



City Council Regular Meeting Agenda

Monday, May 08, 2023 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/81047298809?pwd=VkjiQm1LdHI5a2xHWGZzcHFDZjduZz09>

Call in: 253-215-8782

Meeting ID: 810 4729 8809

Password: 100322

ROLL CALL / PLEDGE OF ALLEGIANCE

1. Reading of the Mission Statement

PUBLIC INPUT

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

REPORTS

2. Water Project Update
3. Mayor's Report
4. Staff Reports

DISCUSSION ITEMS

5. 512 S Heigho - Hallcroft
6. Budget Review - Industrial Park
7. Burn Permit Amendment
8. Customer Inquiry - Water/Sewer Late Fees

ACTION ITEMS

9. Skate Park Name
10. Transportation Shed Removal
11. Resolution TBD-2023: Proclamation of H.O.P.E. Week
12. Resolution TBD-2023 - EMS
13. Resolution TBD-2023: Investment Policy
14. Resolution TBD - 2023 Financial Policy
15. Resolution TBD-2023: Industrial Park Selection Criteria
16. Ordinance Amendment TBD-2023 - Design Review

CONSENT AGENDA

17. April 24, 2023 Meeting Minutes
18. Paid & Pending Claims
19. April 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.”

Water System Improvement Project

Overall Project Budget Summary

Total Project Funding Package		\$5,266,200				
Project Costs						
Item No.	Description	Amount	Amount w/ Change Orders	Amount Billed to Date	Amount Remaining	% Budget Used 4/30/2023
	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	\$3,102,206	\$529,820	\$2,572,386	17%
8	Construction Subtotal	\$3,421,653	\$3,938,714	\$1,366,328	\$2,572,386	
	Administration/Legal/Other					Admin/Legal/Other
9	CDBG Administration (Davis Bacon Monitoring)	\$45,000	\$45,000	\$29,100	\$15,900	65%
10	ITD Water Project (Crestline Engineers ITD Project Design Contract)	\$43,000	\$43,000	\$43,000	\$0	100%
11	Legal Expenses	\$12,000	\$12,000	\$563	\$11,437	5%
12	Interim Interest and Misc. Administrative Expenses	\$43,000	\$43,000	\$0	\$43,000	0%
13	Administration/Legal/Other Subtotal	\$143,000	\$143,000	\$72,663	\$70,337	
	Engineering					Engineering
14	Basic Services	\$376,500	\$476,400	\$411,787	\$64,613	86%
15	Construction Observation	\$125,000	\$165,000	\$117,467	\$47,533	71%
16	Additional Services	\$130,000	\$130,000	\$114,410	\$15,590	88%
17	Engineering Subtotal	\$631,500	\$771,400	\$643,664	\$127,736	
18	Total Allocated Project Costs	\$4,196,153	\$4,853,114	\$2,082,655	\$2,770,459	
19	Total Contingency Remaining (Total Funding - Total Project Costs)		\$413,086			
20	Total Funding Remaining				\$2,495,741	

City of New Meadows

Water System Improvement Project Funding Summary

No.	Funding Entity	Loan	Grant	Total	% Funding Used (4/30/2023)
Idaho Dept. of Commerce (CDBG)					
1	Idaho Commerce Block Grant (CDBG)	\$ -	\$ 500,000	\$ 500,000	95%
IDEQ-SRF Funding Analysis					
3	SRF Loan	\$ 834,591	\$ -	\$ 834,591	69%
4	SRF Principal Forgiveness (Grant)	\$ -	\$ 665,409	\$ 665,409	
5	ARPA Grant (IDEQ)	\$ -	\$ 1,877,700	\$ 1,877,700	29%
6				SRF Loan Annual Payment (1.75%, 30 years) \$ (35,996)	
7				Monthly SRF Loan Rate Impact (291 active connection* basis) \$ (10.31)	
USDA-RD Funding Analysis					
9	USDA Loan	\$ 672,500	\$ -	\$ 672,500	0%
10	USDA Grant	\$ -	\$ 673,000	\$ 673,000	0%
11				USDA Loan Annual Payment (3.125%; 40 years) \$ (29,685)	
12				Monthly USDA Loan Rate Impact (291 active connection* basis) \$ (8.50)	
Funding Summary					
13	Total Funding Package (CDBG, IDEQ, USDA, City Contribution)			\$ 5,266,200	
14	Total Grant			\$ 3,216,109	
15	Total Loan			\$ 1,507,091	
16	Total City Contribution			\$ 43,000	
17	Total Monthly Rate Impact (based on 291 active connections)			\$ (18.81)	

