



April 12, 2021 City Council Regular Meeting Agenda

Monday, April 12, 2021 at 6:30 PM

City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://zoom.us/j/92604989662?pwd=WjZycGcrdVB1aVY4L2pkMnE1WGIWQT09>

Call in: 669-900-6833

Meeting ID: 926 0498 9662

Password: 092473

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
3. Mountain Waterworks

ACTION ITEMS

4. Water/Sewer Primary / Backup Operator Contracts
5. Broadband Plan
- [6.](#) Overnight Training / Travel Jun 16-18th, 2021 for City Staff
- [7.](#) Seal Coating - Peterson Memorial
8. Payroll Date Changes
9. Volunteer Recognition
10. Approval of City Clerk / Treasurer to become Notaries
11. Wellhouse Bid Acceptance
12. Stibnite Foundation Grant

CONSENT AGENDA

- [13.](#) March 22, 2021 Minutes
- [14.](#) March 25, 2021 Minutes
- [15.](#) March 2021 Payroll
- [16.](#) Paid & Pending Claims

FUTURE MEETING TOPICS

17. Housing Development Discussion - April 26th
18. Training - Safety in the Workplace

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."

April 7, 2021

As we move into warmer weather and our busiest season of the year, I cannot adequately express the gratitude I have for the current City staff. I have watched Daniel step up and learn about our city's systems, cover for Jessie's absence with diligence and engage in excellent troubleshooting of issues as they arise. Jessie continues to do an excellent job with the many different challenges that the Public Works department is facing. Kyla and Dana have been working on getting things lined out for their positions, implementing procedures so everything gets covered. Angie has kept everything running smoothly during this transition with amazing gentleness and finesse. Our city has an awesome team and I encourage every City Council member and resident to let them know how much they are appreciated.

There were problems with the computer access at City Hall that required IT support. After calling PC Plus multiple times with no response, I reached out to Four Corners Communications and Jeff came the same day to take care of the issues. He got the new laptop set up, access for all the computers to the documents they need to do their jobs and will be working on getting the city's security cameras updated. This local company really came through for the city when we needed immediate help.

Adam Rohrig, another local entrepreneur, has been working on getting the conference room equipment installed. We need to report back to Stibnite Foundation on the project if we want to apply for funding from them this year, so he is working on getting that project completed. It requires electrical work which C&N Electrical will be taking care of.

As we move into the time of year where the snow melts and clean up efforts begin, I think it would be beneficial to schedule a couple "City Clean-up" days and round up volunteers interested in helping with those efforts. I will be doing weekly drive-arounds in the community to see where the problem areas are and look at ways we can work on these areas for the betterment of our community. I am promoting the idea of helping our neighbors with their efforts to clean up their property instead of concentrating on just pointing fingers at what is out of compliance. I have been talking with several local individuals who are willing to help with these efforts and I will be encouraging more participation as we work together for the common goal of keeping our city looking great.

Thank you all for your input and for remaining aware of the victories and challenges of our community. Your support of the City staff and communication with local residents will move us forward to our common goals.

"Individually, we are one drop. Together, we are an ocean." Ryunosuke Satoro

City Clerk Report 4/12/2021-

Worked on:

I attended the ICCTFOA District III meeting on Friday March 26th via zoom. From that meeting I learned that City Officials can no longer sit on library boards.

I have been working on training learning the systems we use such as Black Mountain, processed payroll, payments and claims. I have learned to process payments and process new billing cycle. I also have been working on getting everything transferred into mine and Dana's names.

Issues:

None reported

Industrial Park:

I reached out to a local (McCall/New Meadows) Realtor for a quote for rent on the industrial park, they typically go off of square footage for price. The sq. ft. is 1,800. The quote I got was \$1,500-\$1,800 per month. I also asked a few of the other businesses in New Meadows and the average rent is \$600-\$700 for a smaller space and space without the big freezers that the industrial park has.

Dana Kautz – Treasurer

Staff Report for April 12th City Council Meeting

Tasks I have been working on

- Bank Recs for all 4 bank accounts
- Quarterly Reports
 - 941 - Payroll
 - Unemployment Insurance
- Getting new logins/passwords for accounts such as bank accounts etc.

Angie Mettie
Customer Service
Monthly Report
March 2021

Item 2.

Billing:

- Billing was completed for the month of March with no issues. Black Mountain has helped with making our single compound meter read properly. E-billing was completed with the help of Kyla. We are working on transitioning the e-bills from Mac's e-mail to Kyla's email.

Customer Service:

- March was very busy, as we helped customers find information that Mac had previously known immediately! We looked at determining lot sizes, zoning, setbacks, and how to fill out building permits and demolition permits. We had several inquiries about an animal control officer in New Meadows and what to do in the meantime.

