



City Council Regular Meeting Agenda

Monday, June 12, 2023 at 6:00 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/88699755093?pwd=VzA2OHFMRO5pU3o0T25tNWtDeVZYz09>

Call in: 669-444-9171

Meeting ID: 886 9975 5093

Password: 628986

FIELD TRIP

1. Field Trip

ROLL CALL / PLEDGE OF ALLEGIANCE

2. Reading of the Mission Statement

PUBLIC INPUT

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public may be called upon to speak on any item on the agenda.

PRESENTATION

REPORTS

3. Water Project Update
4. Clearwater Financial Update
5. Parks & Rec Meeting Minutes
6. Staff Reports
7. Mayor's Report

DISCUSSION ITEMS

8. Industrial Park Lease Reviews
 - * S&S Enterprises
 - * Salmon River Mobile Vet

ACTION ITEMS

9. Family Dollar Alcoholic Beverage License Application
10. Skate Park Name
11. New Meadows Bike Park MOU
12. Letter of Support - Air Bridge
13. Lot Line Adjustment - 512 S Heigho
14. F/Y 21-22 Audit Approval
15. Paint: Well #3
16. School Fire Hydrant Use

17. Public Money Market Account
18. Youth Center - Scope of Work
- [19.](#) Audit Engagement Letter FY 23/24
20. City Hall Mural

CONSENT AGENDA

- [21.](#) Meeting Minutes - May 22, 2023
- [22.](#) Meeting Minutes - June 5, 2023
- [23.](#) May 2023 Payroll
- [24.](#) Paid & Pending Claims

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

**PARKS & RECREATION COMMITTEE
MEETING MINUTES
HELD MONDAY, MAY 29, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

ROLL CALL

Present at City Hall were Parks & Rec Committee Members Diane Markum, Angie Crow, Olivia & Joe Sullivan, and Angie Mettie.

Public present was Linnea Hall.

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

DISCUSSION ITEMS

Parks & Rec Activity: Volleyball

The volleyball survey was shared with the committee. Olivia and Joe volunteered to get a team together to maintain the court, if approved. The Committee discussed the maintenance of the court and its use. They agreed that if built, they could help with scheduling tournaments and raising funds for maintenance costs, such as additional sand, new banners, or a new net. If YAC chose to help with the court, the Committee would like to make sure that the youth are involved in the process of gathering sponsors and volunteering time to set up the court. They suggested talking with McCall Parks & Rec to find out more information about whether they cover their court, how the snow affects it, and whether cats are a problem.

Parks & Rec Activity: T-Ball & Baseball

The Committee discussed the issues of “last minute” sign-ups, how to raise funds ahead of time so that equipment could be purchased before the season begins, and a possible schedule to begin planning for next year. They suggested an ongoing fundraiser that could raise funds ahead of time so that there would be money for youth sports prior to the season beginning. A suggested adult softball tournament could be a fundraiser for baseball / t-ball. This was scheduled for October 7th. Another possible fundraiser included setting up a booth at Meadows Valley Days.

Parks & Rec Activity: Bike-A-Thon

A Bike-A-Thon was scheduled for Saturday, September 16th. The funds raised from the bike-a-thon could go to purchase an item for the bike park. Joe will speak with Garret St. Pierre to see if the bike park will be ready to open by September 16th. If so, the students would ride to Zimm’s, have a snack, and then ride back to the bike park, have a pizza party along with a celebration of the opening of the bike park. Along with the bike-a-thon, a bike safety and maintenance course will be offered before the ride begins. A girl’s and boy’s bike will be awarded to the rider with the top sponsor amount.

Event – Transit Ribbon Cutting

The transit ribbon cutting will take place June 5th at 11am at the Community Center. Members discussed donating muffins or cookies for the event. More information will be sought on what donations are needed.

**PARKS & RECREATION COMMITTEE
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Parks & Rec Event: Pop-Up Playgrounds

The Committee discussed working with Planet Youth on pop-up playgrounds at the park. A movie night is also scheduled, which the Parks & Rec committee would be willing to help with. The Committee chose to allow Planet Youth / YAC to create a schedule of dates for pop-up playgrounds, and if more dates are needed, Parks & Rec may fill in with activities.

Parks & Rec Event: Tree Dedication

A Christmas tree will be planted in the park. More information is needed before this event can be planned.

Action Items

Election of Vice Chairman

- Committee Member Angie Crow moved to appoint Diane Markum as Vice-Chairman; Committee Member Olivia Sullivan seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Future Meeting Topics

Future meeting topics included follow-up on the tree dedication and pop-up playgrounds. Logistics for the adult softball tournament, bike-a-thon, and other possible fundraisers will be discussed at the next meeting. Due to the July 4th holiday, the Committee chose to have the next meeting on Wednesday, June 7th at 6:00 P.M., following the Planet Youth meeting.

Adjournment

The meeting was adjourned at 7:09 P.M.

Angie Mettie, City Liaison

ATTEST: _____
Diane Markum, Vice-Chairman

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

May

TASKS COMPLETED

- Fixed sewer line on Wiley
- Maintained park
- Worked on cdl
- Mowed wells
- Maintained dump truck
- Got land app up and running
- Fixed pot holes

PROJECTS IN PROGRESS

- Leak on miller needs fixed
- Put in new culvert
- Fix up dog pound
- Get cdl
- Stay on top of park
- Lower meter on 217 Peterson Memorial
- Work valves

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE	DEPARTMENT	MONTH
Kyla Gardner	Admin, City Clerk	June 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly invoices & Will serves.
Housing Trust, Leadership Academy, DEQ little Salmon River WAG and Chamber Meetings, Council Meeting Prep
Completed Stibnite grant,

PROJECTS IN PROGRESS

Researching new timesheet programs
Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders
FY 24 Budget Prep
Website Updates
Scope of Work for Architect
Youth Center Grant Research

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

May 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Well Log Records
- Dog Licenses
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- Flyers
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Updating / Amending resolutions and ordinances for Council Meetings
- Sack Lunch Program flyers
- Water Meter Account updates
- Volleyball survey
- Skate Park Name Survey

- Baseball – T-ball planning
- Baseball equipment/shirts
- Parks & Rec Committee
- Updating well log records
- Filing of sewer test reports
- Building Permits

CHALLENGES / ISSUES

- One barking dog complaint
- One complaint on dog at large
- 1 large leak, several complaints on smaller leaks and water issues
- Two water pressure issues
- 1 grass/weed complaint

COMMUNITY INPUT & COMMENTS

- Many comments for and against a volleyball court in the park

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

June

TASKS COMPLETED

- Filing Payroll
- Claims Review
- April Bank Reconciliations
- April Financial Reports
- BM calls and research

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

May

TASKS COMPLETED

Equ, Shop, Water, Sewer, & Regular Maintenance:

- Keep up Equipment Preventive Maintenance Sheets
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Emergencies
- Maintain EQU servicing
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for Water related emergencies
- Maintain improvement rate of: awareness, recording, and control of Land App. process
- Study Commercial drivers guild and work towards attaining a Commercial driver's licence
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present

PROJECTS IN PROGRESS

See Page 2

WWTP:

Maintain Proper conditions for land application.

Status - White

Weather is an indeterminate factor.

NRWA:

Achieve On Job Training hours whenever possible.

Status - Green

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	2.5	2.5	2.5
B. Vehicles and Specialized Equipment			
0	0	0	1.5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	0	0	3.75
E. Logistics, Reports and Supervision			
0	1	1	19.75

CHALLENGES / ISSUES

New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Commercial Drivers License:

Achieve CDL Theory training though online course

Status - Green

Working through readings and knowledge assessments during any free moments. Estimated date of completion:

Present - July 1st

COMMUNITY INPUT & COMMENTS

Community:

Construction... Is unwanted

Response:

The public works team will strive to learn as much as possible about maintaining new water equipment. As to operate the equipment properly, and expand the life of their function. Hopefully, in turn, resulting in less water related construction in the future.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

May

TASKS COMPLETED

[Empty box for tasks completed]

PROJECTS IN PROGRESS

Equ, Shop, Water, Sewer, & Regular Maintenance:

- Keep up Equipment Preventive Maintenance Sheets
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Emergencies
- Maintain EQU servicing
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- Maintain Vigilance for Water related emergencies
- Maintain improvement rate of: awareness, recording, and control of Land App. process
- Study Commercial drivers guild and work towards attaining a Commercial driver's licence
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
- Attend water related construction/Demolition meetings and engage in any/all assisting action.

Actions:

- Prepare for upcoming Road Oil
- S. Norris: Culvert replacement
- S. Miller: Add New Water Hook-up for Cory Fischer
- Replace Broken down F250

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So many things going on....where do I start?

The Ribbon Cutting Ceremony to kick off the new Transit program was a great success. The media came out as did local individuals and some of the partners for the program. Flags are out at the corner of Cunningham and Peterson Memorial to note where the bus stops. I will be getting reports from Mountain Community Transit on ridership. PLEASE PROMOTE THIS and encourage people to use the service. Ridership will determine funding for the 5 day a week service in October!!

The summer sack lunch program began on June 5th and we are averaging 20 to 25 sack lunches being given out each day. We have received donations for this program (thru the MV Community Foundation) from local individuals and I have received word that several local organizations are also going to donate. The Foodbank has given food for the lunches and local volunteers have been putting the lunches together. I expect we will hand out almost 2000 sack lunches this year.

Here's a list of a few more of the projects that are in the works:

Architectural drawings of the Youth Center

Skate Park groundbreaking

Bike Park development

Mural on the west outside wall of City Hall (youth project)

AirBridge Broadband project

Christmas Tree to be planted in the park

Dog pound remodel

Activities for youth in the park

The Planet Youth group is planning a movie night in the park, events for the youth during the Farmer's Market and the Skate Park Committee is looking for some opportunities for fundraising and awareness of the project.

We have had a donation of 5 gallons of outdoor paint and I want to complete a project this year that we have discussed for over 6 years – painting the Well 3 wellhouse. It is an old building and needs to be painted and spruced up!

“Real strength has to do with helping others.” Fred Rogers

**NEW MEADOWS INDUSTRIAL PARK
LEASE AGREEMENT**

*Sumner
file*

THIS LEASE is made at New Meadows, Idaho, effective this 22ND day of FEBRUARY 2021 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: Jacob M. Qualls, City Clerk

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 (#)** years beginning **MARCH 1, 2021** at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. (With reductions approved by the New Meadows City Council February 8, 2021, totaling \$375.00).

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

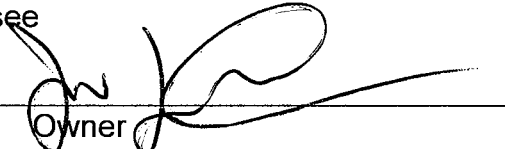
terminate by paying three months of rent at the approved rate and leaving the premise clean, turning in all keys and providing a 30 day effective date.

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:

<p><u>LESSOR:</u> City of New Meadows P.O. Box 324 New Meadows ID. 83654 Mayor</p>	<p><u>LESSEE:</u> <u>5185 Hwy 95</u> P.O. Box New Meadows ID 83654 Owner</p>
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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.

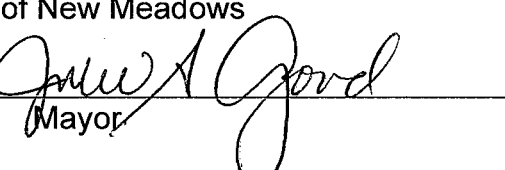
Signed and Acknowledged:

Lessee
By:  _____
Owner

Date: 2-22-2021

By: _____
Owner

Date: _____

City of New Meadows
By:  _____
Mayor

Date: 2-22-2021

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

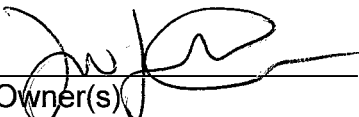
complete. Instead of "heavy metals in acid" put "PB 20 ppm, AS 50 ppm in .05M HN03". Be sure and put the PH of the final content in the space provided.

- 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.


Owner(s)

Owner(s)

2-22-2021
Date

**NEW MEADOWS INDUSTRIAL PARK
LEASE EXTENSION AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, this 1st day of April, 2010 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **S&S Enterprises**, 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 \$292.95, plus the Adams County Landfill Fee, for nine (9) years beginning April 1, 2010 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 posted a security deposit of \$465.00 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 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 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 nine (9) years. At the end of the nine (9) 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 is not responsible for insuring any property not belonging to the CITY, or any damage done to LESSEE's personal property.

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 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 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.

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.

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, 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. 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:

<u>LESSOR:</u>	City of New Meadows P.O. Box 324 New Meadows ID. 83654 Gale Stillman, Mayor	<u>LESSEE:</u>	S&S Enterprises P.O. Box 465 New Meadows ID 83654 Brad J. McGarry, Owner Pamela D. McGarry, 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:

Brad J. McGarry, Owner

Date: _____

Pamela D. McGarry, Owner

Date: _____

Gale Stillman, 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. S&S Enterprises 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 __S&S Enterprises__, 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.

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 - 4.1 Waste Handling Practices
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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:

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- 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.

Brad J. McGarry, Owner

Pamela D. McGarry, Owner

Date

CITY OF NEW MEADOWS
PO BOX 324
NEW MEADOWS, IDAHO 83654

31323
RECEIVED
5.22.23
Item 9.

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

To the HONORABLE MAYOR and CITY COUNCIL of the City of New Meadows, Idaho.

