



City Council Regular Meeting Agenda

Monday, July 12, 2021 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://zoom.us/j/94306187055?pwd=WkhMcU8zOE01WTgvMIIntQldab1N2Zz09>

Call in: 253-215-8782

Meeting ID: 943 0618 7055

Password: 076875

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

REPORTS

1. Staff Reports
2. Mayor's Report

DISCUSSION ITEMS

3. Zoning Discussion - Multiple Homes on One Lot
4. Camping in Public Places Discussion
5. Cat Population Discussion

ACTION ITEMS

6. Approval of ICCTFOA Training for Staff September 21st-23rd, 2021
7. Approval for City Hall to be Closed September 21-23rd for Staff Training
8. Tree Branches / Limbs in the Right of Way - Abatement
9. ARPA Funds Discussion & Approval
10. Executive Session 74-206 1 (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

11. Meeting Minutes Approval for June 14 & 28, 2021
12. Pending & Paid Claims
13. June 2021 Payroll

FUTURE MEETING TOPICS

14. Personnel Policy Review
15. Adams County Property

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.”

Dana Kautz, City Treasurer

Staff Report for City Council Meeting July 12th, 2021

Projects:

- Payroll and payroll liabilities
- Sending over payroll journal vouchers
- Bank Reconciliation
- Gather info for ARPA Grant.
- BM learning calls
- Budget prep (AIC City Budget Manual)
- Front counter training with Angie
 - Entering claims
 - Utility bill payment processing
 - Processing payments that are not utility bills
- Building permit calculation learning
- IIIA employee set up and corrections.

City Clerk Staff Report

07/12/2021

On June 16th- 18th Dana, Angie and I were able to attend the annual Association of Idaho Cities conference in Boise. I was able to meet and talk with other clerks from around Idaho. I was also able to learn a lot about elections, and housing issues that going on across Idaho.

Election information:

I have the City Candidate Filing Forms available in my office. I will have them with me at the upcoming City Council Meetings.

Important Election Dates:

Monday, August 23rd 2021 – Candidate Filing Period Opens at 8:00 am

Friday, September 3rd 2021 – Candidate Filing Period Closes, City Hall will be open until 5:00pm.

Friday, September 10th 2021- Last day for write-in candidates to file their declaration of intent.

Tuesday, November 2nd 2021- Election Day!

Projects I am working on:

Broadband Grant- Will be completed and submitted before July 16th.

Research on the International Residential Code specific to Tiny Homes.

Personnel Policy Updates

Little Salmon River Watershed Collaborative: If you are or someone you know owns land on or surrounding the little Salmon River, please check out this website:

<https://littlesalmonriverwatershedcollaborative.com/>

Angie Mettie
Customer Service
Monthly Report
June 2021

Item 1.

Customer Service:

- One community member volunteered to adopt the fire hydrant on his corner and keep it in good repair. There are daily calls regarding property purchases and zoning questions. We have handed out many copies of the residential zoning ordinances to possible home purchasers. There were many inquiries about the upcoming Farmers Market, the Community House hours, and Meadows Valley Days. Dust Abatement was popular this month and there were many inquiries about which company New Meadows uses and how they could get on the list for their private driveways.
- Frequently, bicycle riders of the Trans American Trail call and say that they are staying in the park overnight. They have stated that their guidebook shows New Meadows as a trail-friendly city, and that it instructs them to check in at City Hall to stay at the park. If the Council chooses to disallow this, it might be important to also change the trail guide that the cyclists are using! Section 5-1-8 of city code seems to provide an exception to allow for camping for cyclists who have sought permission from the city.

Meetings & Minutes:

- Minutes are completed and up to date.

Invoices:

- All invoices have been entered for the month of June.

Other Projects:

- Meadows Valley Monday newsletters are drafted each week.
- Slowly working on filing the boxes of documents from past years.
- Completed a grass & weeds form to help identify addresses for the Council and contractor.
- Completed a post card to be sent to residents who were considered for abatement.
- Have worked with the building department to get a clean process in place for how permits and costs will be handled.

Grass & Weeds

- The grass & weeds notice was sent out with the July water bills. The process is working well. Community members have been calling when an alternate date is needed, or a problem arises. Communication has been great. Tenants living in the WCMHT units may not have received the June notices, as they do not receive water bills. I have been in contact with the director of the properties, and she will let the tenants know. The abatement charges are being passed on to the tenants of those properties.

Leak Letters

- The monthly leak report, which is generated after the meters are read, flagged 36 accounts as having a possible leak; thirteen accounts showed a continuous leak, and twenty-three accounts showed an intermittent leak. All customers were sent letters. One account used 53,554 gallons (mobile home) and was not on the leak report but was contacted and sent a letter anyway.

Training:

- We attended the AIC Conference in June. One interesting workshop discussed how to engage citizens. By making citizens a part of projects that interest them helps to create involvement. One example was applying for a neighborhood improvement grant and allowing the neighbors to come up with a plan for their own neighborhood. When other neighborhoods see the changes, they are inspired to do the same in their own neighborhood. I also attended a workshop on budget, where the treasurer had each department involved in the budget so that they

Angie Mettie
Customer Service
Monthly Report
June 2021

Item 1.

could see where the money came from and how it would be spent. This way, everyone on staff was able to explain how the money was spent in their department to the community.

Shut Off Report:

- Julie asked me to prepare a shut off report for the last six months. Our process is:
 1. All accounts 45+ days overdue receive a reminder postcard in the mail on the 20th of the month.
 2. All accounts that received reminder notices that have not paid or made a payment plan receive a red door notice warning of shut off in 24 hours, if not paid. This occurs approximately on the 25th of each month.
 3. Any customers who have not paid on the morning of the 26th are called to let them know that they will be shut off that day. If no response and payment, they are shut off.
 4. In order to have the water turned back on, they must pay their bill in full and pay a \$150 deposit. Approximately 99% of the time, customers either pay or create a payment plan to avoid shutoff. So far, all payment plans have been kept. If a payment plan is not kept, the water is to be shut off when a payment is missed.

In the past six months, only two accounts have been shut off. Customers can avoid shut off by creating a payment plan or by using the Meadows Valley Roundup funds. Since the program began, three customers have used this plan. WICAP has also been very helpful in providing funds for water bills through the CARES Act and this has helped to avoid shutoff for several residents.

The main two reasons why customers are involved in this process seems to be the dates that their paychecks fall on and simple forgetfulness about paying their bill. Approximately 15 reminder postcards go out each month, and approximately 10 red door notices are placed each month. For the most part, the same properties are noticed each month, and customers are aware of the process. Of the noticed properties each month, approximately 20% have financial difficulty, 20% forget, and 60% have conflict with their paycheck dates and the due dates for the water bill. Of the total number of accounts for water/sewer, these customers that receive monthly reminders and shut off notices account for 4% of the total number of customers.

July 12, 2021

The second round of grass and weeds abatement will take place this week. The process seems to be working well and encouraging residents to keep their yards mowed and keep the weeds trimmed.

The first round of funding from ARPA (American Rescue Plan Act) has been received. This can be used for water, sewer or broadband infrastructure. We will discuss how to best use this money.

The City Clean Up day is coming up and I am hoping to have a group of volunteers who will help collect the items residents leave by the street to be discarded. Please get the word out to those in your neighborhood.

I have talked with several individuals who are interested in building housing in our community. I have requested they put their plan together for the City Council to review, understanding that we are contemplating changes to the zoning code which could make their plan more achievable. Tiny homes have been part of the discussion as well as other ideas. **Remember**, any discussions you have privately with individuals regarding requests for zoning related changes must be disclosed at the City Council meeting so any information you have received is available to the full Council for deliberation.

