



# City Council Regular Meeting Agenda

Monday, February 09, 2026 at 6:30 PM  
City Council Chambers, 101 S. Commercial Avenue, New Meadows, ID  
83654

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

## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/86266658482?pwd=avJkhHob9Z6VlIEVI523PaEfjrzIno.1>

Call in: 346-248-7799

Meeting ID: 862 6665 8482

Password: 960630

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

### **PUBLIC INPUT**

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

### **REPORTS**

1. Mayor's Report
- [2.](#) Staff Reports

### **DISCUSSION ITEMS**

- [3.](#) Setbacks for Smaller Lots
- [4.](#) Unemployment Insurance
5. The New Meadows Youth Center Update
- [6.](#) Reserved Park Use

### **ACTION ITEMS**

7. Appointment of Jessica Lilliehaug to City Council Member
8. Approval to Add Jessica Lilliehaug to Bank Signature Pages
9. Youth Basketball
10. Executive Session 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent , or public school student
11. Employee Wage Change

### **CONSENT AGENDA**

12. December 2025 Financials
- [13.](#) January 2026 Payroll
- [14.](#) December 8th, 2025 Meeting Minutes
- [15.](#) 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.”***

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Hunter Brown

**DEPARTMENT**

Public Works

**MONTH**

January

**TASKS COMPLETED**

Continued mutual PW Staff training  
 Maintain Roads during indecisive weather  
 Maintain water Meters and componetes during customer plow season  
 Drainage - Checked, maintained, problem areas under supervision  
 Streets - Maintain surface during abrasive drive patterns (4WD)  
 Park - Seasonal maintenance performed (Drain Water Heater)  
 Winter Procedure - Supervise Michaels equ. operation ECT...

**PROJECTS IN PROGRESS**

Continued mutual PW Staff training (Learning proper water O&M from Michael)  
 Maintain, Repair, and stabilize Roads during continued indecisive weather  
 Maintain vigilance against freezing water Meters and potential exfiltration  
 Drainage - continued observation, note standing water areas  
 Streets - Control pothole and fissures to the best of current ability  
 ChildCare Facility - Shadow HVAC Tech and learn O&M for Samsung system  
 Weather Procedures - Remain insulated and practice safe operation ECT...

**CHALLENGES / ISSUES**

Continued Special Vehicle Maint.  
 - Water Truck, Pump non-operable  
  
 Continued Service Vehicle Maint.  
 - S-10 Headlights - Diagnose  
  
 Water Leak - Customer Cooperation  
 - Wiley Trailer Park

**COMMUNITY INPUT & COMMENTS**

The public is quite at this time.  
  
 Though the weather may be challenging, The Public works team will continue to strive for more efficient performance.

# EMPLOYEE MONTHLY STATUS REPORT

<b>EMPLOYEE</b>	Michael Lee	<b>DEPARTMENT</b>	Water/Sewer/Street s/Parks	<b>MONTH</b>	January
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## TASKS COMPLETED

- o Routine: Park’s bathrooms, Sewer water discharge, ...
- o Training on Sewer with Kirk
- o Monitoring Sewer water discharge - Samples, DO, pH, .... “Daily”
- o Helped with removal of pump house check valve. Cleaned and notified Kirk and John about defects.
- o Inquiring and putting items in place to have site become compliant (Safety meetings, SDS binder, PPE items, eye wash, ...)
- o Finding, cleaning, and organizing tools and supplies
- o Organizing office, making lists of routines and on going projects needing attention
- o Helping maintain equipment
- o Organizing a PPE shelf, still finding items to out here for when they are needed.
- o Filling potholes and taking care of office requests.

## PROJECTS IN PROGRESS

- o More organizing and inventory
- o Sewer water discharge
- o Manhole inspections
- o Trainings
- o Routines

## CHALLENGES / ISSUES

Many that we are “dealing” with as they show up.

## COMMUNITY INPUT & COMMENTS

Good to meet with Jeff Parnett

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

January 2026

**TASKS COMPLETED**

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

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council and Parks & Rec Meetings
- Completed all W-2's and 1099's put them in the mail and got appropriate reports submitted to IRS and SSA.

**PROJECTS IN PROGRESS**

- Working on preparation for upcoming FY25 Audit which will be February 18<sup>th</sup>.
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- Completing quarterly reports required for the childcare grant.
- Correspondence with Kaitlin Thomas –coordinating future meetings with Keller Staff.
- Working with developers and answering daily planning and zoning questions. (Meeting with Meredith from Adams County Planning & Zoning to talk about potential future developments)

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

February 2026

## TASKS COMPLETED

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Answering phones &amp; assisting the public with inquiries</li><li>• Filing &amp; organizing records &amp; documents</li><li>• Data entry &amp; maintaining database</li><li>• Getting the mail from post office &amp; Old City Hall</li><li>• Preparing Minutes from City Council meetings</li><li>• Move In move out</li></ul> | <ul style="list-style-type: none"><li>• Collecting &amp; Posting payments from customers</li><li>• Issuing Licenses &amp; permits</li><li>• Balancing cash drawer &amp; reconciling receipts</li><li>• Scanning Invoices &amp; filing</li><li>• Red Door Notices &amp; collection calls</li><li>• Load meters &amp; unload</li><li>• Biling</li><li>• Close Batch's Make deposit</li></ul> |
|--|--|

## PROJECTS IN PROGRESS

Getting prepared for next month Dog licensing  
Helping Kyla with the Audit  
Going to my first ACHAT meeting on 2/3/2026

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS

## **Article 7C R-3 High Density Residential District**

### **10-7C-1 Purpose**

### **10-7C-2 Compliance With Provisions**

### **10-7C-3 Uses Permitted**

### **10-7C-4 Accessory Uses**

### **10-7C-5 Conditional Uses**

### **10-7C-6 Area Requirements**

### **10-7C-7 Setback Requirements**

### **10-7C-8 Building Height**

### **10-7C-9 Design Review Standards**

### **10-7C-1 Purpose**

The purpose of the R-3 High Density Residential District is to preserve and enhance residential neighborhoods in accordance with the comprehensive plan, provide for high density residential development and, in certain appropriate areas, upon City approval, permit mobile home park development. (Ord. 313-08, 6-9-2008)

### **10-7C-2 Compliance With Provisions**

In the R-3 High Density Residential District, no building or premises shall be used nor shall any building or structure hereafter be erected or altered (unless provided by this title) except for one or more of the uses listed in this article in accordance with the standards provided in this article. (Ord. 313-08, 6-9-2008)

### **10-7C-3 Uses Permitted**

On property of not less than six thousand (6,000) square feet, with a minimum lot width of sixty feet (60'), or seventy five feet (75') on a corner lot, with frontage on a public street not less than equal to the minimum lot width, the following uses are permitted:

Bed and breakfast:

- A. Maximum of five (5) rooms for lodging of paying guests.
- B. Must provide one off street parking space for each guestroom as well as all vehicles owned by permanent residents.
- C. Rooms cannot be added for the sole purpose of use as a bed and breakfast facility.
- D. Sign shall be limited to four (4) square feet.
- E. May provide meals to lodging guests only.
- F. No other commercial uses are permitted in conjunction, for example: restaurant, meeting hall, etc.

