79*			65		43220	338		10102
		126-00 08/28/25 City Hall	173.38*			1		41100	331		10102
		015-00 08/28/25 Skate Park	14.30*			1		41600	332		10102
		012-00 08/28/25 Youth Center	21.05*			1		41600	332		10102
		060-00 08/28/25 Ambulance Shed	76.05*			1		41100	331		10102
		013-00 08/28/25 104 Taylor	76.05*			63		43100	331		10101
		<b>Total for Vendor:</b>	<b>3,103.55</b>								

For dates posted from 08/27/25 to 09/08/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6829		495 Drake Diversified LLC	400.00								
		Monthly Back-up Operator August 2025									
		2510 09/01/25 AUG 2025 H2O Back-up Operator	200.00			60		43320	310		10102
		2510 09/01/25 AUG 2025 SWR Back-up Operator	200.00			65		43220	310		10102
		<b>Total for Vendor:</b>	<b>400.00</b>								
6817		641 High Mountain Cleaning &	281.76								
		OFFICE CLEANING / CITY HALL 8/9/25, 8/15/25, 8/24/25, 8/28/2025									
		11732 08/27/25 OFFICE CLEANING / CITY HALL	281.76*			1		41100	324		10102
		<b>Total for Vendor:</b>	<b>281.76</b>								
6818	E	150 Lake Shore Disposal	313.85								
		27465507 09/01/25 Garbage - General	78.46*			1		41100	324		10102
		27465507 09/01/25 Garbage - Water	78.47			60		43320	324		10102
		27465507 09/01/25 Garbage - Sewer	78.46			65		43220	324		10102
		27465507 09/01/25 Garbage - Industrial Park	78.46			63		43100	324		10102
		<b>Total for Vendor:</b>	<b>313.85</b>								
6823		277 May Hardware	104.99								
		137616 08/05/25 Industrial Park Keys	25.00			63		43100	324		10101
		137650 08/05/25 Park Materials	79.99			1		41600	324		10102
		<b>Total for Vendor:</b>	<b>104.99</b>								
6826		751 Pratt, Rod	301.59								
		Reimbursement for map holder									
		3 09/01/25 Reimbursement for maps (G)	301.59*			1		41100	610		10102
		<b>Total for Vendor:</b>	<b>301.59</b>								
6821		642 Raven Waterworks, LLC	2,000.00								
		Monthly Operator Water / Sewer									
		250903 09/01/25 AUG H2O Operator	1,000.00			60		43320	352		10102
		250903 09/01/25 AUG SWR Operator	1,000.00			65		43220	352		10102
		<b>Total for Vendor:</b>	<b>2,000.00</b>								



**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY JULY 28th , 2025 AT 6:30 PM  
CITY COUNCIL CHAMBERS, 101 S. Commercial Avenue, NEW MEADOWS**

Item 15.

## **Roll Call/Pledge of Allegiance**

Present at City Hall were Mayor Julie Good, Council Members Jeff Parnett, Traci Foster, And Josh Carr, Shilo Ryker was absent and excused.

City Attorney Dick Stubbs, Sierra Christie, Jessica Lillehaug, Grae Harper, Drew Dodson and Sandy Schiffman were present via Zoom.

Staff present at City Hall was Sonya Brodhecker & Kyla Gardner

Public present were Andy Brodhecker, Philip Good, Rachel Reynaga, and Nikki Crogh

Mayor Good opened the meeting at 6:30 P.M. Followed by Roll Call & The Pledge of Allegiance.

## **Public Input**

There was no public input.

## **Reports**

### Mayor's Report

Mayor Good presented her Mayor's report to the Council.

### Road & streets committee meeting report

City Engineer, Grae Harper informed the Council of a few of the Major topics that were discussed in the committee meeting. Topics being of the following, funding cycles & funding projects, speed bump issue, the Heigho & Peterson project.