Tree branches in the road have become an issue which we need to discuss at the meeting. A junk tour took place on Friday, July 9 and letters will go out this week. This will be done on a schedule – according to the Public Nuisance ordinance - similar to the grass and weeds process.

Don't forget the Farmer's Market that takes place each Saturday in the City Park. This was one of the top requests on the recent CAC survey regarding ideas for using the park. It's great to see the park being used and we all have an opportunity to support this endeavor.

The city's office staff continues to work diligently to keep things running smoothly AND to implement better procedures for efficiency and transparency. The Public Works department is super busy with summer projects. A word of encouragement to City Staff on a job well done is always appropriate!

"There is no power for change greater than a community discovering what it cares about." Margaret J.

Wheatley

Article 7C R-3 High Density Residential District

10-7C-1 Purpose

10-7C-2 Compliance With Provisions

10-7C-3 Uses Permitted

10-7C-4 Accessory Uses

10-7C-5 Conditional Uses

10-7C-6 Area Requirements

10-7C-7 Setback Requirements

10-7C-8 Building Height

10-7C-9 Design Review Standards

10-7C-1 Purpose

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

10-7C-2 Compliance With Provisions

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

10-7C-3 Uses Permitted

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

Bed and breakfast:

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

City public utility facilities.

Daycare facilities.

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

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

Nonprofit parks, playgrounds, and recreational facilities.

One single-family dwelling.

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

Public safety buildings and administrative offices.

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

10-7C-4 Accessory Uses

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

10-7C-5 Conditional Uses

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

Cemetery.

Church.

Daycare center.

Hospitals.

Mobile home parks.

Nonprofit club or lodge of a service and fraternal character.

Nonprofit community clubhouse.

Public utility facilities.

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

10-7C-6 Area Requirements

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

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

10-7C-7 Setback Requirements

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

10-7C-8 Building Height

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

10-7C-9 Design Review Standards

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

5-1-8 Camping In Public Places

1. Prohibitions: It shall be unlawful for any person to use any of the streets, sidewalks, parks or public places as a camping place at any time, or to cause or permit any vehicle to remain in any of said places to the detriment of public travel or convenience; or to cause or permit any livestock of any description to be herded into any of said places during any hours of the day or night; provided, that this section shall not prohibit the operation of a sidewalk cafe pursuant to a permit issued by the City Clerk. The term "camp" or "camping" shall mean the use of public property as a temporary or permanent place of dwelling, lodging or residence, or as a living accommodation at any time between sunset and sunrise, or as a sojourn. Indicia of camping may include, but are not limited to, storage of personal belongings, using tents or other temporary structures for sleeping or storage of personal belongings, carrying on cooking activities or making any fire in an unauthorized area, or any of these activities in combination with one another or in combination with either sleeping or making preparations to sleep (including the laying down of bedding for the purpose of sleeping).
2. Enforcement: Law enforcement officers shall not enforce this camping section when the individual is on public property and there is no available overnight shelter. The term "available overnight shelter" is a public or private shelter, with an available overnight space, open to an individual or family unit experiencing homelessness, at no charge. If the individual cannot utilize the overnight shelter space due to voluntary actions, such as intoxication, drug use, unruly behavior or violation of shelter rules, the overnight shelter space shall still be considered available.
3. Exception: This section does not prohibit sleeping in a public park from dawn to dusk, or those that have sought an overnight request or other sanctioned event by the City. (Ord. 369-2020, 8-10-2020)

Chapter 2 Residential Clean-Up

4-2-1 Title; Purpose And Exceptions

4-2-2 Definitions

4-2-3 Prohibitions

4-2-4 Penalties And Abatement

4-2-1 Title; Purpose And Exceptions

This chapter is enacted pursuant to authority conferred by article 12, section 2, Idaho Constitution, and Idaho Code sections 31-714, 31-801, and 31-828. Its purpose is to provide for, and further, the health and/or safety of the public by providing a procedure for abating public nuisances which can create traffic safety hazards, and other hazards which may have a harmful effect upon the health and/or safety of the public and property.

The Adams County Sheriff, Mayor of New Meadows, designated Code Enforcement Officer, or any Idaho peace officer, shall be responsible for the administration and enforcement of the provisions of this chapter. Exceptions: This chapter shall not apply to:

1. Property which is completely enclosed within a building or privacy fence which has been approved by this Code, not visible from the street level or other public or private property and is not storing items defined in section 4-2-2, public nuisance definition, subsections A through C of this section.
2. Any person who seeks an exception to this chapter shall be required to come before the City Council for consideration. (Ord. 355-2018, 11-13-2018)

4-2-2 Definitions

ABATEMENT OF NUISANCES: As defined in Idaho Code, title 50, section 334 or its successors. Cities are empowered to declare what shall be deemed nuisances, to prevent, remove and abate nuisances at the expense of the parties creating, causing, committing or maintaining the same, to levy a special assessment as provided in Idaho Code section 50-1008, on land or premises whereon the nuisance is situated to defray the cost or to reimburse the City for the cost of abating the same.

PUBLIC NUISANCE: As defined by Idaho Code, title 52, article 1, a public nuisance is a condition or use of property which is harmful or injurious to, or creates a danger of harm or injury to the health, safety, or welfare of the neighborhood, community, or members of the public, or which is offensive to the senses or an obstruction of the free use of property by the neighborhood, community, or members of the public, including but not limited to the following:

1. A condition or use of premises or property which creates a fire hazard or any traffic or safety hazard to members of the public and property.
2. A condition or use of premises or property which creates a health hazard by permitting, allowing, or fostering the harboring and nesting of rodents, vermin and/or insects, or which creates any other type of health hazard to members of the public and property.

3. A condition or use of premises or property which creates the open storage, deposit, or scattering of discarded lumber or unusable wood, waste petroleum products, scrap or waste paper, trash, garbage, recyclable materials or debris of any type.
4. A condition or use of premises or property which creates the open storage, deposit, or scattering of scrap, abandoned or discarded objects such as furniture, appliances, cans, containers, tires, tools, or mechanical parts.
5. A condition or use of premises or property which creates the open storage, deposit, or scattering of dismantled or partially dismantled, wrecked, junked, scrapped, discarded or inoperable motor vehicles or parts thereof or trailers that are not roadworthy. No public nuisance for motor vehicles shall exist under this chapter unless two (2) or more motor vehicles thereof not in operating condition remain standing on the property for more than ten (10) calendar days. This shall not be applicable to approved automotive repair, automotive wrecking yard, junk yard auto repair businesses as defined in the Zoning Code.
6. A condition or use of premises or property which creates the growth of weeds and grasses over eight inches (8") high or fallen branches, leaves or other tree debris, bushes, shrubs, trees, or other plant life and in such a condition as to cause, or reasonably threaten to cause a fire or safety hazard because of their dried and unkept condition, or causes a traffic or safety hazard that obstructs sight, applying the measurements and standards contained in Idaho Code section 49-221, at intersections or other points at which driveways, lanes, or highways come together.

WEEDS: Undesirable or objectionable and non-useful plant growth including noxious weeds as defined by Idaho Code, section 22-2402. (Ord. 355-2018, 11-13-2018)

4-2-3 Prohibitions

1. It is unlawful for any person to create, cause, maintain or knowingly allow to exist for more than ten (10) calendar days a public nuisance on any premises or real property which the person owns, rents, leases, occupies, manages or of which the person has charge or possession.
2. The application and enforcement of this chapter shall not contravene title 22, chapter 45 of the Idaho Code in that no public nuisance shall exist under this chapter if the use or condition of the property exists pursuant to an agricultural operation in accordance with generally recognized agricultural practices.
3. It shall be unlawful and shall be a misdemeanor punishable as provided in Idaho Code section 18-113, to interfere with the Sheriff, Code Enforcement Officer, or any law enforcement officer in the performance of duties connected with enforcement of this chapter. Such interference shall include, but not be limited to, removal of notices posted on the property pursuant to this chapter or impediment or harassment of the authorized person in the performance of their duties under this chapter. (Ord. 355-2018, 11-13-2018)

4-2-4 Penalties And Abatement

1. A violation of this chapter is a misdemeanor punishable by a fine of up to two thousand dollars (\$2,000.00), and up to six (6) months in jail.