City public utility facilities.

Daycare facilities.

Home occupations subject to the regulations outlined in section 10-11-8 of this title.

Multiple-family dwellings require an eight thousand (8,000) square foot lot, and each dwelling above two (2) shall require an additional one thousand two hundred fifty (1,250) square feet to the minimum lot size requirement. Item 3.

Nonprofit parks, playgrounds, and recreational facilities.

One single-family dwelling.

Public or private academic schools as defined in section 10-2-2 of this title.

Public safety buildings and administrative offices.

Temporary buildings and temporary uses necessary for construction purposes for a period not to exceed one year. (Ord. 313-08, 6-9-2008; amd. Ord. 364-2019, 12-9-2019)

#### **10-7C-4 Accessory Uses**

Accessory uses are permitted if constructed either at the same time or subsequent to the primary allowed building. Such uses shall be limited to one story in height, shall not encroach upon the front or side yard setback areas, and shall be considered a structure when calculating lot coverage. (Ord. 313-08, 6-9-2008)

#### **10-7C-5 Conditional Uses**

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

Cemetery.

Church.

Daycare center.

Hospitals.

Mobile home parks.

Nonprofit club or lodge of a service and fraternal character.

Nonprofit community clubhouse.

Public utility facilities.

Retirement home, convalescent home, nursing home. (Ord. 313-08, 6-9-2008)

Park Models/ Tiny Homes/ Cottages. (Ord. 384-2022; 11-14-2022)

#### **10-7C-6 Area Requirements**

The following site area requirements apply to the R-3 High Density Residential District; except, that where a lot has less area or frontage than required in this section, as shown by an official plat on file in the Office of the County Clerk or shown by the last conveyance of record at the effective date hereof, these regulations shall not prohibit one private dwelling and its accessory buildings on such lot, subject to the setback requirements for this zoning district:

- A. One single-family dwelling shall have a lot with a minimum of six thousand (6,000) square feet.
- B. A two-family dwelling (duplex) shall have a lot with a minimum of eight thousand (8,000) square feet.
- C. A multi-family dwelling may be allowed by conditional use permit, but the development shall not exceed fifteen (15) dwelling units, and each unit above two (2) shall require an additional one thousand two hundred fifty (1,250) square feet of lot over and above the eight thousand (8,000) square feet required for a two-family dwelling.
- D. The footprint of the primary structure plus the accessory structures shall have a maximum lot coverage of no more than forty percent (40%).
- E. Two (2) off street parking spaces per dwelling unit are required. Lots on arterial and collector streets shall have alleys to provide off street parking access from the alley to the parking in the rear of the lot.
- F. A five foot (5') wide sidewalk shall be required at the edge of the street right-of-way abutting each lot. The lot owner/renter shall be responsible for keeping the sidewalk clear and open for pedestrian traffic and for the maintenance, upkeep and reconstruction of said sidewalk. (Ord. 313-08, 6-9-2008)

#### **10-7C-7 Setback Requirements**

- A. Front Yard: No building or structure shall be erected nearer than fifteen feet (15') from the right-of-way line of the street.
- B. Side Yards: No building shall be erected closer than ten feet (10') from any side property line; except corner lots shall maintain a fifteen foot (15') side yard adjacent to the street which intersects the street upon which the building fronts.
- C. Rear Yard: There shall be a rear yard having a depth of not less than fifteen feet (15'). (Ord. 313-08, 6-9-2008)

#### **10-7C-8 Building Height**

No building within the R-3 District shall be constructed greater than a height of two (2) stories not to exceed thirty five feet (35'). (Ord. 313-08, 6-9-2008)

#### **10-7C-9 Design Review Standards**

All new buildings and structures, other than single-family homes, in the R-3 District are subject to design review by the City Planning and Zoning Commission and City Council and shall meet the design review guidelines as set forth in chapter 4 of this title. (Ord. 313-08, 6-9-2008)

February 5, 2026

## Response Required

**Business Name**  
**Address line 1**  
**Address line 2**

Dear Employer:

You recently submitted an Idaho Business Registration indicating that you are operating as a non-profit 501(c)3 entity. Non-profit 501(c)3 entities have two options for paying unemployment insurance tax: 1) experience-rated or 2) cost-reimbursement. You must select a method by completing and submitting the enclosed form.

1. Cost-reimbursement employers reimburse the state in full for benefits paid to their employees. Cost-reimbursement employers are always liable for their proportionate share of benefits paid based upon the share of the claimant's wages that they paid. There is no option to receive relief of liability. Cost-reimbursement employers may go several years without any liability for benefits and then receive a large bill when an employee is paid benefits. Losing a grant or other funding can result in layoffs, which means that liability for benefit costs can come at a time when your budget is already strained.
2. Experience-rated employers pay contributions into a trust fund every quarter based on an assigned tax rate. The employer's tax rate may vary from year to year based upon the employer's experience with the Unemployment Insurance program. Employers with more benefit charges than contributions paid may see their tax rate increase, while employers that pay more contributions than benefit charges assigned to them may see a decrease in their tax rate. Even though an employer may experience an increase in its tax rate, the resulting increase in contributions are generally less than the benefits paid out to claimants, so the financial impact to the business as a result of a layoff is spread over several years.

When an employer elects the cost-reimbursement method, the election must remain in effect for a minimum of two full calendar years. After two years, an employer wishing to change to the experience-rated method must make the request at least thirty (30) days prior to the beginning of a new calendar year.

**To finalize your UI account registration, please complete and return the enclosed form by **date + 30 days**.**

If you have questions please call or email.

Sincerely,

**Dept Rep**  
**UI Compliance Bureau**  
**208-332-3570 extension xxxx**  
**1-800-448-2977 extension xxxx**  
**user@labor.idaho.gov**

### FINANCING METHOD ELECTION

For Non-Profit 501(c)3 Organizations Only

**Return by: Date + 30 days**

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The undersigned, being an authorized agent for the non-profit organization known as **Business Name**

- hereby requests that this organization be considered a cost-reimbursement employer which will reimburse the Unemployment Insurance fund for its proportionate share of benefit costs in lieu of paying contributions, as provided in section 72-1349, Idaho Code. \*\* See important note at the bottom of this form.

As a cost-reimbursement employer, the undersigned further request that the organization be:

- allowed to pay 1.0% of its total payroll each quarter with an annual reconciliation of quarterly payments to actual benefit costs, OR
- billed quarterly for the actual cost of benefits paid during the quarter.

**OR**

- hereby requests that this organization be considered an experience rated employer to pay Unemployment Insurance contributions at a tax rate assigned by the state.