I/WE, the undersigned, do hereby make application for a license to sell Alcoholic Beverages under the provisions of City of New Meadows Code Title 3, Chapter 2, passed and approved on December 11, 2017 and amended on January 27, 2020, as follows:

Note: FEE FOR EACH CATEGORY OF ALCOHOLIC BEVERAGE(S) SOLD ON THE PREMISES FOR WHICH THIS APPLICATION IS BEING MADE SHALL APPLY.

- BEER: Bottled, Canned, AND/OR Keg/Draught, Not to be consumed on the premises (\$50.00)
- BEER: Bottled, Canned, AND/OR Keg/Draught, To be consumed on the premises (\$100.00)
- RETAIL WINE: Not to be consumed on the premises (\$100.00)
- WINE BY THE DRINK: To be consumed on the premises (\$100.00)
- LIQUOR BY THE DRINK: (\$225.00)

The sum of \$ \$150.00 is herewith tendered in payment of said license fee(s) for the year ending January 31, 2024 for the following establishment:

BUSINESS NAME & PHYSICAL ADDRESS of premises, room or building where such alcoholic beverages will be sold:

Family Dollar # 31323, 301 Virginia Street, New Meadows, ID 83654

APPLICANT'S NAME AND TITLE: Peter Barnett, President (Officer)

APPLICANT'S RESIDENCE ADDRESS:

(If Partnership, list **name** and **address** of **each partner**):

329 Cavalier Drive, Virginia Beach, VA 23451

CITY OF NEW MEADOWS
PO BOX 324
NEW MEADOWS, IDAHO 83654

Item 9.

Please verify your eligibility for licensing as follows by dating and signing this form where indicated. Return the form, the required fees, and copies of your State and County licenses for the corresponding year to City Hall. No alcoholic beverages can be sold until a valid Alcoholic Beverage License has been issued by the City of New Meadows.

I hereby verify that I possess all of the qualifications necessary to obtain a license for the sale of alcoholic beverages from the Director of Idaho State Police, as prescribed by the laws of the State of Idaho.

I am of good moral character and am over the age of twenty-one (21) years.

I have not been convicted of any felony or of any crime involving moral turpitude or of the violation of any of the laws of and/or regulating, governing or prohibiting sales of alcoholic beverages.

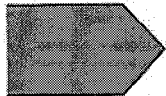
I will abide by the laws of the State of Idaho, Adams County, and the City of New Meadows, and by all the terms and conditions of Title 3, Chapter 2 of the New Meadows City Code.

Dated this 15th day of May, 2023



Signed: [Signature]
(Applicant's Signature)

(Signature of each partner, if Partnership)



Business Mailing Address and Phone #:

500 Volvo Pkwy, Chesapeake, VA 23320 Attn: AB Licensing Dept. 8th Flr. Ph. 757-321-5000

State and County licenses must be presented by applicant at time of application

*****DO NOT WRITE BELOW THIS LINE*****

Application Received on <u>5-17</u> , 20 <u>23</u>		Fee Paid \$ <u>150 + 31⁵⁰</u> LATE FEE	
Copies Submitted:	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> County	Granted <input type="checkbox"/> Rejected <input type="checkbox"/>
City Hall	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
<input type="checkbox"/> Filed		City License # _____	Effective Date: _____
		Expiration Date: _____	New Meadows City Clerk

Idaho State Police

Premises Number: 2A-31989 Retail Alcohol Beverage License

License Year: 2023

License Number: 31989

This is to certify, that Family Dollar Inc

doing business as: Family Dollar Store #31323

is licensed to sell alcoholic beverages as stated below at:
301 Virginia Street, New Meadows, Adams County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.

County and city licenses are also required in order to operate.

Signature of Licensee, Corporate Officer, LLC Member or Partner

Liquor	No	
Beer	Yes	<u>\$50.00</u>
Wine by the bottle	Yes	<u>\$100.00</u>
Wine by the glass	No	
Kegs to go	No	
Growlers	No	
Restaurant	No	
On-premises consumption	No	
Multipurpose arena	No	
Plaza	No	

TOTAL FEE: \$150.00

FAMILY DOLLAR INC
 FAMILY DOLLAR STORE #31323
 500 VOLVO PARKWAY
 ATTN: ALCOHOL/TOBACCO TEAM
 CHESAPEAKE, VA 23320
 Mailing Address

License Valid: 01/01/2023 - 12/31/2023

Expires: 12/31/2023

Director of Idaho State Police



2023

ADAMS COUNTY
STATE OF IDAHO

No. 21

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____ FAMILY DOLLAR INC
 doing business as _____ FAMILY DOLLAR STORE #31323
 at _____ 301 VIRGINIA ST. NEW MEADOWS. ID 83654

a(n) _____ CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Adams County Courthouse, Council, Idaho.

dated: Beer: 07/14/1947 Retail Liquor: 07/14/1947 Retail Wine: 06/14/1971 ~~Wine By Drink: 09/08/1975.~~

Draft and Bottled or Canned Beer	0.00
Bottled or Canned Beer to be consumed on premises	0.00
Bottled or Canned Beer not to be consumed on premises	7.50
Retail Liquor- 21	0.00
Retail Wine	15.00
Wine by the Drink	0.00
Special Wine (Sunday)	0.00
TOTAL FEE:	22.50

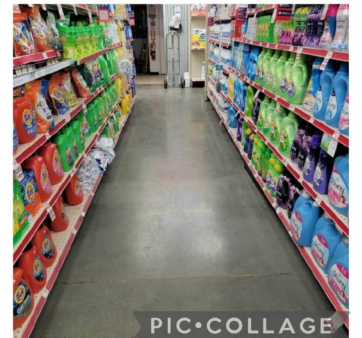
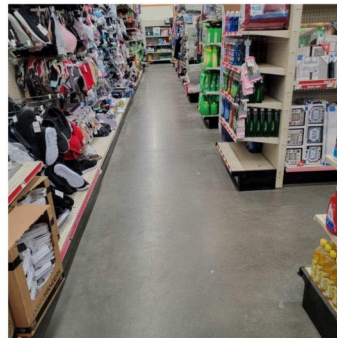
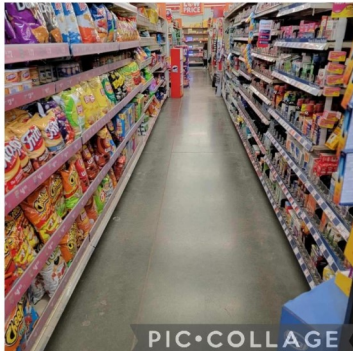
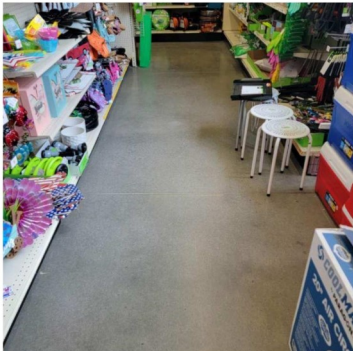
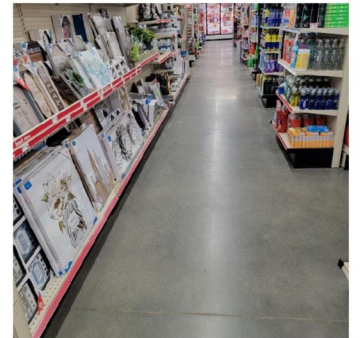
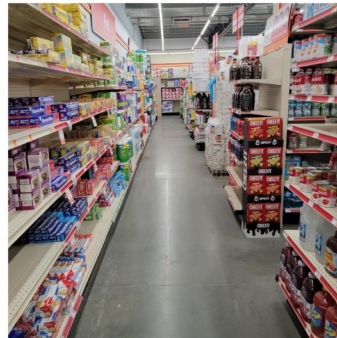
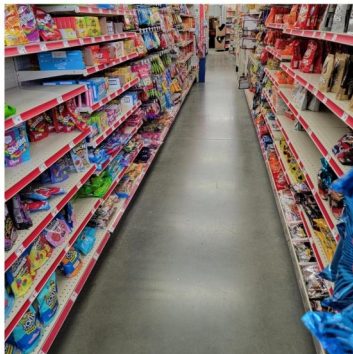
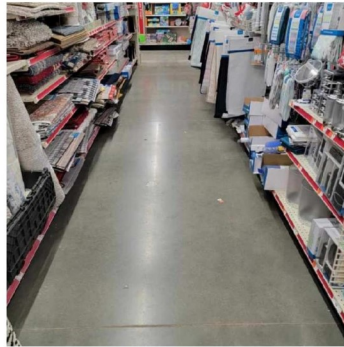
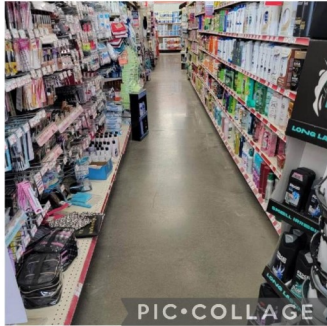
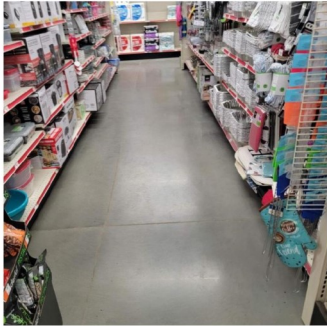
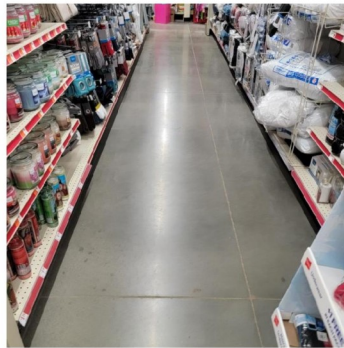
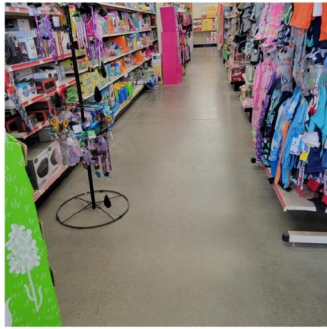
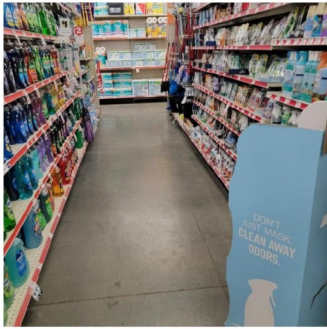
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE. VALID as of 01/01/2023 and EXPIRES 12/31/2023.
 Witness my hand and seal this 13th day of March, 2023.

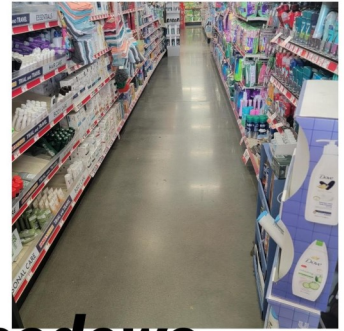
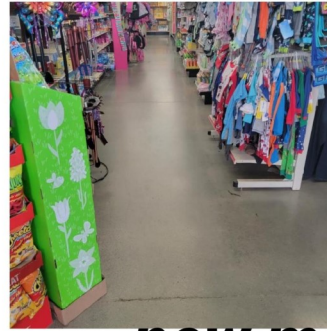
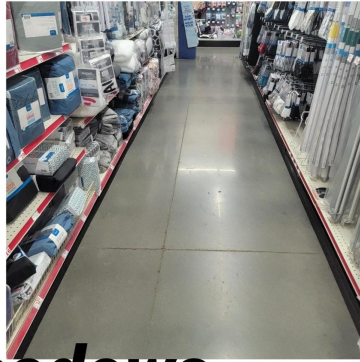
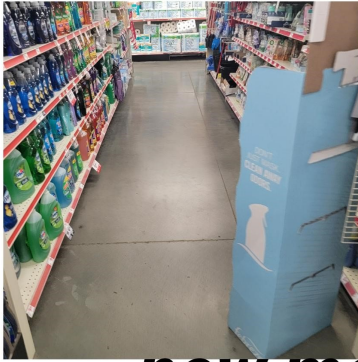
Joe Johnson Chairman
Vic P... Commissioner
D... Commissioner

Clerk of the Board of County Commissioners

FAMILY DOLLAR STORE—MAY 22, 2023

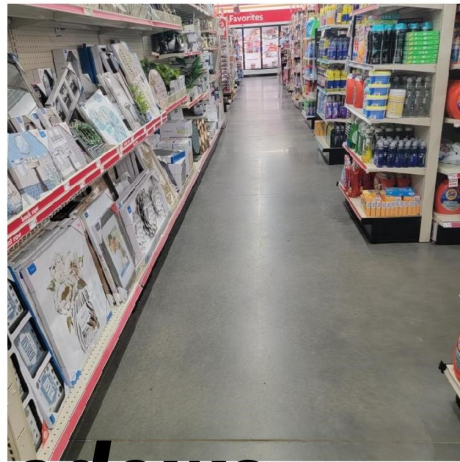
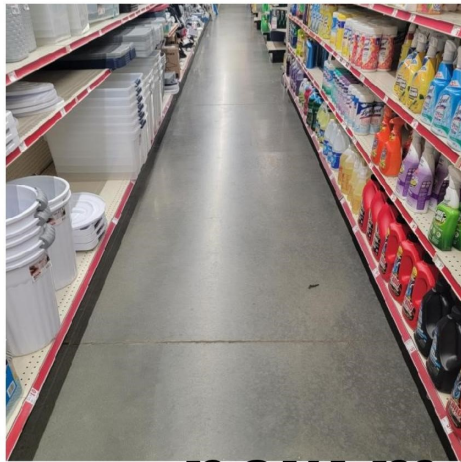
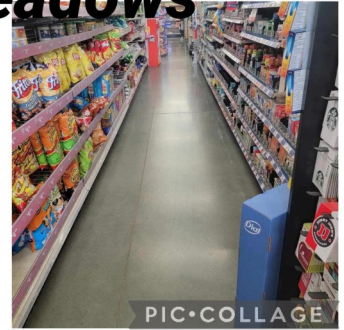
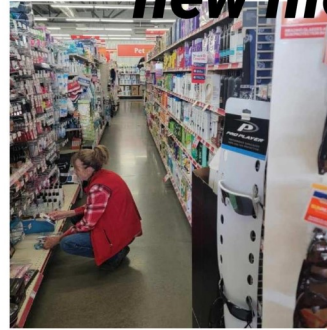


FAMILY DOLLAR STORE—JUNE 2023

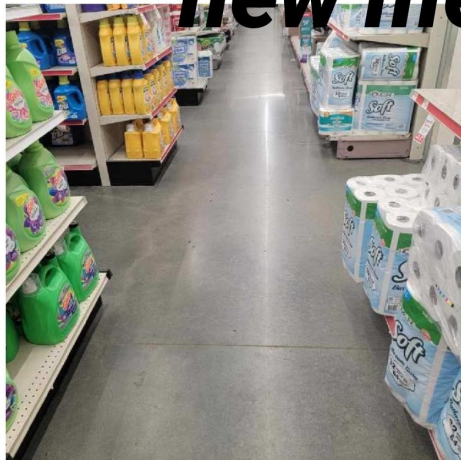


new meadows

new meadows



new meadows



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the Meadows Valley Public School District and the City of New Meadows.