### City Engineer Update

City Engineer, Grae also informed the council on the Federal Aid funding for the Heigho & Peterson project that the City Of New Meadows applied for. Grae explained how the funding worked with ITD & LHTAC. They receive a group of applications and then they have a priority list that they think might be well suited for the plan then goes out for public comment. City Engineer said that LHTAC puts out this Priority list and it was not funded unfortunately & shockingly to Keller. Grae explains that this occurs every two years & that he would like to continue to track this program and try to figure out how to cover the Match program @ 7.34% with a 1.7 Million dollar Grant for the City as well as track down the road base project. (with the approval of the City Council) He will Talk with LHTAC to see why the funding scaled back as well.

Also let us know that he would be moving to Texas so another Gentleman named Rich out of Lewiston office with over 25yrs Engineering experience will be the new contact for engineering for the City.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES**  
**HELD MONDAY JULY 28th , 2025 AT 6:30 PM**  
**CITY COUNCIL CHAMBERS, 101 S. Commercial Avenue, NEW MEADOWS**

Item 15.

## **Action Items**

### Resolution TBD-2025 National night out proclamation

Mayor Good read the proclamation in full out loud.

- Council Member Carr moved to approve the Resolution TBD-2025 National Night out; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

## **Discussion Items**

### The New Meadows Youth Center

Fire Alarms being installed, flooring and painting being done.

### Old City Hall Building

Need to locate documentation on the deed for the building before making a decision on what to do with the building.

### Outbuildings in R3 Zoning

Mayor Good read aloud the definition to Variance in the New Meadows City Code. Also Mayor Good let the Council know that if City Zoning codes changed that the Council will need to have a public hearing. Because the request presented to City Council is not an undo hardship due to or because of an unusual characteristic on the property, it does not qualify for a variance. There was discussion about what could be done to alleviate the issue for smaller lots needing outbuildings. The issue was tabled for future meeting to come to a solution.

### Dog Waste Receptacles

The Council discussed the idea of putting dog waste receptacles in the City Park. It was decided to get feedback from Jessie and Hunter. There was a discussion about having a community meeting to see what the public wants in the park regarding dogs. The meeting will be scheduled at a later date.

### Adams County Sheriff's Office contract

The City Council requested to invite Sheriff Ryan Zollman to come in and have a conversation with the Council. Sherriff Zollman will provide a quarterly report that we can look at as well.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY JULY 28th , 2025 AT 6:30 PM  
CITY COUNCIL CHAMBERS, 101 S. Commercial Avenue, NEW MEADOWS**

MV School District MOU

Mayor Good read some of the added Legal updates to this and still has a future meeting with the school before it will be presented to the Council for approval.

**Consent Agenda**

The Consent Agenda included Paid & Pending Claims for the accounting period of July 2025.

- 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.

**Future Meeting Topics**

- Appoint Andy Brodhecker to the Road & Streets Committee
- Budget hearing
- Budget Ordinance
- Public Meeting -Dogs in the Park
- Ask Sheriff Zollman to come to future meeting
- Old City Hall
- New Engineer -Introduction
- R3 Zoning discussion

**Adjournment**

Mayor Good adjourned the meeting at 8:19 P.M.

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

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

Sonya Brodhecker

Pay Period

8/16/2025 to

8/31/2025

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	8/31/2025								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	8/16/2025								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/17/2025								0.00	
Monday	8/18/2025	8.95							8.95	
Tuesday	8/19/2025	9.37							9.37	
Wednesday	8/20/2025	8.98							8.98	
Thursday	8/21/2025	8.87							8.87	
Friday	8/22/2025								0.00	
Saturday	8/23/2025								0.00	
<b>Total Week</b>		<b>36.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.17</b>	
Sunday	8/24/2025								0.00	
Monday	8/25/2025	9.10							9.10	
Tuesday	8/26/2025	9.09							9.09	
Wednesday	8/27/2025	8.98							8.98	
Thursday	8/28/2025	8.87							8.87	
Friday	8/29/2025								0.00	
Saturday	8/30/2025								0.00	
<b>Total Week</b>		<b>36.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.04</b>	
<b>Total Pay Period</b>		<b>72.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72.21</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Sat Aug 16 - Sun Aug 31, 2025