Newsletter:

- The March newsletter went out in the middle of the month. Julie would like us to slowly transition to a weekly, shorter newsletter. The Meadows Valley Monday e-mail is currently getting a 26% open rate, with approximately 440 subscribers. We get many compliments on the newsletter, both print and electronic, for keeping the community up to date on city matters.

Meetings & Minutes:

- I have attended all meetings and have prepared minutes for each.

Invoices:

- We have entered claims for the month of March. I have asked Black Mountain for training on how this process works, as once the Claim Approval List was printed, we could not access the list again. Therefore, we have two separate approval lists for March.

Animal Control / Licensing:

- Salmon River Mobile Vet spent Friday, April 2nd from 10am-4pm at City Hall doing wellness checks and vaccinations for dogs. The pet owners that I spoke with were very pleased with their service and were excited to have a veterinarian in New Meadows.
- Twenty dog tags have been purchased this year. Two customers utilized the vaccination clinic for rabies certification to purchase dog licenses. The date for March rates was extended to April 2nd in order to allow those who attended the clinic to receive the March rates.

Other Projects:

- Much time has been spent learning which bills come via mail, e-mail, or must be downloaded from websites. Kyla is doing a great job placing accounts in her name and resetting usernames and passwords. We are creating a list of monthly bills and due dates so that nothing falls through the cracks.
- Dana's office has been cleaned and organized and all miscellaneous files have been stored in boxes until a time when we can sort through them.
- We are working on dividing up the work once processes are learned. Julie is helping with the DEQ (water/sewer) processes and reports that are due.
- We have a new laptop for Dana to use, and all of our computers are now networked so that we can all have access to needed files and printers.
- We are creating an annual calendar to keep track of when reports are due and what tasks must be accomplished.
- The CAC meeting was canceled in March due to lack of Quorum. We are down to four members between both Parks & Rec and the Citizen Advisory Committee. Three must attend in order to meet quorum requirements.



**2021
ANNUAL
CONFERENCE**

**BOISE
CENTRE**

**JUNE
16-18**

**SAVE
THE
DATE**

Non-member Early-Bird Full Registration: \$560

Member Early-Bird Full

Registration: \$315

Early Bird Registration ends: **May 31, 2021.**

No cancellations after **June 7, 2021. All Cancellations **MUST** be in writing
to: dvonlossberg@idahocities.org**

Proposal



Knife River Corporation - Mountain West

5450 W Gowen Road

Boise, ID 83709

Contact: KALOB TURNER

Phone: 208-553-0784

Fax: (208) 562-5045

Quote To: CITY OF NEW MEADOWS
JULIE GOOD

Job Name:
Date of Plans:
Addendums:

Phone:

Fax:

FOR SINGLE CHIP SEAL OF PETERSON MEMORIAL
FOG COAT IS OPTIONAL

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	CHIP SEAL	3,200.00	SY	3.55	11,360.00
20	FOG SEAL	3,200.00	SY	0.38	1,216.00
GRAND TOTAL					12,576.00

NOTES:

Bid Notes:

1. Price includes (1) mobilization to job. Each additional mobilization will be invoiced at quoted price.
2. Work will be completed upon a mutually agreed schedule.

EXCLUSIONS

1. Permits, fees or bonds of any kind.
2. Fees for inspections or testing.
3. Pavement markings or signage.
4. Surveying or staking.
5. Removal/backfill of soft or saturated soils below subgrade.
6. Erosion control or SWPPP.
7. EPA permit, paperwork or inspection requirements.
8. Demolition/removals not specifically quoted.
9. Paving over grade will be by KRC approved grade.

By signing this Proposal, customer agrees that the terms contained in this Proposal shall be incorporated into any subsequent contract or subcontract agreement, and shall be inserted into the final contract or subcontract entered into between Knife River and the customer. In the event any of the terms or conditions of a subsequent written agreement conflict with the terms of this Proposal, the terms in this Proposal shall control.

All work to be completed in a workmanlike manner according to the written plans and specifications provided to Knife River and standard industry practices. Any alteration, change or deviation from applicable specifications of the materials or work subject to this proposal will only be provided upon written direction from the customer, and customer agrees to pay Knife River any additional costs associated with such alteration, change or deviation.

Knife River shall be paid for actual quantities installed and/or furnished. Payment is due upon progress billings each 30 days. Retainage held shall be a maximum of 5%. The retainage will be payable upon substantial completion of the work. All past due

amount(s) shall bear interest at eighteen percent (18%) per annum or the highest rate allowed by law from the date of billing

Unless specified in this Proposal, Knife River is not bound by a specific time for its work to commence or materials to be furnished to the project. Knife River agrees to perform its work with due diligence in connection with its other work.