WHEREAS, the City of New Meadows desires to establish a bicycle park (“New Meadows Bike Park”) within an area of land owned by the Meadows Valley Public School District behind the school parking lot/football field(hereinafter “bike park location”);

WHEREAS, the Meadows Valley Public School District and the City of New Meadows desire to cooperate to create a New Meadows Bike Park that will allow the children, parents and citizens of all abilities in New Meadows to learn, play and grow together by creating opportunities for recreation and physical fitness;

WHEREAS, the Meadows Valley Public School District desires to lease to the City of New Meadows the bike park location to allow the establishment of the New Meadows Bike Park, which will be used in part by the children attending school at the Meadows Valley School District;

IT IS HEREBY UNDERSTOOD AND AGREED THAT

The Meadows Valley Public School District will enter into a lease with the City of New Meadows to the bike park location, with the terms of said lease to be agreed upon in the future.

The City of New Meadows will indemnify and hold the Meadows Valley Public School District from any liability that may arise from ownership and/or operation of the New Meadows Bike Park and will make the Meadows Valley School District an additional insured with respect to the City’s liability insurance concerning the New Meadows Bike Park.

Dated this __ day of _____, 2023

Mike Howard, Superintendent, Meadows Valley Public School District

Julie Good, Mayor, City of New Meadows

CITY LETTERHEAD

Idaho Broadband Advisory Board
c/o Ramón S. Hobdey-Sánchez, J.D.
State Broadband Program Manager
Idaho Department of Commerce
700 W. State Street, Boise, Idaho 83702

Monday, June 12, 2023

Re: New Meadows – Rural Broadband Grant
AirBridge Broadband Letter of Support

Dear Idaho Broadband Advisory Board:

This letter supports AirBridge Broadband’s broadband grant application for the rural areas around New Meadows.

If approved, this project will bring true broadband internet (100 Mbps / 100 Mbps) to homes and businesses in the greater New Meadows area.

Historically, rural areas around New Meadows have faced a number of challenges that has prevented its businesses and residents from enjoying the same level of internet access that folks in urban areas of the State enjoy. Key among these challenges include lack of population base (approximately 691 locations spread over roughly 40 square miles), difficult topography, and lack of economic incentives (potential for profitability) necessary to incentivize traditional internet providers to willingly invest in building out internet infrastructure in rural areas of New Meadows.

Despite these challenges, our residents in rural areas of New Meadows valley still have the same needs as those in larger urban markets that currently have access to quality broadband internet. Our residents still require access to healthcare (telehealth), our residents still have needs to expand their learning (online learning), and our residents still have needs to provide for their families (work from home). In addition, there would be significant benefits to our rural residents with respect to emergency services / emergency communication if this project were to be approved.

For these reasons we strongly support AirBridge Broadband’s grant application. Having this grant approved would make all the difference for those living in the rural areas of New Meadows valley.

Sincerely,

Julie Good
Mayor of New Meadows



City of New Meadows LAND CHANGE REQUEST

1. APPLICANT INFORMATION

Name: Tryssta Hallcroft- 4 Elements, LLC Phone: 307-256-7659
 Address: 2270 Orchard Rd
 City: Council State: ID Zip: 83612
 Email: tryssta@4elementswp.com

2. REQUEST DETAILS

Split Combine Lot Line Adjustment Other: _____

Parcel Number(s): RPM0240073004D and RPM0240073005C

Is there a water right associated with this property? YES NO

Is there a lien holder on this property? YES NO (*may require approval from lienholder*)

Will the above changes cause any portion of this property to be in non-compliance with the zoning code?

Yes No If yes, explain:

Describe the proposed changes, including resulting parcel size(s).

Lot line shared by Lot 4 and 5 is 155' East and West. We would adjust Lot Line to North and South making it approximately 60' Each lot would then be 60' x 77.5 (each lot 4,650)

Describe any impact this change will have on neighboring properties.

No impact. The lots will still be utilized as the 2 buildable city lots that they currently are. Allows to use the property more efficiently and harmonious for building.

By my signature below, I acknowledge that I have requested the action to be considered by the New Meadows Planning & Zoning Committee. I understand that all requests will be reviewed and evaluated for compliance with the zoning and building regulations of the City of New Meadows.

Owner Signature: Tryssta J Jones Date: 5/18/23

Owner Signature: _____ Date: _____

3. **PLANNING & ZONING APPROVAL** Approved Denied

Signature: _____ Date: _____

4. **NEW MEADOWS CITY COUNCIL APPROVAL** Approved Denied

Signature: _____ Date: _____



May 31, 2023

City of New Meadows
The Mayor and City Council
401 Virginia St.
New Meadows, ID 83654

The following represents our understanding of the services we will provide City of New Meadows.

You have requested that we audit the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of New Meadows as of September 30, 2023, and for the year then ended and the related notes, which collectively comprise City of New Meadows's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by *the Governmental Accounting Standards Board (GASB)*, issued by the Comptroller General of the United States, require that included supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Required Supplementary Information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- GASB Required Supplementary Pension Information
- Budgetary Comparison

Supplementary information other than RSI will accompany City of New Meadows's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1) Combining Statements.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of City of New Meadows's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that *management and those charged with governance* acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of City of New Meadows's basic financial statements. Our report will be addressed to the governing body of City of New Meadows. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report on in accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Nonattest Services:

With respect to any nonattest services we perform, City of New Meadows's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. The services we will provide are:

- Help in preparation of the financial statements.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Fees and Timing

Jordan Zwygart, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Zwygart John & Associates CPAs, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices.
- Significant difficulties, encountered during the audit, if any.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultations with other accountants, if any.
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Zwygart John & Associates CPAs, PLLC's and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory agencies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Zwygart & John & Associates CPAs, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agency. The regulatory agency may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will be \$6,300. We will notify you immediately of any circumstances we encounter that could significantly affect this fee. Whenever possible, we will attempt to use City of New Meadows's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Zwygart John & Associates CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of New Meadows.

Acknowledged and agreed on behalf of City of New Meadows by:

Name: _____

Title: _____

Date: _____

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MAY 22, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 21.

ROLL CALL / PLEDGE OF ALLEGIANCE

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

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

Public present at City Hall were Ryan Zollman, Diane Markum, Olivia & Joe Sullivan, Kayrene Brown, Floyd Beck, Angie Crow, Jared Zwygart, Linnea Hall, Traci Jamison, Ashley McCoy, and Britteny Hill.

Public present via Zoom were Sandy Schiffman, Molly, and Preston Woods.

Mayor Good opened the meeting at 6:30 P.M. and led the Pledge of Allegiance.

Kyla Gardner read the mission statement.

PUBLIC INPUT

There was no public input.

PRESENTATION

Wildlife Brochure

This brochure was unavailable.

Presentation of the Parks & Recreation Committee

Mayor Good presented the newly formed Parks & Recreation Committee to the Council. Members include Joe & Olivia Sullivan, Angie Crow, Diane Markum, and Angie Mettie. They will meet the first Monday of each month at 6pm.

IGNITE Idaho Presentation

Traci Jamison and Ashley McCoy shared about parenting classes and teen support groups that are offered at their facility. They provided pinwheels to show support for Child Abuse Awareness Month. They are working to expand courses for co-parenting, create a dedicated teen youth building, and a new resource center. Mayor Good stated that New Meadows will have a new transit line. Classes and activities could be scheduled on Mondays and Wednesdays so that participants could utilize the transit.

Audit Presentation

Jordan Zwygart gave an audit presentation for fiscal year 21-22. He stated that the financial statements of the city are materially correct and can be relied upon. He summarized each fund and the balances of each.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MAY 22, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

REPORTS

Adams County Prosecuting Attorney – Chris Boyd

Mr. Boyd was not in attendance.

Mayor's Report

Mayor Good stated that June 5th will be the ribbon cutting ceremony for the transit program. The sack lunch program will also start June 5th, and youth can pick up lunches at the library. The water tank at the park will be removed next week, and a pop-up playground will be held on Fridays so that kids have something fun to do while the playground is closed.

A new tree is to be placed in the park by June 15th, which will serve as the city Christmas tree. It is being planted free of charge by Franz Witte.

DISCUSSION ITEMS

Mission Statement Review

The Council reviewed the mission statement and found no changes.

Bike Park

Mayor Good stated that the school inquired into whether the city would be interested in leasing the land that the bike park will sit on so that it would be part of the Parks & Recreation amenities. The Council agreed to move forward with this suggestion. Attorney Stubbs will work on an MOU.

Chain Stores

Council Member Ryker stated that the city should determine its values and path for growth for the future. Mayor Good stated that the City's Comprehensive Plan discusses business growth and how it should compliment current services in the area. At the same time, having additional stipulations may hinder growth. Council Member Parnett stated that chain stores should be defined, and that other cities could be researched with similar demographics.

Business Licenses

Council Member Ryker noted that there is no chamber of commerce in New Meadows. She questioned whether business licenses might hurt businesses. Mayor Good stated that a license would help new businesses to understand what it means to have a business in New Meadows. Local businesses should be part of the conversation. It would be important to determine what types of businesses need licenses.

Budget Review

Sheriff Ryan Zollman shared about a new 9-1-1 system. The cost would be shared between cities and both Adams and Washington counties. Mayor Good said that this could be budgeted next year, with Council approval.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MAY 22, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 21.

Other budget items discussed were removing baseball/t-ball line items, and creating a general youth sports line item, as well as an events line item. Mayor Good also stated that IT should be split with the Industrial Park, as well as with general, water, and sewer.

ACTION ITEMS

Skate Park

Mayor Good stated that she obtained the quit claim deed for the skate park, which showed that it belonged to Brown's Industries, and that Judd DeBoer signed the land over to the city. The sign says "Brown's Skate Park." It will be important to continue to recognize the Brown's contribution as well as the work that Rory & Sara Mehen and the skate park committee have completed. Council Member Parnett suggested creating a list of donors that made the skate park possible, and then having a general name. Community Member Linnea Hall provided history of the Warren Brown family and their presence in the area. Council Member Ryker suggested naming the park using both a name honoring those who raised the funds for the skate park and also those who donated the land. Mayor Good suggested having a history of the skate park, similar to the J.I. Morgan history at the Depot. The Council chose to get public input on the name.

Ordinance TBD-2023 – Burn Ordinance Amendment

The Council reviewed the changes to the burn ordinance amendment made at the last meeting.

- Council Member Carr moved to introduce Ordinance TBD-2023, amending the Burn Ordinance, and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes. Motion Carried.

City Clerk Gardner read by title only once.

- Council Member Carr moved to approve Ordinance TBD-2023, amending the burn ordinance; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes. Motion carried.

Seepage Test Contract

A new seepage test must be completed after the bentonite clay has been applied. The cost will be \$6500.

- Council Member Parnett moved to approve the seepage test contract; Council Member Carr seconded the motion. Roll Call Vote: Ryker – yes, Carr – yes, Parnett – yes. Motion carried.

Granite Bid – McClain Street

The school is paving their parking lot and asked if the City would be willing to pave McClain street from Peterson Memorial to North Miller. A bid was received for \$56,000. City Clerk Gardner stated that the amount was not in the budget this year. Mayor Good stated that the Transportation Plan states that approaches will be paved first prior to areas with no drainage. The Council chose not to pave this section of roadway at this time.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MAY 22, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Tanker Truck – Surplus Item

Mayor Good stated that the city has an unused old tanker truck, which she would like to place up for bid as a surplus item.

- Council Member Ryker moved to turn the tanker truck into a surplus item; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

III-A JPA Agreement

- Council Member Ryker moved to approve the III-A agreement; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Resolution TBD-2023 Parks & Recreation Committee

- Council Member Carr moved to approve Resolution TBD-2023, appointing a Parks & Recreation Committee; Council Member Parnett seconded the motion. Roll Call Vote: Parnett -yes, Carr – yes, Ryker – yes. Motion carried.

Amendment to Owner/Engineer Agreement

Mayor Good stated that there were four amendments to the agreement. Tim Farrell is no longer with Mountain Waterworks, but is staying on as a consultant for the water project. John Stone is on site and making sure all goes well, which will include 8-hour days through November 30th. This will leave \$270,000 in contingency.