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Aug 18	Deputy Clerk		8:00 am - 4:57 pm	0.00	8.95	8.95	8.95	0.00	0.00	\$0.00	\$0.00
Tue Aug 19	Deputy Clerk		7:55 am - 5:01 pm	0.00	9.10	9.10	9.10	0.00	0.00	\$0.00	\$0.00
Tue Aug 19	Deputy Clerk		6:27 pm - 6:43 pm	0.00	0.27	0.27	0.27	0.00	0.00	\$0.00	\$0.00
Wed Aug 20	Deputy Clerk		8:03 am - 5:02 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Thu Aug 21	Deputy Clerk		7:59 am - 4:51 pm	0.00	8.87	8.87	8.87	0.00	0.00	\$0.00	\$0.00
Mon Aug 25	Deputy Clerk		7:54 am - 5:00 pm	0.00	9.10	9.10	9.10	0.00	0.00	\$0.00	\$0.00
Tue Aug 26	Deputy Clerk		7:50 am - 1:30 pm	0.00	5.67	5.67	5.67	0.00	0.00	\$0.00	\$0.00
Tue Aug 26	Deputy Clerk		1:30 pm - 4:55 pm	0.00	3.42	3.42	3.42	0.00	0.00	\$0.00	\$0.00
Wed Aug 27	Deputy Clerk		8:00 am - 4:59 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Thu Aug 28	Deputy Clerk		7:56 am - 4:48 pm	0.00	8.87	8.87	8.87	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	72.21	72.21	72.21	0.00	0.00	\$0.00	\$0.00

**Hunter Brown**

**Pay Period**

**8/16/2025 to**

**8/31/2025**

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	8/31/2025								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	8/16/2025								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/17/2025								0.00	
Monday	8/18/2025	10.90							10.90	
Tuesday	8/19/2025	9.85							9.85	
Wednesday	8/20/2025	9.35							9.35	
Thursday	8/21/2025	9.50							9.50	
Friday	8/22/2025	0.40		7.62					8.02	
Saturday	8/23/2025								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>7.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.62</b>	
Sunday	8/24/2025								0.00	
Monday	8/25/2025	7.67							7.67	
Tuesday	8/26/2025	8.28							8.28	
Wednesday	8/27/2025	7.82							7.82	
Thursday	8/28/2025	10.98							10.98	
Friday	8/29/2025	5.25		2.75					8.00	
Saturday	8/30/2025			0.17					0.17	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.92</b>	
<b>Total Pay Period</b>		<b>80.00</b>	<b>0.00</b>	<b>10.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.54</b>	

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Sat Aug 16 - Sun Aug 31, 2025

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Aug 18	Public Works		7:46 am - 6:40 pm	0.00	10.90	10.90	10.90	0.00	0.00	\$0.00	\$0.00
Tue Aug 19	Public Works		7:30 am - 5:21 pm	0.00	9.85	9.85	9.85	0.00	0.00	\$0.00	\$0.00
Wed Aug 20	Public Works		7:38 am - 4:59 pm	0.00	9.35	9.35	9.35	0.00	0.00	\$0.00	\$0.00
Thu Aug 21	Public Works		7:59 am - 5:29 pm	0.00	9.50	9.50	9.50	0.00	0.00	\$0.00	\$0.00
Fri Aug 22	Public Works		7:59 am - 12:15 pm	0.00	4.27	4.27	0.40	0.00	3.87	\$0.00	\$0.00
Fri Aug 22	Public Works		1:15 pm - 5:00 pm	0.00	3.75	3.75	0.00	0.00	3.75	\$0.00	\$0.00
Mon Aug 25	Public Works		7:50 am - 12:21 pm	0.00	4.52	4.52	4.52	0.00	0.00	\$0.00	\$0.00
Mon Aug 25	Public Works		1:21 pm - 4:30 pm	0.00	3.15	3.15	3.15	0.00	0.00	\$0.00	\$0.00
Tue Aug 26	Public Works		7:58 am - 4:15 pm	0.00	8.28	8.28	8.28	0.00	0.00	\$0.00	\$0.00
Wed Aug 27	Public Works		7:59 am - 3:48 pm	0.00	7.82	7.82	7.82	0.00	0.00	\$0.00	\$0.00
Thu Aug 28	Public Works		5:01 am - 4:00 pm	0.00	10.98	10.98	10.98	0.00	0.00	\$0.00	\$0.00
Fri Aug 29	Public Works		8:00 am - 4:00 pm	0.00	8.00	8.00	5.25	0.00	2.75	\$0.00	\$0.00
Sat Aug 30	Public Works		9:06 am - 9:16 am	0.00	0.17	0.17	0.00	0.00	0.17	\$0.00	\$0.00
Totals for Hunter Brown				0.00	90.54	90.54	80.00	0.00	10.54	\$0.00	\$0.00