Knife River shall adhere to all applicable Environmental Laws and Regulations pertaining to work performed by Knife River under this Proposal. Knife River is not the Prime Contractor and will not provide SWPPP services beyond the scope of the Subcontract. As a subcontractor, Knife River will not meet the definition of an "operator" as defined by the EPA in Section 1.1.1 and Appendix A of the 2017 Construction General Permit. Knife River will not have operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications. Furthermore, Knife River will not have day-to-day operational control of those activities at a project that are necessary to ensure compliance with the permit conditions.

Management has not reviewed or accepted the scope of services beyond the contents of this Proposal, therefore; signatory authority has not been devolved to the Project Manager or Superintendent for work beyond the scope of this bid.

An assigned Project Manager or Superintendent is authorized to sign a Subcontractor Compliance Agreement wherein Knife River agrees to abide by the Prime Contractor or Owner's SWPPP as a function of carrying out the subcontracted work. However, Knife River will not accept responsibility for actions beyond the subcontracted scope of work.

Knife River shall not be responsible for any consequential damages related to the materials or services furnished under this Proposal. Customer hereby waives and releases Knife River from any delays caused by events outside of Knife River's control, including but not limited to, actions of other contractors or subcontractors performing work on the subject project, acts of the owner or its agents, utility interference, unforeseen conditions, strikes, accidents, acts of God, fires, floods, epidemics, unusually severe weather, unavoidable casualties and unusual delays in deliveries. Knife River's workers are fully covered by Worker's Compensation Insurance. Knife River may withdraw this proposal if not accepted within 15 days from the date of proposal. In the event of litigation, the prevailing party shall be entitled to reasonable attorney's fees and related costs.

Knife River

Authorized Signature _____ Date _____

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Knife River is authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature _____ Date _____

Knife River Corporation - Mountain West is licensed and authorized to do business in the following States:

- ID RCE# 46906, PWC-C-033799-U-1-2-3
- WA UBI# 604239617
- OR CCB# 221896
- MT CCR# 241149
- UT COL# 10780213-5501
- NV NBI# NV20181187762
- WY ID# 03702

Roll Call / Pledge of Allegiance

Present at City Hall was Mayor Julie Good. Present Via Zoom were Council Members Shiloh Ryker, Darla Weber, and Jeff Parnett.

Staff Present at City Hall was Angie Mettie. City Attorney Dick Stubbs was present via Zoom.

Public present at City Hall was Kyla Gardner. Public present via Zoom was Drew Dodson.

Mayor Good opened the meeting at 6:35 P.M.

Mayor Good stated that due to time constraints and a family emergency, all items for this meeting would be tabled except the appointment of Kyla Gardner as new City Clerk.

Public Input

There was no public input.

Reports

The Broadband report was tabled.

Discussion Items

The Illegal dumping and Industrial Park appraisal discussions were tabled.

Action Items

The Oath of Office for the City Treasurer, Dana Kautz, was tabled.

Mayor Good stated that she would like to appoint Kyla Gardner as City Clerk.

- Council Member Weber moved to confirm Mayor Good's appointment of Kyla Gardner as City Clerk; Council Member Parnett seconded the motion. Roll Call Vote: Weber – yes, Ryker – yes, Parnett – yes. Motion carried.

Action items of signatory authorities, Fair Housing Proclamation, parking agreement with McDaniel, resignation acceptance, and Illegal sewer dumping were tabled.

Consent Agenda

Consent Agenda items included Minutes from March 8, 2021, February 22, 2021, February 23, 2021, February 2021 Financials, and Claim approvals. The Consent Agenda was tabled.

Adjournment

Mayor Good adjourned the meeting at 6:38 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Welcome – Roll Call – Pledge of Allegiance

Present at City Hall was Mayor Julie Good. Present via Zoom were Council Members Shiloh Ryker, Jeff Parnett and Darla Weber.

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

Public present was Dana and Corey Kautz.

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

Public Input

There was no public input.

Reports

Mayor Good reported that Jeff Luff from 4 Corners Communication came to City Hall and networked the new laptop and has the system up and running. She spoke with Sheriff Zollman and he is willing to work with the City on animal control. Staff are doing a great job and are working through growing pains.

Discussion Items

Illegal Dumping

Mayor Good stated that illegal dumping occurred twice in one week, and one of the incidents blew the manhole cover off in front of the auger room. IRWA will be contacted to come and camera the lines at no cost.