- Council Member Carr moved to amend the Owner Engineer agreement; Council Member Ryker seconded the motion. Roll Call Vote: Carr – yes, Ryker – yes, Parnett – yes. Motion carried.

Adams County 9-1-1 System Upgrade

Mayor Good suggested applying for the Stibnite Grant to cover a portion of this cost, which is \$13,252.

- Council Member Ryker moved to add the 9-1-1 system upgrade to the 23-24 budget and apply for the Stibnite Grant to fund it; Council Member Carr seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Sand Volleyball Court Project

Community Member Floyd Beck presented the Council with a project to place a sand volleyball court in the park. The park would be of no cost to the city, would be funded by advertising, and would be built in the southeast corner of the park. Council Member Ryker would like more feedback from the public before making a decision. Mayor Good suggested a special meeting be held on June 5th, after receiving input from the community.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING
HELD MONDAY, MAY 22, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Consent Agenda

The Consent Agenda included April 2023 Financials, Paid and Pending Claims, and May 8, 2023 meeting minutes.

Kyla Gardner polled the Council, and all indicated that they had read the minutes.

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

Future Meeting Topics

Future meeting topics included a skate park name, audit approval, business licenses/chain stores, a field trip, visit from Chris Boyd, and Family Dollar application.

Adjournment

Mayor Good adjourned the meeting at 8:47 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

CITY OF NEW MEADOWS SPECIAL CITY COUNCIL MEETING
HELD MONDAY, JUNE 5, 2023 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Item 22.

Roll Call / Pledge of Allegiance

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

Staff present at City Hall were Kyla Gardner and Angie Mettie.

Public present at City Hall were Stacy Loper, Kayrene & Johnny Brown, Doug Buys, Linnea Hall, Floyd Beck, Lucas Nicholson, Chris & Tracy Peterson, Nikki Crogh, and Amanda Branstetter. Drew Dodson was present via Zoom.

Mayor Good opened the meeting at 6:32 P.M. and led the Pledge of Allegiance.

Public Input

There was no public input.

Action Items

Sand Volleyball Court Decision

The Council reviewed the Google Survey that was placed online for community input, which had 71 responses. Of those responses, 51.4% said the court would not benefit Meadows Valley, and 48.6% said it would benefit Meadows Valley. Survey boxes were placed around town. There were 16 votes for the court and 14 votes against the court. Facebook comments were presented to the Council, along with two written surveys and one written comment.

Floyd Beck shared where the court would be placed and how it would be built and paid for. He also shared why he did not want to refurbish the court at the school. Reasons included the remote location and fencing issues.

The public who attended the meeting shared their comments regarding the placement of the volleyball court in the park.

Doug Buys: Labor Day is a Meadows Valley tradition that should not be minimized. A park has many uses, but a volleyball court has only one. The school has an unused volleyball court. As with many other projects, the city will eventually be responsible for the upkeep.

Tracy Peterson: Taxpayers will ultimately end up paying for the court through liability insurance. Who will secure the advertising? Cats are also a concern.

Linnea Hall: Why could the school's court not be refurbished?

Johnny Brown Jr.: The corner where the court would sit is used for the car show during Meadows Valley Days.

**CITY OF NEW MEADOWS SPECIAL CITY COUNCIL MEETING
HELD MONDAY, JUNE 5, 2023 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Lucas Nicholson: The car show utilizes this area for the Car Show at Meadows Valley Days, and it is important not to lose Meadows Valley Days.

Chris Peterson: The school volleyball court is rarely, if ever used. There is plenty of space at the school. The skate park, baseball field, and bike park will be at the school, so the volleyball court would fit in well. Possibly talk to the school board about refurbishing the court there.

Nikki Crogh: Park maintenance is currently lacking. Bushes need to be trimmed and sidewalks need to be blown off, which she has done many times. A volleyball court would be one more thing to maintain.

The City Council gave their comments on the proposed court:

Kaytlyn Goodwin: Volleyball is the most well-attended sport at school, and can involve all age levels. Location is the issue.

Jeff Parnett: The park is the better location for the court. Advertising would be difficult to obtain for the school site, where no one would see it. Labor Day in New Meadows has four days of use, while a volleyball court would have much more. The cat problem as a whole should be addressed, not just at the volleyball court.

Shiloh Ryker: Per community feedback, there is not support from the community for this project.

Josh Carr: This is a great project, and would provide community involvement. A bandstand might be considered for this area, or something that would compliment Labor Day events. The school site could be utilized. The park needs to remain a park. Based on community feedback, there is not sufficient support for this project.

After deliberation, the Council voted on the volleyball court.

- Council Member Parnett moved to accept the offer from Floyd Beck of a sand volleyball court in the park; Council Member Goodwin seconded the motion. Roll Call Vote: Parnett – yes, Carr – no, Goodwin – yes, Ryker – no. Mayor Good – no. Motion carried.

Adjournment

Mayor Good adjourned the meeting at 7:07 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Jessica Gerke

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday	5/1/2023								0.00	
Tuesday	5/2/2023	1.47							1.47	
Wednesday	5/3/2023	1.62							1.62	
Thursday	5/4/2023								0.00	
Friday	5/5/2023								0.00	
Saturday	5/6/2023								0.00	
Total Week		3.09	0.00	0.00	0.00	0.00	0.00	0.00	3.09	
Sunday	5/7/2023								0.00	
Monday	5/8/2023	1.80							1.80	
Tuesday	5/9/2023	5.37							5.37	
Wednesday	5/10/2023								0.00	
Thursday	5/11/2023	6.98							6.98	
Friday	5/12/2023	8.18							8.18	
Saturday	5/13/2023								0.00	
Total Week		22.33	0.00	0.00	0.00	0.00	0.00	0.00	22.33	
Sunday	5/14/2023								0.00	
Monday	5/15/2023								0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		25.42	0.00	0.00	0.00	0.00	0.00	0.00	25.42	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To	Item 23.
25.42	0.00	0.00	0.00	25.42	

Time in	Time out	Duration	
May 2, 2023			1.47
12:39pm (PDT)	2:07pm (PDT)	1.47	PW > PW - Office Time
NOTES: Coordinating w/Ivan & c&m asphalt patch			
May 3, 2023			1.62
7:40am (PDT)	9:17am (PDT)	1.62	PW > PW - Office Time
NOTES: Culvert,Bear,Ivan			
May 8, 2023			1.80
2:30pm (PDT)	3:20pm (PDT)	0.83	MTG > MTG - Staff Meeting
NOTES: Julie			
3:20pm (PDT)	4:18pm (PDT)	0.97	STRTS > STRTS - Storm Drainage
NOTES: Motel&taylor st			
May 9, 2023			5.37
10:30am (PDT)	12:30pm (PDT)	2.00	PW > PW - Office Time
NOTES: Lhtac,emails,c&m ordering			
12:30pm (PDT)	3:27pm (PDT)	2.95	STRTS > STRTS - Pot Hole Repair
NOTES: Haul gravel			
3:27pm (PDT)	3:52pm (PDT)	0.42	PW > PW - City Shop > Shop
May 11, 2023			6.98
9:35am (PDT)	10:56am (PDT)	1.35	EQP > EQP - MACK Dump Maintenance
10:56am (PDT)	3:15pm (PDT)	4.32	STRTS > STRTS - Grading / Blading
3:15pm (PDT)	4:34pm (PDT)	1.32	PW > PW - City Shop > Shop
May 12, 2023			8.18
9:04am (PDT)	10:20am (PDT)	1.27	PW > PW - City Shop > Shop
NOTES: Coordinating concrete project			
10:20am (PDT)	4:00pm (PDT)	5.67	STRTS > STRTS - Grading / Blading
4:00pm (PDT)	5:15pm (PDT)	1.25	STRTS > STRTS - Pot Hole Repair

Hunter Brown

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023								0.00	
Monday	4/17/2023	6.45							6.45	
Tuesday	4/18/2023	8.00							8.00	
Wednesday	4/19/2023	8.00							8.00	
Thursday	4/20/2023	8.00							8.00	
Friday	4/21/2023	8.00							8.00	
Saturday	4/22/2023								0.00	
Total Week		38.45	0.00	0.00	0.00	0.00	0.00	0.00	38.45	
Sunday	4/23/2023								0.00	
Monday	4/24/2023	8.00							8.00	
Tuesday	4/25/2023	8.57							8.57	
Wednesday	4/26/2023	8.00							8.00	
Thursday	4/27/2023	8.00							8.00	
Friday	4/28/2023	7.43		0.15					7.58	
Saturday	4/29/2023								0.00	
Total Week		40.00	0.00	0.15	0.00	0.00	0.00	0.00	40.15	
Sunday	4/30/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		78.45	0.00	0.15	0.00	0.00	0.00	0.00	78.60	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To	Item 23.
78.45	0.00	0.15	0.00	78.60	

Time in	Time out	Duration	
April 17, 2023			6.45
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	8:57am (MDT)	0.45	MTG > MTG - Staff Meeting
8:57am (MDT)	10:00am (MDT)	1.05	MTG > MTG - Other Governement
10:00am (MDT)	1:30pm (MDT)	3.50	EQP > EQP - Loader Maintenance NOTES: research transmission oil leak.
2:23pm (MDT)	3:00pm (MDT)	0.62	WTR > WTR - Service Call NOTES: 309 S. Miller: turn off water.
3:40pm (MDT)	4:00pm (MDT)	0.33	WTR > WTR - Service Call NOTES: 209 S Commercial: Assess damaged meter pit.
April 18, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:07am (MDT)	0.62	PW > PW - City Shop > Shop NOTES: Prep shop for loader repair.
9:07am (MDT)	9:16am (MDT)	0.15	WTR > WTR - Service Call NOTES: 209 S Highho: Turn off water
9:16am (MDT)	10:11am (MDT)	0.92	WTR > WTR - Service Call NOTES: 209 S Highho: meter flooded, will not turn to off position. Canton visually confirm damage. ask John Stone about borrowed pump.
10:11am (MDT)	10:39am (MDT)	0.47	WTR > WTR - Service Call NOTES: 209 S Highho: repair spare pump at shop.
10:39am (MDT)	12:42pm (MDT)	2.05	EQP > EQP - Loader Maintenance NOTES: prep loader for incoming NAPA filter and new Trans. oil.
12:42pm (MDT)	4:00pm (MDT)	3.30	EQP > EQP - Loader Maintenance NOTES: Find and repair Trans. Oil leak. change remaining trans. oil and filter
April 19, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	4:00pm (MDT)	7.50	EQP > EQP - Loader Maintenance NOTES: perform all preventative maintenance checklists: full lubrication, full fluid inspections, deep cleaning cab, etc.
April 20, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	12:03pm (MDT)	3.55	EQP > EQP - Backhoe Maintenance NOTES: preventative maintenance checklists:full lubrication, full fluid inspections, deep cleaning cab, etc. cut short on account of low lubricant.
12:03pm (MDT)	4:00pm (MDT)	3.95	EQP > EQP - F350 Truck Maintenance NOTES: Assess ignition switch malfunction.
April 21, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs

8:30am (MDT)	9:02am (MDT)	0.53	EQP > EQP - Grader Maintenance
NOTES: prep for wing removal			
9:02am (MDT)	4:00pm (MDT)	6.97	STRTS > STRTS - Storm Drainage
NOTES: Larae drainage issues			

April 24, 2023**8.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Other Governement
NOTES: Water project meeting.			
9:30am (MDT)	10:51am (MDT)	1.35	STRTS > Train - Streets
NOTES: get Tamper running.			
10:51am (MDT)	12:00pm (MDT)	1.15	WTR > WTR - Service Call
NOTES: 304 S Miller			
12:00pm (MDT)	2:54pm (MDT)	2.90	WTR > WTR - Service Call
NOTES: 403 Wiley: temporary cover for exposed culvert.			
2:54pm (MDT)	4:00pm (MDT)	1.10	WTR > WTR - Service Call
NOTES: inspect inside South Norris culvert.			

April 25, 2023**8.57**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	12:24pm (MDT)	3.90	EQP > EQP - Parts Run
NOTES: get street Tampers running			
12:24pm (MDT)	2:50pm (MDT)	2.43	EQP > EQP - Parts Run
NOTES: exchange incorrect part for Bomber.			
2:50pm (MDT)	3:40pm (MDT)	0.83	WTR > WTR-WELL PROJECT
NOTES: observe well 5 installation.			
3:40pm (MDT)	4:34pm (MDT)	0.90	EQP > EQP - Backhoe Maintenance
NOTES: wash after TCG (John Stone) use.			

April 26, 2023**8.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:59am (MDT)	1.48	EQP > EQP - Grader Maintenance
NOTES: Pre-Op check, weekly walk around, PMs. prep for wing removal.			
9:59am (MDT)	11:51am (MDT)	1.87	EQP > EQP - Grader Maintenance
NOTES: wing removal step one.			
11:51am (MDT)	2:24pm (MDT)	2.55	EQP > EQP - Grader Maintenance
NOTES: wings removal step 2			
2:24pm (MDT)	4:00pm (MDT)	1.60	EQP > EQP - Grader Maintenance
NOTES: wings removal final step with Jessie.			

April 27, 2023**8.00**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	11:24am (MDT)	2.90	EQP > EQP - Parts Run
NOTES: ask Jerry's about Ignition Lock cylinder in person.			
11:24am (MDT)	11:59am (MDT)	0.58	EQP > EQP - Grader Maintenance

NOTES: add Transmission Oil

11:59am (MDT) 2:29pm (MDT) 2.50 PW > PW - City Shop > Shop
NOTES: set up tablet for city use.