Notes:

Active Connection* Based on 291 Connections

Community Approved \$3,388,500 Bond November 2017

Community Approved ~\$26/Total Monthly Rate Impact (per active connection)

May 8, 2023

Well, the sun came out and the work has begun! There are multiple projects and events being planned. City Hall will do its best to keep you informed as we move forward with all that is taking place in our community.

Kyla and I met with David McKnight of Airbridge and Ramon Hobdey-Sanchez (State Broadband Program Manager). We discussed upcoming funding for the unserved and underserved and the current lack of internet service, especially in outlying areas. We discussed the challenges we are facing in getting wireless broadband installed in our community. I was given ideas on how to reach out to those who are working on this at the State level to get New Meadows represented well.

The County has emptied out the recycle center and the next step is to get an architect to tell us what we can do with the building. We will be getting bids on the cost of the architect and the Blue Cross Foundation has graciously offered to help fund that portion of the project. They also gave some great ideas on programs that can help to make this project a reality.

Once the architect gives us ideas, I would like to hold an event at the Recycle Center to generate interest and comment on this incredible community project. I have already asked YAC to attend and will be inviting Ignite Idaho, and other local organizations who work with youth to be there. Out of this, I will be developing the Mayor's Youth Council.

Kyla, Ivan, Garrett and I spent some time last week marking the area where the skate park will be located so the process of designing a plan can continue. I visited with JoBeth Mehen about the possibility of naming the park as a memorial to Rory and Sara and she was delighted with the prospect. We need to decide on that name at the meeting so we can move forward with signage at the project and a ground breaking ceremony.

I met with Mike Howard, Keith Richards and Garrett St. Pierre at the bike track being developed behind the school parking lot/football field. The school district will be discussing this project at their meeting Tuesday with the idea of leasing the ground to the city so we can include the bike track as part of our parks and recreation department. This is the way other communities have developed recreation opportunities on school property. An MOU and lease details will be presented at the next city council meeting if the School District decides that is the direction they want to go.

Kyla and I met with Kristine and Tim from Mountain Waterworks to discuss funding of the water project, budget and where we are to date. At that meeting, we asked Kristine to look into the availability of additional funds since there are many unknown variables still in the project. We also discussed looking into stormwater funds that might be available to update

our plan. We will be holding a meeting to discuss the current budget of the water project month before we present those numbers to the city council.

We have run into an issue with the proposed street lamp project. It seems the conduit situation is not as we thought. The cost to connect power to each corner will be more than we anticipated, but we will be working with Idaho Power to find out next steps and get an idea of how to move forward.

The local Youth Advocacy Coalition (YAC) has agreed to help with some temporary playground equipment in the park. We are looking at blowup bounce houses, slides, etc. which will be donated for specific periods of time in the park. I would like to encourage use of the park even though there will be construction activities on the west end.

I have been working with the Community Center, Food Bank and Library to put together a summer lunch program for the children. I am requesting that the funding for this project be run through the MV Community Foundation, but would like to allow donations for the project and information regarding the project to be available at City Hall.

Bronwen Baker has approached me about a Community Fridge project she has been working on. The Community Fridge concept is that food and some pantry items would be made available to anyone needing them on an ongoing basis. A possible location for this project would be the front of the old ambulance building with the roll up doors being to be opened at scheduled times. The footprint would be small enough and secure enough to allow for the storage the city needs in the building. This is not a project that has to be manned so volunteers would only be needed for cleaning and stocking. I have asked Bronwen to do a survey, first, to determine if this is something that will be beneficial to our community. She is preparing a survey and once the results are in, we will have more discussion with City Council on possible involvement in this project.

I would like to continue to provide opportunities for our community to come together and continue to heal and grow together. The ongoing court case regarding the events at the Hartland Inn last year reminds us again of the great loss we have experienced. As leaders in our community, we can find ways to bring hope and encourage dialogue on ways we can work together to build a healthy, hope-filled community.