Industrial Park Appraisal

Council Member Ryker contacted a broker, who informed her that appraisers do not work with rentals. She suggested getting the building appraised as if it were going to be sold. Council Member Parnett felt that renting at the Industrial Park must remain cost efficient. Council Member Weber suggested looking at the cost of similar rentals. She felt the cost should be competitive, while protecting the City's assets. Council Member Ryker suggested a survey of other commercial rentals in the area. Restoration bills can be costly and being competitive could protect the City. City Clerk Gardner will research costs of similar rental spaces and will report at the next meeting.

Action Items

Signatories / Bank Access

Mayor Good stated that because jobs have changed, new signatory cards will be signed. City Clerk Gardner and City Treasurer Kautz will have check signing authorization, along with Council Members and Mayor. Two signatures are required on each check – at least one from an elected

official. Kautz, Mettie, and Gardner will be able to access the bank account and print off statements and pay bills.

- Council Member Weber moved to have signatories be Dana Kautz, Kyla Gardner, Julie Good, and Council Members. Bank Access will be given to Angie Mettie, Kyla Gardner, and Dana Kautz; Council Member Ryker seconded the motion. Roll Call Vote: Weber – yes, Ryker – yes, Parnett – yes. Motion Carried.

City Hall Cleaning

Mayor Good would like to remove the duty of cleaning City Hall from the staff. She has spoken with Sandy Schiffman of High Mountain Cleaning, which is a bonded and insured company. They would vacuum, clean the bathrooms, etc. They would clean bi-weekly at \$50 per cleaning, which is a great deal.

- Council Member Weber moved to bring in High Mountain Cleaning twice per month at a rate of \$50 per cleaning; Council Member Parnett seconded the motion. Roll Call Vote – Parnett – yes, Weber – yes, Ryker – yes. Motion Carried.

Fair Housing Month

Mayor Good stated that April is Fair Housing Month. The Council reviewed the Fair Housing Proclamation for New Meadows.

- Council Member Ryker moved to approve the April 2021 Fair Housing Proclamation for the city of New Meadows; Council Member Weber seconded the motion. Roll Call Vote: Ryker – yes, Parnett – yes, Weber – yes. Motion carried.

Parking Agreement

The Council reviewed the parking agreement between Darcy McDaniel at Granite Mountain Café and the City of New Meadows.

- Council Member Weber moved to approve the agreement between the City of New Meadows and Darcy McDaniel, dba Granite Mountain Café; Council Member Parnett seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Ryker – yes. Motion carried.

Resignation Acceptance – Darbey Edwards

- Council Member Ryker moved to accept the resignation of Council Member Darbey Edwards from the City Council; Council Member Parnett seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Ryker – yes. Motion carried.

Illegal Dumping

Mayor Good stated that because IRWA will help with cameraing the sewer lines, no action is needed at this time.

Consent Agenda

The Consent Agenda included minutes from March 8, 2021, February 22, 2021, February 23, 2021, February 2021 Financials, and the paid and pending claims. Mayor Good read the claims. Mayor Good would like to revise the February 22nd meeting minutes to state that the Council approved a tool purchase for the Public Works Department, not for Wallace.

- Council Member Parnett moved to approve the Consent Agenda with changes to the minutes; Council Member Ryker seconded the motion. Roll Call Vote: Ryker – yes, Parnett – yes, Weber – yes. Motion carried.

Future Meeting Topics

- Broadband plan
- Water project update – Tim Farrell
- Contract with Doug Buys – April 12
- Housing Development Discussion
- Industrial Park Rental Rates
- Brown’s Mountain Market RV Dump Station Agreement
- Drake Diversified Backup Operator Agreement
- Snow Storage Agreements
- Spotlight – Business / Citizen / Volunteer / Organization
- Training – Safety in the Workplace / Community

Adjournment

Mayor Good adjourned the meeting at 7:00 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Total for Payroll Checks

Employee	Employer	Amount
5.40		422.40
22.47		135.00
9.00		5,491.15
228.28		10,833.18
597.91		3,123.33
139.14		

COMA HOURS (Comp Time Accumulated)	5.40		
COMP HOURS (Comp Time Used)	22.47		
J009 HOURS (IP-MAINT)	9.00		
PERS HOURS (Personal Time Used)	228.28		
REG HOURS (Regular Time)	597.91		
VACA HOURS (Vacation Time Used)	139.14		
GROSS PAY	20,005.06	0.00	
NET PAY	13,829.56	0.00	
AFLAC-ACCIDENT	50.32	0.00	
AFLAC-CANCER	55.14	0.00	
AFLAC-STDISABLI	46.42	0.00	
EMP-LIFE INSURA	88.60	6.40	
FAM-LIFE INSURA	2.54	0.00	
FIT	1,828.94	0.00	
IDAHO SIT	578.00	0.00	
III-A HEALTH IN	0.00	2,152.50	
III-FAMILY VIS/	92.00	0.00	
MEDICARE	288.55	288.55	
PERSI	1,414.31	2,358.50	
PERSI-401K-REPA	64.26	0.00	
PERSI_CHOICE_D	432.65	0.00	
SOCIAL_SECURITY	1,233.77	1,233.77	
FIT/SIT BASE	18,052.64	0.00	
MEDICARE BASE	19,899.60	0.00	
PERS BASE	19,753.06	0.00	
SOC SEC BASE	19,899.60	0.00	
WC BASE	17,013.80	0.00	