2:29pm (MDT) 3:00pm (MDT) 0.52 STRTS > Train - Streets
NOTES: find temporary replacement for metal detector.

3:00pm (MDT) 4:00pm (MDT) 1.00 WTR > Train - Water
NOTES: assist Ivan working valves.

April 28, 2023

7.58

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

8:30am (MDT) 9:41am (MDT) 1.18 SWR > SWR - System Maintenance
NOTES: investigate chlorine analyzer fault.

9:41am (MDT) 10:43am (MDT) 1.03 WTR > WTR-WELL PROJECT
NOTES: open doors at booster station for TCG.

10:43am (MDT) 1:55pm (MDT) 3.20 PW > PW - City Shop > Shop
NOTES: remove remaining holiday lights.

1:55pm (MDT) 3:35pm (MDT) 1.67 PW > PW - City Shop > Shop
NOTES: investigate shed near recycle center.

Jessica Gerke

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023								0.00	
Monday	4/17/2023	5.60							5.60	
Tuesday	4/18/2023								0.00	
Wednesday	4/19/2023								0.00	
Thursday	4/20/2023								0.00	
Friday	4/21/2023								0.00	
Saturday	4/22/2023								0.00	
Total Week		5.60	0.00	0.00	0.00	0.00	0.00	0.00	5.60	
Sunday	4/23/2023								0.00	
Monday	4/24/2023							8.00	8.00	
Tuesday	4/25/2023							8.00	8.00	
Wednesday	4/26/2023	2.38						3.00	5.38	
Thursday	4/27/2023	5.20							5.20	
Friday	4/28/2023							8.00	8.00	
Saturday	4/29/2023								0.00	
Total Week		7.58	0.00	0.00	0.00	0.00	0.00	27.00	34.58	
Sunday	4/30/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		13.18	0.00	0.00	0.00	0.00	0.00	27.00	40.18	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To	Item 23.
13.18	0.00	0.00	0.00	13.18	

Time in	Time out	Duration	
April 17, 2023			5.60
8:30am (MDT)	9:09am (MDT)	0.65	MTG > MTG - Staff Meeting
9:09am (MDT)	10:50am (MDT)	1.68	PW > PW - Office Time
NOTES: Bear, coastline, pats glass			
10:50am (MDT)	12:24pm (MDT)	1.57	EQP > EQP - Parts Run
NOTES: Loader oil			
12:24pm (MDT)	2:06pm (MDT)	1.70	MTG > MTG - Staff Meeting
NOTES: School			
April 26, 2023			2.38
1:10pm (MDT)	3:33pm (MDT)	2.38	EQP > EQP - Grader Maintenance
NOTES: Wing			
April 27, 2023			5.20
9:16am (MDT)	11:17am (MDT)	2.02	STRTS > STRTS - Grading / Blading
11:17am (MDT)	11:39am (MDT)	0.37	EQP > EQP - Grader Maintenance
11:39am (MDT)	2:28pm (MDT)	2.82	STRTS > STRTS - Grading / Blading

Jessica Gerke

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023								0.00	
Tuesday	4/4/2023								0.00	
Wednesday	4/5/2023								0.00	
Thursday	4/6/2023								0.00	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/9/2023								0.00	
Monday	4/10/2023								0.00	
Tuesday	4/11/2023								0.00	
Wednesday	4/12/2023								0.00	
Thursday	4/13/2023								0.00	
Friday	4/14/2023	3.20							3.20	
Saturday	4/15/2023								0.00	
Total Week		3.20	0.00	0.00	0.00	0.00	0.00	0.00	3.20	
Total Pay Period		3.20	0.00	0.00	0.00	0.00	0.00	0.00	3.20	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday										0.00
Monday	5/1/2023	8.02								8.02
Tuesday	5/2/2023	8.07								8.07
Wednesday	5/3/2023	8.22								8.22
Thursday	5/4/2023	8.20								8.20
Friday	5/5/2023	6.24								6.24
Saturday	5/6/2023									0.00
Total Week		38.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.75
Sunday	5/7/2023									0.00
Monday	5/8/2023	8.15								8.15
Tuesday	5/9/2023	8.03								8.03
Wednesday	5/10/2023	9.12								9.12
Thursday	5/11/2023	7.87								7.87
Friday	5/12/2023	6.83		4.62						11.45
Saturday	5/13/2023			5.35						5.35
Total Week		40.00	0.00	9.97	0.00	0.00	0.00	0.00	0.00	49.97
Sunday	5/14/2023									0.00
Monday	5/15/2023	8.93								8.93
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		8.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.93
Total Pay Period		87.68	0.00	9.97	0.00	0.00	0.00	0.00	0.00	97.65

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To Item 23.
87.68	0.00	9.97	0.00	97.65

Time in	Time out	Duration	
May 1, 2023			8.02
7:47am (MDT)	7:57am (MDT)	0.17	PARK > PARK - Restroom
7:57am (MDT)	8:11am (MDT)	0.23	WTR > WTR - Booster Station & Well Logs
8:11am (MDT)	8:24am (MDT)	0.22	SWR > SWR - Sewer Logs
8:24am (MDT)	9:08am (MDT)	0.73	MTG > MTG - Staff Meeting
9:08am (MDT)	11:27am (MDT)	2.32	PARK > PARK - Maintenance
NOTES: covering holes at old state shop thrown in here somewhere, raking sticks			
11:27am (MDT)	12:49pm (MDT)	1.37	WTR > WTR - Service Call
12:49pm (MDT)	1:16pm (MDT)	0.45	PARK > PARK - Maintenance
1:16pm (MDT)	1:38pm (MDT)	0.37	WTR > WTR - Booster Station & Well Logs
1:38pm (MDT)	2:09pm (MDT)	0.52	STRTS > STRTS - Pot Hole Repair
2:09pm (MDT)	3:23pm (MDT)	1.23	WTR > WTR - Service Call
3:23pm (MDT)	3:48pm (MDT)	0.42	STRTS > STRTS - Storm Drainage
NOTES: figuring out culvert			
May 2, 2023			8.07
7:48am (MDT)	7:55am (MDT)	0.12	PARK > PARK - Restroom
7:55am (MDT)	8:10am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
8:10am (MDT)	8:17am (MDT)	0.12	SWR > SWR - Sewer Logs
8:17am (MDT)	8:45am (MDT)	0.47	SWR > SWR - Land Application Project
NOTES: chains for wheel lines			
8:45am (MDT)	9:24am (MDT)	0.65	PARK > PARK - Maintenance
NOTES: Christmas lights			
9:24am (MDT)	10:52am (MDT)	1.47	SWR > SWR - Land Application Project
NOTES: chains for wheel lines			
10:52am (MDT)	11:50am (MDT)	0.97	PW > PW - City Shop > Shop
NOTES: CDL practice, mark new skate park			
11:50am (MDT)	3:31pm (MDT)	3.68	EQP > EQP - Parts Run
NOTES: tire shenanigans			
3:31pm (MDT)	3:52pm (MDT)	0.35	PW > PW - City Shop > Shop
NOTES: mower tire			
May 3, 2023			8.22
7:46am (MDT)	7:59am (MDT)	0.22	PARK > PARK - Restroom
7:59am (MDT)	8:13am (MDT)	0.23	WTR > WTR - Booster Station & Well Logs
8:13am (MDT)	9:04am (MDT)	0.85	SWR > SWR - Sewer Logs
9:04am (MDT)	12:28pm (MDT)	3.40	SWR > SWR - Land Application Project
NOTES: wheel lines maintenance			
12:28pm (MDT)	2:48pm (MDT)	2.33	PARK > PARK - Mowing / Trimming

2:48pm (MDT)	3:17pm (MDT)	0.48	WTR > WTR - Service Call
3:17pm (MDT)	3:59pm (MDT)	0.70	EQP > EQP - S10 Truck Maintenance

May 4, 2023 **8.20**

7:49am (MDT)	7:55am (MDT)	0.10	PARK > PARK - Restroom
7:55am (MDT)	8:14am (MDT)	0.32	WTR > WTR - Booster Station & Well Logs
8:14am (MDT)	8:17am (MDT)	0.05	SWR > SWR - Sewer Logs
8:17am (MDT)	8:59am (MDT)	0.70	WTR > Train - Water
8:59am (MDT)	9:19am (MDT)	0.33	SWR > SWR - Auger Room Maintenance
9:19am (MDT)	10:00am (MDT)	0.68	PARK > PARK - Maintenance
10:00am (MDT)	10:47am (MDT)	0.78	WTR > WTR - Service Call
10:47am (MDT)	12:17pm (MDT)	1.50	PARK > PARK - Maintenance
NOTES: filling ruts			
12:17pm (MDT)	3:04pm (MDT)	2.78	PW > PW - City Shop > Shop
NOTES: CDL practice, help measure Fred's road			
3:04pm (MDT)	4:01pm (MDT)	0.95	IND > IND - Industrial Park Maintenance

May 5, 2023 **6.25**

7:44am (MDT)	8:07am (MDT)	0.38	PARK > PARK - Restroom
8:07am (MDT)	8:42am (MDT)	0.58	WTR > WTR - Booster Station & Well Logs
8:42am (MDT)	9:58am (MDT)	1.27	SWR > Train - Sewer
9:58am (MDT)	10:15am (MDT)	0.28	PARK > PARK - Maintenance
10:15am (MDT)	1:59pm (MDT)	3.73	SWR > SWR - Land Application Project
NOTES: collecting dirt samples			

May 8, 2023 **8.15**

7:50am (MDT)	8:00am (MDT)	0.17	PARK > PARK - Restroom
8:00am (MDT)	8:25am (MDT)	0.42	WTR > WTR - Booster Station & Well Logs
8:25am (MDT)	9:01am (MDT)	0.60	MTG > MTG - Staff Meeting
9:01am (MDT)	10:46am (MDT)	1.75	IND > IND - Industrial Park Maintenance
10:46am (MDT)	2:41pm (MDT)	3.92	STRTS > STRTS - Pot Hole Repair
NOTES: gravel removal			
2:41pm (MDT)	3:59pm (MDT)	1.30	IND > IND - Industrial Park Maintenance

May 9, 2023 **8.03**

7:50am (MDT)	7:58am (MDT)	0.13	PARK > PARK - Restroom
7:58am (MDT)	8:03am (MDT)	0.08	SWR > SWR - Sewer Logs
8:03am (MDT)	8:29am (MDT)	0.43	SWR > SWR - Auger Room Maintenance
8:29am (MDT)	9:48am (MDT)	1.32	EQP > EQP - F350 Truck Maintenance
9:48am (MDT)	12:42pm (MDT)	2.90	SWR > SWR - Land Application Project
12:42pm (MDT)	1:36pm (MDT)	0.90	PW > PW - City Shop > Shop
NOTES: CDL practice			

1:36pm (MDT) 3:26pm (MDT) 1.83 WTR > WTR-WELL PROJECT
NOTES: clean up booster station

3:26pm (MDT) 3:52pm (MDT) 0.43 EQP > EQP - Backhoe Maintenance

May 10, 2023

9.12

7:52am (MDT) 8:09am (MDT) 0.28 PARK > PARK - Restroom

8:09am (MDT) 8:57am (MDT) 0.80 WTR > WTR - Booster Station & Well Logs

8:57am (MDT) 9:42am (MDT) 0.75 PW > PW - City Shop > Shop

NOTES: little things around town

9:42am (MDT) 11:00am (MDT) 1.30 EQP > EQP - Backhoe Maintenance

11:00am (MDT) 12:30pm (MDT) 1.50 SWR > SWR - System Maintenance

12:30pm (MDT) 3:59pm (MDT) 3.48 STRTS > STRTS - Street Sweeping

3:59pm (MDT) 4:18pm (MDT) 0.32 PW > PW - City Shop > Shop

NOTES: ping pong table

4:18pm (MDT) 4:59pm (MDT) 0.68 STRTS > STRTS - Street Sweeping

NOTES: sweeper maintenance

May 11, 2023

7.87

7:54am (MDT) 8:01am (MDT) 0.12 PARK > PARK - Restroom

8:01am (MDT) 8:37am (MDT) 0.60 SWR > SWR - Sewer Logs

8:37am (MDT) 12:31pm (MDT) 3.90 EQP > EQP - MACK Dump Maintenance

12:31pm (MDT) 1:18pm (MDT) 0.78 STRTS > STRTS - Street Sweeping

NOTES: return skid steer

1:18pm (MDT) 3:10pm (MDT) 1.87 PARK > PARK - Mowing / Trimming

3:10pm (MDT) 3:46pm (MDT) 0.60 PW > PW - City Shop > Shop

NOTES: prep concrete work

May 12, 2023

11.45

7:49am (MDT) 8:05am (MDT) 0.27 PARK > PARK - Restroom

8:05am (MDT) 8:31am (MDT) 0.43 WTR > WTR - Booster Station & Well Logs

8:31am (MDT) 7:16pm (MDT) 10.75 PW > PW - City Shop > Shop

NOTES: concrete shenanigans

May 13, 2023

5.35

8:54am (MDT) 8:57am (MDT) 0.05 SWR > SWR - Sewer Logs

8:57am (MDT) 2:15pm (MDT) 5.30 SWR > SWR - Land Application Project

May 15, 2023

8.93

7:54am (MDT) 8:07am (MDT) 0.22 PARK > PARK - Restroom

8:07am (MDT) 8:28am (MDT) 0.35 WTR > WTR - Booster Station & Well Logs

8:28am (MDT) 9:05am (MDT) 0.62 MTG > MTG - Staff Meeting

9:05am (MDT) 9:28am (MDT) 0.38 STRTS > STRTS - Road Hazard

9:28am (MDT) 12:32pm (MDT) 3.07 PW > PW - City Shop > Shop

NOTES: bench shenanigans, putting up statue stuff to

12:32pm (MDT)