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**If you elect the cost-reimbursement method, you must provide proof of your 501(c)3 status by submitting a copy of the IRS letter or a copy of the business’s federal tax return. Without this information we must establish your account as an experience rated employer.**



## Event Information

**Event Name:**

**Event Location:**

**Date Requested:**

**Date of Event:**

**Time of Event:**

**Brief Description of Event:**

## Host Information

**Host Name:**

**Host Phone:**

**Host Email:**

**Host Address:**

## Additional Information

- Is it okay to advertise this event?  Yes  No
- Do you need any supplies or support from the city for this event?  Yes  No

If yes, please describe:

**Host Signature:**

**Print Name:**

**Date:**

# Approval

Item 6.

**Signature:**

Stepheny Becker

Community Outreach and Events Coordinator

City of New Meadows

*Please submit this form to the City Clerk's office.*

Mayor and Members of the City Council,

I am writing to propose the implementation of a simple, standardized submission form for individuals, groups, and organizations requesting to use City of New Meadows public venues and spaces, including parks, public buildings, and other city owned facilities.

As community events continue to grow and seeing an increase of future use of our facilities, I am also understanding there is an informal venue requests made through phone calls, emails, and in person conversations. While we are always happy to support local events and gatherings, the current process can sometimes lead to scheduling confusion, incomplete information, or unintentional double bookings. A basic submission form would help us manage these requests more efficiently and professionally.

I also want to be clear that this proposal is not intended to change or complicate the long standing events and traditions that have been part of New Meadows for many years. We truly value our small town culture and the community members who consistently step up to host events. This form would simply give us a clearer and more organized way to track requests, protect event dates, and support organizers more effectively, while also helping city staff stay coordinated behind the scenes.

The purpose of this form would be to:

- Record the date a request is made
- Clearly document the requested venue, date, and time
- Capture contact information for the event host
- Outline the type of event and expected attendance
- Identify any special needs such as power access, tables, street closures, or other city resources

Having this information in one consistent format would allow staff to:

- Maintain an accurate venue calendar
- Prevent scheduling conflicts and misunderstandings
- Ensure city departments are properly informed when support may be needed
- Present a more organized and professional process to the public

This form would not need to be complex. A simple one-page document, available both in print at City Hall and online through the city website, would be sufficient. The goal is not to create barriers, but to create clarity and consistency for both the public and the city, helping events run smoothly while keeping things manageable on our end.

Thank you for your time and consideration. I provided a draft version attached to this email of the proposed form for review and feedback.

Thank you,  
Stepheny Becker

Community Outreach and Events Coordinator  
City of New Meadows

Sonya Brodhecker

Pay Period

1/1/2026 to

1/15/2026

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	1/1/2026						8.00		8.00	
Friday	1/2/2026								0.00	
Saturday	1/3/2026								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>
Sunday	1/4/2026								0.00	
Monday	1/5/2026	9.12							9.12	
Tuesday	1/6/2026	8.85							8.85	
Wednesday	1/7/2026	8.98							8.98	
Thursday	1/8/2026	4.20					4.00		8.20	
Friday	1/9/2026								0.00	
Saturday	1/10/2026								0.00	
<b>Total Week</b>		<b>31.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>35.15</b>	
Sunday	1/11/2026								0.00	
Monday	1/12/2026	10.39							10.39	
Tuesday	1/13/2026	9.00							9.00	
Wednesday	1/14/2026	9.02							9.02	
Thursday	1/15/2026	8.45							8.45	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>36.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.86</b>	
<b>Total Pay Period</b>		<b>68.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>4.00</b>	<b>0.00</b>	<b>80.01</b>

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

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

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

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

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

Payperiod Notes:

City of New Meadows Thu Jan 1 – Thu Jan 15, 2026

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Jan 5	Deputy Clerk		7:50 am - 4:57 pm	0.00	9.12	9.12	9.12	0.00	0.00	\$0.00	\$0.00
Tue Jan 6	Deputy Clerk		8:01 am - 4:52 pm	0.00	8.85	8.85	8.85	0.00	0.00	\$0.00	\$0.00
Wed Jan 7	Deputy Clerk		7:57 am - 4:56 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Thu Jan 8	Deputy Clerk		7:53 am - 12:05 pm	0.00	4.20	4.20	4.20	0.00	0.00	\$0.00	\$0.00
Mon Jan 12	Deputy Clerk		8:00 am - 4:22 pm	0.00	8.37	8.37	8.37	0.00	0.00	\$0.00	\$0.00
Mon Jan 12	Deputy Clerk		6:02 pm - 8:03 pm	0.00	2.02	2.02	2.02	0.00	0.00	\$0.00	\$0.00
Tue Jan 13	Deputy Clerk		8:00 am - 5:00 pm	0.00	9.00	9.00	9.00	0.00	0.00	\$0.00	\$0.00
Wed Jan 14	Deputy Clerk		7:58 am - 4:59 pm	0.00	9.02	9.02	9.02	0.00	0.00	\$0.00	\$0.00
Thu Jan 15	Deputy Clerk		8:01 am - 4:28 pm	0.00	8.45	8.45	8.45	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	68.01	68.01	68.01	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

1/1/2026 to

1/15/2026

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	1/1/2026						8.00		8.00	
Friday	1/2/2026	7.42							7.42	
Saturday	1/3/2026								0.00	
<b>Total Week</b>		<b>7.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.42</b>
Sunday	1/4/2026								0.00	
Monday	1/5/2026	9.53							9.53	
Tuesday	1/6/2026	7.85							7.85	
Wednesday	1/7/2026	6.67							6.67	
Thursday	1/8/2026	8.77							8.77	
Friday	1/9/2026	7.18		2.39					9.57	
Saturday	1/10/2026								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.39</b>
Sunday	1/11/2026								0.00	
Monday	1/12/2026	7.12							7.12	
Tuesday	1/13/2026	8.47							8.47	
Wednesday	1/14/2026	8.02							8.02	
Thursday	1/15/2026	8.32							8.32	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>31.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31.93</b>
<b>Total Pay Period</b>		<b>79.35</b>	<b>0.00</b>	<b>2.39</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>89.74</b>

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

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

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

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

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

Payperiod Notes:

City of New Meadows Thu Jan 1 – Thu Jan 15, 2026

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 2	Public Works		7:50 am - 3:15 pm	0.00	7.42	7.42	7.42	0.00	0.00	\$0.00	\$0.00
Mon Jan 5	Public Works		7:00 am - 4:32 pm	0.00	9.53	9.53	9.53	0.00	0.00	\$0.00	\$0.00
Tue Jan 6	Public Works		7:30 am - 3:21 pm	0.00	7.85	7.85	7.85	0.00	0.00	\$0.00	\$0.00
Wed Jan 7	Public Works		10:00 am - 4:40 pm	0.00	6.67	6.67	6.67	0.00	0.00	\$0.00	\$0.00
Thu Jan 8	Public Works		7:15 am - 4:01 pm	0.00	8.77	8.77	8.77	0.00	0.00	\$0.00	\$0.00
Fri Jan 9	Public Works		7:20 am - 4:54 pm	0.00	9.57	9.57	7.18	0.00	2.39	\$0.00	\$0.00
Mon Jan 12	Public Works		7:59 am - 3:06 pm	0.00	7.12	7.12	7.12	0.00	0.00	\$0.00	\$0.00
Tue Jan 13	Public Works		8:02 am - 4:30 pm	0.00	8.47	8.47	8.47	0.00	0.00	\$0.00	\$0.00
Wed Jan 14	Public Works		7:59 am - 4:00 pm	0.00	8.02	8.02	8.02	0.00	0.00	\$0.00	\$0.00
Thu Jan 15	Public Works		8:10 am - 4:29 pm	0.00	8.32	8.32	8.32	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	81.74	81.74	79.35	0.00	2.39	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**1/1/2026 to**

**1/15/2026**

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	1/1/2026					8.00			8.00	
Friday	1/2/2026	2.73							2.73	
Saturday	1/3/2026								0.00	
<b>Total Week</b>		<b>2.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.73</b>
Sunday	1/4/2026								0.00	
Monday	1/5/2026	7.55							7.55	
Tuesday	1/6/2026	8.13							8.13	
Wednesday	1/7/2026	7.57							7.57	
Thursday	1/8/2026	8.23							8.23	
Friday	1/9/2026	1.97							1.97	
Saturday	1/10/2026								0.00	
<b>Total Week</b>		<b>33.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.45</b>
Sunday	1/11/2026								0.00	
Monday	1/12/2026	9.63							9.63	
Tuesday	1/13/2026	7.55							7.55	
Wednesday	1/14/2026	7.28							7.28	
Thursday	1/15/2026	8.38							8.38	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>32.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.84</b>
<b>Total Pay Period</b>		<b>69.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77.02</b>

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Thu Jan 1 – Thu Jan 15, 2026

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 2			9:24 am - 12:08 pm	0.00	2.73	2.73	2.73	0.00	0.00	\$0.00	\$0.00
Mon Jan 5			7:49 am - 3:22 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Tue Jan 6			7:50 am - 3:58 pm	0.00	8.13	8.13	8.13	0.00	0.00	\$0.00	\$0.00
Wed Jan 7			7:50 am - 3:24 pm	0.00	7.57	7.57	7.57	0.00	0.00	\$0.00	\$0.00
Thu Jan 8			7:49 am - 4:03 pm	0.00	8.23	8.23	8.23	0.00	0.00	\$0.00	\$0.00
Fri Jan 9			9:37 am - 11:35 am	0.00	1.97	1.97	1.97	0.00	0.00	\$0.00	\$0.00
Mon Jan 12			7:45 am - 3:05 pm	0.00	7.33	7.33	7.33	0.00	0.00	\$0.00	\$0.00
Mon Jan 12			5:52 pm - 8:10 pm	0.00	2.30	2.30	2.30	0.00	0.00	\$0.00	\$0.00
Tue Jan 13			7:49 am - 3:22 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Wed Jan 14			7:46 am - 3:03 pm	0.00	7.28	7.28	7.28	0.00	0.00	\$0.00	\$0.00
Thu Jan 15			7:48 am - 4:11 pm	0.00	8.38	8.38	8.38	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	69.02	69.02	69.02	0.00	0.00	\$0.00	\$0.00

Michael Lee

Pay Period

1/1/2026 to

1/15/2026

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	1/1/2026						8.00		8.00	
Friday	1/2/2026	8.38							8.38	
Saturday	1/3/2026								0.00	
<b>Total Week</b>		<b>8.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.38</b>
Sunday	1/4/2026								0.00	
Monday	1/5/2026	8.60							8.60	
Tuesday	1/6/2026	8.27							8.27	
Wednesday	1/7/2026	9.12							9.12	
Thursday	1/8/2026	8.28							8.28	
Friday	1/9/2026	5.73		2.50					8.23	
Saturday	1/10/2026								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.50</b>
Sunday	1/11/2026								0.00	
Monday	1/12/2026	5.68			3.00				8.68	
Tuesday	1/13/2026	8.53							8.53	
Wednesday	1/14/2026	8.20							8.20	
Thursday	1/15/2026	9.72							9.72	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>32.13</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.13</b>
<b>Total Pay Period</b>		<b>80.51</b>	<b>0.00</b>	<b>2.50</b>	<b>3.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>94.01</b>

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

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

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

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

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

Payperiod Notes:

City of New Meadows Thu Jan 1 – Thu Jan 15, 2026

Michael Lee

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 2	Public Works		7:01 am - 3:24 pm	0.00	8.38	8.38	8.38	0.00	0.00	\$0.00	\$0.00
Mon Jan 5	Public Works		7:24 am - 4:00 pm	0.00	8.60	8.60	8.60	0.00	0.00	\$0.00	\$0.00
Tue Jan 6	Public Works		7:27 am - 3:43 pm	0.00	8.27	8.27	8.27	0.00	0.00	\$0.00	\$0.00
Wed Jan 7	Public Works		7:30 am - 4:37 pm	0.00	9.12	9.12	9.12	0.00	0.00	\$0.00	\$0.00
Thu Jan 8	Public Works		7:30 am - 3:47 pm	0.00	8.28	8.28	8.28	0.00	0.00	\$0.00	\$0.00
Fri Jan 9	Public Works		7:34 am - 3:48 pm	0.00	8.23	8.23	5.73	0.00	2.50	\$0.00	\$0.00
Mon Jan 12	Public Works		11:05 am - 4:46 pm	0.00	5.68	5.68	5.68	0.00	0.00	\$0.00	\$0.00
Tue Jan 13	Public Works		7:31 am - 4:03 pm	0.00	8.53	8.53	8.53	0.00	0.00	\$0.00	\$0.00
Wed Jan 14	Public Works		7:28 am - 3:40 pm	0.00	8.20	8.20	8.20	0.00	0.00	\$0.00	\$0.00
Thu Jan 15	Public Works		7:30 am - 5:13 pm	0.00	9.72	9.72	9.72	0.00	0.00	\$0.00	\$0.00
Totals for Michael Lee				0.00	83.01	83.01	80.51	0.00	2.50	\$0.00	\$0.00

