



City Council Regular Meeting & Public Hearing Agenda

Monday, August 14, 2023 at 6:30 PM

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

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

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/89875050548?pwd=TnF6V21tbUFVS1hKSGxvaFRXMzhvdz09>

Call in: 1 669 900 6833

Meeting ID: 898 7505 0548

Password: 675845

ROLL CALL / PLEDGE OF ALLEGIANCE

PUBLIC INPUT

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

PRESENTATION

1. Water Project Update
2. Mayor's presentation

REPORTS

3. Mayor's Report
4. Staff Reports
5. Parks & Rec Meeting Minutes

DISCUSSION ITEMS

6. City Ordinance : Fences

PUBLIC HEARING

7. Fiscal Year 22/23 City of New Meadows Re-open Budget Hearing
 - a. Open hearing
 - b. Public comment
 - c. Close Hearing
8. Fiscal Year 23/24 City of New Meadows Budget Hearing
 - a. Open hearing
 - b. Public comment
 - c. Close hearing

ACTION ITEMS

9. Water Truck Bid Approval
10. Salmon River Mobile Vet Clinic Industrial Park Lease
11. S & S Enterprises Industrial Park Lease
12. TBD-2023 Annual Appropriations Ordinance Amendment
13. TBD-2023 Annual Appropriations Ordinance
14. Change of City Hall open hours

15. 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;

CONSENT AGENDA

- [16.](#) July 10th & 24th Meeting Minutes
- [17.](#) Paid & Pending Claims
- [18.](#) July 2023 Payroll

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

City of New Meadows						
Water System Improvement Project						
Overall Project Budget Summary						
Total Project Funding Package			\$5,266,200			
Project Costs						
Item No.	Description	Amount	Current Budget Amounts (Includes Proposed/Projected)	Amount Billed to Date	Amount Remaining	% Budget Used 07/01/2023
Construction						Construction
1	US-95 Main Replacement Project (Knife River)	\$281,100	\$281,100	\$281,100	\$0	100%
2	Valve and Hydrant Replacements and Maintenance (Irminger)	\$227,500	\$227,500	\$227,500	\$0	100%
3	GIS Mapping (Valves, Hydrants, Services); Water Meter Software/Equip.	\$13,049	\$13,049	\$13,049	\$0	100%
4	Well Site Land Acquisition	\$25,000	\$25,000	\$25,000	\$0	100%
5	Drill and Construct New Well (Dig Well Idaho)	\$219,198	\$247,602	\$247,602	\$0	100%
6	Idaho Power Service Installation (Well 5)	\$42,257	\$42,257	\$42,257	\$0	100%
7	2022 Water Project (Well House, Booster Station, Reservoir, Distribution)	\$2,613,549	\$3,173,927	\$1,535,838	\$1,638,089	48%
8	Idaho Power Service Installation (Booster Station Estimate)	\$0	\$20,000	\$0	\$20,000	0%
Construction Subtotal		\$3,421,653	\$4,030,435	\$2,372,346	\$1,658,089	
Administration/Legal/Other						Admin/Legal/Other
9	CDBG Grant Administration (part of the CDBG Grant)	\$45,000	\$45,000	\$34,400	\$10,600	76%
10	Davis-Bacon Monitoring (IDEQ Loan Requirement)	\$0	\$10,500	\$7,350	\$3,150	70%
11	City-Direct Operator Expense (Kirk Kundrick)	\$0	\$25,000	\$2,231	\$22,769	9%
12	ITD Water Project (Crestline Engineers ITD Project Design Contract)	\$43,000	\$43,000	\$43,000	\$0	100%
13	Project Audit (USDA Requirement (1); ARPA Requirement (Up to 2)	\$0	\$14,300	\$0	\$14,300	0%
14	Legal Expenses	\$12,000	\$563	\$563	\$0	100%
15	Interest	\$43,000	\$43,000	\$31,655	\$11,345	74%
Administration/Legal/Other Subtotal		\$143,000	\$181,363	\$119,199	\$62,164	
Engineering						Engineering
16	Basic Services	\$376,500	\$518,900	\$445,278	\$73,622	86%
17	Construction Observation	\$125,000	\$235,000	\$161,640	\$73,360	69%
18	Additional Services	\$130,000	\$135,000	\$114,410	\$20,590	85%
19	Engineering Subtotal	\$631,500	\$888,900	\$721,328	\$167,572	
20	Total Allocated Project Costs	\$4,196,153	\$5,100,698	\$3,212,873	\$1,887,825	
21	Total Contingency Remaining (Total Funding - Total Current Budget)				\$165,502	
22	Total Amount Remaining (Total Funding - Amount Billed to Date)				\$2,053,327	

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

August 2023

TASKS COMPLETED

Claims, Payroll, Email Billing, Ach Payments, Monthly invoices & Will serves and Grass and weed letters/ Invoices.
Meeting prep for City Council & Parks and Rec
FY 24 Budget finalization, appropriations ordinance creation and Re-opening FY23 Budget documents.
Created Public Hearing notices for upcoming August 28th City Council meeting.
Coordinating the lighted cross walk and radar speed limit sign project with ITD and Contractor.

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates
Working on the Workforce development childcare expansion grant
Training with Angie so that I can cover her job/train new employee when hired.

CHALLENGES / ISSUES

Neptune had an update that did not translate to Black Mountain and created a lot more work for utility billing this month- Issue has been resolved.

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

August

TASKS COMPLETED

- Filing Payroll
- Claims Review
- June Bank Reconciliations
- June Financial Reports
- FY 2023 Quarter 3 Financial Report
- Quarter 2 Payroll and Unemployment Reports
- Budget Prep
- End of year Audit Journal Vouchers

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

July

TASKS COMPLETED

- Completed culvert
- Hand read meters
- Maintained wheel lines
- Kept on top of weeds
- Fixed the gate to the land app
- Replaced toilet at city hall
- New meter on s hiegho

PROJECTS IN PROGRESS

- Industrial park wall
- Dog pound
- Organize shop better
- Another culvert?
- Finish new meter on s hiegho

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

August

TASKS COMPLETED

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

Actions:
 Finish S. Norris Culvert - Run diagnostics on 310SK backhoe for CCV circuit error (Crankcase ventilation) - Practice CDL Handbook pre-trip inspections on commercial trucks (Vulvo & Mack dumptrucks) - Get all info possible on Vibro Dumptruck Air Compressor replacement. Observe Joe Sullivan's Sewer connection installation and take note of missing safety equipment - Finish 10 OSHA Industry Safety Course (Recommended by John Stone)
 Finish CDL Online portions and schedule "Behind the wheel training" with Idaho Department of labor.



PROJECTS IN PROGRESS

Equipment and Shop:
 -Routine Cleaning and Organization Management
 -Keep up Equipment Preventive Maintenance Sheets and general servicing
 -Maintain Hot Rod for service calls & Emergencies

Water:
 -Maintain Vigilance for Water related emergencies
 -Study Commercial drivers guild and work towards attaining a Commercial driver's license
 -Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
 -Expand use of voice and personal reasoning in appropriate settings in the work environment
 -Attend water related construction/Demolition meetings and engage in any/all assisting action.
 -Attend Relevant Drinking Water Classes. (Online)
 -Maintain Records (City Water Well In & Use/ Water Meter Data)

Sewer: NRWA Mentorship Hours ----->
 -Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
 -Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil, belts, and filters)
 -Maintain Records (Sewer In & Eff Logs)
 -Move Land Application Wheel Lines when Necessary
 -Attend Relevant Wastewater Classes. (Online)
 -Maintain improvement rate of: awareness, recording, and control of Land App. process

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	2.5
B. Vehicles and Specialized Equipment			
0	0	0	5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	4.5	4.5	11.75
E. Logistics, Reports and Supervision			
0.5	1.5	1.5	31.25

CHALLENGES / ISSUES

*Status values presented are based on US 310key DEP/CDL representation

WWTP:
 Maintain Proper conditions for land application.
 Status - White
 Weather is an indeterminate factor.
 North wheel line compromised? - Kirk

NRWA:
 Achieve On Job Training hours whenever possible.
 Status - Green
 New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Commercial Drivers Licence:
 Achieve CDL Theory training through online course
 Status - Green
 Working through readings and knowledge assessments during any free moments. Estimated date of completion:
 Present - July 1st

COMMUNITY INPUT & COMMENTS

Community:
 Construction... Is unwanted

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

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

July 2023

TASKS COMPLETED

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

PROJECTS IN PROGRESS

- Updating / Amending resolutions and ordinances for Council Meetings
- Filing and scanning of old documents
- Water Meter Account updates
- Parks projects: fundraisers, bike-a-thon, softball tournament
- Utility Application scanning/filing

- Creating training documents
- Baseball Team Photos
- Parks & Rec Committee
- Updating well log records
- Filing of sewer test reports
- Building Permits taken to building department

CHALLENGES / ISSUES

- Neptune system updates caused problems with meter readings. Ivan had to hand-enter the readings, and we had to adjust the readings by hand. Black Mountain was able to update the system, which fixed the issue for next month hopefully!

COMMUNITY INPUT & COMMENTS

- A BIG THANK YOU to Council Member Parnett for washing windows and dusting at City Hall!
- Several requests for an end of summer cleanup day.

**CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES
HELD MONDAY, AUGUST 7, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Roll Call / Pledge of Allegiance

Present at City Hall were Parks & Recreation Members Diane Markham, Angie Crow, Joe & Olivia Sullivan and Angie Mettie.

Public Present were Kristi Scott and Nikki Crogh.

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

Discussion Items

Skate Parks Groundbreaking – August 11

Angie Crow offered her snow cone machine for the groundbreaking. The Parks & Rec team will sell snow cones for \$1 each, with the proceeds going to the skate park. Kristi Scott stated that Miss Kitty's will be selling pizza and the Community Center will be selling hamburgers and hot dogs. Joe Sullivan will be in charge of music for the evening. St. Luke's will be giving away helmets for kids. A table will be set up with information on the upcoming bike-a-thon, baseball tournament, and other events. Angie Crow created Parks & Recreation shirts for members to wear at events.

Volleyball in the Park – August 12

Flyers have been created and placed around town and on social media. All are encouraged to bring a net to the park or show up to play between 10 and 2pm.

Meadows Valley Days Fundraiser – September 3

A booth has been secured for Meadows Valley Days free of charge. Parks & Rec members will sell snow cones and water. The booth will be open from 11:30 – 5pm, and team members will work in shifts, with Angie Crow and Diane handling the morning shift and Angie Mettie and Olivia handling the afternoon shift. Funds will go towards Parks & Rec future activities.

Bike-A-Thon

Joe Sullivan shared that Garrett St. Pierre felt that the bike park would be ready for a grand opening event on the day of the bike-a-thon. He feels his biggest need is excavation work, but has not yet determined how the bike-a-thon donation funds might be used. The donation will be approved by City Council prior to being awarded.

Angie Crow will contact St. Luke's to see if six helmets might be donated as prizes. She will also see if Family Dollar might donate water for the event. Nikki Crogh offered to drive along with the kids during the event. Miss Kitty's will donate pizza for the event. Joe will check in to a fruit donation. Angie Crow will talk with Zim's to make sure they approve as the half-way point of the ride.

A deadline of September 30th was determined. The winners will be announced at the October 2nd Parks & Rec meeting.

**CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES
HELD MONDAY, AUGUST 7, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Softball Tournament

Flyers will be created and available at the Skate Park groundbreaking, and then advertising will begin. KBs Burrito food truck will come to the tournament. Angie Mettie will work on reserving the field. A prize was discussed for the winning team, which might include coffee cards or drinks at the Kahili Club or Intersection. Members will continue to look for donations for prizes. The funds from the tournament will be used for next season's baseball program.

Winter Activities

Ideas for additional winter activities included snowman building at the park, igloo building, participation in the dog sled race, or possible basketball activities. Joe will ask about the gym in the new Brundage apartments and see if it is available for use. If not, the school gym might be considered. Determining winter snow activities is difficult, as many depend on snowfall.

Trunk-Or-Treat

Kristi Scott shared about the Trunk-or-Treat event, which will be held on Saturday, October 28th. Joe offered to provide background music for the event. Other suggestions included creating a better entrance / exit and narrowing the area so that cars aren't spread over the entire park.

Christmas Gathering

Kristi Scott gave an update on the progress so far on the Christmas gathering event, which will be held Sunday, December 3rd. Additions this year might include a blow-up snowman at the depot, and additional volunteers to bring chili. She stated that Parks & Recreation might help with ushering the parade to the park. Nikki Crogh stated that she would be willing to help put lights up once the date was determined.

Action Items

July 5, 2023 Meeting Minutes

The Committee reviewed the minutes and found no changes.

- Committee member Crow moved to approve the minutes; Committee Member Markham seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Adjournment

The meeting was adjourned at 7:04 P.M.

Angie Mettie, City Liaison

ATTEST: _____
Diane Markum, Vice Chair

**CITY OF NEW MEADOWS PARKS AND RECREATION MEETING MINUTES
HELD MONDAY, AUGUST 7, 2023 AT 6:00 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Item 5.