1:10pm (MDT)

0.63

WTR > WTR - Service Call

1:10pm (MDT)

4:50pm (MDT)

3.67

PW > PW - City Shop > Shop

NOTES: statue shenanigans

Dana Kautz

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023								0.00	
Monday	4/17/2023	2.72							2.72	
Tuesday	4/18/2023	2.95							2.95	
Wednesday	4/19/2023								0.00	
Thursday	4/20/2023	2.80							2.80	
Friday	4/21/2023								0.00	
Saturday	4/22/2023								0.00	
Total Week		8.47	0.00	0.00	0.00	0.00	0.00	0.00	8.47	
Sunday	4/23/2023								0.00	
Monday	4/24/2023	2.80							2.80	
Tuesday	4/25/2023	2.65							2.65	
Wednesday	4/26/2023								0.00	
Thursday	4/27/2023	2.66							2.66	
Friday	4/28/2023								0.00	
Saturday	4/29/2023								0.00	
Total Week		8.11	0.00	0.00	0.00	0.00	0.00	0.00	8.11	
Sunday	4/30/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		16.58	0.00	0.00	0.00	0.00	0.00	0.00	16.58	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To	Item 23.
16.58	0.00	0.00	0.00	16.58	

Time in	Time out	Duration	
April 17, 2023			2.72
12:44pm (MDT)	3:27pm (MDT)	2.72	ADM > ADM - Customer Relations
April 18, 2023			2.95
12:33pm (MDT)	3:30pm (MDT)	2.95	ADM > ADM - Customer Relations
April 20, 2023			2.80
12:33pm (MDT)	3:21pm (MDT)	2.80	ADM > ADM - Customer Relations
April 24, 2023			2.80
12:40pm (MDT)	3:28pm (MDT)	2.80	ADM > ADM - Customer Relations
April 25, 2023			2.65
12:34pm (MDT)	3:13pm (MDT)	2.65	ADM > ADM - Customer Relations
April 27, 2023			2.67
12:40pm (MDT)	3:20pm (MDT)	2.67	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday	5/1/2023	0.62							0.62	
Tuesday	5/2/2023	2.87							2.87	
Wednesday	5/3/2023								0.00	
Thursday	5/4/2023	1.33							1.33	
Friday	5/5/2023								0.00	
Saturday	5/6/2023								0.00	
Total Week		4.82	0.00	0.00	0.00	0.00	0.00	0.00	4.82	
Sunday	5/7/2023								0.00	
Monday	5/8/2023	4.37							4.37	
Tuesday	5/9/2023	2.86							2.86	
Wednesday	5/10/2023								0.00	
Thursday	5/11/2023								0.00	
Friday	5/12/2023								0.00	
Saturday	5/13/2023								0.00	
Total Week		7.23	0.00	0.00	0.00	0.00	0.00	0.00	7.23	
Sunday	5/14/2023								0.00	
Monday	5/15/2023								0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		12.05	0.00	0.00	0.00	0.00	0.00	0.00	12.05	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To	Item 23.
12.05	0.00	0.00	0.00	12.05	

Time in	Time out	Duration	
May 1, 2023			0.62
12:30pm (MDT)	1:07pm (MDT)	0.62	Shift Total
May 2, 2023			2.87
12:34pm (MDT)	3:26pm (MDT)	2.87	ADM > ADM - Customer Relations
May 4, 2023			1.33
12:40pm (MDT)	2:00pm (MDT)	1.33	Shift Total
May 8, 2023			4.37
12:34pm (MDT)	3:27pm (MDT)	2.88	ADM > ADM - Customer Relations
6:26pm (MDT)	7:55pm (MDT)	1.48	MTG > MTG - Council Meeting
May 9, 2023			2.87
12:33pm (MDT)	3:25pm (MDT)	2.87	ADM > ADM - Customer Relations

Hunter Brown

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday	5/1/2023							8.00	8.00	
Tuesday	5/2/2023							8.00	8.00	
Wednesday	5/3/2023							8.00	8.00	
Thursday	5/4/2023							8.00	8.00	
Friday	5/5/2023							8.00	8.00	
Saturday	5/6/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00
Sunday	5/7/2023								0.00	
Monday	5/8/2023	8.43							8.43	
Tuesday	5/9/2023	8.00							8.00	
Wednesday	5/10/2023	8.00							8.00	
Thursday	5/11/2023	8.00							8.00	
Friday	5/12/2023	7.57		4.47					12.04	
Saturday	5/13/2023								0.00	
Total Week		40.00	0.00	4.47	0.00	0.00	0.00	0.00	44.47	
Sunday	5/14/2023								0.00	
Monday	5/15/2023	9.10							9.10	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		9.10	0.00	0.00	0.00	0.00	0.00	0.00	9.10	
Total Pay Period		49.10	0.00	4.47	0.00	0.00	0.00	0.00	40.00	93.57

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To	Item 23.
49.10	0.00	4.47	0.00	53.57	

Time in	Time out	Duration	
May 8, 2023			8.43
7:30am (MDT)	7:41am (MDT)	0.18	SWR > SWR - Sewer Logs
7:41am (MDT)	8:04am (MDT)	0.38	IND > IND - Industrial Park Maintenance
NOTES: asses damage to North EQU Shed.			
8:04am (MDT)	8:26am (MDT)	0.37	EQP > EQP - Parts Run
NOTES: reconfigure EQU filter list sheet.			
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	10:30am (MDT)	1.50	MTG > MTG - Other Government
NOTES: water project meeting.			
10:30am (MDT)	1:32pm (MDT)	3.03	STRTS > STRTS - Street Sweeping
NOTES: clean gravel out of Depot yard.			
1:32pm (MDT)	4:00pm (MDT)	2.47	IND > IND - Industrial Park Maintenance
NOTES: separate lumber and salvageable metal siding from fallen wall.			
May 9, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	11:17am (MDT)	2.78	WTR > WTR-WELL PROJECT
NOTES: Remove old fence, swing set poles, and litter from booster station demo. site.			
11:17am (MDT)	12:30pm (MDT)	1.22	EQP > EQP - VOLVO Dump Maintenance
NOTES: Prep for Jessie to get gravel.			
12:30pm (MDT)	2:04pm (MDT)	1.57	EQP > EQP - F350 Truck Maintenance
NOTES: rig to run and or of shop.			
2:04pm (MDT)	3:24pm (MDT)	1.33	PW > PW - City Shop > Shop
NOTES: repair solder on old metal detector.			
3:24pm (MDT)	4:00pm (MDT)	0.60	EQP > EQP - Backhoe Maintenance
NOTES: replace grease fittings and add JD Moly.			
May 10, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:45am (MDT)	1.25	PW > PW - City Shop > Shop
NOTES: concrete: bull statue- pre-op measuring and marking.			
9:45am (MDT)	11:29am (MDT)	1.73	EQP > EQP - Backhoe Maintenance
NOTES: heat up stabilizer hydraulic cylinders to release grease blockage.			
11:29am (MDT)	4:00pm (MDT)	4.52	EQP > EQP - MACK Dump Maintenance
NOTES: read and understand pertinent sections of manual, then proceed with Preventative maintenance. (replace filters, check and add fluids ect.)			
May 11, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	12:48pm (MDT)	4.30	EQP > EQP - MACK Dump Maintenance
NOTES: replace remaining 2 fuel filters, add 8g 15W-40, recharge 36 volt battery in parallel?			
12:48pm (MDT)	1:10pm (MDT)	0.37	STRTS > STRTS - Grading / Blading

NOTES: bring Jessie gravel

1:10pm (MDT) 2:50pm (MDT) 1.67 PW > PW - City Shop > Shop

NOTES: post project cleanup.

2:50pm (MDT) 4:00pm (MDT) 1.17 PW > PW - City Shop > Shop

NOTES: Bull statue: Call Bud - list process, forms? rebar? functional mixer? Dig down 32", compact, spread 4" "or more" of gravel, compact, "get wet". Make mixer operational. prep for tomorrows concrete project

May 12, 2023

12.03

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

8:30am (MDT) 11:17am (MDT) 2.78 PW > PW - City Shop > Shop

NOTES: collect project equipment and move to job site.

11:17am (MDT) 12:15pm (MDT) 0.97 PW > PW - City Shop > Shop

NOTES: talk with Bud to determine proceedings.

12:15pm (MDT) 2:23pm (MDT) 2.13 PW > PW - City Shop > Shop

NOTES: dig hole form for concrete (by hand - concern for possible buried electrical.)

2:23pm (MDT) 2:45pm (MDT) 0.37 PW > PW - City Shop > Shop

NOTES: collect 25 bags ready-mix concrete. estimated by Bud.

2:45pm (MDT) 3:00pm (MDT) 0.25 PW > PW - City Shop > Shop

NOTES: position equipment.

3:00pm (MDT) 6:11pm (MDT) 3.18 PW > PW - City Shop > Shop

NOTES: mix and pour concrete. alternate rebar.

6:11pm (MDT) 8:02pm (MDT) 1.85 PW > PW - City Shop > Shop

NOTES: post project cleanup.

May 15, 2023

9.10

7:39am (MDT) 8:00am (MDT) 0.35 PW > PW - City Shop > Shop

NOTES: inspect concrete.

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

8:30am (MDT) 9:00am (MDT) 0.50 MTG > MTG - Staff Meeting

9:00am (MDT) 9:30am (MDT) 0.50 MTG > MTG - Other Government

9:30am (MDT) 4:45pm (MDT) 7.25 PW > PW - City Shop > Shop

NOTES: drill out statue mount bracket than drill out concrete to match. collect sealant and wedge bolts install statue

Ivan McDaniel

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023								0.00	
Monday	4/17/2023	8.22							8.22	
Tuesday	4/18/2023	8.02							8.02	
Wednesday	4/19/2023	8.13							8.13	
Thursday	4/20/2023	8.20							8.20	
Friday	4/21/2023	7.43		0.57					8.00	
Saturday	4/22/2023								0.00	
Total Week		40.00	0.00	0.57	0.00	0.00	0.00	0.00	40.57	
Sunday	4/23/2023								0.00	
Monday	4/24/2023	7.90							7.90	
Tuesday	4/25/2023	8.22							8.22	
Wednesday	4/26/2023	8.17							8.17	
Thursday	4/27/2023	7.90							7.90	
Friday	4/28/2023	7.46							7.46	
Saturday	4/29/2023								0.00	
Total Week		39.65	0.00	0.00	0.00	0.00	0.00	0.00	39.65	
Sunday	4/30/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		79.65	0.00	0.57	0.00	0.00	0.00	0.00	80.22	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To Item 23.
79.65	0.00	0.57	0.00	80.22

Time in	Time out	Duration	
April 17, 2023			8.22
7:53am (MDT)	8:04am (MDT)	0.18	PARK > PARK - Restroom
8:04am (MDT)	8:24am (MDT)	0.33	WTR > WTR - Booster Station & Well Logs
8:24am (MDT)	8:30am (MDT)	0.10	SWR > SWR - Sewer Testing
8:30am (MDT)	9:13am (MDT)	0.72	MTG > MTG - Staff Meeting
9:13am (MDT)	10:30am (MDT)	1.28	PW > PW - City Shop > Shop
NOTES: tree removal			
10:30am (MDT)	11:35am (MDT)	1.08	WTR > WTR-WELL PROJECT
NOTES: helping at well 5			
11:35am (MDT)	12:53pm (MDT)	1.30	SWR > SWR - Sewer Testing
12:53pm (MDT)	1:17pm (MDT)	0.40	PARK > PARK - Maintenance
1:17pm (MDT)	2:11pm (MDT)	0.90	STRTS > STRTS - Road Hazard
2:11pm (MDT)	3:12pm (MDT)	1.02	WTR > WTR - Service Call
3:12pm (MDT)	3:24pm (MDT)	0.20	SWR > SWR - Sewer Testing
3:24pm (MDT)	4:06pm (MDT)	0.70	EQP > EQP - Parts Run
April 18, 2023			8.02
7:53am (MDT)	8:02am (MDT)	0.15	PARK > PARK - Restroom
8:02am (MDT)	8:35am (MDT)	0.55	SWR > SWR - Sewer Logs
8:35am (MDT)	8:41am (MDT)	0.10	SWR > SWR - Sewer Testing
8:41am (MDT)	9:28am (MDT)	0.78	WTR > WTR - Service Call
9:28am (MDT)	10:08am (MDT)	0.67	WTR > WTR-WELL PROJECT
NOTES: helping at well 5			
10:08am (MDT)	11:00am (MDT)	0.87	WTR > WTR - Service Call
11:00am (MDT)	1:18pm (MDT)	2.30	STRTS > STRTS - Storm Drainage
1:18pm (MDT)	3:54pm (MDT)	2.60	EQP > EQP - Loader Maintenance
April 19, 2023			8.13
7:51am (MDT)	8:05am (MDT)	0.23	PARK > PARK - Restroom
8:05am (MDT)	8:23am (MDT)	0.30	WTR > WTR - Booster Station & Well Logs
8:23am (MDT)	10:17am (MDT)	1.90	EQP > EQP - Loader Maintenance
10:17am (MDT)	12:33pm (MDT)	2.27	SWR > SWR - System Maintenance
12:33pm (MDT)	1:34pm (MDT)	1.02	STRTS > STRTS - Storm Drainage
1:34pm (MDT)	3:59pm (MDT)	2.42	STRTS > STRTS - Street Sweeping
April 20, 2023			8.20
7:49am (MDT)	7:55am (MDT)	0.10	PARK > PARK - Restroom
7:55am (MDT)	8:15am (MDT)	0.33	SWR > SWR - Sewer Logs