Total
Total Payroll Expense (Gross Pay + Employer Contributions): 6,039.72 26,044.78

Check Summary

Payroll Checks Prev. Out.	\$12,754.14
Payroll Checks Issued	\$21,171.20
Payroll Checks Redeemed	\$18,909.96
Payroll Checks Outstanding	\$15,015.38
Electronic Checks	\$4,873.58

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	2467.54	2467.54		21001
Medicare	577.10	577.10		21002
Workers' Comp	0.00			21008
FIT	1828.94	1828.94		21003
IDAHO SIT	578.00	578.00		21004
PERSI	3772.81	3772.81		21005

III-A HEALTH IN	2152.50	2152.50	21007
PERSI_CHOICE_D	432.65	432.65	21005
AFLAC-ACCIDENT	50.32	50.32	21010
AFLAC-STDISABLI	46.42	46.42	21010
PERSI-401K-REPA	64.26	64.26	21005
AFLAC-CANCER	55.14	55.14	21010
III-FAMILY VIS/	92.00	92.00	21007
EMP-LIFE INSURA	95.00	95.00	21006
FAM-LIFE INSURA	2.54	2.54	21006

Total Ded. 12215.22 0.00 12215.22 0.00

**** Carried Forward column only correct if report run for current period.

Kyla Gardner

Pay Period

3/16/2021 to

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)		
Sunday								
Monday								
Tuesday	3/16/2021							
Wednesday	3/17/2021							
Thursday	3/18/2021							
Friday	3/19/2021							
Saturday	3/20/2021							
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	3/21/2021							
Monday	3/22/2021							
Tuesday	3/23/2021	7.00						
Wednesday	3/24/2021	6.60						
Thursday	3/25/2021	7.75						
Friday	3/26/2021	5.53						
Saturday	3/27/2021							
Total Week		26.88	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	3/28/2021							
Monday	3/29/2021	7.35						
Tuesday	3/30/2021	6.44						
Wednesday	3/31/2021	6.78						
Thursday								
Friday								
Saturday								
Total Week		20.57	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		47.45	0.00	0.00	0.00	0.00	0.00	0.00

I hereby certify the hours indicated above are true and correct and that I have not unauthorized overtime. I further certify and acknowledge the hours logged on the system (as attached) are true and correct to the best of my knowledge. (Notes on 1

Employee Signature: _____

Date:

Supervisor Signature: _____

Date:

Payperiod Notes:

This time was not paid for in the previous cycle

3/31/2021

VAC	Total
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
0.00	0.00
	0.00
	0.00
	7.00
	6.60
	7.75
	5.53
	0.00
0.00	26.88
	0.00
	7.35
	6.44
	6.78
	0.00
	0.00
	0.00
0.00	20.57
0.00	47.45

**worked
: city's tracking
Γ-Sheets)**

as it was ov

Kyla Gardner

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
47.45	0.00	0.00	0.00	47.45

Time in	Time out	Duration	
March 23, 2021			7.00
		7.00	ADM > ADM - Customer Relations
March 24, 2021			6.60
8:55am (MDT)	3:31pm (MDT)	6.60	ADM > ADM - Customer Relations
March 25, 2021			7.75
8:41am (MDT)	3:13pm (MDT)	6.53	ADM > ADM - Customer Relations
6:23pm (MDT)	7:36pm (MDT)	1.22	MTG > MTG - Citizen Advisory Committee
March 26, 2021			5.53
8:52am (MDT)	2:24pm (MDT)	5.53	ADM > ADM - Customer Relations
March 29, 2021			7.35
8:27am (MDT)	3:48pm (MDT)	7.35	ADM > ADM - Customer Relations
March 30, 2021			6.43
8:51am (MDT)	3:17pm (MDT)	6.43	ADM > ADM - Customer Relations
March 31, 2021			6.78
8:54am (MDT)	3:41pm (MDT)	6.78	ADM > ADM - Customer Relations