DRAFT

NOTICE OF PUBLIC HEARING
PROPOSED BUDGET INCREASE FOR EXPENDITURES

NOTICE IS HEREBY GIVEN, That City of New Meadows City Council will hold a public hearing on Monday, August 14th, 2023 at the hour of 6:30pm. The hearing will be held at New Meadows City Hall, 401 Virginia Street, New Meadows, ID 83654, for the purpose to open the budget for unanticipated expenditures for the Fiscal 2023 year.

Unanticipated expenditures detail:

Expenditure Youth Center building		\$60,000
Cash on hand prior receipts	\$60,000	
Expenditure Industrial Park expenses		\$7,700
Cash on hand prior receipts	\$7,700	

City Hall is accessible to persons with disabilities. Anyone desiring accommodation for disabilities related to the public hearing, please contact the City Clerk at (208)-347-2171 at least 48 hours prior to the hearing. Publication dates for this notice are August 3rd, 2023 and August 10th, 2023.

Kyla Gardner, City Clerk

Budget Hearing Notice

Notice is hereby given that the New Meadows City Council will hold a public hearing for consideration of the proposed budget for the Fiscal Year 2023/ 2024 in accordance with Idaho Code 50-1002. The hearing will be held at New Meadows City Hall, 401 Virginia Street, New Meadows, ID 83654 on August 14th, 2023 at 6:30 pm. The public is invited to provide testimony concerning the proposed budget.

Copies of the proposed city budget are available at City Hall during regular office hours (8:00 am- 3:00 pm Monday – Thursday). City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities related to the budget documents or hearing, please contact the City Clerk at (208)-347-2171 at least 48 hours prior to the hearing. Publication dates for this notice are August 3rd, 2023 and August 10th, 2023.

Fund Name	FY 21/22 Actual Expenditures	FY 21/22 Actual Revenues	FY 22/23 Budgeted Expenditures	FY 22/23 Budgeted Revenues	FY 23/24 Proposed Expenditures	FY 23/24 Proposed Revenues
General Fund	\$334,011.08	\$719,317.96	\$425,044.86	\$425,044.86	\$840,851.00	\$840,851.00
Water Fund	\$40,397.75	\$136,316.08	\$3,411,264.98	\$3,411,264.98	\$2,400,169.00	\$2,400,169.00
Industrial Park Fund	\$44,578.21	\$7,393.74	\$40,359.83	\$40,359.83	\$34,497.00	\$34,497.00
Sewer Fund	\$220,729.81	\$256,468.85	\$376,776.02	\$376,776.02	\$534,086.00	\$534,086.00
WRT Pass Through Fund	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$0.00
MV Roundup Fund	\$211.61	\$289.40	\$5,000.00	\$5,000.00	\$5000.00	\$5000.00
Grand Totals	\$639,928.46	\$1,153,286.03	\$4,258,445.69	\$4,258,445.69	\$3,814,603.00	\$3,814,603.00

**NEW MEADOWS INDUSTRIAL PARK
LEASE AGREEMENT**

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

WITNESSETH: _____

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

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

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

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

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

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

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

Section 6. The LESSEE has possession of the LEASEHOLD.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor

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

Owner

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

Signed and Acknowledged:

Lessee

By: _____ Date: _____
Owner

By: _____ Date: _____
Owner

City of New Meadows

By: _____ Date: _____
Mayor

ATTACHMENT A: Tenant Qualification Criteria

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

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

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

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

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

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

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

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

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

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

ATTACHMENT B: Description of Leased Property

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

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

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

ATTACHMENT C: Delinquent Rent Policy

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

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

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

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

ATTACHMENT D: Hazardous Material Policy

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

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

CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS**CONTENTS**

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

1. PURPOSE

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

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

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

2.2 Tenant Responsibilities

Tenant Managers Shall:

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

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

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

2.3 Shipping and Receiving

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

2.4 Storage

NMIP tenants storing nonradioactive hazardous materials shall:

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

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

3.0 DEFINITIONS

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

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

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

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

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

4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

4.1 Waste Handling Practices:

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

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

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

4.2 Handling Practices for Recyclable Oil:

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

I have read and acknowledged the above Hazardous Material Policy.

_____ Date: _____
Owner(s)

**NEW MEADOWS INDUSTRIAL PARK
LEASE EXTENSION AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, this 14th day of August, 2023 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **S&S Enterprises**, hereinafter referred to as the LESSEE. For the purpose of administering this contract the City's Representative Agent is the Site Administrator of the New Meadows Industrial Park, herein referred to as the NMIP.

WITNESSETH: _____

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

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

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

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

Section 3. The LESSEE shall pay to the CITY a monthly lease payment of \$600.00, plus the Adams County Landfill Fee (\$13.34), for one (1) years beginning August 14th, 2023 at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time.

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

Section 5. The LESSEE has posted a security deposit of \$465.00 with the CITY. The security deposit shall be returned upon the termination of this lease or subsequent leases when LEASEHOLD is vacated and it is determined by the CITY the LEASEHOLD is in satisfactory condition.

Section 6. The LESSEE has possession of the LEASEHOLD.

Section 7. The LESSEE shall be responsible for the cost of all utilities serving the LEASEHOLD, including but not limited to power, heat, sewer, water, and

telephone. Failure to pay any utilities shall be considered a material breach of this Lease.

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

Section 9. The CITY shall perform all necessary repairs, replacements, and required maintenance with respect to all plumbing, wiring, roof, supporting structural members, locks and heating unless such repairs, maintenance, or replacements are caused by tenants' abuse or neglect. NMIP shall have no other repair, replacement, or maintenance obligations, with all items which are not specifically enumerated being considered routine maintenance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 21. The LESSEE shall not assign this agreement/lease or sublet or sublease the premises or any part thereof.

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

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

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

the expiration of the 30-day period allowed for correction of a non-monetary default, LESSEE has taken reasonable and prudent steps toward preventing, correcting, or abating the default but has not completed said action, the CITY may extend the 30-day period.

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

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

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

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

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

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

Section 30. The LESSEE agrees to provide at its own cost and expense a suitable trash receptacle and regularly scheduled pick-up service sufficient to handle

LESSEE's own needs in order to prevent the unsightly accumulation of trash and other debris.

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

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

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

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

Section 35. All notices provided for herein shall be deemed served if personally delivered, or if mailed to the party entitled to receive the same at the following address:

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

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

Signed and Acknowledged:

Brad J. McGarry, Owner	Date: _____
------------------------	-------------

Pamela D. McGarry, Owner	Date: _____
--------------------------	-------------

Julie Good, Mayor City of New Meadows	Date: _____
--	-------------

ATTACHMENT A: Tenant Qualification Criteria

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

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

Section 2. S&S Enterprises must meet the following criteria:

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

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

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

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

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

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

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

ATTACHMENT B: Description of Leased Property

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

THIS LEASE made between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and __S&S Enterprises__, hereinafter referred to as the LESSEE, is for the following space described below:

The _1550_ square foot area in the southern end of building known as building #_2_ which has a shared restroom and open shop floor. The physical address of this space is 106 A Taylor Street.

ATTACHMENT C: Delinquent Rent Policy

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

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

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

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

ATTACHMENT D: Hazardous Material Policy

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

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

CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS**CONTENTS**

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

1. PURPOSE

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

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

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

2.2 Tenant Responsibilities

Tenant Managers Shall:

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

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

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

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

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

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

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

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

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

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

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

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

2.3 Shipping and Receiving

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

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

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

2.4 Storage

CBP tenants storing nonradioactive hazardous materials shall:

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

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

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

3.0 DEFINITIONS

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

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

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

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

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

4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

4.1 Waste Handling Practices:

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

4.2 Handling Practices for Recyclable Oil:

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

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

I have read and acknowledged the above Hazardous Material Policy.

Brad J. McGarry, Owner

Pamela D. McGarry, Owner

Date

ANNUAL APPROPRIATIONS AMENDMENT

AN ORDINANCE OF THE CITY OF NEW MEADOWS, IDAHO, AMENDING ORDINANCE NO. 380-2023. THE APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1,2022; APPROPRIATING ADDITIONAL MONIES THAT ARE TO BE RECEIVED BY THE CITY OF NEW MEADOWS, IDAHO, IN THE SUM OF \$67,700; DIRECTING THE CITY CLERK TO FILE A CERTIFIED COPY OF THIS ORDINANCE WITH THE IDAHO SECRETARY OF STATE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AS FOLLOWS:

Section 1. That Ordinance No. 380-2023 the appropriations ordinance for the City of New Meadows, Idaho, for the fiscal year commencing October 1, 2022, be, and the same is hereby amended as follows:

That the additional amount of \$67,700 be appropriated out of revenues from cash on hand in the sum of \$67,700 to be used for authorized activities.

Section 2. The City Clerk of the City of New Meadows is hereby directed to file a certified copy of this Ordinance with the Idaho Secretary of State, in accordance with Idaho Code 50-1003.

Section 3. This ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED under suspension of rules upon which a roll call vote of the City Council at a convened meeting of the City Council held on the 14th day of August, 2023.

Attest:

Julie Good, Mayor

Kyla Gardner, City Clerk

AN ORDINANCE TO BE TERMED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF NEW MEADOWS, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023, AND ENDING ON SEPTEMBER 30, 2024, APPROPRIATING SUMS OF MONEY IN THE AGGREGATE AMOUNT OF **\$3,814,603.00** TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF NEW MEADOWS FOR SAID FISCAL YEAR; SPECIFYING THE OBJECT AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT AND PURPOSE; AUTHORIZING THE CERTIFICATION TO THE COUNTY COMMISSIONERS OF ADAMS COUNTY, IDAHO, THE AMOUNT OF **\$170,854** IN PROPERTY TAXES TO BE LEVIED AND ASSESSED UPON THE TAXABLE PROPERTY IN THE CITY; PROVIDING FOR THE FILING OF A COPY OF THIS ORDINANCE WITH THE OFFICE OF THE IDAHO SECRETARY OF STATE AS PROVIDED BY LAW; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AS FOLLOWS:

Section 1. The sum of **\$3,814,603.00** is hereby appropriated to defray all necessary expenses and liabilities of the City of New Meadows, Adams County, Idaho, for the fiscal year commencing October 1, 2023, and ending September 30, 2024.

Section 2. The objects and purposes for which such appropriation is made, and the amount appropriated for each object and purpose, are as follows:

AMOUNT APPROPRIATED FOR EXPENDITURES		
GENERAL FUND		
General Dept.....	\$	108,978.00
Wages, taxes & benefits	\$	65,900.00
Police Dept. (includes Animal Control) ...	\$	33,660.00
Street Dept.	\$	165,913.00
Youth Sports	\$	4,000.00
Airport Improvement Projects	\$	12,400.00
Youth Center	\$	450,000.00
	TOTAL GENERAL FUNDS	\$ 840,851.00
ENTERPRISE FUNDS		
Water Dept.	\$	2,400,169.00
Industrial Park	\$	34,497.00
Sewer Dept.	\$	534,086.00
MV Roundup Fund.....	\$	5,000.00
	TOTAL ENTERPRISE FUNDS	\$ 2,973,752.00
	TOTAL BUDGET FOR FISCAL YEAR 2023-2024	<u>\$ 3,814,603.00</u>

Section 3. The amount of **\$170,854** is hereby authorized to be certified by the City of New Meadows to the Board of Commissioners and Adams County, Idaho, in accordance with Section 50-1007, Idaho Code, to be levied and assessed as a property tax on the taxable property within the City of New Meadows for the fiscal year commencing October 1, 2023 and ending September 30, 2024.

Section 4. The City Clerk is hereby authorized and directed to cause a certified copy of this ordinance to be filed with the Office of the Secretary of State of the State of Idaho, as required by Section 50-1003, Idaho Code.

Section 5. This ordinance shall be published once in full in the official newspaper of the City and shall take effect and be in force from and after its passage, approval and publication.

Passed under suspension of the rules by roll call of the City Council of the City of New Meadows, Adams County, Idaho, this 14th day of August 2023.

Julie Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 10, 2023 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 16.

Roll Call / Pledge of Allegiance

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

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

Public present at City Hall were Greg & Marcy Pearce, Kayrene Brown, Luane Page and Leia. Ashley was present via Zoom.

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

City Clerk Gardner read the mission statement.

Mayor Good stated that the agenda would be amended to include an action item of approving the grass and weed contractor for the city. The good faith reason was that the tall grass and weeds on certain properties presents a fire / health hazard and must be abated before the next meeting. Also, the original agenda included this item and was sent out in the newsletter, but was accidentally deleted on the agenda that was posted and printed.

Public Input

There was no public input.

Reports

Mayor's Report

Mayor Good summarized activities happening around Meadows Valley. She stated that the transit system running from New Meadows to McCall twice per week has more riders than Eagle's transit system, which runs five days per week. The lunch program for kids has been very successful and donations continue to come in. She shared her concern with the safety of the playground, stating that kids are climbing over the fence to get to the playground. A grass tour was completed and there are nine properties that will be abated.

Staff Reports

The Council reviewed staff reports and had no questions.

Water Project Update

Mayor Good summarized the water project update, which showed that the proposed rate increase was \$26.33. At this time, the increase sits at \$14.87. This does not take into account ongoing construction.