8:15am (MDT)	9:00am (MDT)	0.75	WTR > WTR - Service Call
9:00am (MDT)	1:32pm (MDT)	4.53	WTR > WTR - Meter Reading
1:32pm (MDT)	1:49pm (MDT)	0.28	EQP > EQP - F350 Truck Maintenance
1:49pm (MDT)	2:18pm (MDT)	0.48	SWR > SWR - System Maintenance
2:18pm (MDT)	2:46pm (MDT)	0.47	STRTS > STRTS - Storm Drainage
2:46pm (MDT)	2:54pm (MDT)	0.13	EQP > EQP - F350 Truck Maintenance
2:54pm (MDT)	4:01pm (MDT)	1.12	EQP > EQP - Grader Maintenance

April 21, 2023

8.00

7:47am (MDT)	8:00am (MDT)	0.22	PARK > PARK - Restroom
8:00am (MDT)	8:34am (MDT)	0.57	WTR > WTR - Booster Station & Well Logs
8:34am (MDT)	8:38am (MDT)	0.07	EQP > EQP - F350 Truck Maintenance
8:38am (MDT)	1:25pm (MDT)	4.78	STRTS > STRTS - Storm Drainage
1:25pm (MDT)	2:53pm (MDT)	1.47	EQP > EQP - Jetter Maintenance
2:53pm (MDT)	3:47pm (MDT)	0.90	STRTS > STRTS - Storm Drainage

April 24, 2023

7.90

7:53am (MDT)	8:01am (MDT)	0.13	PARK > PARK - Restroom
8:01am (MDT)	8:24am (MDT)	0.38	WTR > WTR - Booster Station & Well Logs
8:24am (MDT)	9:05am (MDT)	0.68	MTG > MTG - Staff Meeting
9:05am (MDT)	10:11am (MDT)	1.10	SWR > SWR - Sewer Testing
10:11am (MDT)	10:21am (MDT)	0.17	PW > PW - City Shop > Shop
10:21am (MDT)	12:25pm (MDT)	2.07	WTR > WTR - Service Call
12:25pm (MDT)	12:46pm (MDT)	0.35	SWR > SWR - Sewer Testing
NOTES: CDL practice test			
12:46pm (MDT)	1:32pm (MDT)	0.77	STRTS > Train - Streets
1:32pm (MDT)	3:20pm (MDT)	1.80	STRTS > STRTS - Storm Drainage
3:20pm (MDT)	3:31pm (MDT)	0.18	PW > PW - City Shop > Shop
3:31pm (MDT)	3:47pm (MDT)	0.27	SWR > SWR - Sewer Testing

April 25, 2023

8.22

7:53am (MDT)	8:01am (MDT)	0.13	PARK > PARK - Restroom
8:01am (MDT)	8:16am (MDT)	0.25	SWR > SWR - Sewer Logs
8:16am (MDT)	8:32am (MDT)	0.27	WTR > WTR - Service Call
8:32am (MDT)	8:57am (MDT)	0.42	SWR > SWR - Sewer Testing
8:57am (MDT)	9:33am (MDT)	0.60	PW > PW - City Shop > Shop
9:33am (MDT)	9:47am (MDT)	0.23	WTR > Train - Water
9:47am (MDT)	10:45am (MDT)	0.97	WTR > WTR - Leak Letters
NOTES: red door notice			
10:45am (MDT)	10:55am (MDT)	0.17	WTR > Train - Water

10:55am (MDT)	11:31am (MDT)	0.60	EQP > EQP - F350 Truck Maintenance
11:31am (MDT)	1:06pm (MDT)	1.58	WTR > WTR - Service Call
1:06pm (MDT)	3:15pm (MDT)	2.15	PW > PW - City Shop > Shop
NOTES: extinguishers helper			
3:15pm (MDT)	4:06pm (MDT)	0.85	WTR > Train - Water

April 26, 2023 **8.17**

7:50am (MDT)	7:57am (MDT)	0.12	PARK > PARK - Restroom
7:57am (MDT)	8:33am (MDT)	0.60	WTR > WTR - Booster Station & Well Logs
8:33am (MDT)	9:27am (MDT)	0.90	PW > PW - City Shop > Shop
NOTES: key shenanigans			
9:27am (MDT)	10:12am (MDT)	0.75	WTR > Train - Water
NOTES: well 5 learning			
10:12am (MDT)	4:00pm (MDT)	5.80	EQP > EQP - Loader Maintenance

April 27, 2023 **7.90**

7:53am (MDT)	8:00am (MDT)	0.12	PARK > PARK - Restroom
8:00am (MDT)	8:08am (MDT)	0.13	SWR > SWR - Sewer Logs
8:08am (MDT)	8:29am (MDT)	0.35	WTR > WTR - Service Call
8:29am (MDT)	8:53am (MDT)	0.40	SWR > Train - Sewer
8:53am (MDT)	10:07am (MDT)	1.23	SWR > SWR - System Maintenance
NOTES: spraying Weeds around lagoons			
10:07am (MDT)	11:14am (MDT)	1.12	STRTS > Train - Streets
NOTES: ride along grading			
11:14am (MDT)	12:36pm (MDT)	1.37	SWR > SWR - System Maintenance
12:36pm (MDT)	2:11pm (MDT)	1.58	WTR > WTR - Service Call
2:11pm (MDT)	3:47pm (MDT)	1.60	WTR > Train - Water
NOTES: working valves			

April 28, 2023 **7.47**

7:48am (MDT)	8:01am (MDT)	0.22	PARK > PARK - Restroom
8:01am (MDT)	8:16am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
8:16am (MDT)	10:30am (MDT)	2.23	SWR > SWR - System Maintenance
NOTES: chlorine analyzer fault			
10:30am (MDT)	12:42pm (MDT)	2.20	PARK > PARK - Maintenance
12:42pm (MDT)	1:10pm (MDT)	0.47	SWR > SWR - System Maintenance
NOTES: chlorine analyzer fault			
1:10pm (MDT)	2:29pm (MDT)	1.32	PW > PW - City Shop > Shop
NOTES: clean up storage shed			
2:29pm (MDT)	3:16pm (MDT)	0.78	SWR > SWR - System Maintenance

Kyla Gardner

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday	5/1/2023	7.57							7.57	
Tuesday	5/2/2023	7.80							7.80	
Wednesday	5/3/2023	8.13							8.13	
Thursday	5/4/2023	7.52							7.52	
Friday	5/5/2023								0.00	
Saturday	5/6/2023								0.00	
Total Week		31.02	0.00	0.00	0.00	0.00	0.00	0.00	31.02	
Sunday	5/7/2023								0.00	
Monday	5/8/2023	10.43							10.43	
Tuesday	5/9/2023	7.70							7.70	
Wednesday	5/10/2023	7.83							7.83	
Thursday	5/11/2023	8.03							8.03	
Friday	5/12/2023								0.00	
Saturday	5/13/2023								0.00	
Total Week		33.99	0.00	0.00	0.00	0.00	0.00	0.00	33.99	
Sunday	5/14/2023								0.00	
Monday	5/15/2023	7.82							7.82	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.82	0.00	0.00	0.00	0.00	0.00	0.00	7.82	
Total Pay Period		72.83	0.00	0.00	0.00	0.00	0.00	0.00	72.83	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To	Item 23.
72.83	0.00	0.00	0.00	72.83	

Time in	Time out	Duration	
May 1, 2023			7.57
7:58am	3:32pm	7.57	ADM > ADM - Customer Relations
May 2, 2023			7.80
7:43am	3:31pm	7.80	ADM > ADM - Customer Relations
May 3, 2023			8.13
7:48am	3:56pm	8.13	ADM > ADM - Customer Relations
May 4, 2023			7.52
7:54am	11:54am	4.00	MTG > MTG - Other Governement
NOTES: Leadership Academy			
11:54am	3:25pm	3.52	ADM > ADM - Customer Relations
May 8, 2023			10.43
7:45am	3:36pm	7.85	ADM > ADM - Customer Relations
5:49pm	8:24pm	2.58	MTG > MTG - Council Meeting
May 9, 2023			7.70
7:53am	3:35pm	7.70	ADM > ADM - Customer Relations
May 10, 2023			7.83
7:48am	3:38pm	7.83	ADM > ADM - Customer Relations
May 11, 2023			8.03
7:44am	8:52am	1.13	MTG > MTG - Other Governement
NOTES: Chamber meeting			
8:52am	3:46pm	6.90	ADM > ADM - Customer Relations
May 15, 2023			7.82
7:41am	3:30pm	7.82	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

5/1/2023 to

5/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday	5/1/2023	8.70							8.70	
Tuesday	5/2/2023	8.95							8.95	
Wednesday	5/3/2023	8.63							8.63	
Thursday	5/4/2023	9.27							9.27	
Friday	5/5/2023								0.00	
Saturday	5/6/2023								0.00	
Total Week		35.55	0.00	0.00	0.00	0.00	0.00	0.00	35.55	
Sunday	5/7/2023								0.00	
Monday	5/8/2023	11.62							11.62	
Tuesday	5/9/2023	8.47							8.47	
Wednesday	5/10/2023	8.25							8.25	
Thursday	5/11/2023	10.61							10.61	
Friday	5/12/2023								0.00	
Saturday	5/13/2023								0.00	
Total Week		38.95	0.00	0.00	0.00	0.00	0.00	0.00	38.95	
Sunday	5/14/2023								0.00	
Monday	5/15/2023	9.05							9.05	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		9.05	0.00	0.00	0.00	0.00	0.00	0.00	9.05	
Total Pay Period		83.55	0.00	0.00	0.00	0.00	0.00	0.00	83.55	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	To	Item 23.
83.55	0.00	0.00	0.00	83.55	

Time in	Time out	Duration	
May 1, 2023			8.70
7:08am	3:50pm	8.70	ADM > ADM - Customer Relations
May 2, 2023			8.95
7:00am	3:57pm	8.95	ADM > ADM - Customer Relations
May 3, 2023			8.63
7:04am	3:42pm	8.63	ADM > ADM - Customer Relations
May 4, 2023			9.27
7:02am	4:18pm	9.27	ADM > ADM - Customer Relations
May 8, 2023			11.62
7:18am	4:42pm	9.40	ADM > ADM - Customer Relations
6:09pm	6:26pm	0.28	MTG > MTG - Meeting Prep
6:26pm	8:22pm	1.93	MTG > MTG - Council Meeting
May 9, 2023			8.47
7:15am	3:43pm	8.47	ADM > ADM - Customer Relations
May 10, 2023			8.25
7:27am	3:42pm	8.25	ADM > ADM - Customer Relations
May 11, 2023			10.62
6:59am	4:41pm	9.70	ADM > ADM - Customer Relations
6:00pm	6:55pm	0.92	MTG > MTG - Parks Meeting
May 15, 2023			9.05
7:07am	7:08am	0.02	ADM > ADM - Customer Relations
7:08am	3:44pm	8.60	ADM > ADM - Customer Relations
5:29pm	5:55pm	0.43	ADM > ADM - Customer Relations

NOTES: Baseball sign ups 6-8 yr olds.

Kyla Gardner

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023								0.00	
Monday	4/17/2023	7.68							7.68	
Tuesday	4/18/2023	7.57							7.57	
Wednesday	4/19/2023	7.60							7.60	
Thursday	4/20/2023	7.55							7.55	
Friday	4/21/2023								0.00	
Saturday	4/22/2023								0.00	
Total Week		30.40	0.00	0.00	0.00	0.00	0.00	0.00	30.40	
Sunday	4/23/2023								0.00	
Monday	4/24/2023	9.97							9.97	
Tuesday	4/25/2023	7.65							7.65	
Wednesday	4/26/2023	7.67							7.67	
Thursday	4/27/2023	8.53							8.53	
Friday	4/28/2023								0.00	
Saturday	4/29/2023								0.00	
Total Week		33.82	0.00	0.00	0.00	0.00	0.00	0.00	33.82	
Sunday	4/30/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		64.22	0.00	0.00	0.00	0.00	0.00	0.00	64.22	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To	Item 23.
64.22	0.00	0.00	0.00	64.22	

Time in	Time out	Duration	
April 17, 2023			7.68
7:51am	3:32pm	7.68	ADM > ADM - Customer Relations
April 18, 2023			7.57
7:54am	3:28pm	7.57	ADM > ADM - Customer Relations
April 19, 2023			7.60
7:55am	11:31am	3.60	ADM > ADM - Customer Relations
11:31am	1:25pm	1.90	MTG > MTG - Other Government
NOTES: Leadership Meeting			
1:25pm	3:31pm	2.10	ADM > ADM - Customer Relations
April 20, 2023			7.55
7:53am	3:26pm	7.55	ADM > ADM - Customer Relations
April 24, 2023			9.97
7:53am	8:26am	0.55	ADM > ADM - Customer Relations
8:27am	9:40am	1.22	MTG > MTG - Staff Meeting
9:40am	3:28pm	5.80	ADM > ADM - Customer Relations
5:55pm	8:19pm	2.40	MTG > MTG - Council Meeting
April 25, 2023			7.65
7:50am	3:29pm	7.65	ADM > ADM - Customer Relations
April 26, 2023			7.67
7:49am	3:29pm	7.67	ADM > ADM - Customer Relations
April 27, 2023			8.53
7:52am	4:24pm	8.53	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