Jessie Gerke

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021	9.20							9.20	
Wednesday	3/17/2021	8.18							8.18	
Thursday	3/18/2021	8.00							8.00	
Friday	3/19/2021	8.49							8.49	
Saturday	3/20/2021								0.00	
Total Week		33.87	0.00	0.00	0.00	0.00	0.00	0.00	33.87	
Sunday	3/21/2021								0.00	
Monday	3/22/2021	3.00						5.00	8.00	
Tuesday	3/23/2021							8.00	8.00	
Wednesday	3/24/2021							8.00	8.00	
Thursday	3/25/2021							8.00	8.00	
Friday	3/26/2021							8.00	8.00	
Saturday	3/27/2021								0.00	
Total Week		3.00	0.00	0.00	0.00	0.00	0.00	37.00	40.00	
Sunday	3/28/2021								0.00	
Monday	3/29/2021							8.00	8.00	
Tuesday	3/30/2021								0.00	
Wednesday	3/31/2021	8.46							8.46	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.46	0.00	0.00	0.00	0.00	0.00	8.00	16.46	
Total Pay Period		45.33	0.00	0.00	0.00	0.00	0.00	45.00	90.33	

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:

This time was not paid for in the previous cycle as it was over

Jessica Gerke

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
45.33	0.00	0.00	0.00	45.33

Time in	Time out	Duration	
March 16, 2021			9.20
8:22am	9:08am	0.77	SWR > SWR - Sewer Logs
9:08am	10:31am	1.38	SWR > SWR - System Maintenance
10:31am	12:15pm	1.73	SWR > SWR - Auger Room Maintenance
12:15pm	4:00pm	3.75	SWR > SWR - System Maintenance
NOTES: Manholes			
5:00pm	6:34pm	1.57	SWR > SWR - System Maintenance
NOTES: Auger room/manholes			
March 17, 2021			8.18
8:23am	8:59am	0.60	SWR > SWR - Sewer Logs
8:59am	10:46am	1.78	SWR > SWR - Sewer Testing
10:46am	12:08pm	1.37	STRTS > STRTS - Grading / Blading
12:08pm	12:57pm	0.82	SWR > SWR - Sewer Testing
12:57pm	3:38pm	2.68	STRTS > STRTS - Grading / Blading
3:38pm	4:34pm	0.93	PW > PW - City Shop
March 18, 2021			8.00
8:30am	9:29am	0.98	SWR > SWR - Sewer Logs
9:29am	10:42am	1.22	SWR > SWR - System Maintenance
10:42am	1:08pm	2.43	STRTS > STRTS - Grading / Blading
1:08pm	2:46pm	1.63	PW > PW - Office Time
2:46pm	4:30pm	1.73	STRTS > STRTS - Grading / Blading
March 19, 2021			8.48
8:16am	9:02am	0.77	SWR > SWR - Sewer Logs
9:02am	10:35am	1.55	SWR > SWR - System Maintenance
10:35am	11:54am	1.32	MTG > MTG - Staff Meeting
11:54am	3:00pm	3.10	WTR > WTR - Meter Reading

3:00pm	4:45pm	1.75	STRTS > STRTS - Storm Drainage
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March 22, 2021**3.00**

8:30am	9:28am	0.97	MTG > MTG - Staff Meeting
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9:28am	11:30am	2.03	SWR > SWR - Sewer Logs
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NOTES: Automatically clocked out after being on the clock for 7 days. You should really take a break :)
QuickBooks Time Support

March 31, 2021**8.47**

7:57am	8:40am	0.72	SWR > SWR - Sewer Logs
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8:40am	10:09am	1.48	SWR > SWR - System Maintenance
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10:09am	12:05pm	1.93	WTR > WTR - Booster Station & Well Logs
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12:05pm	12:57pm	0.87	SWR > SWR - Sewer Testing
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12:57pm	2:11pm	1.23	WTR > WTR - Service Call
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2:11pm	3:12pm	1.02	SWR > SWR - Sewer Testing
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3:12pm	4:25pm	1.22	EQP > EQP - Loader Maintenance
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Dana Kautz

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021								0.00	
Wednesday	3/17/2021								0.00	
Thursday	3/18/2021	6.92							6.92	
Friday	3/19/2021	2.71							2.71	
Saturday	3/20/2021								0.00	
Total Week		9.63	0.00	0.00	0.00	0.00	0.00	0.00	9.63	
Sunday	3/21/2021								0.00	
Monday	3/22/2021								0.00	
Tuesday	3/23/2021								0.00	
Wednesday	3/24/2021								0.00	
Thursday	3/25/2021								0.00	
Friday	3/26/2021	2.00							2.00	
Saturday	3/27/2021								0.00	
Total Week		2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
Sunday	3/28/2021								0.00	
Monday	3/29/2021	0.50							0.50	
Tuesday	3/30/2021								0.00	
Wednesday	3/31/2021								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.50	
Total Pay Period		12.13	0.00	0.00	0.00	0.00	0.00	0.00	12.13	

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:

This time was not paid for in the previous cycle as it was over

Dana Kautz

03/16/2021 to 03/31/2021

Item 15.