Training

City Attorney Dick Stubbs reviewed with the Council the bidding process via Idaho Code. He provided a procurement manual which explained all procedures. Mayor Good stated that the manual should be available at City Hall at all times.

Discussion Items

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 10, 2023 AT 6:30 P.M.**

Item 16.

IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

City Code 10-11-2: Fence Height – 316 N. Heigho: Pearce

Mayor Good stated that she saw the Pearce's working on their fence and reminded them that the fence height was 3 feet in the front yard. The reason for this is for safety so that emergency services can see into the yard and will be able to access the home when necessary. She stated that the definition of "front yard" was recently changed to indicate the location of the yard as the side where the front door is placed instead of on the side indicated by your address. She stated there is nothing the Council can do regarding the fence height unless they choose to change the ordinance. Several letters have been sent to other homeowners who have also recently built a fence taller than three feet in the front yard.

Greg Pearce stated that his fence is taller than 3 feet for safety reasons. His grandchildren play in the front yard and there are dogs at large in the neighborhood that would easily jump a 3-foot fence. He stated that the fence has a gate, which makes it accessible to emergency services and one is able to see through it. He asked for a variance for the fence height.

Mayor Good stated that a variance moratorium is in place due to the types of requests the city has received for variances.

The Council discussed the issue. Council Member Ryker stated that the Council is not against safety and is aware of the dog problem; however, the ordinances should be followed. All community members should feel safe.

Council Member Carr stated that he talked with Fire Chief Buys about the height of the front yard fence and Buys was not against a taller fence in the front yard as long as the address was visible from the street.

Council Member Goodwin stated that corner lots have different requirements so that vehicles can see around the corners. She inquired about the time period allotted for bringing the fence into compliance and the consequences if not changed.

Attorney Stubbs stated that no time requirement is specified in the ordinance. He said there were two options the city could choose. The resident could be charged with a misdemeanor for violation of city ordinance, or the city could bring a lawsuit against the resident and the court would require him to remove his fence and build one that complies with the ordinance.

Council Member Goodwin asked whether the fences installed were documented so that the city would know what fences were installed prior to the change in definition and which fences are new. It was determined that there was no documentation on any of the fences.

The Council chose to put the topic on the next agenda. Mayor Good asked them to bring suggestions.

Water/Sewer Connections for Multi-Family Units

Mayor Good stated that with new construction, there have been questions regarding meter size and type. For example, the new four-plexes that are being built are connecting one building with four units to a single water hookup. City Engineer Tankersley suggested that they use a 2" meter instead of a 1-1/2" meter. This is not stated in the ordinance. Another developer building a duplex desired to have two water meters (one for each side of the duplex) but only one sewer connection. Engineer Tankersley stated that this was fine in this situation. Council Member Ryker stated that a combination water/sewer connection should be purchased, and customers should not be permitted to purchase one or the other.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 10, 2023 AT 6:30 P.M.**

Item 16.

IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

A chart will be obtained showing the meter sizes required for the number of fixtures in a unit. This will be added to the ordinance. Also the capitalization fee will be changed to reflect how this is charged to customers. The item will be added to the next agenda.

Budget Review – Sewer Fund

Mayor Good stated that the sewer fund is looking good, with under 75% committed thus far. Engineering fees and fuel costs are over budget. Connection fees were up 392%. A new irrigation well will be added to the budget for the land app so that water doesn't have to be pulled from the river. Costs for this will be researched.

Action Items

Lot Split – 216/300 S Morgan

Luane Page addressed the Council regarding splitting her lot, which has a duplex on it, so that she could separately sell each side of the duplex. Mayor Good stated that there are requirements via the International Building Code that must be met regarding duplexes, such as a firewall between the units. There may be other requirements as well. She suggested Page get the property surveyed and research the legal requirements for splitting a duplex. Mayor Good suggested she talk with Cory Fischer, who is building a duplex. She should meet with Kyla Gardner to make sure all requirements are met, and then the item can be placed back on the agenda.

Demolition Bid Award – Old County Shop

Mayor Good stated that the bid amount was disclosed at the last meeting, putting the bidder at a disadvantage if the project were to go out to bid a second time. There was no other interest in the project. Council Member Carr asked about the cement. Mayor Good stated that Jessie Wallace said that the area will be used for snow storage and that the cement wouldn't cause an issue if left for a while.

- Council Member Goodwin moved to award the bid for the demolition of the old county shop to Bear Loper, Custom Works, in the amount of \$11,500; Council Member Carr seconded the motion. Roll Call Vote: Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Resignation Acceptance – Kaytlyn Goodwin

The Council reviewed the letter of resignation from Kaytlyn Goodwin.

- Council Member Carr moved to accept the resignation of Kaytlyn Goodwin; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Integrity Inspection Solutions Quote

Mayor Good stated that this quote was for the headworks system at the plant, which needs to be repaired, along with infiltration repair of at least one manhole. The item is already in the budget.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES

HELD MONDAY, JULY 10, 2023 AT 6:30 P.M.

IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Item 16.

- Council Member Ryker moved to accept the quote from Integrity Inspection Solutions; Council Member Carr seconded the motion. Roll Call Vote: Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Intern Contract

Intern Marcus Sarno is helping Mayor Good with several projects and data collection around New Meadows. She would like to pay him a flat fee of \$2500 for his work. She obtained a grant for \$1500 and asked the City to cover the remaining \$1000. He would be contracted, and would receive no benefits nor be on the city's payroll. If he works less than the intended amount of time, the amount of pay would be altered.

- Council Member Ryker moved to approve the contract between the City of New Meadows and Marcus Sarno; Council Member Goodwin seconded the motion. Roll Call Vote: Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Water Connection Form

A water connection form has been created to summarize for the public the process of purchasing connections, as well as for streamlining communication between customer, public works, and office staff. In review of the form, Mayor Good stated that a sentence should be added saying that both a water and sewer connection must be purchased together. Also, the meter size should be added. Other fees should also be included. The form will work well for will-serves and lots in the city limits where lines are already in place. A separate form should be created that explains the process for undeveloped areas. The form will be reworked and added to a future agenda.

Amended Agenda Item: Bear Loper Contractor

- Council Member Ryker moved to approve Bear Loper of Custom Works as the City's grass and weeds abator. The good faith reason for adding this item to the agenda is that this constitutes an emergency due to the current state of grass and weeds, and the city cannot wait until the next meeting for abatement; Council Member Carr seconded the motion. Roll Call Vote: Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Consent Agenda

The Consent Agenda included paid and pending claims, June 26, 2023 meeting minutes, and June 2023 payroll. City Clerk Gardner polled the Council and all stated that they had read the minutes.

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

Future Meeting Topics

Future meeting topics included fence discussion, water/sewer city code, and Airbridge.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 10, 2023 AT 6:30 P.M.
IN CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Item 16.

Adjournment

Mayor Good adjourned the meeting at 8:01 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

Item 16.

Roll Call / Pledge of Allegiance

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

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

Public present at City Hall were Heather Hayes, Gregg Pearce, Traci Foster, Kayrene Brown, and Leia. Present via Zoom were Traci Jamieson and Brian McNight.

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

Public Input

There was no public input.

Communications

The Council reviewed minutes from the Parks & Recreation meeting.

Reports

Mayor's Report

Mayor Good stated that the entry to the Depot will be adjusted so that access to the exhibit will be available.

The Christmas tree will be planted in the fall, after the construction project is closer to completion.

Mayor Good researched 20+ cities regarding fences in front yards. She found that several ordinances stated that fences cannot be within 3 feet of a fire hydrant, which is not in the City's ordinance. She also felt that having tall fences will cause a problem with snow removal. She asked the Council's opinion on the current ordinance, permitting a 3-foot tall fence in the front yard.

Council Member Carr suggested a free permit, where a design review committee might review the type and size of fence, as each property is unique. At the same time, the decisions should be fair across the board.

A letter was provided by the Fire Chief stating that up to a five-foot tall fence would be accessible by the Fire / EMS, but that house numbers need to be posted on the fence, if not visible on the house.

Council Member Ryker stated that it will be important to accommodate those who already have fences, and that the height and whether it is sight-obscuring should be discussed.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Item 16.

Council Member Goodwin stated that corner lots are a concern. The Animal Control ordinance discusses a six-foot fence for dogs. She suggested the fence ordinance should align with the animal control ordinance.

Community Members voiced their concerns about fences. Traci Foster stated that she built a fence taller than three feet. Technically, her front yard faces her neighbor's home, according to the code. She stated that her fence cost \$4000, but was needed to contain her dog. She noted that a three-foot fence is useless in the winter because the dog can walk over it. She would like the community to be welcoming, and felt a design review team was a good idea. She appreciated the Council's consideration of this topic.

Community Member Heather Hayes stated that she also built a fence taller than three feet to keep other dogs out of her yard, as her dog was bitten, and her flowers and yard were destroyed by other dogs. She was angry about the amount of money they had to spend to keep other dogs out of their yard. She noted that her fence is see-through. She felt that a six-foot tall fence would be safest for children.

Mayor Good suggested that each Council Member come up with a plan that addresses height, sight-obscuring definition, fences on corners, snow plowing parameters, permit options, design review options, grandfathered fences, and utility easements. The item will be placed on a future agenda.

Action Items

Airbridge Structure Addition

David McNight of Airbridge stated that they would like to add an additional thirty feet to the existing structure, which would add more bandwidth. This would allow them to accomplish their needs while remaining aesthetically pleasing. He stated that Zply is challenging the grant that Airbridge applied for, saying that they already provide good service to Meadows Valley. Mayor Good stated that she would make a phone call and write a letter in support of Airbridge.

- Council Member Ryker moved to approve the proposed Airbridge structure addition of thirty (30) feet; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Water / Sewer Connection Amendment

Mayor Good noted that there were several changes to the water and sewer ordinances, indicating meter size requirements, changes to purchasing connections, and changing verbiage to capitalization fees to reflect how they are actually handled.

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

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

City Clerk Gardner read the ordinance by title only.

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

Water / Sewer Connection Form Review

The Council reviewed the new form for purchasing water connections. They would like to add a statement saying that “additional charges may apply over and above the connection fees if warranted by the water/sewer operator.”

- Council Member Ryker moved to approve the Water / Sewer Connection form with changes discussed; Council Member Goodwin seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

MOU – IGNITE Idaho

Mayor Good noted that the MOU party name should be changed from Cascade to New Meadows. Traci Jamieson of IGNITE Idaho stated that they are applying for a grant, which requires them to show that they have partners supporting their endeavors. Mayor Good stated that those who need evaluations must travel to the Meridian area, and having a closer option would allow for more community members to receive help.

- Council Member Goodwin moved to approve the IGNITE Idaho MOU pending changes of the name from Cascade to McCall; Council Member Carr seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Goodwin – yes. Motion carried.

Council Member Ryker abstained from the vote due to an invested interest in IGNITE Idaho.

Bike Park Lease

City Attorney Stubbs will work with the school’s attorney on the bike park lease.

Sewer Hookup Contractor Approval

Kirk Kundrick stated that a water/sewer hookup was purchased by Joe Sullivan. The sewer connection is 11-12 feet deep. This is not a safe depth for city staff, nor does the city have the equipment to complete the work. Therefore, a local contractor, TB Construction, has offered to complete the job for \$3500, anticipating that the work can be completed in one day. If multiple days are needed, the cost will be more. Mayor Good stated that the property owner would not be responsible for these costs.

- Council Member Goodwin moved to approve the contractor for the sewer hookup contingent on a written and signed estimate; Council Member Ryker seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

RV Permit Application – Brown

The Council reviewed a Displacement RV application for Ricky Brown. They are remodeling a property and the RV is being used during the remodeling process, making the space livable for an apartment. They noted that the Displacement category of the permit sunsets in 2023 and would like to place the item on the October agenda.

Mayor Good stated that when the permits expire, she would like a letter sent, letting them know that the permit will expire. If they do not respond, but are still using the RV as living space, she would like them to be sent a letter of non-compliance.

- Council Member Carr moved to approve the RV Displacement Permit; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Water Connection - Blum

Mayor Good explained that there has been much activity with the four-plexes being built. They initially paid for three connections, thinking they were going to hook up two of the units to one meter. They then had to upgrade to a larger meter size, and paid for the meters and installation themselves, and also returned the old meters to the city. He had asked if the council would make him a deal on the fourth meter, and have the fifth smaller meter for irrigation. Kirk Kunderick stated that it cost him over \$10,000 to purchase and install the larger meters. Kunderick ensured that only the best equipment was purchased.

After discussion, the Council chose to charge Blum for the 4th meter and include the smaller fifth meter for irrigation for \$1.

- Council Member Goodwin moved to approve the regular sale of a water connection per the Discount Resolution, and include a fifth smaller meter for irrigation at the cost of \$1; Council Member Ryker seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Raven Waterworks Contract Renewal

Kirk Kunderick stated that he talked with his insurance agent regarding coverage. He had no amendments to the contract at this time.