4/16/2023 to

4/30/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	4/16/2023									0.00
Monday	4/17/2023	8.25								8.25
Tuesday	4/18/2023	8.62								8.62
Wednesday	4/19/2023	8.47								8.47
Thursday	4/20/2023	8.61								8.61
Friday	4/21/2023									0.00
Saturday	4/22/2023									0.00
Total Week		33.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.95
Sunday	4/23/2023									0.00
Monday	4/24/2023	10.68								10.68
Tuesday	4/25/2023	8.48								8.48
Wednesday	4/26/2023	8.55								8.55
Thursday	4/27/2023	10.54								10.54
Friday	4/28/2023									0.00
Saturday	4/29/2023									0.00
Total Week		38.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.25
Sunday	4/30/2023									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		72.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.20

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	To	Item 23.
72.20	0.00	0.00	0.00	72.20	

Time in	Time out	Duration	
April 17, 2023			8.25
7:16am	3:31pm	8.25	ADM > ADM - Customer Relations
April 18, 2023			8.62
7:04am	3:41pm	8.62	ADM > ADM - Customer Relations
April 19, 2023			8.47
7:05am	3:33pm	8.47	ADM > ADM - Customer Relations
April 20, 2023			8.62
7:07am	3:44pm	8.62	ADM > ADM - Customer Relations
April 24, 2023			10.67
7:08am	3:34pm	8.43	ADM > ADM - Customer Relations
6:01pm	6:29pm	0.47	MTG > MTG - Meeting Prep
6:30pm	8:16pm	1.77	MTG > MTG - Council Meeting
April 25, 2023			8.48
7:04am	3:33pm	8.48	ADM > ADM - Customer Relations
April 26, 2023			8.55
7:04am	3:37pm	8.55	ADM > ADM - Customer Relations
April 27, 2023			10.55
7:09am	5:42pm	10.55	ADM > ADM - Customer Relations

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5762	IT: MSP-T1 - Basic May 2023	580 4 Corner Communications	460.00	*** Claim from another period (5/23) ****							
3419	06/01/23 IT Professional Support		153.33			1		41100	327		10102
3419	06/01/23 IT Professional Support (W)		153.33			60		43320	327		10102
3419	06/01/23 IT Professional Support (SWR)		153.34			65		43220	327		10102
	Total for Vendor:		460.00								
5772	June 2023 Prosecutions	563 Adams County Prosecuting	1,500.00								
1056	06/01/23 Municipal Prosecutions- June		1,500.00			1		41400	312		10102
	Total for Vendor:		1,500.00								
5775	2303772 05/31/23 Water Sampling / Testing	25 Analytical Labs, Inc.	53.05*	*** Claim from another period (5/23) ****		60		43320	745		10102
2303773	05/31/23 Sewer Sampling / Testing		2,311.86			65		43220	745		10102
2303772	05/31/23 Well #5 Testing		58.90			60	67	43331	884		10102
	Total for Vendor:		2,423.81								
5778	05/25/23 Sewer	1 C & M Lumber Co, Inc	5,325.81			65		43220	324		10102
05/25/23	Water		76.75			60		43320	324		10102
05/25/23	Shop - Water		11.69			60		43320	324		10102
05/25/23	Shop - Sewer		78.69			65		43220	324		10102
05/25/23	Shop - Streets		78.72			1		41500	324		10102
05/25/23	Streets		78.71			1		41500	324		10102
05/25/23	Park		4,417.22			1		41600	324		10102
05/25/23	Ind Park		437.77*			1		43100	350		10101
05/25/23	Office (GEN)		138.77			63		41100	324		10102
05/25/23	Office (WTR)		2.50*			1		41100	324		10102
05/25/23	Office (SWR)		2.49			60		43320	324		10102
05/25/23	Office (SWR)		2.50			65		43220	324		10102
	Total for Vendor:		5,325.81								

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5761	E	253 Christensen Inc. dba United Oil	397.78	****		60	43320	630			10102
		1021200 05/31/23 Fuel - Water	205.76			60	43320	630			10102
		1021200 05/31/23 Fuel - Backhoe - Water	38.86			65	43220	630			10102
		1021200 05/31/23 Fuel - Backhoe - Sewer	38.86*			1	41500	630			10102
		1021200 05/31/23 Fuel - Backhoe - Streets	38.85			1	41600	630			10102
		1021200 05/31/23 Fuel - Mower - Park	75.45								
		Total for Vendor:	397.78								
		*** Claim from another period (5/23) ****									
5763		29 City of New Meadows	678.35	****		65	43220	339			10102
		025-00 05/31/23 Chlorinator Room	14.58			1	41600	332			10102
		310-00 05/31/23 Park Irrigation	14.30			1	41600	331			10102
		309-00 05/31/23 Park Restrooms	93.06			63	43100	331			10102
		014-00 05/31/23 Industrial Park	236.16			65	43220	338			10102
		364-00 05/31/23 Auger Room	137.34			1	41100	331			10102
		126-00 05/31/23 City Hall	78.26*			1	41600	332			10102
		015-00 05/31/23 Skate Park	14.30			1	41600	332			10102
		012-00 05/31/23 Recycle Center	14.30			1	41600	332			10102
		060-00 05/31/23 Ambulance Shed	76.05*			1	41100	331			10102
		Total for Vendor:	678.35								
		*** Claim from another period (5/23) ****									
5757	E	526 Coastline Equipment	688.36	****		1	41500	350			10102
		Backhoe/ Grader Maintenance				60	43320	350			10102
		1011030 04/25/23 Backhoe Maint (G)	35.54			65	43220	350			10102
		1011030 04/25/23 Backhoe Maint (W)	35.53			60	43320	350			10102
		1011030 04/25/23 Backhoe Maint (SWR)	35.53			60	43320	350			10102
		1011032 04/25/23 Grader Maint	106.60			1	41500	350			10102
		1017732 05/16/23 Cutting Edge Grader (G)	158.38			60	43320	350			10102
		1017732 05/16/23 Cutting Edge Grader (W)	158.39			65	43220	350			10102
		1017732 05/16/23 Cutting Edge Grader (SWR)	158.39								
		Total for Vendor:	688.36								
		*** Claim from another period (5/23) ****									
5756		702 Column Software PBC	36.78	****		1	41100	309			10102
		Ordinance 390-2023				60	43320	309			10102
		0005 05/22/23 Ordinance 388- (GEN)	12.26			65	43220	309			10102
		0005 05/22/23 Ordinance 388- (WTR)	12.26								
		0005 05/22/23 Ordinance 388- (SWR)	12.26								
		Total for Vendor:	36.78								

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5768	E	405 CORE & MAIN LP Water Parts s959396 06/05/23 Water Parts	1,081.33 1,081.33	****		60		43320	324		10102
Total for Vendor:			1,081.33								
5773		495 Drake Diversified LLC Monthly Back-up Operator MAY 2023	400.00			60		43320	310		10102
		1655 06/01/23 MAY 2023 H2O Back-up Operator	200.00			65		43220	310		10102
		1655 06/01/23 MAY 2023 SWR Back-up Operator	200.00								
Total for Vendor:			400.00								
5764		258 Ferguson Enterprises, LLC 0885273 05/30/23 Cold Asphalt Street Repair	537.76	****		1		41500	324		10102
Total for Vendor:			537.76								
5759		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 05/05/23, 05/21/23	89.95	****		1		41100	324		10102
		10404 05/30/23 OFFICE CLEANING / CITY HALL	89.95*								
Total for Vendor:			89.95								
5765		704 Honey Dippers Inc. Baseball Porta Potty 23-1154 05/31/23 Baseball Portable	77.50	****		1		45200	310		10102
Total for Vendor:			77.50								
5758		684 Instrument Technologies Inc Calibration of 1 open channel flow meter and verification of level 1 transmitter.	1,512.50	****		65		43220	324		10102
Total for Vendor:			1,512.50								
5754		279 J.I. Morgan, Inc. 0000252 05/17/23 Road Mix - Water 0000252 05/17/23 Road Mix - Sewer 0000252 05/17/23 Road Mix - Streets	357.00 119.00 119.00 119.00	****		60 65 1		43320 43220 41500	324 324 324		10102 10102 10102
Total for Vendor:			357.00								

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5766	E	150 Lake Shore Disposal		275.20	****							
		26251159s2 06/01/23 Garbage - General		68.80*			1	41100		324		10102
		26251159s2 06/01/23 Garbage - Water		68.80			60	43320		324		10102
		26251159s2 06/01/23 Garbage - Sewer		68.80			65	43220		324		10102
		26251159s2 06/01/23 Garbage - Industrial Park		68.80*			63	43100		324		10102
		Total for Vendor:		275.20	****							
5777		277 May Hardware		35.98	****							
		70654 05/15/23 Drill Bit - Statue		35.98*			1	41600		324		10102
		Total for Vendor:		35.98								
5769		642 Raven Waterworks, LLC		2,000.00								
		Monthly Operator / Sewer Assistance										
		CNM-2306 06/01/23 May 2023 H2O Operator		1,000.00			60	43320		310		10102
		CNM-2306 06/01/23 May 2023 SWR Operator		1,000.00			65	43220		310		10102
5770		642 Raven Waterworks, LLC		1,721.25								
		Contract Operator Work on Water Project Well 5 (3/1/23-5/31/23)										
		2306-W5 06/01/23 Water Project Operator Well 5		1,721.25			60	67	43331	884		10102
		Total for Vendor:		3,721.25								
5776		645 Seton		1,506.46								
		4 large road barricades and road closed signs										
		9353156385 06/07/23 Road Closed (STRTS)		502.16			1	41500		324		10102
		9353355940 06/07/23 Road Closed (WTR)		502.15			60	43320		324		10102
		9353355940 06/07/23 Road Closed (SWR)		502.15			65	43220		324		10102
		Total for Vendor:		1,506.46								
5755		665 Simplot Turf & Horticulture		773.00	****							
		Herbicide for Park / city weeds / Land App										
		216065231 05/15/23 Piper (WW)		480.00			65	43220		324		10102
		216065231 05/15/23 Glystar (Park)		75.00*			1	41600		324		10102
		216065231 05/15/23 Glystar (WW)		75.00			65	43220		324		10102
		21605231 05/15/23 Adjuvant (Park)		34.50*			1	41600		324		10102
		21605231 05/15/23 Adjuvant (WW)		34.50			65	43220		324		10102
		21605231 05/15/23 Herbicide (Park)		37.00*			1	41600		324		10102

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
	21605231	05/15/23 Herbicide (WW)		37.00			65		43220	324		10102
		Total for Vendor:		773.00								
5771			659 SMS Inc.	86.00			65		43220	620		10102
	361253	05/08/23 Shipping (SWR)		27.00			65		43220	620		10102
	361254	05/17/23 Shipping (SWR)		32.00			65		43220	620		10102
	361255	05/25/23 Shipping (SWR)		27.00			65		43220	620		10102
		Total for Vendor:		86.00								
		*** Claim from another period (5/23) ****		148.72								
5774		697 U.S. Bank Equipment Finance		148.72			1		41100	324		10102
		Photocopier Lease					60		43320	324		10102
	502898299	06/01/23 Photocopier Lease		49.57*			65		43220	324		10102
	502898299	06/01/23 Photocopier Lease		49.57								
		Total for Vendor:		148.72								
		*** Claim from another period (5/23) ****		1,054.33								
5760	E	436 US Bank		58.50*			1		41100	709		10102
	GOOGLE	05/25/23 Email (Gen)		58.50*			63		43100	709		10102
	GOOGLE	05/25/23 Email (IND)		58.50			60		43320	709		10102
	GOOGLE	05/25/23 Email (WTR)		58.50			65		43220	709		10102
	GOOGLE	05/25/23 Email (SWR)		25.33*			1		41100	709		10102
	TSHEETS	05/25/23 TSHEETS (GEN)		25.34			60		43320	709		10102
	TSHEETS	05/25/23 TSHEETS (WTR)		25.33			65		43220	709		10102
	TSHEETS	05/25/23 TSHEETS (SWR)		33.46			1		41100	308		10102
	phones	05/25/23 8x8 phones (GEN)		33.47			60		43320	308		10102
	phones	05/25/23 8x8 phones (WTR)		33.47			65		43220	308		10102
	phones	05/25/23 8x8 phones (SWR)		19.99*			1		41100	324		10102
	supplies	05/25/23 ADOBE		4.24			1		41100	610		10102
	supplies	05/25/23 Family Dollar		3.00*			1		41100	709		10102
	domain	05/25/23 land1 Domain		92.19			1		41100	610		10102
	supplies	05/25/23 COSTCO(Supplies)		43.51			1		41100	610		10102
	office	05/25/23 Amazon (Paper)		377.00			1		45200	342		10102
	ins	05/25/23 Youth Sports Ins		104.00			1		45200	342		10102
	YS	05/25/23 YS Background check										
		Total for Vendor:		1,054.33								

For dates posted from 05/24/23 to 06/08/23
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5767		8 US Postal Service - Postmaster	114.00								
	06/01/23	PO Rental - General	19.00*			1		41100	324		10102
	06/01/23	PO Rental - P&Z	19.00			1		41300	324		10102
	06/01/23	PO Rental - Water	19.00			60		43320	324		10102
	06/01/23	PO Rental - Sewer	19.00			65		43220	324		10102
	06/01/23	PO Rental - Parks	19.00*			1		41600	324		10102
	06/01/23	PO Rental - Industrial Park	19.00*			63		43100	324		10102
		Total for Vendor:	114.00								
		# of Claims	25							# of Vendors	19
		Total Electronic Claims		23,281.87							
		Total Non-Electronic Claims		3,497.00							
				19784.87							