Michael Lee

Pay Period

1/16/2026 to

1/31/2026

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	1/16/2026	7.87		0.28					8.15	
Saturday	1/17/2026								0.00	
<b>Total Week</b>		<b>7.87</b>	<b>0.00</b>	<b>0.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.15</b>	
Sunday	1/18/2026								0.00	
Monday	1/19/2026					8.00			8.00	
Tuesday	1/20/2026	8.55							8.55	
Wednesday	1/21/2026	9.95							9.95	
Thursday	1/22/2026				5.21				5.21	
Friday	1/23/2026	8.08							8.08	
Saturday	1/24/2026								0.00	
<b>Total Week</b>		<b>26.58</b>	<b>0.00</b>	<b>0.00</b>	<b>5.21</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.79</b>	
Sunday	1/25/2026								0.00	
Monday	1/26/2026	8.38							8.38	
Tuesday	1/27/2026	8.38							8.38	
Wednesday	1/28/2026	8.05							8.05	
Thursday	1/29/2026	8.02							8.02	
Friday	1/30/2026	7.55		0.45					8.00	
Saturday	1/31/2026								0.00	
<b>Total Week</b>		<b>40.38</b>	<b>0.00</b>	<b>0.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.38</b>	
<b>Total Pay Period</b>		<b>74.83</b>	<b>0.00</b>	<b>0.73</b>	<b>5.21</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88.77</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Jan 16 – Sat Jan 31, 2026

Michael Lee

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 16	Public Works		7:31 am - 3:40 pm	0.00	8.15	8.15	7.87	0.00	0.28	\$0.00	\$0.00
Tue Jan 20	Public Works		7:32 am - 4:05 pm	0.00	8.55	8.55	8.55	0.00	0.00	\$0.00	\$0.00
Wed Jan 21	Public Works		7:31 am - 5:28 pm	0.00	9.95	9.95	9.95	0.00	0.00	\$0.00	\$0.00
Fri Jan 23	Public Works		7:29 am - 3:34 pm	0.00	8.08	8.08	8.08	0.00	0.00	\$0.00	\$0.00
Mon Jan 26	Public Works		7:30 am - 3:30 pm	0.00	8.00	8.00	8.00	0.00	0.00	\$0.00	\$0.00
Tue Jan 27	Public Works		7:23 am - 3:46 pm	0.00	8.38	8.38	8.38	0.00	0.00	\$0.00	\$0.00
Wed Jan 28	Public Works		7:39 am - 3:42 pm	0.00	8.05	8.05	8.05	0.00	0.00	\$0.00	\$0.00
Thu Jan 29	Public Works		7:31 am - 3:32 pm	0.00	8.02	8.02	8.02	0.00	0.00	\$0.00	\$0.00
Fri Jan 30	Public Works		7:30 am - 3:30 pm	0.00	8.00	8.00	7.55	0.00	0.45	\$0.00	\$0.00
Totals for Michael Lee				0.00	75.18	75.18	74.45	0.00	0.73	\$0.00	\$0.00

Sonya Brodhecker

Pay Period

1/16/2026 to

1/31/2026

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	1/16/2026								0.00	
Saturday	1/17/2026								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	1/18/2026								0.00	
Monday	1/19/2026					8.00			8.00	
Tuesday	1/20/2026	8.72							8.72	
Wednesday	1/21/2026	9.08							9.08	
Thursday	1/22/2026	9.12							9.12	
Friday	1/23/2026								0.00	
Saturday	1/24/2026								0.00	
<b>Total Week</b>		<b>26.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.92</b>	
Sunday	1/25/2026								0.00	
Monday	1/26/2026	9.75							9.75	
Tuesday	1/27/2026	8.98							8.98	
Wednesday	1/28/2026	8.98							8.98	
Thursday	1/29/2026	8.78							8.78	
Friday	1/30/2026								0.00	
Saturday	1/31/2026								0.00	
<b>Total Week</b>		<b>36.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.49</b>	
<b>Total Pay Period</b>		<b>63.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.41</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Jan 16 – Sat Jan 31, 2026

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Jan 20	Deputy Clerk		8:01 am - 4:44 pm	0.00	8.72	8.72	8.72	0.00	0.00	\$0.00	\$0.00
Wed Jan 21	Deputy Clerk		7:54 am - 4:59 pm	0.00	9.08	9.08	9.08	0.00	0.00	\$0.00	\$0.00
Thu Jan 22	Deputy Clerk		8:01 am - 5:08 pm	0.00	9.12	9.12	9.12	0.00	0.00	\$0.00	\$0.00
Mon Jan 26	Deputy Clerk		7:54 am - 3:43 pm	0.00	7.82	7.82	7.82	0.00	0.00	\$0.00	\$0.00
Mon Jan 26	Deputy Clerk		5:59 pm - 7:55 pm	0.00	1.93	1.93	1.93	0.00	0.00	\$0.00	\$0.00
Tue Jan 27	Deputy Clerk		7:59 am - 4:58 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Wed Jan 28	Deputy Clerk		7:59 am - 4:58 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Thu Jan 29	Deputy Clerk		8:01 am - 4:48 pm	0.00	8.78	8.78	8.78	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	63.41	63.41	63.41	0.00	0.00	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**1/16/2026 to**

**1/31/2026**

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	1/16/2026	3.33							3.33	
Saturday	1/17/2026								0.00	
<b>Total Week</b>		<b>3.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.33</b>	
Sunday	1/18/2026								0.00	
Monday	1/19/2026					8.00			8.00	
Tuesday	1/20/2026	7.73							7.73	
Wednesday	1/21/2026	7.32							7.32	
Thursday	1/22/2026	8.38							8.38	
Friday	1/23/2026	4.83							4.83	
Saturday	1/24/2026								0.00	
<b>Total Week</b>		<b>28.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.26</b>	
Sunday	1/25/2026								0.00	
Monday	1/26/2026	9.43							9.43	
Tuesday	1/27/2026	7.72							7.72	
Wednesday	1/28/2026	7.17							7.17	
Thursday	1/29/2026	7.65							7.65	
Friday	1/30/2026								0.00	
Saturday	1/31/2026								0.00	
<b>Total Week</b>		<b>31.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31.97</b>	
<b>Total Pay Period</b>		<b>63.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.56</b>	

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Fri Jan 16 – Sat Jan 31, 2026

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 16			8:54 am - 12:14 pm	0.00	3.33	3.33	3.33	0.00	0.00	\$0.00	\$0.00
Tue Jan 20			7:42 am - 3:26 pm	0.00	7.73	7.73	7.73	0.00	0.00	\$0.00	\$0.00
Wed Jan 21			7:44 am - 3:03 pm	0.00	7.32	7.32	7.32	0.00	0.00	\$0.00	\$0.00
Thu Jan 22			7:45 am - 4:08 pm	0.00	8.38	8.38	8.38	0.00	0.00	\$0.00	\$0.00
Fri Jan 23			9:33 am - 2:23 pm	0.00	4.83	4.83	4.83	0.00	0.00	\$0.00	\$0.00
Mon Jan 26			7:45 am - 3:03 pm	0.00	7.30	7.30	7.30	0.00	0.00	\$0.00	\$0.00
Mon Jan 26			5:50 pm - 7:58 pm	0.00	2.13	2.13	2.13	0.00	0.00	\$0.00	\$0.00
Tue Jan 27			7:44 am - 3:27 pm	0.00	7.72	7.72	7.72	0.00	0.00	\$0.00	\$0.00
Wed Jan 28			7:53 am - 3:03 pm	0.00	7.17	7.17	7.17	0.00	0.00	\$0.00	\$0.00
Thu Jan 29			7:46 am - 3:25 pm	0.00	7.65	7.65	7.65	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	63.56	63.56	63.56	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