- Council Member Ryker moved to approve the contract between Raven Waterworks and the city of New Meadows; Council member Carr seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

Resolution TBD-2023: East Park Address Designation

The City had labeled the new East Park apartments as A,B,C,D. However, the Post Office stated that there will be boxes on the property for mail, and that they had to be numbered a certain way. The reasoning behind the numbering was unknown by staff.

Mayor Good stated that she would like to talk to the post office about the numbering. The Resolution was tabled.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Resolution TBD-2023: Skate Park Address Designation

An address has never been designated for the skate park. It will now be known as 402 Peterson Memorial Avenue.

- Council Member Goodwin moved to approve Resolution TBD-2023, designating the Skate Park as 402 Peterson Memorial Avenue; Council Member Carr seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Carr – yes, Goodwin – yes. Motion carried.

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.

- Council Member Ryker moved to go into Executive Session under 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; Council Member Carr seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Executive Session was entered into at 7:52 P.M.

Executive Session ended at 7:59 P.M. Roll was called and all Council Members and Mayor were present.

Action After Executive Session

- Council Member Gilliam moved to raise the hourly wages for staff as follows: Ivan McDaniel: .75 cents, Hunter Brown: \$1.00, Jessie Wallace: \$.50 cents, Kyla Gardner: \$1.27; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried. The new wages will go into effect October 1, 2023.

Consent Agenda

The Consent Agenda included Paid & Pending Claims, June 2023 Financials, and July 10, 2023 meeting minutes. The minutes were unavailable.

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

Future Meeting Topics

Future meeting topics included house addresses, minutes from July 10th, bike park lease, grass & weed abatement update, fence discussion, and East Park address Resolution.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JULY 24, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS**

Adjournment

The meeting was adjourned at 8:06 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

For Date Posted = 07/25/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash	
5843	E	253 Christensen Inc. dba United Oil		195.92									
	1024277	07/15/23 Fuel -Streets		25.35*			60		43320	630		10102	
	1024277	07/15/23 Fuel - Sewer		25.35*			65		43220	630		10102	
	1024277	07/15/23 Fuel - Water		25.35*			60		43320	630		10102	
	1024277	07/15/23 Fuel - Streets		107.88			1		41500	630		10102	
	1024277	07/15/23 Fuel - Grader - Water		5.99*			60		43320	630		10102	
	1024277	07/15/23 Fuel - Grader - Sewer		6.00*			65		43220	630		10102	
Total for Vendor:				195.92									
# of Claims				1									
Total Electronic Claims				195.92									
Total Non-Electronic Claims				195.92									
							# of Vendors					0	

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5859		580 4 Corner Communications	460.00	****							
IT: MSP-T1 - Basic											
July 2023											
		3473 08/01/23 IT Professional Support	153.33			1		41100	327		10102
		3473 08/01/23 IT Professional Support (W)	153.33			60		43320	327		10102
		3473 08/01/23 IT Professional Support (SWR)	153.34			65		43220	327		10102
		Total for Vendor:	460.00								
*** Claim from another period (7/23) ****											
5856		563 Adams County Prosecuting	1,500.00	****							
August 2023 Prosecutions											
		1058 08/01/23 Municipal Prosecutions- Aug	1,500.00			1		41400	312		10102
		Total for Vendor:	1,500.00								
*** Claim from another period (7/23) ****											
5861		25 Analytical Labs, Inc.	3,617.46	****							
Invoice 2304576 should go in period 6. They did not send invoice until 8/3. -											
am											
		2305289 07/31/23 Water Sampling / Testing	71.10*			60		43320	745		10102
		2305288 07/31/23 Sewer Sampling / Testing	783.62			65		43220	745		10102
		2305289 07/31/23 Well #5 Testing	2,332.25			60	67	43331	884		10102
		2304576 06/30/23 Sewer Sampling / Testing	430.49			65		43220	745		10102
		Total for Vendor:	3,617.46								
*** Claim from another period (7/23) ****											
5850		1 C & M Lumber Co, Inc	5,211.37	****							
		07/25/23 Sewer	944.97			65		43220	324		10102
		07/25/23 Water	326.69*			60		43320	324		10102
		07/25/23 Shop - Water	197.67*			60		43320	324		10102
		07/25/23 Shop - Sewer	198.48			65		43220	324		10102
		07/25/23 Shop - Streets	198.48			1		41500	324		10102
		07/25/23 Streets	3,236.63			1		41500	324		10102
		07/25/23 Park	90.97*			1		41600	324		10102
		07/25/23 Office (GEN)	5.82*			1		41100	324		10102
		07/25/23 Office (WTR)	5.83*			60		43320	324		10102
		07/25/23 Office (SWR)	5.83			65		43220	324		10102
		Total for Vendor:	5,211.37								

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5860	E	253 Christensen Inc. dba United Oil	243.56	****							
	1025241	07/31/23 Fuel -Streets	16.40*			60	43320		630		10102
	1025241	07/31/23 Fuel - Sewer	16.40*			65	43320		630		10102
	1025241	07/31/23 Fuel - Water	16.39*			60	43320		630		10102
	1025241	07/31/23 Fuel - Grader - Streets	143.41			1	41500		630		10102
	1025241	07/31/23 Fuel - Grader - Water	7.97*			60	43320		630		10102
	1025241	07/31/23 Fuel - Grader - Sewer	7.97*			65	43320		630		10102
	1025241	07/31/23 Fuel - Parks	35.02*			1	41600		630		10102
		Total for Vendor:	243.56								
		*** Claim from another period (7/23) ****									
5853		29 City of New Meadows	2,958.73	****							
	025-00	08/01/23 Chlorinator Room	14.30			65	43220		339		10102
	310-00	08/01/23 Park Irrigation	2,258.14			1	41600		332		10102
	309-00	08/01/23 Park Restrooms	93.06			1	41600		331		10102
	014-00	08/01/23 Industrial Park	234.84			63	43100		331		10102
	364-00	08/01/23 Auger Room	175.32			65	43220		338		10102
	126-00	08/01/23 City Hall	78.42*			1	41100		331		10102
	015-00	08/01/23 Skate Park	14.30			1	41600		332		10102
	012-00	08/01/23 Recycle Center	14.30			1	41600		332		10102
	060-00	08/01/23 Ambulance Shed	76.05*			1	41100		331		10102
		Total for Vendor:	2,958.73								
		*** Claim from another period (7/23) ****									
5855		690 Clearwater Financial , LLC	3,153.27	****							
	July Hours Worked on Comprehensive Financial Plan and Citizens Committe meeting										
	3031	08/01/23 Comp Fac Plan	3,153.27*			1	43318		324		10102
		Total for Vendor:	3,153.27								
		*** Claim from another period (7/23) ****									
5852		702 Column Software PBC	179.82	****							
	Budget Hearing Notice & Public Hearing for re-opening the Budget										
	0010	07/31/23 Legal Ads- (GEN)	179.82			1	41100		309		10102
		*** Claim from another period (7/23) ****									
5865		702 Column Software PBC	58.52	****							
	Ordinance 392-2023										
	0012	08/07/23 Legal Ads- (WTR)	29.26			60	43320		309		10102
	0012	08/07/23 Legal Ads (SWR)	29.26			65	43220		309		10102
		Total for Vendor:	238.34								

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5866	E 405 CORE & MAIN LP Water meter and sewer parts T304455 08/03/23 Sewer Parts T304424 08/03/23 Water Meters	2,695.46 804.74 1,890.72*	****		65 43220 60 43320	324 324		10102 10102
	Total for Vendor:	2,695.46	****					
5868	415 Crestline Engineers Sewer Connection - HWY 55 Sewer Connection - 516 S Heigho	792.50	****		65 43220	319		10102
	Total for Vendor:	792.50						
5854	711 Dodson, David Remburse for Water Deposit 041-00 08/02/23 Reimburse for Deposit	82.68 82.68	****		60 43300	810		10102
	Total for Vendor:	82.68	****					
5863	495 Drake Diversified LLC Monthly Back-up Operator July 2023 1712 08/01/23 July 2023 H2O Back-up Operator 1712 08/01/23 July 2023 SWR Back-up Operator	400.00 200.00 200.00	****		60 43320 65 43220	310 310		10102 10102
	Total for Vendor:	400.00	****					
5849	634 Great West Engineering, Inc Seepage Testing for Lagoon Cell 3 29960 07/31/23 Seepage Testing for Lagoon 3	2,134.00 2,134.00*	****		65 43230	858		10102
	Total for Vendor:	2,134.00	****					
5862	641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 07/08/23, 07/22/23 10506 07/17/23 OFFICE CLEANING / CITY HALL	70.00 70.00*	****		1 41100	324		10102
	Total for Vendor:	70.00						

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5874	E	4 Idaho Power		2,723.34								
		0032879986 08/07/23 Street Lights (Electricity)		649.69			1		41500	330		10102
		0032879987 08/07/23 City Shop (Electricity) Wa		36.08			60		43320	330		10102
		0032879987 08/07/23 City Shop (Electricity) Se		36.08			65		43220	330		10102
		0032879987 08/07/23 City Shop (Electricity) Str		36.08			1		41500	330		10102
		0032879959 08/07/23 Parks (Electricity)		39.50			1		41600	330		10102
		0032879967 08/07/23 Sewer Lift Station (Electr		5.44			65		43220	337		10102
		0032879945 08/07/23 Well #3 (Electric)		40.78			60		43320	334		10102
		0032879933 08/07/23 Well #4 (Electric)		874.05*			60		43320	335		10102
		0032879940 08/07/23 Booster Station (Electric)		0.00			60		43320	333		10102
		0032879919 08/07/23 Sewer Plant (Electricity)		528.36*			65		43220	336		10102
		0030309892 08/07/23 City Hall (Electricity) Ge		21.47			1		41100	330		10102
		0030309892 08/07/23 City Hall (Electricity) H2O		21.47			60		43320	330		10102
		0030238986 08/07/23 City Hall (Electricity) SWR		21.47			65		43220	330		10102
		0032880160 08/07/23 Sewer Land Ap		287.27			65		43220	330		10102
		0033198570 08/07/23 Recycling Center		13.09			63		43100	330		10101
		0033232987 08/07/23 Well #5 (Electric)		112.51			60		43320	348		10102
		Total for Vendor:		2,723.34								
5879	E	584 Integrity Inspection Solutions,		4,559.00								
		19759162 08/08/23 Mobilization& Hydro Clean		4,559.00			65		43220	326		10102
		Total for Vendor:		4,559.00								
5867		279 J.I. Morgan, Inc.		335.43								
Backhoe Window												
		1038281 07/21/23 Roller - Streets		335.43			1		41500	324		10102
		Total for Vendor:		335.43								
5851	E	37 Jerry's Auto Parts		78.56								
Items		for equipment main. for chevy truck										
		285781 07/25/23 Shared (Streets)		17.99			1		41500	350		10102
		286075 07/26/23 Shared (Water)		30.28			60		43320	350		10102
		286075 07/26/23 Shared (Sewer)		30.29			65		43220	350		10102
		Total for Vendor:		78.56								

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5870	E	150 Lake Shore Disposal	275.20	****					
		26343865S2 08/01/23 Garbage - General	68.80*			1 41100	324		10102
		26343865S2 08/01/23 Garbage - Water	68.80*			60 43320	324		10102
		26343865S2 08/01/23 Garbage - Sewer	68.80			65 43220	324		10102
		26343865S2 08/01/23 Garbage - Industrial Park	68.80*			63 43100	324		10102
		Total for Vendor:	275.20						
5880		571 Mountain Waterworks, Inc	31,878.75						
		Pay request # 31 DW 1809							
		7387 07/31/23 Task 7 - Prof Services	14,420.00			60 67 43331	319		10102
		7387 07/31/23 Task 5 - Construction	17,458.75			60 67 43331	319		10102
		Total for Vendor:	31,878.75						
5871	E	162 Norco Inc.	12.71	****					
		38099842 06/30/23 Cylinder Rental	4.24			1 41500	324		10102
		38099842 06/30/23 Cylinder Rental	4.24*			60 43320	324		10102
		38099842 06/30/23 Cylinder Rental	4.23			65 43220	324		10102
		Total for Vendor:	12.71						
5877		642 Raven Waterworks, LLC	2,000.00	****					
		Monthly Operator / Sewer Assistance							
		CNM-2308 08/01/23 July 2023 H2O Operator	500.00			60 43320	310		10102
		CNM-2308 08/01/23 July 2023 SWR Operator	1,500.00			65 43220	310		10102
		Total for Vendor:	2,595.00						
5878		642 Raven Waterworks, LLC	595.00	****					
		Contract Operator Work on Water Project Well 5 booster pump project (7/23)							
		2308-CNM-D 08/01/23 Water Project Operator Wel	595.00			60 67 43331	885		10102
		Total for Vendor:	2,595.00						
5864		98 Rocky Mountain Signs	27.50	****					
		DEPOT parking only sign							
		24983 08/02/23 Depot Parking Sign	27.50			1 41500	324		10102
		Total for Vendor:	27.50						