1. **Warning Process:** Before citing a person with this misdemeanor, that person must be notified in writing of the existence of the alleged nuisance at least thirty (30) days in advance of the issuance of the citation and given the opportunity to abate the nuisance during that thirty (30) day period. Certified mailing of the notice to the address of the violator as listed with the Adams County Assessor's Office, Idaho Department of Transportation and/or to the address where the nuisance occurs shall be deemed sufficient notice for the purposes of this section. This provision does not apply if the person has been previously cited with a violation of this section within the preceding year.
2. **Cost Of Prosecution:** In addition to any fines and costs, the court shall impose the costs of prosecution and investigation notwithstanding the defendant's present ability to pay.
3. **Cost Of Abatement:** In addition to any fines and costs, the court shall impose all costs of cleanup and abatement of the nuisance incurred by the City of New Meadows.
 1. **Payment To City:** If the City also takes action to abate the nuisance by order of the court, the court shall permit payment to the City of the cost as a condition of any probation granted in a criminal proceeding.
4. **Proof Of Abatement:** The owner of the nuisance shall provide written notice to the City of New Meadows with date stamped photos that the nuisance has been abated. Such notice shall be delivered in person or by certified mail within thirty (30) days. (Ord. 355-2018, 11-13-2018)

Roll Call / Pledge of Allegiance

Present at City Hall was Mayor Julie Good and Council Member Kaytlyn Gilliam. Council Members Jeff Parnett and Darla Weber were present via Zoom. Shiloh Ryker was absent.

Staff present at City Hall were Kyla Gardner, Dana Kautz, Jessie Wallace, Daniel Potter, and Angie Mettie. City Attorney Dick Stubbs was present via Zoom.

Public Present at City Hall were Ann DeChambeau, Korby Dickey, Tom Anderson, Micki Eby, John Fields, Darbey Edwards, Debbie Slack, Loretta McConnor, and JoAnn Aspiazu. Present via Zoom were Ed Stowe, Drew Dodson, Gregg Tankersley, Sandy Schiffman, and Linnea Hall.

Mayor Good opened the meeting at 6:33 P.M.

Public Input

There was no public input.

Presentation

Volunteer Spotlight – The Fosdick

Mayor Good presented Tom Anderson and the Fosdick Volunteers with a certificate of appreciation for all that The Fosdick has done for the Meadows Valley community including scholarships to students and awards to non-profit organizations in New Meadows. The Fosdick has been raising funds for the community for 36 years and has raised over \$700,000.

Budget Presentation – Dana Kautz

City Treasurer Kautz presented an overview of the budget, highlighting budget lines that should be adjusted for the upcoming fiscal year. She will put together a budget summary for review.

Reports

Staff Reports

Public Works Director Wallace stated that seepage testing is being conducted and that roads are being graded in preparation for road oil.

Public Works Assistant Potter stated that concrete has been poured for the sidewalk on Peterson Memorial, although the amount of concrete needed has not been received. Potter is working on obtaining his water and wastewater operator licenses.

Mayor's Report

Mayor Good reported that 2000+ pounds of insulation were deposited into the sewer system again. She is working with the prosecutor on possible search warrants if necessary. A sign inventory is being conducted and damaged signs are being replaced. Community cleanup will be held this coming Saturday. Dust abatement will take place on Thursday.

City Engineer Gregg Tankersley shared that he had a meeting with ITD to discuss liquidated damages, contingency funds, and water usage. There are a few items left on the punch list to complete the Virginia Street project. He is working with USDA-RD on remaining funds.

Discussion Items

Yard Art Proposal

Darbey Edwards addressed the Council with a proposal for his front yard. He previously had a major water leak and had to dig up his yard. He would like to place a pickup bed in the yard, using it as a bench, and decorating it with holiday or seasonal décor. Drawings were provided.

City Attorney Stubbs stated that due to the cleanup ordinance, vehicles were not permitted in the front yards. He also stated that there was no ordinance giving the Council discretion as to what is and is not considered a nuisance. Council Members agreed that placing a vehicle in the front yard as art violates city ordinances.

Housing / Zoning Review

City Attorney Stubbs shared about the International Residential Code, which New Meadows has adopted. He recommended that any zoning changes to include tiny houses in R-3 zones should follow the international code. He created a draft amendment for the Council's review. City Clerk Gardner will research the international code and City Council members will come up with ideas about where tiny house zones might be placed and the specifications of such.

Farmer's Market – City Park

Mayor Good stated that a group headed by Julia Olsen would like to have a farmer's market at the park this summer on Saturdays. Stipulations were added that they clean up after the market and that they would help enforce the "no dogs in the park" ordinance. The farmer's market will begin July 10th from 11am-4pm.

Action Items

Grass & Weed Abatement Approval

With the new grass & weed program, properties are reviewed on the 11th of each month. Because some Council meetings fall before the 11th, review would not take place until after the meeting. Therefore, Mayor Good asked for the Council to give a blanket approval for abatement for the summer instead of approving individual properties at each meeting. City Attorney Stubbs stated that this would fall within the ordinance criteria. The Council will still be given a monthly list of properties abated. It was suggested that Barron Loper dba Custom Works be contracted with to carry out the abatement.

- Council Member Weber moved to approve the grass and weeds abatement plan including hiring a contractor to abate on a monthly basis; Council Member Gilliam seconded the motion. Roll Call Vote: Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

- Council Member Parnett moved to hire Barron Loper for grass and weed abatement; Council Member Weber seconded the motion. Roll Call Vote – Weber – yes, Parnett – yes, Gilliam – yes. Motion carried.

Zwygart, John & Associates Auditor Services Agreement Approval

An agreement was sent to the City from Zwygart, John & Associates for the upcoming audit for fiscal year 21/22. The cost has increased approximately \$200.

- Council Member Gilliam moved to approve the Auditor Services Agreement; Council Member Weber seconded the motion. Roll Call Vote: Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

Short Term RV Use Ordinance Amendment

The Council reviewed the Short Term RV Use Ordinance and chose to remove the sections requiring verification of home search and verification of work under the Displacement permit and extend displacement permits for two additional years.

- Council Member Weber moved to introduce Ordinance TBD-2021 amending the Short Term RV Use Ordinance; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Weber – yes, Gilliam – yes. Motion carried.
- Council Member Weber moved to suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Gilliam seconded the motion. Roll Call Vote – Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

City Clerk Gardner read the ordinance amendment by title only.

- Council Member Gilliam moved to approve Ordinance TBD-2021 amending the Short Term RV Use Ordinance; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Gilliam – yes, Parnett – yes. Motion carried.

Wellhouse #5 Rebid

Ed Stowe of Mountain Water Works explained that the rebid package does not include distribution and piping, making the project more attractive to possible bidders. The construction deadline was set for July 15, 2022. All other items in the package remain the same. USDA and DEQ will approve the bid package, with the bid cycle ending in late June. A contract should be in place by August 2021.

- Council Member Parnett moved to approve putting the Wellhouse #5 package out for rebid; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Gilliam – yes, Parnett – yes. Motion carried.

Mayor Good stated that Chance Hobbs of Digwell, Idaho has contracted with someone to have the fence repaired at Well #5, and it should be completed by the end of the month.

Robert Hale Cleanup Update

Mayor Good stated that she has discussed the situation with the City’s prosecuting attorney and that possible citations could be given to the property owner. Other options included possible selling the property and having the new owner clean it up.