1/16/2026 to

1/31/2026

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	1/16/2026	8.07		0.30					8.37	
Saturday	1/17/2026								0.00	
<b>Total Week</b>		<b>8.07</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.37</b>	
Sunday	1/18/2026								0.00	
Monday	1/19/2026					8.00			8.00	
Tuesday	1/20/2026	8.07							8.07	
Wednesday	1/21/2026	8.92							8.92	
Thursday	1/22/2026	8.00							8.00	
Friday	1/23/2026	8.90							8.90	
Saturday	1/24/2026								0.00	
<b>Total Week</b>		<b>33.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41.89</b>	
Sunday	1/25/2026								0.00	
Monday	1/26/2026	9.45							9.45	
Tuesday	1/27/2026	6.88							6.88	
Wednesday	1/28/2026	8.50							8.50	
Thursday	1/29/2026	8.17							8.17	
Friday	1/30/2026							8.00	8.00	
Saturday	1/31/2026								0.00	
<b>Total Week</b>		<b>33.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>41.00</b>	
<b>Total Pay Period</b>		<b>74.96</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>	<b>91.26</b>	

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

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

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

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

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

Payperiod Notes:

City of New Meadows Fri Jan 16 – Sat Jan 31, 2026

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Jan 16	Public Works		7:53 am - 4:15 pm	0.00	8.37	8.37	8.07	0.00	0.30	\$0.00	\$0.00
Tue Jan 20	Public Works		7:59 am - 4:03 pm	0.00	8.07	8.07	8.07	0.00	0.00	\$0.00	\$0.00
Wed Jan 21	Public Works		8:06 am - 5:01 pm	0.00	8.92	8.92	8.92	0.00	0.00	\$0.00	\$0.00
Thu Jan 22	Public Works		7:59 am - 3:59 pm	0.00	8.00	8.00	8.00	0.00	0.00	\$0.00	\$0.00
Fri Jan 23	Public Works		7:56 am - 4:50 pm	0.00	8.90	8.90	8.90	0.00	0.00	\$0.00	\$0.00
Mon Jan 26	Public Works		7:59 am - 5:26 pm	0.00	9.45	9.45	9.45	0.00	0.00	\$0.00	\$0.00
Tue Jan 27	Public Works		8:07 am - 3:00 pm	0.00	6.88	6.88	6.88	0.00	0.00	\$0.00	\$0.00
Wed Jan 28	Public Works		7:30 am - 4:00 pm	0.00	8.50	8.50	8.50	0.00	0.00	\$0.00	\$0.00
Thu Jan 29	Public Works		7:51 am - 4:01 pm	0.00	8.17	8.17	8.17	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	75.26	75.26	74.96	0.00	0.30	\$0.00	\$0.00

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY, DECEMBER 8TH, 2025 AT 6:30 PM  
CITY COUNCIL CHAMBERS, 101 S. COMMERCIAL STREET, NEW MEADOWS ID 83654**

**Roll Call/Pledge of Allegiance**

Present at City Hall were Mayor Julie Good, Council Member Traci Foster and Jeff Parnett were present.

City Attorney Richard Stubbs, and Council Member Shiloh Ryker and Jessica Lillahaug were present via Zoom

Staff present at City Hall were Sonya Brodhecker & Kyla Gardner.

Public present were Angie Crow, Philip Good, Linnea Hall, Doug Buys, Tracy Peterson, Keith Westengard, Amanda Branstetter, Devin Buys and Samantha Buys.

Mayor Good opened the meeting at 6:30 P.M. followed by roll call & The Pledge of Allegiance.

Kyla Gardner read the Mission Statement.

**Public Input**

There was no public input.

**Reports**

Mayors Report

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

Staff Reports

Foster had a question on Hunter Brown's Staff Report regarding a comment about a meter replacement. Mayor Good explained that the resident was told they would need to have inspection done on a new sewer line on the property owner's side. There was some confusion with Owner but it has been resolved. Foster also asked about the Garage door replacement mentioned in Michael Lee's report and it was noted that would be discussed later in the meeting.

**Discussion Items**

Discussion with MVRFD Fire Commissioners regarding notification of no MOU with the City

Mayor Good thanked the MV Fire Commissioners for coming to the meeting and invited them to the front table to discuss the requested MOU with the proposed ambulance district. Mayor Good explained that when Doug Buys had asked the City to put the ambulance district dissolution resolution on the agenda, the City had not yet received the MOU. When that fact was mentioned to Doug, he was not aware of why there had not been an MOU presented yet. The City wanted to see if there was any insight on this since this was one of the stipulations that the City Council had requested for various reasons. The City was wondering what the reason was that the Fire Commissioners were wanting to move forward without that.

Tracy Peterson started the discussion by saying that they then got the letter and it was signed the City Of New Meadow. She questioned who wrote the letter and if the City Council knew about the letter and where did it come from? Mayor Good explained that the letter was written by City

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staff and City Council had all been notified of the letter. City Council explained they did not know the specific letter content but wanted to send it to ask the Fire Commissioners to come and explain why they were not going to come forward with the MOU. Tracy asked if the City Council had read the letter from the City to the Fire Department. Mayor Good said that the City Council had been emailed a copy of the letter. Foster said they had agreed that a letter was the best way to communicate with the Fire Department on this matter. Foster explained that the biggest thing is that City Council understood that they were going to do an MOU between the City and Fire and EMS and the EMS & Fire would do an MOU with the City, so we all knew what foundation we would operate from. The City Council was then informed that the Fire Commissioners were not going to do an MOU, and the ask is just why?