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5857		659 SMS Inc. 366673 07/07/23 Shipping (SWR) 366675 07/14/23 Shipping (SWR) 345990 07/20/23 Shipping (WTR) 366666 07/21/23 Shipping (SWR) 361260 07/26/23 Shipping (WTR)	146.00 29.00* 27.00* 32.00 27.00* 31.00			65		43220	620		10102
		Total for Vendor:	146.00								
5876	E	500 SPARKLIGHT formerly Cable One Internet Services	95.35								
		08/10/23 Internet - General 08/10/23 Internet - Water 08/10/23 Internet - Sewer	31.78 31.78 31.79			1		41100	308		10102
		Total for Vendor:	95.35								
5881		687 TCG Construction, Inc DW1809 Pay request 31 TCG Pay app # 9	381,036.45								
		9 08/02/23 Booster Station 9 08/02/23 Reservoir Tank Work	296,036.45 85,000.00			60	67	43331	885		10102
		Total for Vendor:	381,036.45								
5869	E	146 The Record Reporter 08/08/23 Annual Subscription - 1 year	45.00 45.00*			1		41100	324		10102
		Total for Vendor:	45.00								
5873		13 The Star-News Job posting for deputy clerk position and Water truck surplus ad	220.50								
		104114 07/31/23 Job Posting (G) 104114 07/31/23 Water truck (Wtr) 104114 07/31/23 Water truck (SWR) 104114 07/31/23 Water truck (IND PARK)	76.50 48.00 48.00 48.00			1		41100	309		10102
		Total for Vendor:	220.50								

*** Claim from another period (7/23) ****

For dates posted from 07/26/23 to 08/14/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5872		697 U.S. Bank Equipment Finance	148.72	****							
	Photocopier Lease										
	507591311	08/01/23 Photocopier Lease	49.57*			1		41100	324		10102
	507591311	08/01/23 Photocopier Lease	49.58*			60		43320	324		10102
	507591311	08/01/23 Photocopier Lease	49.57			65		43220	324		10102
		Total for Vendor:	148.72								
		*** Claim from another period (7/23) ****	1,283.39								
5858	E	436 US Bank	70.20*			1		41100	709		10102
	GOOGLE	07/25/23 Email (Gen)	70.20*			63		43100	709		10102
	GOOGLE	07/25/23 Email (IND)	70.20			60		43320	709		10102
	GOOGLE	07/25/23 Email (WTR)	70.20			65		43220	709		10102
	GOOGLE	07/25/23 Email (SWR)	25.33*			1		41100	709		10102
	TSHEETS	07/25/23 TSHEETS (GEN)	25.34			60		43320	709		10102
	TSHEETS	07/25/23 TSHEETS (WTR)	25.33			65		43220	709		10102
	TSHEETS	07/25/23 TSHEETS (SWR)	33.46			1		41100	308		10102
	phones	07/25/23 8x8 phones (GEN)	33.47			60		43320	308		10102
	phones	07/25/23 8x8 phones (WTR)	33.47			65		43220	308		10102
	phones	07/25/23 8x8 phones (SWR)	19.99*			1		41100	324		10102
	supplies	07/25/23 ADOBE	39.99			1		41100	610		10102
	supplies	07/25/23 Amazon	3.00*			1		41100	709		10102
	domain	07/25/23 land1 Domain	207.00*			1		41100	620		10102
	postage	07/25/23 FP Mailing	120.68*			1		45200	342		10102
	YS1	07/25/23 Browns (YS Pizza Party)	100.00*			1		45200	324		10102
	YS2	07/25/23 Miss Kittys (YS Pizza Party)	91.70*			1		45200	342		10102
	YS3	07/25/23 Shutterfly (YS Pictures)	12.40			1		45200	610		10102
	YS4	07/25/23 Family Dollar(YS Supplies)	231.43			65		43220	324		10102
	SWR	07/25/23 Grainger (SWR tools)									
		Total for Vendor:	1,283.39								
5875	E	617 ZIPLY FIBER	247.48								
	City Shop & Sewer	Internet / Phone									
	08/07/23	Phone/Internet - Water	123.74			60		43320	308		10102
	08/07/23	Phone/Internet - Sewer	123.74			65		43220	308		10102
		Total for Vendor:	247.48								
		# of Claims	33							# of Vendors	20
		Total Electronic Claims	449,265.75								
		Total Non-Electronic Claims	12,259.05								
		Total Non-Electronic Claims	437006.70								

Jessica Gerke

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023								0.00	
Monday	7/17/2023								0.00	
Tuesday	7/18/2023								0.00	
Wednesday	7/19/2023								0.00	
Thursday	7/20/2023								0.00	
Friday	7/21/2023	4.18							4.18	
Saturday	7/22/2023								0.00	
Total Week		4.18	0.00	0.00	0.00	0.00	0.00	0.00	4.18	
Sunday	7/23/2023								0.00	
Monday	7/24/2023								0.00	
Tuesday	7/25/2023								0.00	
Wednesday	7/26/2023	7.57							7.57	
Thursday	7/27/2023								0.00	
Friday	7/28/2023								0.00	
Saturday	7/29/2023								0.00	
Total Week		7.57	0.00	0.00	0.00	0.00	0.00	0.00	7.57	
Sunday	7/30/2023								0.00	
Monday	7/31/2023								0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		11.75	0.00	0.00	0.00	0.00	0.00	0.00	11.75	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To	Item 18.
11.75	0.00	0.00	0.00	11.75	

Time in	Time out	Duration	
July 21, 2023			
12:00pm (MDT)	4:11pm (MDT)	4.18	STRTS > STRTS - Storm Drainage
July 26, 2023			
9:04am (MDT)	4:38pm (MDT)	7.57	STRTS > Train - Streets
NOTES: Lhtac course			

Dana Kautz

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023									0.00
Monday	7/17/2023									0.00
Tuesday	7/18/2023									0.00
Wednesday	7/19/2023									0.00
Thursday	7/20/2023	4.65								4.65
Friday	7/21/2023									0.00
Saturday	7/22/2023									0.00
Total Week		4.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.65
Sunday	7/23/2023									0.00
Monday	7/24/2023									0.00
Tuesday	7/25/2023									0.00
Wednesday	7/26/2023	4.82								4.82
Thursday	7/27/2023									0.00
Friday	7/28/2023									0.00
Saturday	7/29/2023									0.00
Total Week		4.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.82
Sunday	7/30/2023									0.00
Monday	7/31/2023									0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		9.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.47

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To
9.47	0.00	0.00	0.00	9.47

Item 18.

Time in	Time out	Duration	
July 20, 2023			4.65
10:12am (MDT)	2:51pm (MDT)	4.65	ADM > ADM - Customer Relations
July 26, 2023			4.82
10:15am (MDT)	3:04pm (MDT)	4.82	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023								0.00	
Monday	7/17/2023	8.32							8.32	
Tuesday	7/18/2023	8.40							8.40	
Wednesday	7/19/2023	8.48							8.48	
Thursday	7/20/2023	8.97							8.97	
Friday	7/21/2023								0.00	
Saturday	7/22/2023								0.00	
Total Week		34.17	0.00	0.00	0.00	0.00	0.00	0.00	34.17	
Sunday	7/23/2023								0.00	
Monday	7/24/2023	10.78							10.78	
Tuesday	7/25/2023	8.50							8.50	
Wednesday	7/26/2023	8.60							8.60	
Thursday	7/27/2023	8.79							8.79	
Friday	7/28/2023								0.00	
Saturday	7/29/2023								0.00	
Total Week		36.67	0.00	0.00	0.00	0.00	0.00	0.00	36.67	
Sunday	7/30/2023								0.00	
Monday	7/31/2023	5.18					3.00		8.18	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		5.18	0.00	0.00	0.00	0.00	3.00	0.00	8.18	
Total Pay Period		76.02	0.00	0.00	0.00	0.00	3.00	0.00	79.02	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To	Item 18.
76.02	0.00	0.00	0.00	76.02	

Time in	Time out	Duration	
July 17, 2023			8.32
7:10am	3:29pm	8.32	ADM > ADM - Customer Relations
July 18, 2023			8.40
7:13am	3:37pm	8.40	ADM > ADM - Customer Relations
July 19, 2023			8.48
7:08am	3:37pm	8.48	ADM > ADM - Customer Relations
July 20, 2023			8.97
7:03am	4:01pm	8.97	ADM > ADM - Customer Relations
July 24, 2023			10.78
7:14am	3:29pm	8.25	ADM > ADM - Customer Relations
5:59pm	8:31pm	2.53	MTG > MTG - Council Meeting
July 25, 2023			8.50
7:15am	3:45pm	8.50	ADM > ADM - Customer Relations
July 26, 2023			8.60
7:09am	3:45pm	8.60	ADM > ADM - Customer Relations
July 27, 2023			8.78
7:03am	3:50pm	8.78	ADM > ADM - Customer Relations
July 31, 2023			5.18
7:11am	9:29am	2.30	ADM > ADM - Customer Relations
1:07pm	4:00pm	2.88	ADM > ADM - Customer Relations

Hunter Brown

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023	5.00							5.00	
Tuesday	7/4/2023					8.00			8.00	
Wednesday	7/5/2023	8.00							8.00	
Thursday	7/6/2023	10.50							10.50	
Friday	7/7/2023	7.93							7.93	
Saturday	7/8/2023								0.00	
Total Week		31.43	0.00	0.00	0.00	8.00	0.00	0.00	39.43	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	9.57							9.57	
Tuesday	7/11/2023	9.20							9.20	
Wednesday	7/12/2023	8.28							8.28	
Thursday	7/13/2023	8.40							8.40	
Friday	7/14/2023	4.55		3.45					8.00	
Saturday	7/15/2023								0.00	
Total Week		40.00	0.00	3.45	0.00	0.00	0.00	0.00	43.45	
Total Pay Period		71.43	0.00	3.45	0.00	0.00	8.00	0.00	82.88	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To Item 18.
71.43	0.00	3.45	0.00	74.88

Time in	Time out	Duration	
July 3, 2023			5.00
8:00am (MDT)	8:34am (MDT)	0.57	SWR > SWR - Sewer Logs
8:34am (MDT)	1:00pm (MDT)	4.43	EQP > EQP - S10 Truck Maintenance
NOTES: clean and prep for Joe Sullivan's connections. check front axle for cause of wobble.			
July 5, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	10:33am (MDT)	2.05	WTR > WTR - Booster Station & Well Logs
NOTES: check well 5 info on SCADA.			
10:33am (MDT)	2:00pm (MDT)	3.45	EQP > EQP - VOLVO Dump Maintenance
NOTES: preform full pretrip inspection as outlined in the CDL handbook. list any defect and get repaired or replaced for attaining CDL and attempting to drive. knowingly driving a unsafe commercial vehicle WILL result in loss of commercial drivers licenses.			
2:00pm (MDT)	4:00pm (MDT)	2.00	EQP > EQP - MACK Dump Maintenance
NOTES: preform full pretrip inspection as outlined in the CDL handbook. list any defect and get repaired or replaced for attaining CDL and attempting to drive. knowingly driving a unsafe commercial vehicle WILL result in loss of commercial drivers licenses.			
July 6, 2023			10.50
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	6:30pm (MDT)	10.00	WTR > WTR - Service Call
NOTES: Joe Sullivan's water connection			
July 7, 2023			7.93
7:20am (MDT)	7:35am (MDT)	0.25	SWR > SWR - Sewer Logs
7:35am (MDT)	3:16pm (MDT)	7.68	SWR > SWR - Service Call
NOTES: Joe Sullivan's sewer hookup.			
July 10, 2023			9.57
7:00am (MDT)	8:00am (MDT)	1.00	EQP > EQP - VOLVO Dump Maintenance
NOTES: double check inspection info before bringing up at staff mtg.			
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:45am (MDT)	0.75	MTG > MTG - Other Governement
NOTES: water mtg			
9:45am (MDT)	4:34pm (MDT)	6.82	STRTS > STRTS - Storm Drainage
July 11, 2023			9.20
7:48am (MDT)	8:00am (MDT)	0.20	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	5:00pm (MDT)	9.00	STRTS > STRTS - Storm Drainage
July 12, 2023			8.28
7:43am (MDT)	8:00am (MDT)	0.28	SWR > SWR - Sewer Logs
8:00am (MDT)	2:45pm (MDT)	6.75	STRTS > STRTS - Storm Drainage
2:45pm (MDT)	4:00pm (MDT)	1.25	PW > PW - City Shop > Shop

NOTES: clean and prep shop Volvo Dump truck maintenance.

July 13, 2023

8.40

7:36am (MDT)	8:00am (MDT)	0.40	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	1:04pm (MDT)	5.07	STRTS > STRTS - Storm Drainage
1:04pm (MDT)	4:00pm (MDT)	2.93	PW > PW - City Shop > Shop

NOTES: clean and prep shop for Volvo Dump truck maintenance.

July 14, 2023

8.00

8:00am (MDT)	8:31am (MDT)	0.52	SWR > SWR - Sewer Logs
8:31am (MDT)	4:00pm (MDT)	7.48	EQP > EQP - VOLVO Dump Maintenance

NOTES: find and assess air leaks. + assist with screen room leak.