Land Change Request Form – Lauren Frei

Frei owns two lots on a corner in the Ridgeview Subdivision and would like to combine them into one lot and place a house in the center. He has filled out the appropriate paperwork requested by the County. The Council noted that if the lots are combined, a second dwelling unit on the property would not be possible. Frei has already paid to have his second connection removed from the second lot.

- Council Member Weber moved to approve the Land Change Request for lots 10 and 11 in the Ridgeview Subdivision; Council Member Gilliam seconded the motion. Roll Call Vote: Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

Broadband Grant Approval

City Clerk Gardner met with David McNight of Air Bridge regarding a grant for broadband. She would like approval to submit the grant on behalf of the City of New Meadows. The grant would be for \$600,000 and would service 600 customers. Mayor Good stated that no match is required, and that it may cover parts of the valley as well as the city limits of New Meadows.

- Council Member Weber moved to approve applying for the broadband grant; Council Member Parnett seconded the motion. Roll Call Vote- Weber – yes, Parnett – yes, Gilliam – yes. Motion carried.

Mayor Good stated that Dodd Snodgrass from CEDA requested a letter of support from the city for funding to bring broadband from Grangeville to New Meadows.

- Council Member Weber moved to approve a letter from the city regarding broadband support from Grangeville to New Meadows; Council Member Gilliam seconded the motion. Roll Call Vote: Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

Dust Abatement Approval

Mayor Good stated that it is important to build relationships with businesses and investors in our community. David Kellogg allows the city to put snow behind Subway, which saves two hours of extra work when plowing. Mr. Kellogg is considering placing a fence in this area, due to the broken fence near Wellhouse #5 and due to other reasons. After a discussion with the Mayor and City Clerk, it was suggested that the city might apply dust abatement product that was left over to this area as a small act of kindness. This will go a long way in letting him know that the city appreciates his support and the use of his lot for snow storage.

- Council Member Weber moved to approve dust abatement for the property behind Subway belong to Kellogg’s; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Weber – yes, Gilliam- yes. Motion carried.

Executive Session 74-206 1 (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 Weber moved to go into Executive Session under 74-206 1 (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 Gilliam seconded the motion. Roll Call Vote – Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

Executive Session ended at 8:19 P.M. Roll was called and Mayor Good and Council Members Gilliam, Parnett, and Weber were present.

- Council Member Weber moved to approve moving Daniel Potter from probationary status to regular status and raise his wage by .50 per hour; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Gilliam – yes, Weber – yes. Motion carried.

Consent Agenda

The consent agenda included City Council minutes from May 24, 2021, paid and pending claims, and May 2021 payroll. City Clerk Gardner read the claims.

- Council Member Gilliam moved to approve the Consent Agenda; Council Member Weber seconded the motion. Roll Call Vote – Gilliam – yes, Parnett – yes, Weber – yes. Motion carried.

Future Meeting Topics

- USDA Funds
- Building Official Service Contract Agreement

Adjournment

Mayor Good adjourned the meeting at 8:25 p.m.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Roll Call / Pledge of Allegiance

Present at City Hall was Mayor Julie Good and Council Member Jeff Parnett. Council Members Darla Weber and Shiloh Ryker were present via Zoom. Kaytlyn Gilliam was absent.

Staff present at City Hall were Kyla Gardner, Dana Kautz, Daniel Potter, and Angie Mettie. City Attorney Dick Stubbs was present via Zoom.

Public present at City Hall was Lisa Potter. Present via Zoom was Kim Northway.

Mayor Julie Good opened the meeting at 6:30 P.M.

Public Input

There was no public input.

Reports

Mayor's Report

Mayor Good summarized her report, stating that ARPA funding was applied for, and the Council will be discussing how to use the funds in a future meeting. Also, dust abatement was completed the previous week. Mayor Good is working on a "welcome to the community" packet for new residents.

Citizens Advisory Committee

Mayor Good stated that three community members attended this new forum regarding the Park Master Plan. Ideas included a possible pump track in New Meadows and possible movies in the park. Surveys given to the community were reviewed, with one of the top choices of activities being a farmer's market.

City Clean Up Day

Daniel Potter and family were the only volunteers at the last cleanup day. Potter stated that eight dump truck loads were taken to the dump. He stated that community members need to separate their items by wood, metal, trash, furniture, etc. It was also decided that the city will no longer collect tires due to their cost. The next cleanup day will be July 17th.

Grass & Weed Abatement

Mayor Good stated that the grass and weed plan is working well. A list of abatements was provided, and the first abatement completed.

Discussion Items

Bicycles on Sidewalks

Mayor Good asked for suggestions regarding where children could safely ride bicycles, as it is unlawful to ride on sidewalks. This leaves children riding in the street in the lane of traffic, which is unsafe. Suggestions included improving the skate park, setting aside areas on

weekends for bikes, or possibly creating a bike lane on Virginia. Mayor Good will talk with ITD about a bike lane.

Speed Limit Change – Highway 95

Mayor Good asked the Council's opinion on lowering the speed limits farther out on Highway 95 North coming into town. The Council agreed that this was a good idea and would offer a letter of support for this suggestion.

Seepage Testing

The seepage testing is now complete. One lagoon had a leak and repairs are in process. City Clerk Gardner stated that a letter is being sent to DEQ explaining that some of the DMR samples were not taken due to the seepage testing.

Action Items

Building Official Services Agreement

Mayor Good explained that the Building Official Services Agreement allows New Meadows to process their building permits through the Adams County Building Inspector. Adams County receives 70% of the building permit fees and 100% of solid waste fees. The agreement did not change from last year.

- Council Member Weber moved to approve the Building Official Services Agreement for FY 21/22; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Weber – yes. Motion carried.

Rory Mehen – Water Bill

Rory Mehen, owner of Hartland Inn asked the Council to review his water bill and requested that a portion of the usage cost be removed, as he did not feel that much water was used. Mayor Good noticed that when averaging three spring months of 2021, the total was very similar to the total of three months in previous years. Therefore, although one month had high usage, the overall totals were similar. Council Members Ryker and Weber stated that discounting water bills sets a precedence and should not occur. Mehen will be given extra time to pay his bill, if necessary. Mayor Good will call and talk with Mehen about the decision.

Consent Agenda

The Consent Agenda included paid and pending claims to date, approval of tool purchases for the City, and May 2021 Financials. Public Works Assistant Potter answered questions regarding the tools to be purchased. The amount for the tool purchase was \$1074.95.

City Clerk Gardner read the claims list.

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

Future Meeting Topics

- Personnel policy review
- Shut-off Report
- Adams County Property
- City Code: Camping in public places
- Cat Population