Jessica Wallace

Pay Period

8/16/2025 to

8/31/2025

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	8/16/2025								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/17/2025								0.00	
Monday	8/18/2025	9.45							9.45	
Tuesday	8/19/2025	7.85							7.85	
Wednesday	8/20/2025	6.67							6.67	
Thursday	8/21/2025								0.00	
Friday	8/22/2025								0.00	
Saturday	8/23/2025								0.00	
<b>Total Week</b>		<b>23.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.97</b>	
Sunday	8/24/2025								0.00	
Monday	8/25/2025				0.73		12.00	16.74	29.47	
Tuesday	8/26/2025								0.00	
Wednesday	8/27/2025								0.00	
Thursday	8/28/2025								0.00	
Friday	8/29/2025								0.00	
Saturday	8/30/2025								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.73</b>	<b>0.00</b>	<b>0.00</b>	<b>12.00</b>	<b>16.74</b>	<b>29.47</b>
<b>Total Pay Period</b>		<b>23.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.73</b>	<b>0.00</b>	<b>0.00</b>	<b>12.00</b>	<b>16.74</b>	<b>53.44</b>

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

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

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

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

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

Payperiod Notes:

City of New Meadows Sat Aug 16 - Sun Aug 31, 2025

Jessie Wallace

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Aug 18	Public Works		8:22 am - 5:49 pm	0.00	9.45	9.45	9.45	0.00	0.00	\$0.00	\$0.00
Tue Aug 19	Public Works		8:58 am - 4:49 pm	0.00	7.85	7.85	7.85	0.00	0.00	\$0.00	\$0.00
Wed Aug 20	Public Works		8:02 am - 2:11 pm	0.00	6.15	6.15	6.15	0.00	0.00	\$0.00	\$0.00
Wed Aug 20	Public Works		5:18 pm - 5:49 pm	0.00	0.52	0.52	0.52	0.00	0.00	\$0.00	\$0.00
Totals for Jessie Wallace				0.00	23.97	23.97	23.97	0.00	0.00	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**8/16/2025 to**

**8/31/2025**

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	8/31/2025									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	8/16/2025									0.00
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Sunday	8/17/2025									0.00
Monday	8/18/2025	7.58								7.58
Tuesday	8/19/2025	7.60								7.60
Wednesday	8/20/2025	7.57								7.57
Thursday	8/21/2025	7.60								7.60
Friday	8/22/2025	5.32								5.32
Saturday	8/23/2025									0.00
<b>Total Week</b>		<b>35.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.67</b>
Sunday	8/24/2025									0.00
Monday	8/25/2025	7.70								7.70
Tuesday	8/26/2025	7.65								7.65
Wednesday	8/27/2025	7.63								7.63
Thursday	8/28/2025	7.72								7.72
Friday	8/29/2025	7.05								7.05
Saturday	8/30/2025									0.00
<b>Total Week</b>		<b>37.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37.75</b>
<b>Total Pay Period</b>		<b>73.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73.42</b>

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Sat Aug 16 - Sun Aug 31, 2025