Kyla Gardner

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023	2.62					5.38		8.00	
Tuesday	7/4/2023					8.00			8.00	
Wednesday	7/5/2023	7.35							7.35	
Thursday	7/6/2023	7.56							7.56	
Friday	7/7/2023								0.00	
Saturday	7/8/2023								0.00	
Total Week		17.53	0.00	0.00	0.00	0.00	8.00	5.38	30.91	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	10.42							10.42	
Tuesday	7/11/2023	7.70							7.70	
Wednesday	7/12/2023	7.45							7.45	
Thursday	7/13/2023	7.85							7.85	
Friday	7/14/2023	0.18							0.18	
Saturday	7/15/2023								0.00	
Total Week		33.60	0.00	0.00	0.00	0.00	0.00	0.00	33.60	
Total Pay Period		51.13	0.00	0.00	0.00	0.00	8.00	5.38	64.51	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To	Item 18.
51.13	0.00	0.00	0.00	51.13	

Time in	Time out	Duration	
July 3, 2023			2.62
8:58am	11:35am	2.62	ADM > ADM - Customer Relations
NOTES: Payroll			
July 5, 2023			7.35
7:50am	3:11pm	7.35	ADM > ADM - Customer Relations
July 6, 2023			7.57
7:55am	3:29pm	7.57	ADM > ADM - Customer Relations
July 10, 2023			10.42
7:45am	8:26am	0.68	ADM > ADM - Customer Relations
8:26am	9:45am	1.32	MTG > MTG - Staff Meeting
NOTES: Staff/water project meeting			
9:45am	3:23pm	5.63	ADM > ADM - Customer Relations
5:48pm	8:35pm	2.78	MTG > MTG - Council Meeting
July 11, 2023			7.70
7:52am	3:34pm	7.70	ADM > ADM - Customer Relations
July 12, 2023			7.45
7:48am	3:15pm	7.45	ADM > ADM - Customer Relations
July 13, 2023			7.85
7:33am	9:56am	2.38	MTG > MTG - Other Governement
NOTES: Chamber meeting			
9:56am	3:24pm	5.47	ADM > ADM - Customer Relations
July 14, 2023			0.18
8:38am	8:49am	0.18	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023	2.13							2.13	
Monday	7/17/2023						8.00		8.00	
Tuesday	7/18/2023	7.48							7.48	
Wednesday	7/19/2023	7.70							7.70	
Thursday	7/20/2023	7.90							7.90	
Friday	7/21/2023								0.00	
Saturday	7/22/2023								0.00	
Total Week		25.21	0.00	0.00	0.00	0.00	8.00	0.00	33.21	
Sunday	7/23/2023								0.00	
Monday	7/24/2023	10.07							10.07	
Tuesday	7/25/2023	7.45							7.45	
Wednesday	7/26/2023	7.63							7.63	
Thursday	7/27/2023	7.82							7.82	
Friday	7/28/2023								0.00	
Saturday	7/29/2023								0.00	
Total Week		32.97	0.00	0.00	0.00	0.00	0.00	0.00	32.97	
Sunday	7/30/2023								0.00	
Monday	7/31/2023	7.95							7.95	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.95	0.00	0.00	0.00	0.00	0.00	0.00	7.95	
Total Pay Period		66.13	0.00	0.00	0.00	0.00	8.00	0.00	74.13	

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:

Kyla Gardner

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To	Item 18.
66.13	0.00	0.00	0.00	66.13	

Time in	Time out	Duration	
July 16, 2023			2.13
9:27am	11:35am	2.13	ADM > ADM - Customer Relations
NOTES: Payroll			
July 18, 2023			7.48
7:48am	8:40am	0.87	ADM > ADM - Customer Relations
8:40am	1:25pm	4.75	MTG > MTG - Other Government
NOTES: Payette River Scenic Byway Meeting- Tamarack			
1:25pm	3:17pm	1.87	ADM > ADM - Customer Relations
July 19, 2023			7.70
7:47am	10:46am	2.98	ADM > ADM - Customer Relations
10:46am	12:53pm	2.12	MTG > MTG - Other Government
NOTES: Transit Meeting- McCall			
12:53pm	3:29pm	2.60	ADM > ADM - Customer Relations
July 20, 2023			7.90
7:52am	3:46pm	7.90	ADM > ADM - Customer Relations
July 24, 2023			10.07
7:47am	3:10pm	7.38	ADM > ADM - Customer Relations
5:52pm	8:33pm	2.68	MTG > MTG - Council Meeting
July 25, 2023			7.45
7:50am	3:17pm	7.45	ADM > ADM - Customer Relations
July 26, 2023			7.63
7:53am	3:31pm	7.63	ADM > ADM - Customer Relations
July 27, 2023			7.82
7:46am	3:35pm	7.82	ADM > ADM - Customer Relations
July 31, 2023			7.95
7:45am	3:42pm	7.95	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023								0.00	
Monday	7/17/2023	9.43							9.43	
Tuesday	7/18/2023	9.75							9.75	
Wednesday	7/19/2023	8.87							8.87	
Thursday	7/20/2023	9.23							9.23	
Friday	7/21/2023	2.72		3.77					6.49	
Saturday	7/22/2023								0.00	
Total Week		40.00	0.00	3.77	0.00	0.00	0.00	0.00	43.77	
Sunday	7/23/2023								0.00	
Monday	7/24/2023	9.78							9.78	
Tuesday	7/25/2023	8.80							8.80	
Wednesday	7/26/2023	9.35							9.35	
Thursday	7/27/2023	8.27							8.27	
Friday	7/28/2023	3.80		3.66					7.46	
Saturday	7/29/2023								0.00	
Total Week		40.00	0.00	3.66	0.00	0.00	0.00	0.00	43.66	
Sunday	7/30/2023								0.00	
Monday	7/31/2023	9.20							9.20	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		9.20	0.00	0.00	0.00	0.00	0.00	0.00	9.20	
Total Pay Period		89.20	0.00	7.43	0.00	0.00	0.00	0.00	96.63	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To Item 18.
89.20	0.00	7.43	0.00	96.63

Time in	Time out	Duration	
July 17, 2023			9.43
6:50am (MDT)	7:01am (MDT)	0.18	PARK > PARK - Restroom
7:01am (MDT)	7:27am (MDT)	0.43	PARK > PARK - Irrigation
7:27am (MDT)	7:38am (MDT)	0.18	WTR > WTR - Booster Station & Well Logs
7:38am (MDT)	8:27am (MDT)	0.82	SWR > SWR - Auger Room Maintenance
8:27am (MDT)	9:00am (MDT)	0.55	MTG > MTG - Staff Meeting
9:00am (MDT)	11:52am (MDT)	2.87	PW > PW - City Shop > Shop
NOTES: city hall toilet			
11:52am (MDT)	12:51pm (MDT)	0.98	PARK > PARK - Irrigation
12:51pm (MDT)	2:19pm (MDT)	1.47	EQP > EQP - Backhoe Maintenance
2:19pm (MDT)	4:16pm (MDT)	1.95	STRTS > STRTS - Storm Drainage
NOTES: clean up culvert mess			
July 18, 2023			9.75
6:13am (MDT)	6:29am (MDT)	0.27	PARK > PARK - Restroom
6:29am (MDT)	6:50am (MDT)	0.35	PARK > PARK - Irrigation
6:50am (MDT)	7:02am (MDT)	0.20	SWR > SWR - Sewer Logs
7:02am (MDT)	7:22am (MDT)	0.33	PARK > PARK - Maintenance
NOTES: urinal research			
7:22am (MDT)	8:11am (MDT)	0.82	SWR > SWR - Auger Room Maintenance
8:11am (MDT)	10:45am (MDT)	2.57	STRTS > STRTS - Storm Drainage
NOTES: culvert			
10:45am (MDT)	11:45am (MDT)	1.00	SWR > SWR - Service Call
NOTES: helping Kirk locate abandoned sewer and water line			
11:45am (MDT)	1:18pm (MDT)	1.55	STRTS > STRTS - Storm Drainage
NOTES: culvert			
1:18pm (MDT)	1:46pm (MDT)	0.47	PARK > PARK - Irrigation
1:46pm (MDT)	1:53pm (MDT)	0.12	STRTS > STRTS - Storm Drainage
1:53pm (MDT)	2:04pm (MDT)	0.18	WTR > WTR - Service Call
NOTES: shutting off 507 s Morgan			
2:04pm (MDT)	3:58pm (MDT)	1.90	STRTS > STRTS - Storm Drainage
July 19, 2023			8.87
6:34am (MDT)	6:55am (MDT)	0.35	PARK > PARK - Restroom
6:55am (MDT)	7:15am (MDT)	0.33	WTR > WTR - Booster Station & Well Logs
7:15am (MDT)	7:53am (MDT)	0.63	PARK > PARK - Irrigation
7:53am (MDT)	8:26am (MDT)	0.55	SWR > SWR - System Maintenance
NOTES: set up pump to draw from the river			
8:26am (MDT)	9:57am (MDT)	1.52	SWR > SWR - System Maintenance

NOTES: weeds around ponds

9:57am (MDT)	10:23am (MDT)	0.43	SWR > SWR - Land Application Project
NOTES: spray weeds			
10:23am (MDT)	10:41am (MDT)	0.30	PW > PW - City Shop > Shop
NOTES: repair mower tire			
10:41am (MDT)	11:43am (MDT)	1.03	SWR > SWR - Land Application Project
NOTES: repair gate			
11:43am (MDT)	12:03pm (MDT)	0.33	PW > PW - City Shop > Shop
NOTES: clean stuff			
12:03pm (MDT)	1:37pm (MDT)	1.57	PARK > PARK - Irrigation
1:37pm (MDT)	1:47pm (MDT)	0.17	IND > IND - Industrial Park Maintenance
NOTES: weed eat to make room to work on wall			
1:47pm (MDT)	2:09pm (MDT)	0.37	WTR > WTR - Service Call
NOTES: shutting off its water			
2:09pm (MDT)	3:26pm (MDT)	1.28	IND > IND - Industrial Park Maintenance
NOTES: back to the weeds			

July 20, 2023

9.23

6:37am (MDT)	6:42am (MDT)	0.08	PARK > PARK - Restroom
6:42am (MDT)	7:05am (MDT)	0.38	PARK > PARK - Irrigation
7:05am (MDT)	7:09am (MDT)	0.07	SWR > SWR - Sewer Logs
7:09am (MDT)	8:50am (MDT)	1.68	SWR > SWR - Auger Room Maintenance
8:50am (MDT)	8:54am (MDT)	0.07	EQP > EQP - MACK Dump Maintenance
8:54am (MDT)	12:28pm (MDT)	3.57	WTR > WTR - Meter Reading
NOTES: meter reader not working right, hand reading mostly			
12:28pm (MDT)	12:40pm (MDT)	0.20	PARK > PARK - Irrigation
12:40pm (MDT)	3:51pm (MDT)	3.18	WTR > WTR - Meter Reading

July 21, 2023

6.48

6:01am (MDT)	6:14am (MDT)	0.22	WTR > WTR - Meter Reading
NOTES: trying the meter reader			
6:14am (MDT)	8:25am (MDT)	2.18	PARK > PARK - Mowing / Trimming
8:25am (MDT)	8:55am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:55am (MDT)	12:30pm (MDT)	3.58	WTR > WTR - Meter Reading

July 24, 2023

9.78

5:43am (MDT)	5:47am (MDT)	0.07	PARK > PARK - Restroom
5:47am (MDT)	6:41am (MDT)	0.90	PARK > PARK - Irrigation
6:41am (MDT)	7:10am (MDT)	0.48	WTR > WTR - Booster Station & Well Logs
7:10am (MDT)	7:20am (MDT)	0.17	SWR > SWR - Auger Room Maintenance
7:20am (MDT)	7:45am (MDT)	0.42	WTR > WTR - Well #4 Maintenance
NOTES: check well depth			
7:45am (MDT)	8:27am (MDT)	0.70	WTR > Train - Water

8:27am (MDT)	8:56am (MDT)	0.48	MTG > MTG - Staff Meeting
8:56am (MDT)	2:21pm (MDT)	5.42	WTR > WTR - Meter Reading
2:21pm (MDT)	3:30pm (MDT)	1.15	PARK > PARK - Mowing / Trimming

July 25, 2023 **8.80**

6:47am (MDT)	6:51am (MDT)	0.07	PARK > PARK - Restroom
6:51am (MDT)	7:23am (MDT)	0.53	PARK > PARK - Irrigation
7:23am (MDT)	7:31am (MDT)	0.13	SWR > SWR - Sewer Logs
7:31am (MDT)	8:09am (MDT)	0.63	SWR > SWR - Auger Room Maintenance
8:09am (MDT)	9:14am (MDT)	1.08	PW > PW - City Shop > Shop
NOTES: weeds around town			
9:14am (MDT)	10:50am (MDT)	1.60	WTR > WTR - Well #4 Maintenance
NOTES: mowing and weed eating wells			
10:50am (MDT)	11:03am (MDT)	0.22	IND > IND - Industrial Park Maintenance
NOTES: discuss with debrah about dog pound			
11:03am (MDT)	11:49am (MDT)	0.77	PW > PW - City Shop > Shop
NOTES: weeds around skate park			
11:49am (MDT)	1:17pm (MDT)	1.47	WTR > WTR - Reporting
NOTES: red door notice			
1:17pm (MDT)	2:43pm (MDT)	1.43	PARK > PARK - Mowing / Trimming
NOTES: weed eat			
2:43pm (MDT)	3:35pm (MDT)	0.87	PW > PW - City Shop > Shop