Adjournment

Mayor Good adjourned the meeting at 7:17pm.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
4932	E	25 Analytical Labs, Inc.	354.08	****		60		43320	745		10102
		82512 06/30/21 Water Sampling / Testing	51.16			65		43220	745		10102
		82513 06/30/21 Sewer Sampling / Testing	302.92*								
		Total for Vendor:	354.08								
		*** Claim from another period (6/21) ****	400.00								
4936		140 Buys, Douglas	400.00	****							
		Monthly Back-up Operator				60		43320	310		10102
		697 06/30/21 MAY 2021 H2O Back-up Operator	200.00*			65		43220	310		10102
		697 06/30/21 MAY 2021 SWR Back-up Operator	200.00*								
		Total for Vendor:	400.00								
		*** Claim from another period (6/21) ****	2,386.64								
4928		I C & M Lumber Co, Inc	2,386.64	****		60		43320	324		10102
		06/25/21 Shop- Water	254.60			65		43220	324		10102
		06/25/21 Shop - Sewer	254.60			1		41500	324		10102
		06/25/21 Shop - Streets	254.59			65		43220	324		10102
		06/25/21 Sewer	82.99			1	84	41500	324		10102
		06/25/21 Peterson Pathway	633.50*			1		41500	324		10102
		06/25/21 Streets	509.72			1		41600	324		10102
		06/25/21 Park	391.98			1		41100	324		10102
		06/25/21 ADM-General	1.56			1		41100	324		10102
		06/25/21 ADM-Water	1.55			60		43320	324		10102
		06/25/21 ADM-Sewer	1.55			65		43220	324		10102
		Total for Vendor:	2,386.64								
4931		29 City of New Meadows	2,209.19			65		43220	339		10102
		025-00 07/01/21 Chlorinator Room	14.93			1		41600	332		10102
		310-00 07/01/21 Park Irrigation	1,598.93*			1		41600	331		10102
		309-00 07/01/21 Park Restrooms	121.07			63		43100	331		10102
		014-00 07/01/21 Industrial Park	258.38*			65		43220	338		10102
		364-00 07/01/21 Auger Room	50.79			1		41100	331		10102
		126-00 07/01/21 City Hall	76.24*			1		41600	332		10102
		015-00 07/01/21 Skate Park	14.30*			63		43100	331		10102
		013-00 07/01/21 Industrial Park - 104 W Taylor	74.55*								
		Total for Vendor:	2,209.19								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
4943		206 Clearwater Concrete, Inc. Peterson Pathway - Concrete approximately covers 1/8 of the sidewalk 19055 06/30/21 Concrete	1,805.00 1,805.00*	****		1	84	41500	324		10102
		Total for Vendor:	1,805.00								
4937	E	526 Coastline Equipment Equipment Repairs	359.46	****		1	11	41500	633		10102
		809112 06/14/21 Grader Blade Edges & Bolt 809112 06/14/21 Grader Blade Edges & Bolt	179.73 179.73			1	11	41500	633		10102
		Total for Vendor:	359.46								
4934	E	577 CTC Telecom, Inc. 07/01/21 Phone - General 07/01/21 Phone - Water 07/01/21 Phone - Sewer	205.24 68.42 68.41 68.41			1		41100	308		10102
		Total for Vendor:	205.24								
4947	E	416 De Lage LANDEN FINANCIAL Photocopier Lease	124.93			1		41100	324		10102
		73031673 07/07/21 Photocopier Lease 73031673 07/07/21 Photocopier Lease 73031673 07/07/21 Photocopier Lease	41.65 41.64 41.64			60		43320	308		10102
		Total for Vendor:	124.93								
4933	E	594 DUBOIS CHEMICAL, INC Sales Order 3183651	655.60			65		43220	324		10102
		2140248 06/29/21 Sales Order 3183651 2140248 06/29/21 SHIPPING	417.64 237.96			65		43220	324		10102
		Total for Vendor:	655.60								
4950	E	87 Farmers Supply Coop 7246/7247 06/30/21 Sewer Weed Killer 7246/2747 06/30/21 Water Weed Killer 7246/7247 06/30/21 Streets Weed Killer 7246/7247 06/30/21 Park Weed Killer	680.57 170.14 170.14 170.14 170.15	****		65		43220	324		10102
		Total for Vendor:	680.57								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account	
4946		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 6/2/21, 6/16/21, 6/30/21 9314 06/15/21 OFFICE CLEANING / CITY HALL	125.00 125.00			1	41100	324			10102	
		Total for Vendor:	125.00									
4944		602 Idaho Dept of Environmental For Fiscal Year 20/21 21POT5670A 07/01/20 IPDES Coverage	287.10 287.10			65	43220	324			10102	
		Total for Vendor:	287.10									
4941	E	4 Idaho Power 0032879986 07/06/21 Street Lights (Electricity) 0032879987 07/06/21 City Shop (Electricity) Wa 0032879987 07/06/21 City Shop (Electricity) Se 0032879987 07/06/21 City Shop (Electricity) Str 0032879959 07/06/21 Parks (Electricity) 0032879967 07/06/21 Sewer Lift Station (Electr 0032879945 07/06/21 Well #3 (Electric) 0032879933 07/06/21 Well #4 (Electric) 0032879940 07/06/21 Booster Station (Electric) 0032879919 07/06/21 Sewer Plant (Electricity) 0030309892 07/06/21 City Hall (Electricity) Ge 0030309892 07/06/21 City Hall (Electricity) H2O 0030309892 07/06/21 City Hall (Electricity) SWR 0032880160 07/06/21 Sewer Land Ap 0032952904 07/06/21 Meat Shop	2,737.52 634.52 32.29 32.30* 32.30 88.90* 5.66 349.77 497.11 294.41 440.01 35.39 35.39 35.40* 174.20* 49.87*			1 60 65 1 1 65 60 60 60 65 1 60 65 65 63	41500 43320 43220 41500 41600 43220 43320 43320 43320 41100 43320 43220 43220 43100	330 330 330 330 330 337 334 335 333 336 330 330 330 330 330				10102 10102 10102 10102 10102 10102 10102 10102 10102 10102 10102 10102 10102 10102 10102
		Total for Vendor:	2,737.52									
4939		642 Kundrick, Kirk Monthly Back-up Operator CNM-2106 07/05/21 JUN 2021 H2O Back-up Operato CNM-2106 07/05/21 JUN 2021 SWR Back-up Operato	300.00 150.00* 150.00*			60 65	43320 43220	310 310			10102 10102	
		Total for Vendor:	300.00									