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Aug 18			7:41 am - 3:16 pm	0.00	7.58	7.58	7.58	0.00	0.00	\$0.00	\$0.00
Tue Aug 19			7:49 am - 3:25 pm	0.00	7.60	7.60	7.60	0.00	0.00	\$0.00	\$0.00
Wed Aug 20			7:50 am - 3:24 pm	0.00	7.57	7.57	7.57	0.00	0.00	\$0.00	\$0.00
Thu Aug 21			7:47 am - 3:23 pm	0.00	7.60	7.60	7.60	0.00	0.00	\$0.00	\$0.00
Fri Aug 22			8:42 am - 2:01 pm	0.00	5.32	5.32	5.32	0.00	0.00	\$0.00	\$0.00
Mon Aug 25			7:45 am - 3:27 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Tue Aug 26			7:47 am - 3:26 pm	0.00	7.65	7.65	7.65	0.00	0.00	\$0.00	\$0.00
Wed Aug 27			7:48 am - 3:26 pm	0.00	7.63	7.63	7.63	0.00	0.00	\$0.00	\$0.00
Thu Aug 28			7:48 am - 3:31 pm	0.00	7.72	7.72	7.72	0.00	0.00	\$0.00	\$0.00
Fri Aug 29			10:00 am - 5:03 pm	0.00	7.05	7.05	7.05	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	73.42	73.42	73.42	0.00	0.00	\$0.00	\$0.00

Jessica Wallace

Pay Period

8/1/2025 to

8/15/2025

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	8/1/2025	8.13							8.13	
Saturday	8/2/2025								0.00	
<b>Total Week</b>		<b>8.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.13</b>	
Sunday	8/3/2025								0.00	
Monday	8/4/2025	7.88							7.88	
Tuesday	8/5/2025	11.13							11.13	
Wednesday	8/6/2025	8.07							8.07	
Thursday	8/7/2025	7.90							7.90	
Friday	8/8/2025	0.35							0.35	
Saturday	8/9/2025								0.00	
<b>Total Week</b>		<b>35.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.33</b>	
Sunday	8/10/2025								0.00	
Monday	8/11/2025	8.38							8.38	
Tuesday	8/12/2025	5.26							5.26	
Wednesday	8/13/2025	3.64			5.00				8.64	
Thursday	8/14/2025	8.73							8.73	
Friday	8/15/2025	7.98							7.98	
Saturday									0.00	
<b>Total Week</b>		<b>33.99</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.99</b>	
<b>Total Pay Period</b>		<b>77.45</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>82.45</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Aug 1 - Fri Aug 15, 2025

Jessie Wallace

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Aug 1	Public Works		10:08 am - 6:16 pm	0.00	8.13	8.13	8.13	0.00	0.00	\$0.00	\$0.00
Mon Aug 4	Public Works		8:37 am - 4:30 pm	0.00	7.88	7.88	7.88	0.00	0.00	\$0.00	\$0.00
Tue Aug 5	Public Works		8:04 am - 7:12 pm	0.00	11.13	11.13	11.13	0.00	0.00	\$0.00	\$0.00
Wed Aug 6	Public Works		8:00 am - 4:04 pm	0.00	8.07	8.07	8.07	0.00	0.00	\$0.00	\$0.00
Thu Aug 7	Public Works		8:28 am - 4:22 pm	0.00	7.90	7.90	7.90	0.00	0.00	\$0.00	\$0.00
Fri Aug 8	Public Works		7:19 am - 7:40 am	0.00	0.35	0.35	0.35	0.00	0.00	\$0.00	\$0.00
Mon Aug 11	Public Works		7:44 am - 11:20 am	0.00	3.60	3.60	3.60	0.00	0.00	\$0.00	\$0.00
Mon Aug 11	Public Works		11:53 am - 4:40 pm	0.00	4.78	4.78	4.78	0.00	0.00	\$0.00	\$0.00
Tue Aug 12	Public Works		7:48 am - 11:53 am	0.00	4.08	4.08	4.08	0.00	0.00	\$0.00	\$0.00
Tue Aug 12	Public Works		2:49 pm - 4:00 pm	0.00	1.18	1.18	1.18	0.00	0.00	\$0.00	\$0.00
Wed Aug 13	Public Works		8:12 am - 11:01 am	0.00	2.82	2.82	2.82	0.00	0.00	\$0.00	\$0.00
Wed Aug 13	Public Works		12:18 pm - 1:07 pm	0.00	0.82	0.82	0.82	0.00	0.00	\$0.00	\$0.00
Thu Aug 14	Public Works		8:01 am - 4:45 pm	0.00	8.73	8.73	8.73	0.00	0.00	\$0.00	\$0.00
Fri Aug 15	Public Works		8:03 am - 4:02 pm	0.00	7.98	7.98	7.98	0.00	0.00	\$0.00	\$0.00
Totals for Jessie Wallace				0.00	77.45	77.45	77.45	0.00	0.00	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**8/1/2025 to**