July 26, 2023 **9.35**

6:54am (MDT)	7:03am (MDT)	0.15	PARK > PARK - Restroom
7:03am (MDT)	7:34am (MDT)	0.52	PARK > PARK - Irrigation
7:34am (MDT)	8:21am (MDT)	0.78	WTR > WTR - Booster Station & Well Logs
NOTES: well 4 depth as well			
8:21am (MDT)	8:49am (MDT)	0.47	WTR > WTR - Service Call
NOTES: kobi data log			
8:49am (MDT)	10:02am (MDT)	1.22	SWR > SWR - Land Application Project
10:02am (MDT)	10:15am (MDT)	0.22	IND > IND - Industrial Park Maintenance
NOTES: weed eat			
10:15am (MDT)	10:49am (MDT)	0.57	PARK > PARK - Irrigation
10:49am (MDT)	1:21pm (MDT)	2.53	IND > IND - Industrial Park Maintenance
NOTES: weeds			
1:21pm (MDT)	2:25pm (MDT)	1.07	SWR > SWR - Land Application Project
NOTES: trying to get the wheel lines to accept grease			
2:25pm (MDT)	2:50pm (MDT)	0.42	WTR > WTR - Service Call
2:50pm (MDT)	3:23pm (MDT)	0.55	SWR > SWR - Land Application Project
3:23pm (MDT)	4:15pm (MDT)	0.87	PARK > PARK - Irrigation

July 27, 2023 **8.27**

6:52am (MDT)	7:21am (MDT)	0.48	PARK > PARK - Restroom
7:21am (MDT)	7:25am (MDT)	0.07	SWR > SWR - Sewer Logs
7:25am (MDT)	8:09am (MDT)	0.73	SWR > SWR - Auger Room Maintenance
8:09am (MDT)	8:30am (MDT)	0.35	IND > IND - Industrial Park Maintenance
NOTES: wall			
8:30am (MDT)	8:50am (MDT)	0.33	PARK > PARK - Irrigation
8:50am (MDT)	10:48am (MDT)	1.97	WTR > WTR - Meter Reading
10:48am (MDT)	1:41pm (MDT)	2.88	WTR > WTR - Service Call
NOTES: figuring out issues			
1:41pm (MDT)	2:43pm (MDT)	1.03	SWR > SWR - Service Call
NOTES: marking line's for subway, helping Ben figure out his usage			
2:43pm (MDT)	3:08pm (MDT)	0.42	EQP > EQP - Backhoe Maintenance

July 28, 2023 **7.47**

6:40am (MDT)	7:09am (MDT)	0.48	PARK > PARK - Restroom
7:09am (MDT)	7:39am (MDT)	0.50	PARK > PARK - Irrigation
7:39am (MDT)	9:48am (MDT)	2.15	PARK > PARK - Mowing / Trimming
9:48am (MDT)	9:58am (MDT)	0.17	SWR > SWR - Service Call
NOTES: making sure we have parts for Joe Sullivan's sewer tap			
9:58am (MDT)	1:24pm (MDT)	3.43	STRTS > STRTS - Storm Drainage
NOTES: finish culvert			
1:24pm (MDT)	1:59pm (MDT)	0.58	WTR > WTR - Booster Station & Well Logs
1:59pm (MDT)	2:08pm (MDT)	0.15	WTR > Train - Water
NOTES: study			

July 31, 2023 **9.20**

7:09am (MDT)	7:42am (MDT)	0.55	WTR > WTR - Booster Station & Well Logs
NOTES: well 4 depth as well			
7:42am (MDT)	8:13am (MDT)	0.52	PARK > PARK - Restroom
8:13am (MDT)	9:46am (MDT)	1.55	PARK > PARK - Maintenance
NOTES: fill ruts			
9:46am (MDT)	10:51am (MDT)	1.08	PARK > PARK - Irrigation
10:51am (MDT)	2:38pm (MDT)	3.78	STRTS > STRTS - Storm Drainage
NOTES: drain cover at Tim's drain			
2:38pm (MDT)	4:21pm (MDT)	1.72	WTR > WTR - Well #4 Maintenance
NOTES: well 5 calibration, also flushing hydrant			

Ivan McDaniel

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023	0.52			8.00				8.52	
Tuesday	7/4/2023					8.00			8.00	
Wednesday	7/5/2023	8.90							8.90	
Thursday	7/6/2023	10.94							10.94	
Friday	7/7/2023	7.07							7.07	
Saturday	7/8/2023								0.00	
Total Week		27.43	0.00	0.00	8.00	0.00	8.00	0.00	43.43	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	8.82							8.82	
Tuesday	7/11/2023	11.63							11.63	
Wednesday	7/12/2023	10.00							10.00	
Thursday	7/13/2023	9.22							9.22	
Friday	7/14/2023	0.33		8.03					8.36	
Saturday	7/15/2023								0.00	
Total Week		40.00	0.00	8.03	0.00	0.00	0.00	0.00	48.03	
Total Pay Period		67.43	0.00	8.03	8.00	0.00	8.00	0.00	91.46	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To Item 18.
67.43	0.00	8.03	0.00	75.47

Time in	Time out	Duration	
July 3, 2023			0.52
8:01am (MDT)	8:13am (MDT)	0.20	PARK > PARK - Restroom
8:13am (MDT)	8:32am (MDT)	0.32	SWR > SWR - Auger Room Maintenance
July 5, 2023			8.90
7:27am (MDT)	7:32am (MDT)	0.08	PARK > PARK - Restroom
7:32am (MDT)	8:12am (MDT)	0.67	SWR > SWR - Auger Room Maintenance
8:12am (MDT)	8:48am (MDT)	0.60	WTR > WTR - Booster Station & Well Logs
8:48am (MDT)	9:50am (MDT)	1.03	IND > IND - Industrial Park Maintenance
NOTES: get stuff out of old meat shop			
9:50am (MDT)	9:58am (MDT)	0.13	WTR > WTR-WELL PROJECT
NOTES: gate			
9:58am (MDT)	10:20am (MDT)	0.37	WTR > WTR - Well #4 Maintenance
NOTES: well depth			
10:20am (MDT)	11:31am (MDT)	1.18	IND > IND - Industrial Park Maintenance
NOTES: mowing and spraying			
11:31am (MDT)	1:24pm (MDT)	1.88	EQP > EQP - VOLVO Dump Maintenance
1:24pm (MDT)	1:38pm (MDT)	0.23	EQP > EQP - MACK Dump Maintenance
1:38pm (MDT)	2:54pm (MDT)	1.27	WTR > WTR - Service Call
2:54pm (MDT)	3:50pm (MDT)	0.93	EQP > EQP - MACK Dump Maintenance
3:50pm (MDT)	4:21pm (MDT)	0.52	WTR > WTR - Service Call
NOTES: prep for water and sewer connection.			
July 6, 2023			10.95
7:01am (MDT)	7:10am (MDT)	0.15	PARK > PARK - Restroom
7:10am (MDT)	7:17am (MDT)	0.12	SWR > SWR - Sewer Logs
7:17am (MDT)	8:21am (MDT)	1.07	SWR > SWR - Auger Room Maintenance
8:21am (MDT)	1:45pm (MDT)	5.40	WTR > WTR - Service Call
NOTES: digging for New meter on heigho			
1:45pm (MDT)	4:24pm (MDT)	2.65	WTR > WTR - Service Call
NOTES: plumbing part			
4:24pm (MDT)	5:58pm (MDT)	1.57	WTR > WTR - Service Call
NOTES: clean up			
July 7, 2023			7.07
7:00am (MDT)	7:07am (MDT)	0.12	PARK > PARK - Restroom
7:07am (MDT)	7:30am (MDT)	0.38	WTR > WTR - Booster Station & Well Logs
7:30am (MDT)	9:02am (MDT)	1.53	PARK > PARK - Irrigation
9:02am (MDT)	9:27am (MDT)	0.42	PARK > PARK - Restroom
NOTES: door			

9:27am (MDT)	9:56am (MDT)	0.48	PARK > PARK - Irrigation
9:56am (MDT)	11:53am (MDT)	1.95	SWR > SWR - Service Call
NOTES: sewer tap on heigho digging			
11:53am (MDT)	12:03pm (MDT)	0.17	SWR > SWR - Service Call
NOTES: refill hole			
12:03pm (MDT)	12:47pm (MDT)	0.73	PARK > PARK - Maintenance
NOTES: urinal			
12:47pm (MDT)	1:23pm (MDT)	0.60	PARK > PARK - Irrigation
1:23pm (MDT)	1:41pm (MDT)	0.30	PW > PW - City Shop > Shop
NOTES: city hall toilet			
1:41pm (MDT)	2:04pm (MDT)	0.38	PW > PW - City Shop > Shop
NOTES: learning new metal detector			

July 10, 2023 **8.82**

7:35am (MDT)	7:54am (MDT)	0.32	PARK > PARK - Restroom
7:54am (MDT)	8:14am (MDT)	0.33	WTR > WTR - Booster Station & Well Logs
8:14am (MDT)	8:29am (MDT)	0.25	STRTS > STRTS - Storm Drainage
NOTES: prep for culvert			
8:29am (MDT)	8:58am (MDT)	0.48	MTG > MTG - Staff Meeting
8:58am (MDT)	10:30am (MDT)	1.53	PARK > PARK - Irrigation
10:30am (MDT)	4:24pm (MDT)	5.90	STRTS > STRTS - Storm Drainage
NOTES: culvert digging			

July 11, 2023 **11.63**

5:46am (MDT)	5:52am (MDT)	0.10	SWR > SWR - Sewer Logs
5:52am (MDT)	6:15am (MDT)	0.38	SWR > SWR - Auger Room Maintenance
6:15am (MDT)	6:30am (MDT)	0.25	PARK > PARK - Irrigation
6:30am (MDT)	8:00am (MDT)	1.50	PARK > PARK - Maintenance
NOTES: urinal			
8:00am (MDT)	5:24pm (MDT)	9.40	STRTS > STRTS - Storm Drainage
NOTES: culvert			

July 12, 2023 **10.00**

5:48am (MDT)	6:00am (MDT)	0.20	WTR > WTR - Booster Station & Well Logs
6:00am (MDT)	6:14am (MDT)	0.23	SWR > SWR - Auger Room Maintenance
6:14am (MDT)	6:38am (MDT)	0.40	PARK > PARK - Irrigation
6:38am (MDT)	6:44am (MDT)	0.10	PARK > PARK - Maintenance
NOTES: urinal			
6:44am (MDT)	6:54am (MDT)	0.17	PARK > PARK - Restroom
6:54am (MDT)	7:17am (MDT)	0.38	WTR > WTR - Well #4 Maintenance
NOTES: depth measurement			
7:17am (MDT)	7:37am (MDT)	0.33	SWR > SWR - Auger Room Maintenance
NOTES: bag change			
7:37am (MDT)	7:59am (MDT)	0.37	IND > IND - Industrial Park Maintenance

NOTES: clean up dumpster mess

7:59am (MDT)	8:48am (MDT)	0.82	WTR > Train - Water
NOTES: research			
8:48am (MDT)	12:37pm (MDT)	3.82	STRTS > STRTS - Storm Drainage
NOTES: culvert			
12:37pm (MDT)	1:04pm (MDT)	0.45	PARK > PARK - Irrigation
1:04pm (MDT)	3:48pm (MDT)	2.73	SWR > SWR - Land Application Project
NOTES: wheel line maintenance			

July 13, 2023

9.22

6:33am (MDT)	6:38am (MDT)	0.08	PARK > PARK - Restroom
6:38am (MDT)	6:49am (MDT)	0.18	SWR > SWR - Sewer Logs
6:49am (MDT)	7:48am (MDT)	0.98	SWR > SWR - Land Application Project
NOTES: weed removal			
7:48am (MDT)	8:03am (MDT)	0.25	SWR > SWR - System Maintenance
NOTES: lift station weed removal			
8:03am (MDT)	8:32am (MDT)	0.48	PARK > PARK - Irrigation
8:32am (MDT)	9:00am (MDT)	0.47	WTR > WTR - Well #4 Maintenance
NOTES: depth			
9:00am (MDT)	10:52am (MDT)	1.87	PARK > PARK - Mowing / Trimming
10:52am (MDT)	3:46pm (MDT)	4.90	STRTS > STRTS - Storm Drainage
NOTES: culvert			

July 14, 2023

8.37

7:33am (MDT)	7:54am (MDT)	0.35	PARK > PARK - Restroom
7:54am (MDT)	8:19am (MDT)	0.42	WTR > WTR - Booster Station & Well Logs
8:19am (MDT)	8:30am (MDT)	0.18	PW > PW - City Shop > Shop
NOTES: fix weed eater			
8:30am (MDT)	10:42am (MDT)	2.20	WTR > WTR - Well #3 Maintenance
NOTES: mowing and weed eating wells			
10:42am (MDT)	12:14pm (MDT)	1.53	SWR > SWR - Auger Room Maintenance
12:14pm (MDT)	3:55pm (MDT)	3.68	STRTS > STRTS - Storm Drainage
NOTES: culvert			

Dana Kautz

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023								0.00	
Tuesday	7/4/2023								0.00	
Wednesday	7/5/2023								0.00	
Thursday	7/6/2023	4.87							4.87	
Friday	7/7/2023								0.00	
Saturday	7/8/2023								0.00	
Total Week		4.87	0.00	0.00	0.00	0.00	0.00	0.00	4.87	
Sunday	7/9/2023								0.00	
Monday	7/10/2023								0.00	
Tuesday	7/11/2023								0.00	
Wednesday	7/12/2023	4.76							4.76	
Thursday	7/13/2023								0.00	
Friday	7/14/2023								0.00	
Saturday	7/15/2023								0.00	
Total Week		4.76	0.00	0.00	0.00	0.00	0.00	0.00	4.76	
Total Pay Period		9.63	0.00	0.00	0.00	0.00	0.00	0.00	9.63	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To
9.63	0.00	0.00	0.00	9.63

Item 18.