Regular	PTO	OT	DT	Total Hours
12.13	0.00	0.00	0.00	12.13

Time in	Time out	Duration	
March 18, 2021			6.92
9:00am	3:55pm	6.92	ADM > Train - City Hall
March 19, 2021			2.72
11:00am	1:43pm	2.72	ADM > Train - City Hall
March 26, 2021			2.00
10:15am	12:15pm	2.00	ADM > ADM - Customer Relations
March 29, 2021			0.50
8:30am	9:00am	0.50	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021	8.10							8.10	
Wednesday	3/17/2021	6.07							6.07	
Thursday	3/18/2021	8.00							8.00	
Friday	3/19/2021	6.98							6.98	
Saturday	3/20/2021								0.00	
Total Week		29.15	0.00	0.00	0.00	0.00	0.00	0.00	29.15	
Sunday	3/21/2021								0.00	
Monday	3/22/2021	10.52							10.52	
Tuesday	3/23/2021	8.73							8.73	
Wednesday	3/24/2021	7.00							7.00	
Thursday	3/25/2021	7.83							7.83	
Friday	3/26/2021	5.92							5.92	
Saturday	3/27/2021								0.00	
Total Week		40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	
Sunday	3/28/2021								0.00	
Monday	3/29/2021	8.03							8.03	
Tuesday	3/30/2021	7.50							7.50	
Wednesday	3/31/2021	7.15							7.15	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		22.68	0.00	0.00	0.00	0.00	0.00	0.00	22.68	
Total Pay Period		91.83	0.00	0.00	0.00	0.00	0.00	0.00	91.83	

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:

This time was not paid for in the previous cycle as it was over

Angie Mettie

03/16/2021 to 03/31/2021

Item 15.

Regular	PTO	OT	DT	Total Hours
91.83	0.00	0.00	0.00	91.83

Time in	Time out	Duration	
March 16, 2021			8.10
8:01am (MDT)	3:23pm (MDT)	7.37	ADM > ADM - Customer Relations
5:59pm (MDT)	6:43pm (MDT)	0.73	MTG > MTG - Parks Meeting
NOTES: 6pm- meeting prep			
March 17, 2021			6.07
8:03am (MDT)	1:24pm (MDT)	5.35	ADM > ADM - Customer Relations
2:30pm (MDT)	3:13pm (MDT)	0.72	ADM > ADM - Customer Relations
March 18, 2021			8.00
8:03am (MDT)	4:03pm (MDT)	8.00	ADM > ADM - Customer Relations
March 19, 2021			6.98
7:57am (MDT)	2:56pm (MDT)	6.98	ADM > ADM - Customer Relations
March 22, 2021			10.52
7:57am (MDT)	4:02pm (MDT)	8.08	ADM > ADM - Customer Relations
4:29pm (MDT)	6:32pm (MDT)	2.05	ADM > ADM - Customer Relations
6:32pm (MDT)	6:55pm (MDT)	0.38	MTG > MTG - Council Meeting
March 23, 2021			8.73
7:59am (MDT)	4:43pm (MDT)	8.73	ADM > ADM - Customer Relations
March 24, 2021			7.00
8:35am (MDT)	3:35pm (MDT)	7.00	ADM > ADM - Customer Relations
March 25, 2021			7.83
8:33am (MDT)	3:17pm (MDT)	6.73	ADM > ADM - Customer Relations
6:25pm (MDT)	7:31pm (MDT)	1.10	MTG > MTG - Council Meeting
March 26, 2021			5.92
8:37am (MDT)	2:32pm (MDT)	5.92	ADM > ADM - Customer Relations

March 29, 2021 **8.03**

7:56am (MDT) 3:58pm (MDT) 8.03 ADM > ADM - Customer Relations

March 30, 2021 **7.50**

7:47am (MDT) 3:17pm (MDT) 7.50 ADM > ADM - Customer Relations

March 31, 2021 **7.15**

8:48am (MDT) 3:57pm (MDT) 7.15 ADM > ADM - Customer Relations

Daniel Potter

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021	5.27							5.27	
Wednesday	3/17/2021	6.83							6.83	
Thursday	3/18/2021	8.43							8.43	
Friday	3/19/2021	5.45							5.45	
Saturday	3/20/2021								0.00	
Total Week		25.98	0.00	0.00	0.00	0.00	0.00	0.00	25.98	
Sunday	3/21/2021								0.00	
Monday	3/22/2021	5.50							5.50	
Tuesday	3/23/2021	5.77							5.77	
Wednesday	3/24/2021	7.05							7.05	
Thursday	3/25/2021	6.03							6.03	
Friday	3/26/2021	4.27							4.27	
Saturday	3/27/2021								0.00	
Total Week		28.62	0.00	0.00	0.00	0.00	0.00	0.00	28.62	
Sunday	3/28/2021								0.00	
Monday	3/29/2021	9.92							9.92	
Tuesday	3/30/2021	9.56							9.56	
Wednesday	3/31/2021	8.82							8.82	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		28.30	0.00	0.00	0.00	0.00	0.00	0.00	28.30	
Total Pay Period		82.90	0.00	0.00	0.00	0.00	0.00	0.00	82.90	