**8/15/2025**

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	8/1/2025	2.48							2.48	
Saturday	8/2/2025								0.00	
<b>Total Week</b>		<b>2.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.48</b>	
Sunday	8/3/2025								0.00	
Monday	8/4/2025	7.43							7.43	
Tuesday	8/5/2025	7.55							7.55	
Wednesday	8/6/2025	7.57							7.57	
Thursday	8/7/2025	7.75							7.75	
Friday	8/8/2025	3.03							3.03	
Saturday	8/9/2025								0.00	
<b>Total Week</b>		<b>33.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.33</b>	
Sunday	8/10/2025								0.00	
Monday	8/11/2025	9.90							9.90	
Tuesday	8/12/2025	7.55							7.55	
Wednesday	8/13/2025	7.80							7.80	
Thursday	8/14/2025	9.55							9.55	
Friday	8/15/2025								0.00	
Saturday									0.00	
<b>Total Week</b>		<b>34.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.80</b>	
<b>Total Pay Period</b>		<b>70.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.61</b>	

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Fri Aug 1 - Fri Aug 15, 2025

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Aug 1			8:03 am - 10:32 am	0.00	2.48	2.48	2.48	0.00	0.00	\$0.00	\$0.00
Mon Aug 4			7:50 am - 3:16 pm	0.00	7.43	7.43	7.43	0.00	0.00	\$0.00	\$0.00
Tue Aug 5			7:50 am - 3:23 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Wed Aug 6			7:50 am - 3:24 pm	0.00	7.57	7.57	7.57	0.00	0.00	\$0.00	\$0.00
Thu Aug 7			7:51 am - 3:36 pm	0.00	7.75	7.75	7.75	0.00	0.00	\$0.00	\$0.00
Fri Aug 8			8:46 am - 11:48 am	0.00	3.03	3.03	3.03	0.00	0.00	\$0.00	\$0.00
Mon Aug 11			7:49 am - 3:07 pm	0.00	7.30	7.30	7.30	0.00	0.00	\$0.00	\$0.00
Mon Aug 11			5:42 pm - 8:18 pm	0.00	2.60	2.60	2.60	0.00	0.00	\$0.00	\$0.00
Tue Aug 12			7:48 am - 3:21 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Wed Aug 13			7:40 am - 3:28 pm	0.00	7.80	7.80	7.80	0.00	0.00	\$0.00	\$0.00
Thu Aug 14			7:39 am - 3:20 pm	0.00	7.68	7.68	7.68	0.00	0.00	\$0.00	\$0.00
Thu Aug 14			5:56 pm - 7:48 pm	0.00	1.87	1.87	1.87	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	70.61	70.61	70.61	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