Time in	Time out	Duration	
July 6, 2023			4.87
10:02am (MDT)	2:54pm (MDT)	4.87	ADM > ADM - Customer Relations
July 12, 2023			4.77
10:12am (MDT)	2:58pm (MDT)	4.77	ADM > ADM - Customer Relations

Hunter Brown

Pay Period

7/16/2023 to

7/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	7/16/2023									0.00
Monday	7/17/2023	8.63								8.63
Tuesday	7/18/2023	10.17								10.17
Wednesday	7/19/2023	9.00								9.00
Thursday	7/20/2023	9.00								9.00
Friday	7/21/2023	3.20		5.78						8.98
Saturday	7/22/2023									0.00
Total Week		40.00	0.00	5.78	0.00	0.00	0.00	0.00	0.00	45.78
Sunday	7/23/2023									0.00
Monday	7/24/2023	9.00								9.00
Tuesday	7/25/2023	10.00								10.00
Wednesday	7/26/2023	9.50								9.50
Thursday	7/27/2023	9.50								9.50
Friday	7/28/2023	2.00		7.50						9.50
Saturday	7/29/2023									0.00
Total Week		40.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	47.50
Sunday	7/30/2023									0.00
Monday	7/31/2023	8.10								8.10
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		8.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.10
Total Pay Period		88.10	0.00	13.28	0.00	0.00	0.00	0.00	0.00	101.38

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	To	Item 18.
88.10	0.00	13.28	0.00	101.38	

Time in	Time out	Duration	
July 17, 2023			8.63
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:20am (MDT)	0.33	STRTS > STRTS - Storm Drainage
NOTES: prep tools for final trek to S Norris to lay the last two chunks of culvert.			
8:20am (MDT)	10:00am (MDT)	1.67	MTG > MTG - Staff Meeting
10:00am (MDT)	12:37pm (MDT)	2.62	PW > PW - City Shop > Shop
NOTES: replace men toilet in city hall.			
12:37pm (MDT)	1:10pm (MDT)	0.55	EQP > EQP - Backhoe Maintenance
NOTES: lube, clean, weekly walk around.			
1:10pm (MDT)	4:08pm (MDT)	2.97	STRTS > STRTS - Storm Drainage
NOTES: clean S Norris culvert, preserve DigLine markings, prep for final culvert setting.			
July 18, 2023			10.17
7:30am (MDT)	8:07am (MDT)	0.62	WTR > WTR - Booster Station & Well Logs
8:07am (MDT)	3:54pm (MDT)	7.78	STRTS > STRTS - Storm Drainage
3:54pm (MDT)	4:23pm (MDT)	0.48	EQP > EQP - MACK Dump Maintenance
NOTES: Refuel			
4:23pm (MDT)	5:40pm (MDT)	1.28	PW > PW - City Shop > Shop
NOTES: assemble dumpster lock			
July 19, 2023			9.00
7:00am (MDT)	7:30am (MDT)	0.50	SWR > SWR - Sewer Logs
7:30am (MDT)	1:50pm (MDT)	6.33	PW > PW - City Shop > Shop
NOTES: finish assembling dumpster lock			
1:50pm (MDT)	3:02pm (MDT)	1.20	PW > PW - City Shop > Shop
NOTES: post project cleanup			
3:02pm (MDT)	3:26pm (MDT)	0.40	EQP > EQP - VOLVO Dump Maintenance
NOTES: remove, clean, tephlon, then replace release valves.			
3:26pm (MDT)	4:00pm (MDT)	0.57	EQP > EQP - VOLVO Dump Maintenance
NOTES: blow out controls box and test switches			
July 20, 2023			9.00
7:00am (MDT)	7:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
7:30am (MDT)	9:00am (MDT)	1.50	PW > PW - City Shop > Shop
NOTES: dumpster lock final prototype installation. inform tenants of combination.			
9:00am (MDT)	1:48pm (MDT)	4.80	EQP > EQP - VOLVO Dump Maintenance
NOTES: research TU-FLO 550 Air Compressor replacement or rebuild kit.			
1:48pm (MDT)	4:00pm (MDT)	2.20	EQP > EQP - VOLVO Dump Maintenance
NOTES: bypass cracked air tank until replacement can be ordered.			
July 21, 2023			8.98
7:01am (MDT)	7:30am (MDT)	0.48	SWR > SWR - Sewer Logs

7:30am (MDT) 12:48pm (MDT) 5.30 EQP > EQP - VOLVO Dump Maintenance
NOTES: plug off and fully remove cracked tank. put numbers together for staff mtg.

12:48pm (MDT) 4:00pm (MDT) 3.20 STRTS > STRTS - Storm Drainage

July 24, 2023

9.00

7:00am (MDT) 7:30am (MDT) 0.50 SWR > SWR - Sewer Logs

7:30am (MDT) 8:15am (MDT) 0.75 EQP > EQP - VOLVO Dump Maintenance

NOTES: prep notes and numbers for staff mtg

8:15am (MDT) 9:00am (MDT) 0.75 MTG > MTG - Staff Meeting

9:00am (MDT) 10:00am (MDT) 1.00 MTG > MTG - Other Governement

NOTES: water mtg

10:00am (MDT) 11:15am (MDT) 1.25 WTR > WTR - Well #3 Maintenance

NOTES: check for paint matching. order more primer. clean, repair, and prep biilding for primer.

11:15am (MDT) 4:00pm (MDT) 4.75 WTR > WTR - Well #3 Maintenance

NOTES: begin applying primer to south side.

July 25, 2023

10.00

6:00am (MDT) 6:33am (MDT) 0.55 WTR > WTR - Booster Station & Well Logs

6:33am (MDT) 8:50am (MDT) 2.28 WTR > WTR - Well #3 Maintenance

NOTES: finish applying primer to South wall.

8:50am (MDT) 9:39am (MDT) 0.82 WTR > WTR - Well #3 Maintenance

NOTES: begin applying primer west wall.

9:39am (MDT) 9:59am (MDT) 0.33 EQP > EQP - S10 Truck Maintenance

NOTES: refuel and inspect malfunctioning turn signal. (left)

9:59am (MDT) 3:42pm (MDT) 5.72 EQP > EQP - VOLVO Dump Maintenance

NOTES: install final prototype of straight pipe replacement of cracked air reservoir.

3:42pm (MDT) 4:00pm (MDT) 0.30 EQP > EQP - S10 Truck Maintenance

NOTES: move into shop and prep for incoming parts.

July 26, 2023

9.50

6:30am (MDT) 4:00pm (MDT) 9.50 EQP > EQP - S10 Truck Maintenance

NOTES: research causes of "Death Wobble" begin repair.

July 27, 2023

9.50

6:30am (MDT) 7:00am (MDT) 0.50 WTR > WTR - Booster Station & Well Logs

7:00am (MDT) 8:38am (MDT) 1.63 IND > IND - Industrial Park Maintenance

NOTES: prep materials for North Shed wall.

8:38am (MDT) 9:00am (MDT) 0.37 WTR > WTR - Booster Station & Well Logs

NOTES: clean paint equipment for applying 1st color coat.

9:00am (MDT) 1:02pm (MDT) 4.03 EQP > EQP - S10 Truck Maintenance

NOTES: install new tie-rod end and sway bar link bushings to elevate Death Wobble.

1:02pm (MDT) 4:00pm (MDT) 2.97 EQP > EQP - Backhoe Maintenance

NOTES: ensure park brake pressure switch is cause of park brake fault. order park brake pressure switch from John Deere

July 28, 2023

9.50

6:30am (MDT) 7:00am (MDT) 0.50 SWR > SWR - Sewer Logs

7:00am (MDT) 4:00pm (MDT) 9.00 EQP > EQP - S10 Truck Maintenance

NOTES: clean re-torque tires.

July 31, 2023

8.10

6:00am (MDT)	6:30am (MDT)	0.50	SWR > SWR - Sewer Logs
6:30am (MDT)	11:03am (MDT)	4.55	WTR > WTR - Well #3 Maintenance

NOTES: resume application of primer to west wall.

11:03am (MDT)	2:06pm (MDT)	3.05	STRTS > Train - Streets
---------------	--------------	------	-------------------------

NOTES: find and purchase Trenching and Excavation Safety course. (out of pocket)

Angie Mettie

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023						8.00		8.00	
Tuesday	7/4/2023					8.00			8.00	
Wednesday	7/5/2023	9.72							9.72	
Thursday	7/6/2023	9.02							9.02	
Friday	7/7/2023								0.00	
Saturday	7/8/2023								0.00	
Total Week		18.74	0.00	0.00	0.00	0.00	8.00	8.00	34.74	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	10.95							10.95	
Tuesday	7/11/2023	8.15							8.15	
Wednesday	7/12/2023	8.38							8.38	
Thursday	7/13/2023	8.28							8.28	
Friday	7/14/2023								0.00	
Saturday	7/15/2023								0.00	
Total Week		35.76	0.00	0.00	0.00	0.00	0.00	0.00	35.76	
Total Pay Period		54.50	0.00	0.00	0.00	0.00	8.00	8.00	70.50	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To	Item 18.
54.50	0.00	0.00	0.00	54.50	

Time in	Time out	Duration	
July 5, 2023			9.72
7:07am	3:29pm	8.37	ADM > ADM - Customer Relations
5:51pm	7:12pm	1.35	MTG > MTG - Parks Meeting
July 6, 2023			9.02
7:08am	3:50pm	8.70	ADM > ADM - Customer Relations
5:06pm	5:25pm	0.32	ADM > ADM - Customer Relations
July 10, 2023			10.95
7:11am	3:41pm	8.50	ADM > ADM - Customer Relations
6:06pm	8:33pm	2.45	MTG > MTG - Council Meeting
July 11, 2023			8.15
7:06am	3:15pm	8.15	ADM > ADM - Customer Relations
July 12, 2023			8.38
7:09am	3:32pm	8.38	ADM > ADM - Customer Relations
July 13, 2023			8.28
7:13am	3:30pm	8.28	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

7/1/2023 to

7/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	7/2/2023								0.00	
Monday	7/3/2023								0.00	
Tuesday	7/4/2023								0.00	
Wednesday	7/5/2023								0.00	
Thursday	7/6/2023	5.07							5.07	
Friday	7/7/2023								0.00	
Saturday	7/8/2023								0.00	
Total Week		5.07	0.00	0.00	0.00	0.00	0.00	0.00	5.07	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	7.45							7.45	
Tuesday	7/11/2023	7.22							7.22	
Wednesday	7/12/2023								0.00	
Thursday	7/13/2023	5.87							5.87	
Friday	7/14/2023	5.81							5.81	
Saturday	7/15/2023								0.00	
Total Week		26.35	0.00	0.00	0.00	0.00	0.00	0.00	26.35	
Total Pay Period		31.42	0.00	0.00	0.00	0.00	0.00	0.00	31.42	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	To	Item 18.
31.42	0.00	0.00	0.00	31.42	

Time in	Time out	Duration	
July 6, 2023			5.07
8:17am (MDT)	1:21pm (MDT)	5.07	WTR > WTR - Service Call
NOTES: Heigho, joe Sullivan			
July 10, 2023			7.45
9:00am (MDT)	10:10am (MDT)	1.17	PW > PW - Office Time
10:10am (MDT)	4:27pm (MDT)	6.28	STRTS > STRTS - Storm Drainage
NOTES: Norris culvert			
July 11, 2023			7.22
9:30am (MDT)	4:36pm (MDT)	7.10	STRTS > STRTS - Storm Drainage
NOTES: Norris culver			
9:44pm (MDT)	9:51pm (MDT)	0.12	PARK > PARK - Restroom
July 13, 2023			5.87
10:11am (MDT)	4:03pm (MDT)	5.87	STRTS > STRTS - Storm Drainage
NOTES: Norris culvert			
July 14, 2023			5.82
10:00am (MDT)	3:49pm (MDT)	5.82	STRTS > STRTS - Storm Drainage