Be someone's strength. Be someone's inspiration. Be someone's reason to never give up.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE	DEPARTMENT	MONTH
Kyla Gardner	Admin, City Clerk	May 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly invoices & Will serves.
Annual EDU Report, Annual ARPA Funds reporting,
Housing Trust, Leadership Academy, and Chamber Meetings

PROJECTS IN PROGRESS

Researching new timesheet programs
Stibnite Grant- Street Lights/ Power Source possibilities
Laura Moore Cunningham Foundation Grant- Youth Center
Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders
FY 24 Budget Prep
Meeting with BCIFH for grant and funding opputunities

CHALLENGES / ISSUES

UPS went out and we were without phone and internet for 1 hour. It was fixed by 4CC.

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

May

TASKS COMPLETED

- Filing Payroll
- Claims Review
- February and March Bank Recs
- February and March Financial Reports
- 941 Quarterly Report
- FY Quarterly Financial Report
- Q2 Unemployment Report
- Previously approved bank write off to balance

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

April

TASKS COMPLETED

- Water testing
- Equipment maintenance including jetter
- Storm drains
- Meter receiver replacement
- Witnessed well 5 be put in
- Pothole repair
- Finished discharge

PROJECTS IN PROGRESS

- Prepare for land app
- Culvert on N. norris
- Ditch on lerea
- Prepare for park irrigation and mowing
- Repair sewer line on wiley
- Help the booster station come down

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

April 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Dog Vaccination Clinic Details
- Dog License Forms
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- RV Violation letters
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

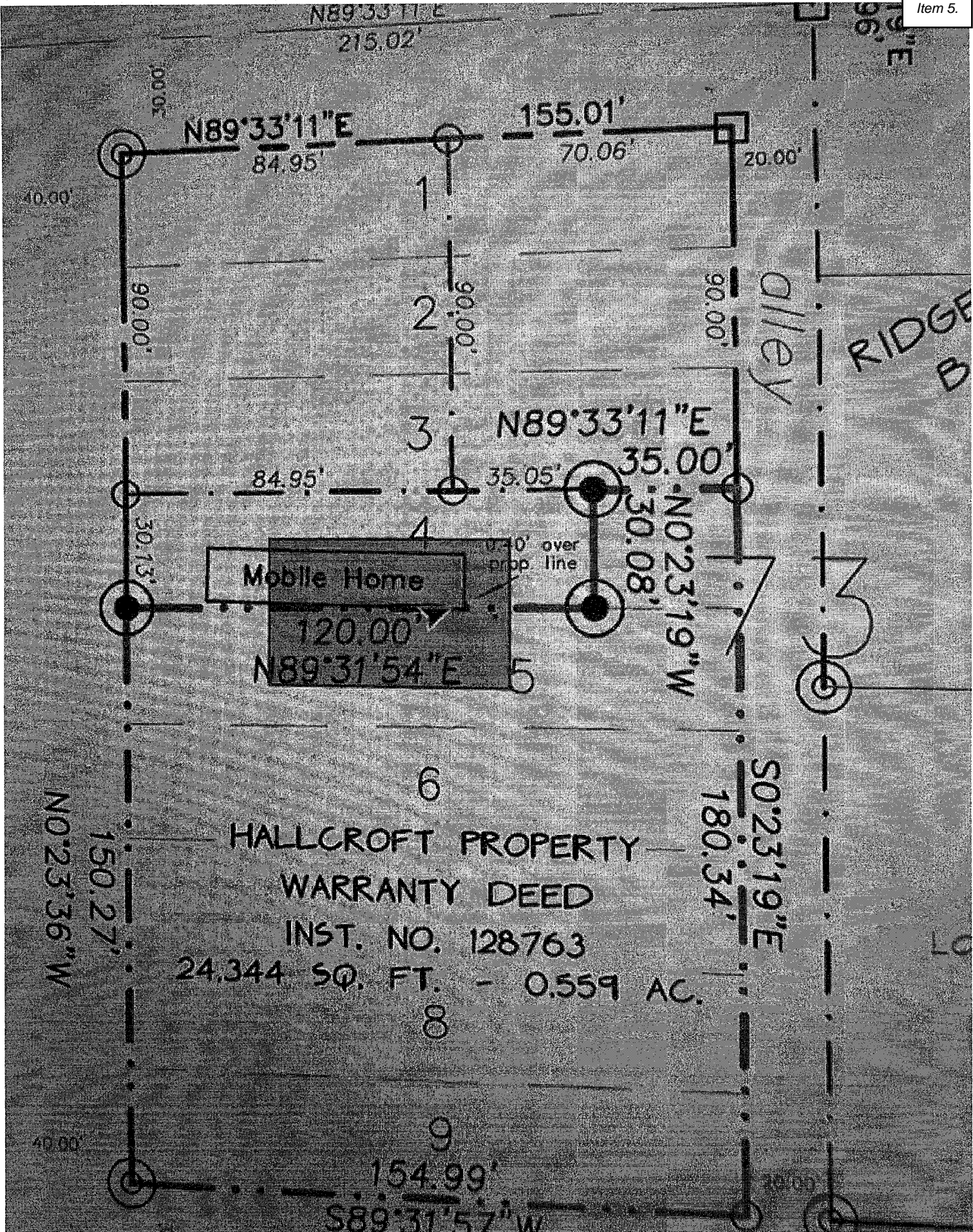
- Updating / Amending resolutions and ordinances for Council Meetings
- Burn Permits & new database for fire/Sheriff/Adams County
- Database for projects
- H.O.P.E. Week
- Welcome Spring Event
- Spring event planning / flyers
- Baseball – T-ball planning
- Baseball Sponsorships-complete
- Parks & Rec Committee is full!
- Updating well log records
- Filing of sewer test reports
- Legal issues