*** Claim from another period (6/21) ****

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
4940	E	150 Lake Shore Disposal		126.00								
	***9045	07/01/21 Garbage - General		31.50			1	41100		324		10102
	***9045	07/01/21 Garbage - Water		31.50			60	43320		324		10102
	***9045	07/01/21 Garbage - Sewer		31.50			65	43220		324		10102
	***9045	07/01/21 Garbage - Industrial Park		31.50*			63	43100		324		10102
		Total for Vendor:		126.00								
		*** Claim from another period (6/21) ****		309.62								
4929		536 Mettie, Angie										
		Lodging for Training - Boise / ICCTFOA)										
	351511	07/01/21 Lodging Reimbursement		309.62			1	41100		521		10102
		Total for Vendor:		309.62								
4938		288 Pat's Glass, Overhead Door Inc.		450.00								
		Serviced 6 doors at City Shop and added back hang to 1 door										
	621.81	06/21/21 Industrial Park SRVC Doors		375.00*			63	43100		324		10102
	621.81	06/21/21 Shop Door SRVC Door (G)		25.00			1	41500		324		10102
	621.81	06/21/21 Shop Door SRVC Door (W)		25.00			60	43320		324		10102
	621.81	06/21/21 Shop Door SRVC (SWR)		25.00			65	43220		324		10102
		Total for Vendor:		450.00								
4930	E	530 Quadient Finance USA, INC		199.00								
	04/01/21	Postage -		49.75			1	41100		620		10102
	04/01/21	Postage - Water		74.62			60	43320		620		10102
	04/01/21	Postage - Sewer		74.63			65	43220		620		10102
		Total for Vendor:		199.00								
4951		645 Seton		879.24								
	9346979654	06/10/21 Reflective Stripped Traffic		138.79			1	41500		324		10102
	9346979654	06/10/21 Stop Signs		92.27			1	41500		324		10102
	9346979654	06/10/21 No overnight parking signs		186.68			1	41500		324		10102
	9346979655	06/10/21 No pet signs		274.83			1	41600		324		10102
	9346984141	06/10/21 No parking on right of way		186.67			1	41600		324		10102
		Total for Vendor:		879.24								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
4935	E	253 United Oil	430.60								
	969328	06/30/21 Fuel - Backhoe- Streets	33.79			1		41500	630		10102
	969328	06/30/21 Fuel - Backhoe- Water	33.80			60		43320	630		10102
	969328	06/30/21 Fuel - Backhoe- Sewer	33.80			65		43220	630		10102
	969328	06/30/21 Fuel - Grader - Streets Gradin	85.23*			1	11	41500	630		10102
	969328	06/30/21 Fuel - Grader - Water	85.23			60		43320	630		10102
	969328	06/30/21 Fuel - Grader - Sewer	85.23			65		43220	630		10102
	969328	06/30/21 Fuel - Water	73.52			60		43320	630		10102
		Total for Vendor:	430.60								
4948	E	436 US Bank	812.46								
	3932623889	06/30/21 GOOGLE G SUITE (GEN)	31.50*			1		41100	327		10102
	3932623889	06/30/21 GOOGLE G SUITE (SMR)	31.50*			65		43220	327		10102
	3932623889	06/30/21 GOOGLE G SUITE (WTR)	31.50*			60		43320	327		10102
	3932623889	06/30/21 GOOGLE G SUITE (IND)	31.50*			63		43100	327		10102
	TSHEETS	06/24/21 TSHEETS (GEN)	15.00			1		41100	324		10102
	TSHEETS	06/24/21 TSHEETS (IND)	15.00*			63		43100	324		10102
	TSHEETS	06/24/21 TSHEETS (WTR)	15.00			60		43320	324		10102
	TSHEETS	06/24/21 TSHEETS (SWR)	15.00			65		43220	324		10102
	OFFICE	05/25/21 Dollar Tree/ Office Supplies	33.46			1		41100	324		10102
	Lodging	06/21/21 Riverside lodging for Trainin	182.67			60		43320	324		10102
	Lodging	06/21/21 Riverside lodging for Trainin	182.67			65		43220	324		10102
	Lodging	06/21/21 Riverside lodging for Trainin	182.66			1		41100	324		10102
	website	06/13/21 1 and 1 website	11.25			1		41100	324		10102
	website	06/13/21 1 and 1 website	11.25*			63		43100	324		10101
	website	06/13/21 1 and 1 website	11.25			60		43320	324		10102
	website	06/13/21 1 and 1 website	11.25			65		43220	324		10102
		Total for Vendor:	812.46								
4945		646 Wilson, Allen	186.03								
	Remiburse for Water OVERPAYMENT										
	280-05 07/08/21 Reimburse for OVERPAYMENT		186.03*			60		43300	810		10102
		Total for Vendor:	186.03								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4952	E	617 ZIPLY FIBER	485.32								
		City Shop & Sewer Internet / Phone									
		07/07/21 Phone/Internet - Water	242.66			60		43320	308		10102
		07/07/21 Phone/Internet - Sewer	242.66			65		43220	308		10102
		Total for Vendor:	485.32								
		# of Claims	23								
		Total Electronic Claims		16,508.60							
		Total Non-Electronic Claims		7,170.78							
				9337.82							

Daniel Potter

Pay Period

6/16/2021 to

6/30/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	6/16/2021	8.37							8.37	
Thursday	6/17/2021	5.38							5.38	
Friday	6/18/2021	4.73							4.73	
Saturday	6/19/2021	8.28							8.28	
Total Week		26.76	0.00	0.00	0.00	0.00	0.00	0.00	26.76	
Sunday	6/20/2021								0.00	
Monday	6/21/2021	9.48							9.48	
Tuesday	6/22/2021								0.00	
Wednesday	6/23/2021	8.60							8.60	
Thursday	6/24/2021	6.17							6.17	
Friday	6/25/2021	8.07							8.07	
Saturday	6/26/2021								0.00	
Total Week		32.32	0.00	0.00	0.00	0.00	0.00	0.00	32.32	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	11.15							11.15	
Tuesday	6/29/2021	5.37							5.37	
Wednesday	6/30/2021	7.63							7.63	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		24.15	0.00	0.00	0.00	0.00	0.00	0.00	24.15	
Total Pay Period		83.23	0.00	0.00	0.00	0.00	0.00	0.00	83.23	

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:

Daniel Potter

06/16/2021 to 06/30/2021

Regular
79.20

PTO
0.00

OT
4.03

DT
0.00

To Item 13.
83.23

Time in	Time out	Duration	
June 16, 2021			8.37
7:30am (MDT)	1:27pm (MDT)	5.95	STRTS > STRTS - Dust Abatement
2:32pm (MDT)	4:57pm (MDT)	2.42	STRTS > STRTS - Dust Abatement
June 17, 2021			5.38
9:15am (MDT)	12:40pm (MDT)	3.42	PARK > PARK - Maintenance
1:40pm (MDT)	3:38pm (MDT)	1.97	PARK > PARK - Maintenance
3:56pm (MDT)	4:11pm (MDT)	0.25	Other
June 18, 2021			4.73
7:10am (MDT)	8:09am (MDT)	0.98	WTR > WTR - Booster Pump Maintenance
8:09am (MDT)	8:10am (MDT)	0.02	WTR > WTR - Well #3 Maintenance
8:10am (MDT)	11:54am (MDT)	3.73	WTR > WTR - Well #3 Maintenance
June 19, 2021			8.28
8:45am (MDT)	5:02pm (MDT)	8.28	STRTS > STRTS - Road Hazard
NOTES: City clean up			
June 21, 2021			9.48
8:30am (MDT)	8:52am (MDT)	0.37	MTG > MTG - Staff Meeting
8:52am (MDT)	10:15am (MDT)	1.38	WTR > WTR - Well #4 Maintenance
10:15am (MDT)	11:49am (MDT)	1.57	PARK > PARK - Mowing / Trimming
11:49am (MDT)	1:29pm (MDT)	1.67	PARK > PARK - Restroom
1:29pm (MDT)	3:56pm (MDT)	2.45	PARK > PARK - Restroom
3:56pm (MDT)	5:59pm (MDT)	2.05	STRTS > STRTS - Sign Maintenance / Replacement
June 23, 2021			8.60
8:00am (MDT)	12:08pm (MDT)	4.13	WTR > WTR - Booster Station & Well Logs
1:02pm (MDT)	5:30pm (MDT)	4.47	STRTS > STRTS - Peterson Pathway
June 24, 2021			6.17
9:00am (MDT)	3:10pm (MDT)	6.17	STRTS > STRTS - Pot Hole Repair
June 25, 2021			8.07
8:45am (MDT)	12:30pm (MDT)	3.75	PARK > PARK - Irrigation
1:20pm (MDT)	5:39pm (MDT)	4.32	WTR > WTR- Fire Hydrants
June 28, 2021			11.15
7:35am (MDT)	8:34am (MDT)	0.98	WTR > WTR - Booster Station & Well Logs
8:34am (MDT)	8:41am (MDT)	0.12	MTG > MTG - Staff Meeting
8:41am (MDT)	9:40am (MDT)	0.98	WTR > WTR- Fire Hydrants
9:40am (MDT)	11:22am (MDT)	1.70	PARK > PARK - Mowing / Trimming
11:59am (MDT)	2:22pm (MDT)	2.38	WTR > WTR - Leak Letters

2:22pm (MDT)	2:46pm (MDT)	0.40	PARK > PARK - Irrigation
2:46pm (MDT)	6:27pm (MDT)	3.68	WTR > WTR- Fire Hydrants
6:27pm (MDT)	7:21pm (MDT)	0.90	MTG > MTG - Council Meeting

June 29, 2021 **5.37**

9:00am (MDT)	9:45am (MDT)	0.75	PARK > PARK - Irrigation
9:45am (MDT)	10:36am (MDT)	0.85	PARK > PARK - Restroom
10:36am (MDT)	2:22pm (MDT)	3.77	STRTS > STRTS - Peterson Pathway

June 30, 2021 **7.63**

8:00am (MDT)	9:16am (MDT)	1.27	PARK > PARK - Irrigation
9:16am (MDT)	3:38pm (MDT)	6.37	STRTS > STRTS - Street Sweeping