Amanda Branstetter explained that they were just there as Fire Commissioners and they can't represent the proposed EMS Board. Amanda Branstetter said they are just asking the City Council to approve or disapprove the dissolution of the Ambulance District. She stated that when they are proposing a new Ambulance district the Fire Board it is just a representative of the Community doing that. City Council Member Foster asked if legally the Fire Commissioners cannot put an MOU together and Commissioner Branstetter answered back "that is correct". She also mentioned that the County Commissioners are now the appointed board of the ambulance district. Branstetter explained that they have no authority over that and they are just presenting what the public wants. Traci Peterson said they are asking for approval on the Ambulance District Dissolution Resolution and Branstetter added "or at least the feedback from the City Council". Foster asked if they can speak to whether the EMS will operate similar to as the Fire District operates? Peterson explained that the people have spoken and that they are just trying to do what they asked them to do and that that the City Council has the power to tie their hands. Mayor Good explained that tying their hands is not what the City is trying to do. Mayor Good says that it's the City Council's job to consider the best interest of the City and make sure that the City doesn't have any concerns about what happens if this moves forward. Mayor Good said it is important to have those communications in place when development comes and that we have a mechanism through which we know that were not going to have developers that don't completely understand the cost of what its going to take to develop. Mayor Good understands that the Fire District doesn't have the authority to say they are doing a MOU for a district that is not in place. Good explained that there are still some concerns. Branstetter explained that if the Ambulance district doesn't go through the Fire Department will still follow the same contract they have always had. She asked what the MOU with the Ambulance district looked like now? Mayor Good explained the City does not have one. Branstetter asked if there will be a request for one with the commissioners? Mayor Good said yes definitely. She added - regarding the development - "We need to have people around the table so that people in the City are not just spouting off yes this is what you can do in our community." Peterson said she just wanted to know if they can move forward with this. Branstetter says that they are still working on the MOU and once they are done, they are willing to present to the City when they have a final draft of it. Branstetter mentions that they are getting a lot of pushback regarding the ambulance district and people were asking why it was not on the ballot this fall. Foster explained that it is so positive that the Fire Department has come to talk through this. Peterson asked what Council Member Parnett's opinion was? Parnett said that knowing that the two entities are separate he had no problem granting the request and went on to explain that he would like to see more work done on the MOU with the Fire Department because its important to know what you have to do before you can proceed. Mayor Good ask what Councilmember Ryker's opinion was. Ryker said that

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she would like to echo what Parnett said, explaining that its not that we are trying to overstep our boundaries but simply to work together collaboratively as the community grows and make sure that everyone is on the same page with expectations as we are looking forward to growth. She said that as long we can move forward collaboratively then she is committed as well. Mayor Good explained that it is very disheartening to her that the community feels that we are unable to work together. Mayor Good explained that it is time to move beyond whatever has been and build respect for each other so the community knows we can work together.

**Action Items**

Industrial Park Shop Door Replacement

2 bids one from Action Garage and one from Glass Pro McCall, with a difference in price by \$200.00

- Council Member Foster moved to approve the replacement of the Glass Pro Industrial Park shop door bid. City Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Old City Hall Building

- Council Member Foster moved to approve the sale of the Old City Hall Building with the understanding that Mayor Good and Kyla will be taking the proper steps for the sale. City Council Member Parnett seconded the motion. Roll Call Foster– yes, Parnett-yes, Ryker-yes. Motion carried

Resolution TBD-2025 America 250 Event

Council Member Parnett moved to approve Resolution TBD-2025 America 250 Event

- Member Foster seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Resolution TBD-2025 City of New Meadows Area of Impact

- Council Member Parnett moved to approve the Resolution TBD-2025 City of New Meadows Area of Impact; Council Member Foster seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Resolution TBD-2025 City of New Meadows Personnel Policy

- Council Member Parnett moved to approve the Resolution TBD-2025 City of New Meadows Personnel Policy; Council Member Foster seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Approval to Close City Hall December 24<sup>th</sup>

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
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- Council Member Parnett moved to approve closing City Hall December 24th; Council Member Foster seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Approval of Resignation of City Attorney Effective February 1, 2026

- Council Member Foster moved to approve the Resignation of City Attorney Richard Stubbs effective February 1, 2026; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Approval to put RFP for City Attorney Position

- Council Member Foster moved to approve publishing an RFP for the City Attorney Position as soon as possible. Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Executive Session

- Council Member Foster moved to go into Executive session in accordance with Code 74-206 (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Foster seconded the motion. Roll Call Vote: Ryker-yes, Parnett-yes & Foster-yes.

Council Members & Mayor Good went into Executive session at 7:27 PM and returned from Executive session at 7:47 PM. Followed by Roll Call Ryker-yes, Parnett-yes , Good-yes & Foster-yes

Employee Status/Wage Change

- Council Member Foster moved to approve the \$1.00 in Wage change with Michael Lee Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

## **Consent Agenda**

The Consent Agenda included Paid & Pending Claims and September 2025 Financials, November 2025 Payroll.

- Council Member Foster moved to approve the Consent Agenda, paid & pending claims and September & November 2025 Payroll ; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

## **Future Meeting Topics**

- Future Special meeting time & date (December 16<sup>th</sup> @4:00P.M.)
- Substance use Policy Feb Meeting

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
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- Look at RFP for City Attorney Position
- Info On Old City Hall
- Possible Draft of the MOU if it's available

**Adjournment**

Mayor Good adjourned the meeting at 7:54 P.M.

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

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

DRAFT

For dates posted from 01/28/26 to 02/04/26  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
7007		580 4 Corner Communications	460.00								
		IT Services and Amcrest for February 2026									
	4102	02/01/26 IT Professional Support	153.33			1		41100	327		10102
	4102	02/01/26 IT Professional Support (W)	153.33			60		43320	327		10102
	4102	02/01/26 IT Professional Support (SWR)	153.34			65		43220	327		10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
7010		563 Adams County Prosecuting	1,500.00								
		February 2026									
	1087	02/02/26 Municipal Prosecutions- FEB	1,500.00			1		41400	312		10102
		<b>Total for Vendor:</b>	<b>1,500.00</b>								
		*** Claim from another period ( 1/26) ****									
7015		25 Analytical Labs, Inc.	1,133.12								
	2600929	01/31/26 Sewer Sampling / Testing	1,114.12			65		43220	745		10102
	2600928	01/31/26 Water Sampling /Testing	19.00			60		43320	745		10102
		<b>Total for Vendor:</b>	<b>1,133.12</b>								
		*** Claim from another period ( 1/26) ****									
7018		686 Brown, Hunter	125.00								
		Wastewater Training reimbursement									
	01/20/26	IRWA Training Reim (SWR)	125.00			65		43220	520		10102
		<b>Total for Vendor:</b>	<b>125.00</b>								
		*** Claim from another period ( 1/26) ****									
7006		1 C & M Lumber Co, Inc	363.31								
	01/25/26	Water	8.99			60		43320	324		10102
	01/25/26	Shop - Water	19.28			60		43320	324		10102
	01/25/26	Shop - Sewer	19.28			65		43220	324		10102
	01/25/26	Shop - Streets	19.27			1		41500	324		10102
	01/25/26	Park	8.49			1		41600	324		10102
	01/25/26	Office (GEN)	35.33			1		41100	324		10102
	01/25/26	Office (WTR)	35.34			60		43320	324		10102
	01/25/26	Office (SWR)	35.33			65		43220	324		10102
	01/25/26	Streets	24.17			1		41500	324		10102
	01/25/26	Equipment	22.99			1		41500	350		10102
	01/25/26	Sewer	134.84			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>363.31</b>								