8/1/2025 to

8/15/2025

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	8/1/2025	1.35		7.12					8.47	
Saturday	8/2/2025								0.00	
<b>Total Week</b>		<b>1.35</b>	<b>0.00</b>	<b>7.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.47</b>	
Sunday	8/3/2025								0.00	
Monday	8/4/2025	10.78							10.78	
Tuesday	8/5/2025	9.23							9.23	
Wednesday	8/6/2025	8.25							8.25	
Thursday	8/7/2025	8.52							8.52	
Friday	8/8/2025	3.22		3.68					6.90	
Saturday	8/9/2025								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>3.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43.68</b>	
Sunday	8/10/2025								0.00	
Monday	8/11/2025							8.00	8.00	
Tuesday	8/12/2025							8.00	8.00	
Wednesday	8/13/2025							8.00	8.00	
Thursday	8/14/2025							8.00	8.00	
Friday	8/15/2025							8.00	8.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>40.00</b>	
<b>Total Pay Period</b>		<b>41.35</b>	<b>0.00</b>	<b>10.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>92.15</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Aug 1 - Fri Aug 15, 2025

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Aug 1	Public Works		8:25 am - 4:53 pm	0.00	8.47	8.47	1.35	0.00	7.12	\$0.00	\$0.00
Mon Aug 4	Public Works		8:01 am - 6:48 pm	0.00	10.78	10.78	10.78	0.00	0.00	\$0.00	\$0.00
Tue Aug 5	Public Works		7:46 am - 5:00 pm	0.00	9.23	9.23	9.23	0.00	0.00	\$0.00	\$0.00
Wed Aug 6	Public Works		8:15 am - 4:30 pm	0.00	8.25	8.25	8.25	0.00	0.00	\$0.00	\$0.00
Thu Aug 7	Public Works		7:59 am - 4:30 pm	0.00	8.52	8.52	8.52	0.00	0.00	\$0.00	\$0.00
Fri Aug 8	Public Works		8:06 am - 3:00 pm	0.00	6.90	6.90	3.22	0.00	3.68	\$0.00	\$0.00
Totals for Hunter Brown				0.00	52.15	52.15	41.35	0.00	10.80	\$0.00	\$0.00

Sonya Brodhecker

Pay Period

8/1/2025 to

8/15/2025

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	8/1/2025								0.00	
Saturday	8/2/2025								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	8/3/2025								0.00	
Monday	8/4/2025	8.87							8.87	
Tuesday	8/5/2025	8.20							8.20	
Wednesday	8/6/2025	9.07							9.07	
Thursday	8/7/2025	8.82							8.82	
Friday	8/8/2025								0.00	
Saturday	8/9/2025								0.00	
<b>Total Week</b>		<b>34.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.96</b>	
Sunday	8/10/2025								0.00	
Monday	8/11/2025	10.30							10.30	
Tuesday	8/12/2025	9.32							9.32	
Wednesday	8/13/2025							8.00	8.00	
Thursday	8/14/2025							8.00	8.00	
Friday	8/15/2025								0.00	
Saturday									0.00	
<b>Total Week</b>		<b>19.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>35.62</b>	
<b>Total Pay Period</b>		<b>54.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>70.58</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Aug 1 - Fri Aug 15, 2025

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Aug 4	Deputy Clerk		7:53 am - 4:45 pm	0.00	8.87	8.87	8.87	0.00	0.00	\$0.00	\$0.00
Tue Aug 5	Deputy Clerk		7:49 am - 4:01 pm	0.00	8.20	8.20	8.20	0.00	0.00	\$0.00	\$0.00
Wed Aug 6	Deputy Clerk		8:01 am - 5:05 pm	0.00	9.07	9.07	9.07	0.00	0.00	\$0.00	\$0.00
Thu Aug 7	Deputy Clerk		7:50 am - 4:39 pm	0.00	8.82	8.82	8.82	0.00	0.00	\$0.00	\$0.00
Mon Aug 11	Deputy Clerk		7:50 am - 3:59 pm	0.00	8.15	8.15	8.15	0.00	0.00	\$0.00	\$0.00
Mon Aug 11	Deputy Clerk		6:06 pm - 8:15 pm	0.00	2.15	2.15	2.15	0.00	0.00	\$0.00	\$0.00
Tue Aug 12	Deputy Clerk		7:51 am - 5:10 pm	0.00	9.32	9.32	9.32	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	54.58	54.58	54.58	0.00	0.00	\$0.00	\$0.00