CHALLENGES / ISSUES

- One complaint on late charges
- One complaint on noise/trash/chickens, but did not want to file a formal complaint
- 2 large leaks this month

COMMUNITY INPUT & COMMENTS

- Burn permits should be longer than 1 week – several comments!
- Family Dollar comments – both good and bad
- Several ditch cleaning requests
- Water leak issues/requests



CITY OF NEW MEADOWS, IDAHO
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: 5 / 23

Fund	Account	Object	Committed YTD	Current Appropriation	Available Appropriation	% Committed	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		110 Wages	556.93	1,700.00	1,143.07	33.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		210 Social Security	34.47	105.00	70.53	33.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		211 Medicare	8.06	25.00	16.94	32.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		212 Retirement	66.50	195.00	128.50	34.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		215 Medical Insurance	188.73	181.00	-7.73	104.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		309 Advertising	0.00	100.00	100.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		311 Audit	0.00	1,500.00	1,500.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		320 Solid Waste Fees	640.00	100.00	-540.00	640.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		324 M&O (Materials)	2,848.65	12,500.00	9,651.35	23.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		330 Utilities - Electric	440.79	550.00	109.21	80.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		331 Utilities - W/S	2,057.34	2,600.00	542.66	79.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		350 Shared Equip Maintenance	0.00	200.00	200.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		511 Municipal Insurance	2,342.75	2,343.00	0.25	100.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		610 Office Supplies	0.00	100.00	100.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		620 Postage	0.00	100.00	100.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		630 Fuel	140.00	460.00	320.00	30.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		709 Equipment and Software	4,880.85	4,600.00	-280.85	106.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		711 Dust Abatement	0.00	3,000.00	3,000.00	0.00 %	
63	INDUSTRIAL PARK FUND	43100 Industrial Park					
		713 Skate Park Improvements	0.00	10,000.00	10,000.00	0.00 %	Move to Pa
63	INDUSTRIAL PARK FUND	43150 Industrial Park Expansion					
		324 M&O (Materials)	750.00	0.00	-750.00	0.00 %	

Item 6.