For dates posted from 01/28/26 to 02/04/26  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
7016		253 Christensen Inc. dba United Oil	157.62	****							
	CL05143	01/15/26 Fuel - Water	35.00			60		43320	630		10102
	CL05143	01/15/26 Fuel - Sewer	122.62			65		43220	630		10102
7023		253 Christensen Inc. dba United Oil	331.84	****							
	CL05977	01/31/26 Fuel -Streets	37.61			1		41500	630		10102
	CL05977	01/31/26 Fuel - Water	39.14			60		43320	630		10102
	CL05977	01/31/26 Fuel - Sewer	255.09			65		43220	630		10102
		<b>Total for Vendor:</b>	<b>489.46</b>								
7013		29 City of New Meadows	1,224.80	****							
	025-00	01/29/26 Chlorinator Room	14.35			65		43220	339		10102
	310-00	01/29/26 Park Irrigation	14.30			1		41600	332		10102
	309-00	01/29/26 Park Restrooms	94.21			1		41600	331		10102
	014-00	01/29/26 Industrial Park	292.69			63		43100	331		10102
	364-00	01/29/26 Auger Room	471.45*			65		43220	338		10102
	126-00	01/29/26 City Hall	157.10			1		41100	331		10102
	015-00	01/29/26 Skate Park	14.30			1		41600	332		10102
	012-00	01/29/26 Youth Center	14.30			1		41600	332		10102
	060-00	01/29/26 Ambulance Shed	76.05			1		41100	331		10102
	013-00	01/29/26 104 Taylor	76.05			63		43100	331		10101
		<b>Total for Vendor:</b>	<b>1,224.80</b>								
7021		670 Control Engineers	600.00	****							
		Remote support for trouble shooting the VFD drive. SCADA troubleshooting for the booster pumps.									
31994		01/23/26 VFD and SCADA work	600.00			60		43320	324		10102
		<b>Total for Vendor:</b>	<b>600.00</b>								
7022		772 Crane Alarm Service	356.25	****							
	Alarm	Service for the New Meadows Youth Center									
	142168	09/03/25 Alarm Service (fire alarm)	116.25			1		43150	324		10102
	144689	11/01/25 Alarm Service (NOV)	60.00			1		43150	324		10102
	145954	12/01/25 Alarm Service (DEC)	60.00			1		43150	324		10102
	147291	01/01/26 Alarm Service (JAN)	60.00			1		43150	324		10102
	148587	02/01/26 Alarm Service (FEB)	60.00			1		43150	324		10102
		<b>Total for Vendor:</b>	<b>356.25</b>								

For dates posted from 01/28/26 to 02/04/26  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/	Vendor #/Inv Date/Description	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
7019	E	367 Custom Works / Barron Loper	744.84	744.84	****					
		Cutting off backhoe teeth and welding cracks in the snow bucket on the loader								
		01/16/26 Loader & backhoe work	744.84	744.84	****	1	41500	324		10102
		<b>Total for Vendor:</b>	<b>744.84</b>							
7009		495 Drake Diversified LLC	400.00							
		Monthly Back-up Operator January 2026								
		2683 02/01/26 JAN 2026 H2O Back-up Operator	200.00			60	43320	310		10102
		2683 02/01/26 JAN 2026 SWR Back-up Operator	200.00			65	43220	310		10102
		<b>Total for Vendor:</b>	<b>400.00</b>							
		*** Claim from another period ( 1/26) ****								
7020		771 Hancock, Ray	275.35							
		Remiburse for Water Deposit								
		177-00 02/03/26 Reimburse for Deposit	275.35*			60	43300	810		10102
		<b>Total for Vendor:</b>	<b>275.35</b>							
		*** Claim from another period ( 1/26) ****								
7012		641 High Mountain Cleaning &	286.41							
		OFFICE CLEANING / CITY HALL 1/4/26, 1/11/26, 1/18/2026, 1/25/26, 1/31/26								
		11921 01/16/26 OFFICE CLEANING / CITY HALL	286.41			1	41100	324		10102
		<b>Total for Vendor:</b>	<b>286.41</b>							
		*** Claim from another period ( 1/26) ****								
7025		600 Idaho Department of Water	100.00							
		Water Right Permit Proof of Beneficial Use								
		02/04/26 Water Right Permit	100.00			60	43320	324		10102
		<b>Total for Vendor:</b>	<b>100.00</b>							
7017	E	37 Jerry's Auto Parts	70.77							
		Maintenance equipment								
		408308 02/03/26 Equ. Main. (GEN)	70.77			1	41500	350		10102
		<b>Total for Vendor:</b>	<b>70.77</b>							
		*** Claim from another period ( 1/26) ****								
7008		642 Raven Waterworks, LLC	4,500.00							
		Monthly Operator Water / Sewer								
		260203 02/01/26 JAN H2O Operator	1,000.00			60	43320	352		10102
		260203 02/01/26 JAN SWR Operator	1,000.00			65	43220	352		10102
		260203 02/01/26 Recycled Water Report	2,500.00			65	43220	352		10102
		<b>Total for Vendor:</b>	<b>4,500.00</b>							

For dates posted from 01/28/26 to 02/04/26  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7011	2887	01/31/26 Shipping (SWR) 659 SMS Inc.	315.00 315.00	****		65 43220	620		10102
		<b>Total for Vendor:</b>	<b>315.00</b>	****					
7014	E	146 The Record Reporter 116/6175 01/23/26 RFP City Attorney (GEN) 96 01/19/26 Road Street Report (GEN)	180.93 125.60 55.33	****		1 41100 1 41100	309 309		10102 10102
		<b>Total for Vendor:</b>	<b>180.93</b>	****					
7024	E	436 US Bank GOOGLE 01/26/26 Email (Gen) GOOGLE 01/26/26 Email (WTR) GOOGLE 01/26/26 Email (SWR) phones 01/26/26 8x8 phones (GEN) phones 01/26/26 8x8 phones (WTR) phones 01/26/26 8x8 phones (SWR) 01/26/26 ADOBE 0 01/26/26 Amazon Office Supplies 01/26/26 FB Mailing 0 01/26/26 IONOS Domain 01/26/26 Registration DMV 01/26/26 Starlink (WTR) 01/26/26 Starlink (swr) 01/26/26 USPS	973.10 101.60 101.60 101.60 35.06 35.07 35.07 19.99 144.99 207.00 3.00 47.16 60.00 60.00 20.96	****		1 41100 60 43320 65 43220 1 41100 60 43320 65 43220 1 41100 1 41100 1 41100 1 41100 1 41100 1 41500 60 43320 65 43220 1 41100	709 709 709 308 308 308 709 610 620 709 324 308 308 620		10102 10102 10102 10102 10102 10102 10102 10101 10102 10102 10102 10102 10102 10102
		<b>Total for Vendor:</b>	<b>973.10</b>	****					
		<b># of Claims</b>	<b>20</b>					<b># of Vendors</b>	<b>15</b>
		<b>Total Electronic Claims</b>	<b>14,098.34</b>						
		<b>Total Non-Electronic Claims</b>	<b>1,969.64</b>						
		<b>Total</b>	<b>12128.70</b>						