Angie Mettie

Pay Period

6/16/2021 to

6/30/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	6/16/2021	8.97							8.97	
Thursday	6/17/2021	8.53							8.53	
Friday	6/18/2021								0.00	
Saturday	6/19/2021								0.00	
Total Week		17.50	0.00	0.00	0.00	0.00	0.00	0.00	17.50	
Sunday	6/20/2021								0.00	
Monday	6/21/2021							8.00	8.00	
Tuesday	6/22/2021							8.00	8.00	
Wednesday	6/23/2021							8.00	8.00	
Thursday	6/24/2021							8.00	8.00	
Friday	6/25/2021							8.00	8.00	
Saturday	6/26/2021								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	7.98							7.98	
Tuesday	6/29/2021	7.00							7.00	
Wednesday	6/30/2021	8.29							8.29	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		23.27	0.00	0.00	0.00	0.00	0.00	0.00	23.27	
Total Pay Period		40.77	0.00	0.00	0.00	0.00	0.00	40.00	80.77	

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

06/16/2021 to 06/30/2021

Regular
40.77

PTO
0.00

OT
0.00

DT
0.00

To Item 13.
40.77

Time in	Time out	Duration	
June 16, 2021			8.97
7:33am (MDT)	10:30am (MDT)	2.95	ADM > Train - Travel for Training
10:30am (MDT)	4:31pm (MDT)	6.02	ADM > Train - City Hall
June 17, 2021			8.53
7:20am (MDT)	11:00am (MDT)	3.67	ADM > Train - City Hall
12:00pm (MDT)	4:52pm (MDT)	4.87	ADM > Train - City Hall
June 28, 2021			7.98
8:15am	8:30am	0.25	ADM > ADM - Customer Relations
8:30am	9:06am	0.60	MTG > MTG - Staff Meeting
9:06am	3:16pm	6.17	ADM > ADM - Customer Relations
6:27pm	7:25pm	0.97	MTG > MTG - Council Meeting
June 29, 2021			7.00
8:22am	3:22pm	7.00	ADM > ADM - Customer Relations
June 30, 2021			8.28
7:53am	4:10pm	8.28	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

6/16/2021 to

6/30/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	6/16/2021	9.15							9.15	
Thursday	6/17/2021	8.67							8.67	
Friday	6/18/2021	6.48							6.48	
Saturday	6/19/2021								0.00	
Total Week		24.30	0.00	0.00	0.00	0.00	0.00	0.00	24.30	
Sunday	6/20/2021								0.00	
Monday	6/21/2021	5.17							5.17	
Tuesday	6/22/2021	5.98							5.98	
Wednesday	6/23/2021	6.12							6.12	
Thursday	6/24/2021								0.00	
Friday	6/25/2021								0.00	
Saturday	6/26/2021								0.00	
Total Week		17.27	0.00	0.00	0.00	0.00	0.00	0.00	17.27	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	6.35							6.35	
Tuesday	6/29/2021	4.96							4.96	
Wednesday	6/30/2021								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		11.31	0.00	0.00	0.00	0.00	0.00	0.00	11.31	
Total Pay Period		52.88	0.00	0.00	0.00	0.00	0.00	0.00	52.88	

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:

Dana Kautz

06/16/2021 to 06/30/2021

Regular	PTO	OT	DT	To	Item 13.
52.88	0.00	0.00	0.00	52.88	

Time in	Time out	Duration	
June 16, 2021			9.15
7:20am (MDT)	10:30am (MDT)	3.17	ADM > Train - Travel for Training
10:31am (MDT)	4:30pm (MDT)	5.98	ADM > Train - City Hall
June 17, 2021			8.67
7:20am (MDT)	11:00am (MDT)	3.67	ADM > Train - City Hall
12:00pm (MDT)	5:00pm (MDT)	5.00	ADM > Train - City Hall
June 18, 2021			6.48
8:00am (MDT)	12:00pm (MDT)	4.00	ADM > Train - City Hall
12:01pm (MDT)	2:30pm (MDT)	2.48	ADM > Train - Travel for Training
June 21, 2021			5.17
9:30am (MDT)	2:40pm (MDT)	5.17	ADM > ADM - Customer Relations
June 22, 2021			5.98
9:01am (MDT)	3:00pm (MDT)	5.98	ADM > ADM - Customer Relations
June 23, 2021			6.12
8:45am (MDT)	2:52pm (MDT)	6.12	ADM > ADM - Customer Relations
June 28, 2021			6.35
8:30am (MDT)	9:01am (MDT)	0.52	MTG > MTG - Staff Meeting
9:01am (MDT)	2:51pm (MDT)	5.83	ADM > ADM - Customer Relations
June 29, 2021			4.97
8:59am (MDT)	1:57pm (MDT)	4.97	ADM > ADM - Customer Relations

Jessie Gerke

Pay Period

6/16/2021 to

6/30/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	6/16/2021	8.00							8.00	
Thursday	6/17/2021	9.50							9.50	
Friday	6/18/2021	9.02							9.02	
Saturday	6/19/2021								0.00	
Total Week		26.52	0.00	0.00	0.00	0.00	0.00	0.00	26.52	
Sunday	6/20/2021	0.50							0.50	
Monday	6/21/2021	6.17							6.17	
Tuesday	6/22/2021	8.00							8.00	
Wednesday	6/23/2021	8.25							8.25	
Thursday	6/24/2021	8.00							8.00	
Friday	6/25/2021	2.66							2.66	
Saturday	6/26/2021								0.00	
Total Week		33.58	0.00	0.00	0.00	0.00	0.00	0.00	33.58	
Sunday	6/27/2021	0.67							0.67	
Monday	6/28/2021	8.00							8.00	
Tuesday	6/29/2021	8.00							8.00	
Wednesday	6/30/2021	2.80							2.80	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		19.47	0.00	0.00	0.00	0.00	0.00	0.00	19.47	
Total Pay Period		79.57	0.00	0.00	0.00	0.00	0.00	0.00	79.57	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

06/16/2021 to 06/30/2021

Regular
76.05

PTO
0.00

OT
3.52

DT
0.00

To Item 13.
79.57

Time in	Time out	Duration	
June 16, 2021			8.00
9:00am (MDT)	12:00pm (MDT)	3.00	SWR > SWR - System Maintenance
12:00pm (MDT)	1:30pm (MDT)	1.50	SWR > SWR - Sewer Logs
1:30pm (MDT)	4:00pm (MDT)	2.50	STRTS > STRTS - Grading / Blading
4:00pm (MDT)	5:00pm (MDT)	1.00	PW > PW - City Shop > Shop
June 17, 2021			9.50
2:30am (MDT)	5:00am (MDT)	2.50	STRTS > STRTS - Dust Abatement
8:00am (MDT)	9:20am (MDT)	1.33	STRTS > STRTS - Dust Abatement
9:20am (MDT)	10:00am (MDT)	0.67	SWR > SWR - Sewer Logs
10:00am (MDT)	11:00am (MDT)	1.00	SWR > SWR - System Maintenance
11:00am (MDT)	1:00pm (MDT)	2.00	STRTS > STRTS - Dust Abatement
3:00pm (MDT)	5:00pm (MDT)	2.00	STRTS > STRTS - Dust Abatement
June 18, 2021			9.02
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs
9:00am (MDT)	10:00am (MDT)	1.00	SWR > SWR - System Maintenance
10:00am (MDT)	12:30pm (MDT)	2.50	WTR > WTR - Service Call
12:30pm (MDT)	3:01pm (MDT)	2.52	SWR > SWR - Land Application Project
3:01pm (MDT)	4:27pm (MDT)	1.43	PARK > PARK - Irrigation
4:27pm (MDT)	5:01pm (MDT)	0.57	SWR > SWR - Land Application Project
June 20, 2021			0.50
11:30pm (MDT)	12:00am (MDT)	0.50	Animal Control > Animal Control Complaint
June 21, 2021			6.17
12:00am (MDT)	12:30am (MDT)	0.50	Animal Control > Animal Control Complaint
8:00am (MDT)	8:40am (MDT)	0.67	PARK > PARK - Irrigation
8:40am (MDT)	9:00am (MDT)	0.33	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	SWR > SWR - Sewer Logs
9:30am (MDT)	10:20am (MDT)	0.83	SWR > SWR - Land Application Project
10:20am (MDT)	1:00pm (MDT)	2.67	WTR > WTR - Meter Reading
2:00pm (MDT)	2:40pm (MDT)	0.67	SWR > SWR - System Maintenance
June 22, 2021			8.00
7:30am (MDT)	8:20am (MDT)	0.83	SWR > SWR - Land Application Project
8:20am (MDT)	9:00am (MDT)	0.67	SWR > SWR - Sewer Logs
9:00am (MDT)	9:40am (MDT)	0.67	PARK > PARK - Irrigation
9:40am (MDT)	1:00pm (MDT)	3.33	STRTS > STRTS - Grading / Blading