Fund	Fund Description	Account	Account Description	Received YTD	Estimated Revenue	Revenue to be Received
63	INDUSTRIAL PARK FUND	33316	Skate Park	0.00	10,000.00	10,000.00
63	INDUSTRIAL PARK FUND	34501	A/R Lease Agreements	6,405.36	16,438.00	10,032.64
63	INDUSTRIAL PARK FUND	34502	A/R Lease Solid Waste	195.30	521.00	325.70
63	INDUSTRIAL PARK FUND	34504	A/R Reimburse MNTC Costs	0.00	200.00	200.00
63	INDUSTRIAL PARK FUND	34505	A/R Land Lease	420.00	2,400.00	1,980.00
63	INDUSTRIAL PARK FUND	37110	Interest	323.15	800.00	476.85
63	INDUSTRIAL PARK FUND	39019	Industrail Park Capital Grant	0.00	10,000.00	10,000.00
63	INDUSTRIAL PARK FUND	39021	Lease Payments	1,050.00	0.00	-1,050.00

ORDINANCE TBD-2023
BURN ORDINANCE AMENDMENT

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 4, CHAPTER 3, *OPEN BURNING*, OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 1.09, *PERMIT REQUIRED AND ADMINISTRATION*, REMOVING THE 7-DAY EXPIRATION DATE AND ADDING A 90-DAY EXPIRATION DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

Section 1: That Chapter 3, Open Burning, of Title 4, Health, Safety and Environment, of the New Meadows City Code be, and the same is hereby AMENDED as follows, to-wit:

See Exhibit A attached hereto and, by this reference, incorporated herein as if set forth in full.

Section 2: This ordinance shall be in full force and effect after its passage, approval, and publication, according to law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO, THIS 8th DAY OF MAY 2023.

Approved:

Attest:

Julie A. Good, Mayor

Kyla Gardner, City Clerk

AMENDING ORDINANCE NO. 387-2023

AN ORDINANCE OF THE CITY OF NEW MEADOWS, IDAHO, AMENDING THE ‘NEW MEADOWS OPEN BURNING ORDINANCE’; REQUIRING A BURNING PERMIT YEAR-ROUND; PROVIDING FOR AUTHORIZED ENTITIES TO ISSUE BURN BANS; PROVIDING FOR SEVERABILITY AND PROVIDING A DATE FOR ADOPTION.

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

Section 1.01 SHORT TITLE:

This section shall be known and may be cited as the “New Meadows Open Burning Ordinance.”

Section 1.02 PURPOSE:

The purpose and intent of this Ordinance is to eliminate all forms of open burning except those for which there is no means of producing a similar public benefit, or such as may be permitted herein, limit unnecessary emergency response by fire personnel, and to assist in tracking and pinpoint burning in the community.

Section 1.03 DEFINITIONS:

Agricultural Burning – Means open burning of plant life grown on the premises in the course of any agricultural, forestry or land clearing operation when it can be shown that such burning is necessary and that no fire hazard will occur. Convenience of disposal is not of itself a valid necessity for burning.

Approved Incinerators – Any source consisting of a furnace and all appurtenances thereto designated for destruction of refuse by burning. “Open incinerators” shall mean those burning containers which have been approved and certified by the Idaho Department of Health and Welfare. “Burning barrels” and similar devices are forms of open burning and are not considered to be approved incinerators.

Authorized Enforcer – Means the Mayor, Building Inspector, fire wardens, the Fire Chief or any member of the Fire Department, a member of the Adams County Sheriff’s Office and persons specifically deputized by either the Adams County Sheriff or the Mayor of the City of New Meadows called together "authorized enforcer(s).

Council – The city council of the City of New Meadows.

Issuing Agent – The New Meadows City Clerk or designee.

Odor – The sensation resulting from stimulation of the human sense of smell.

Open Burning – Means the outdoor burning of materials where the products of combustion are not completely directed through a duct, passage, smokestack or chimney.

Permit – The City of New Meadows burning permit issued pursuant to this Ordinance.

Person – Any person, corporation, firm, partnership or any federal, state or local governmental entity.

Smoke – Small gas borne particles resulting from incomplete combustion, consisting predominantly, but not exclusively, of carbon and other combustible material.

Toxic Air Contaminants – Pollutants that are known or suspected to cause cancer or other serious health effects, such as reproductive effects or birth defects, or to cause adverse environmental effects. Also known as Toxic Air Pollutants as defined by Idaho Department of Environmental Quality.