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:

This time was not paid for in the previous cycle as it was over

Daniel Potter

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
82.90	0.00	0.00	0.00	82.90

Time in	Time out	Duration	
March 16, 2021			5.27
8:15am	12:00pm	3.75	SWR > SWR - Auger Room Maintenance
4:45pm	6:16pm	1.52	SWR > SWR - System Maintenance
March 17, 2021			6.83
8:40am	3:30pm	6.83	SWR > SWR - System Maintenance
March 18, 2021			8.43
8:10am	9:00am	0.83	SWR > SWR - Sewer Logs
9:00am	11:36am	2.60	WTR > WTR - Booster Station & Well Logs
11:36am	4:36pm	5.00	SWR > SWR - System Maintenance
March 19, 2021			5.45
8:00am	1:27pm	5.45	WTR > WTR - Meter Reading
March 22, 2021			5.50
8:30am	9:28am	0.97	SWR > SWR - Sewer Logs
9:28am	10:30am	1.03	WTR > WTR - Booster Station & Well Logs
10:30am	2:00pm	3.50	STRTS > STRTS - Storm Drainage
March 23, 2021			5.77
8:00am	1:46pm	5.77	SWR > SWR - System Maintenance
March 24, 2021			7.05
8:05am	3:08pm	7.05	WTR > WTR - Meter Reading
March 25, 2021			6.03
9:00am	3:02pm	6.03	WTR > WTR - Meter Reading
March 26, 2021			4.27
8:30am	12:46pm	4.27	SWR > SWR - Sewer Testing
March 29, 2021			9.92

8:30am	9:25am	0.92	MTG > MTG - Staff Meeting
9:25am	3:45pm	6.33	IND > IND - Industrial Park Maintenance
3:45pm	6:25pm	2.67	IND > IND - Industrial Park Maintenance
March 30, 2021			9.57
8:30am	10:16am	1.77	WTR > WTR - Booster Station & Well Logs
10:16am	10:16am	0.00	SWR > SWR - Sewer Logs
10:16am	6:04pm	7.80	SWR > SWR - Sewer Logs
March 31, 2021			8.82
8:31am	5:20pm	8.82	SWR > SWR - Sewer Logs

Jacob Qualls

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021	7.35							7.35	
Wednesday	3/17/2021	7.47							7.47	
Thursday	3/18/2021	7.58							7.58	
Friday	3/19/2021	6.70							6.70	
Saturday	3/20/2021								0.00	
Total Week		29.10	0.00	0.00	0.00	0.00	0.00	0.00	29.10	
Sunday	3/21/2021								0.00	
Monday	3/22/2021								0.00	
Tuesday	3/23/2021								0.00	
Wednesday	3/24/2021								0.00	
Thursday	3/25/2021								0.00	
Friday	3/26/2021								0.00	
Saturday	3/27/2021								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	3/28/2021								0.00	
Monday	3/29/2021								0.00	
Tuesday	3/30/2021								0.00	
Wednesday	3/31/2021								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		29.10	0.00	0.00	0.00	0.00	0.00	0.00	29.10	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

This time was not paid for in the previous cycle as it was over

Jacob Qualls

03/16/2021 to 03/31/2021

Item 15.

Regular	PTO	OT	DT	Total Hours
29.10	0.00	0.00	0.00	29.10

Time in	Time out	Duration	
March 16, 2021			7.35
8:05am	3:26pm	7.35	ADM > ADM - City Hall
March 17, 2021			7.47
8:35am	4:03pm	7.47	ADM > ADM - City Hall
March 18, 2021			7.58
8:35am	4:10pm	7.58	ADM > ADM - City Hall
March 19, 2021			6.70
8:45am	3:27pm	6.70	ADM > ADM - City Hall

* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4836	E	25	Analytical Labs, Inc.	3,357.89			60		43320	745		10102
	79403	03/31/21	Water Sampling / Testing	15.20			65		43220	745		10102
	79404	03/31/21	Sewer Sampling / Testing	3,342.69								
			Total for Vendor:	3,357.89								
			# of Claims	1								
			Total Electronic Claims	3,357.89								
			Total Non-Electronic Claims									