NOTES: Granite mountain parking lot

1:00pm (MDT)	2:00pm (MDT)	1.00	SWR > SWR - Sewer Testing
2:00pm (MDT)	3:30pm (MDT)	1.50	PW > PW - City Shop > Shop
June 23, 2021			8.25
7:30am (MDT)	8:10am (MDT)	0.67	SWR > SWR - Land Application Project
8:10am (MDT)	8:50am (MDT)	0.67	SWR > SWR - Sewer Logs
8:50am (MDT)	9:30am (MDT)	0.67	SWR > SWR - System Maintenance
9:30am (MDT)	10:10am (MDT)	0.67	PARK > PARK - Irrigation
10:10am (MDT)	11:00am (MDT)	0.83	EQP > EQP - Parts Run
11:00am (MDT)	12:30pm (MDT)	1.50	MTG > MTG - Staff Meeting
12:30pm (MDT)	2:00pm (MDT)	1.50	IND > IND - Industrial Park Maintenance
2:00pm (MDT)	3:45pm (MDT)	1.75	STRTS > STRTS - Peterson Pathway
June 24, 2021			8.00
7:30am (MDT)	8:10am (MDT)	0.67	SWR > SWR - Land Application Project
8:10am (MDT)	8:40am (MDT)	0.50	SWR > SWR - Sewer Logs
8:40am (MDT)	10:40am (MDT)	2.00	SWR > SWR - System Maintenance
10:40am (MDT)	1:20pm (MDT)	2.67	STRTS > STRTS - Pot Hole Repair
1:20pm (MDT)	2:40pm (MDT)	1.33	STRTS > STRTS - Peterson Pathway
2:40pm (MDT)	3:30pm (MDT)	0.83	PW > PW - City Shop > Shop
June 25, 2021			2.67
11:00am (MDT)	12:40pm (MDT)	1.67	SWR > SWR - System Maintenance
12:40pm (MDT)	1:40pm (MDT)	1.00	MTG > MTG - Staff Meeting
June 27, 2021			0.67
12:00am (MDT)	12:40am (MDT)	0.67	Animal Control > Animal Control Complaint
June 28, 2021			8.00
7:30am (MDT)	8:30am (MDT)	1.00	SWR > SWR - Land Application Project
8:30am (MDT)	9:30am (MDT)	1.00	MTG > MTG - Staff Meeting
9:30am (MDT)	2:00pm (MDT)	4.50	STRTS > STRTS - Peterson Pathway
2:00pm (MDT)	3:30pm (MDT)	1.50	PW > PW - City Shop > Shop
June 29, 2021			8.00
7:30am (MDT)	8:30am (MDT)	1.00	SWR > SWR - Land Application Project
8:30am (MDT)	9:00am (MDT)	0.50	SWR > SWR - System Maintenance
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Staff Meeting
9:30am (MDT)	10:00am (MDT)	0.50	SWR > SWR - Sewer Logs
10:00am (MDT)	11:00am (MDT)	1.00	PW > PW - Office Time
11:00am (MDT)	12:30pm (MDT)	1.50	STRTS > STRTS - Peterson Pathway
12:30pm (MDT)	3:00pm (MDT)	2.50	SWR > SWR - Sewer Testing
3:00pm (MDT)	3:30pm (MDT)	0.50	PW > PW - City Shop > Shop

June 30, 2021

7:00am (MDT)	8:30am (MDT)	1.50	SWR > SWR - Land Application Project
8:30am (MDT)	9:10am (MDT)	0.67	SWR > SWR - Sewer Logs
9:10am (MDT)	9:48am (MDT)	0.63	SWR > SWR - System Maintenance

Kyla Gardner

Pay Period

6/16/2021 to

6/30/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	6/16/2021	9.23							9.23	
Thursday	6/17/2021	5.50							5.50	
Friday	6/18/2021	6.48							6.48	
Saturday	6/19/2021								0.00	
Total Week		21.21	0.00	0.00	0.00	0.00	0.00	0.00	21.21	
Sunday	6/20/2021								0.00	
Monday	6/21/2021	7.23							7.23	
Tuesday	6/22/2021	8.53							8.53	
Wednesday	6/23/2021	6.67							6.67	
Thursday	6/24/2021	2.45							2.45	
Friday	6/25/2021	6.15							6.15	
Saturday	6/26/2021								0.00	
Total Week		31.03	0.00	0.00	0.00	0.00	0.00	0.00	31.03	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	8.07							8.07	
Tuesday	6/29/2021	6.71							6.71	
Wednesday	6/30/2021	6.68							6.68	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		21.46	0.00	0.00	0.00	0.00	0.00	0.00	21.46	
Total Pay Period		73.70	0.00	0.00	0.00	0.00	0.00	0.00	73.70	

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

06/16/2021 to 06/30/2021

Regular	PTO	OT	DT	To	Item 13.
73.70	0.00	0.00	0.00	73.70	

Time in	Time out	Duration	
June 16, 2021			9.23
7:15am	10:30am	3.25	ADM › Train - Travel for Training
10:31am	4:30pm	5.98	ADM › Train - City Hall
June 17, 2021			5.50
7:30am	11:00am	3.50	ADM › Train - City Hall
3:00pm	5:00pm	2.00	ADM › Train - City Hall
June 18, 2021			6.48
8:00am	12:00pm	4.00	ADM › Train - City Hall
12:01pm	2:30pm	2.48	ADM › Train - Travel for Training
June 21, 2021			7.23
8:17am	9:08am	0.85	MTG › MTG - Staff Meeting
9:08am	3:31pm	6.38	ADM › ADM - Customer Relations
June 22, 2021			8.53
8:26am	3:28pm	7.03	MTG › MTG - Staff Meeting
6:04pm	7:34pm	1.50	MTG › MTG - Citizen Advisory Committee
June 23, 2021			6.67
8:30am	3:10pm	6.67	ADM › ADM - Customer Relations
June 24, 2021			2.45
8:37am	11:04am	2.45	ADM › ADM - Customer Relations
June 25, 2021			6.15
8:33am	2:42pm	6.15	ADM › ADM - Customer Relations
June 28, 2021			8.07
8:25am	9:25am	1.00	MTG › MTG - Staff Meeting
9:25am	3:10pm	5.75	ADM › ADM - Customer Relations
6:10pm	7:29pm	1.32	MTG › MTG - Council Meeting
June 29, 2021			6.70
8:26am	3:08pm	6.70	ADM › ADM - Customer Relations
June 30, 2021			6.68
8:23am	3:04pm	6.68	ADM › ADM - Customer Relations