Section 1.04 PROHIBITIONS:

It is unlawful to deliberately or negligently start a fire under any of the following circumstances:

- A. In any structure; except, it is lawful to start a fire in a fireplace, incinerator, or stove, provided that the person(s) starting the fire has no reason to believe that use of the same is hazardous or violates applicable air quality regulations; or
- B. Whether or not in a structure, using as or among the fuel: garbage, rubbish, decaying matter, processed lumber, dead animals or refuse of any kind; excepting, however, leaves and needles dropped by trees, limbs, splinters, and bark from wood cutting and splitting, and weeds and other vegetation, when in a safe place in a fireplace or fire ring; or
- C. Notwithstanding the provisions of any section of this ordinance, no person shall allow, suffer, cause or permit the burning of materials which emit toxic contaminants, particulates or odors; or
- D. Without a permit at any time when a permit is required, or in violation of the terms of this Ordinance, of such a permit, or of State fire season and open burning regulations.

It is prima facie evidence of such negligence in the starting of a fire that the fire escaped from the initial location of the burning, so as to start a grass, brush, forest, or building fire.

Section 1.05 EXCEPTIONS TO OPEN BURNING PROHIBITION:

Notwithstanding the provisions of previous sections of this ordinance, the following types of fires shall be allowed :

- A. Fires Requiring Permit: The following types of fires may be allowed by permit only:
 - 1. Agricultural burning;
 - 2. Fires used for control or alleviation of fire hazard or for weed control when no alternative control exists;
 - 3. Fires used in the training of organized firefighting personnel;
 - 4. Special fires allowed at the discretion of the “Authorized Enforcer” wherein the fire is to be located. Special fires are fires not falling into (A)1, 2 and 3 of this Section.
- B. Fires Allowed Without a Permit: Fires used for the preparation of food and campfires, recreational / hobby fires such as those used in the construction of pottery or steel works and ceremonial fires under control of a responsible person that is not intoxicated and over the age of 18, shall not require a permit.

Section 1.06 BURNING PERMIT AND CONDITIONS:

Burning permits are required for any open burning. At times when State fire season regulations do not require permits, city permits shall be issued free of charge . No permit may be issued if the State, County or City has declared a closure on open burning, nor shall any person conduct open burning during any such period of closure. Contents: All permits must contain the following conditions on the face or obverse of such permit:

ORDINANCE TBD-2023
BURN ORDINANCE AMENDMENT

1. Name, address, phone number of applicant and permittee;
 2. Location of proposed burning;
 3. Conditions under which burning is to be allowed.
 4. Signature of issuing officer;
 5. Signature of permittee;
 6. Materials that are to be burned;
 7. Beginning date of burn to extinguished date.
- B. Permittee Agreement: All permittee applicants shall agree to the following:
1. The permittee shall keep the fire under permittee's control and supervision at all times until the same has been completely extinguished;
 2. The permittee shall place the fire at least fifty (50) feet from any structure. If the pile is smaller than 2 feet in height 3 feet in diameter, it must be placed at least 25 feet from any structure. Fires in approved containers must be placed 15 feet from structures.
 3. The permittee shall have at the place of the fire a garden hose connected to a pressurized water supply, or shall have at such place other Fire Department approved fire extinguishing equipment, in either case readily available for use, until the fire has been completely extinguished; and
 4. The permittee, by seeking and accepting such permit, and by conducting such open burning, becomes responsible and agrees to be responsible to pay all costs of suppression of a fire escaping from permittee's control. "Costs of suppression" means costs incurred by the City of New Meadows, the Meadows Valley Rural Fire Protection District, Southern Idaho Timber Protective Association, or by any other agency which responds to such fire.
 5. The permittee shall follow all International Fire Code regulations, as have been adopted by the City of New Meadows.
 6. The permittee shall not burn materials listed as hazardous in the International Fire Code regulations.

Section 1.07 APPEALS:

Any person denied a burning permit by the Issuing Agent may within thirty (30) days appeal that decision in writing to the City Council. The Council shall rule on said appeal within twenty (20) days of receipt thereof.

Section 1.08 SPECIAL ENFORCEMENT:

- Without limiting their authority under this clause, authorized enforcers may require that open burning be immediately extinguished upon determining that smoke emissions are unreasonably offensive or potentially harmful to the occupants of the same or surrounding properties, or upon determining that the open burning is hazardous.

Section 1.09 PERMIT REQUIRED & ADMINISTRATION:

The City Clerk shall require a signed permit by each applicant. Permits shall be completed and turned into City Hall with an applicable fee as set from time to time by resolution of the New Meadows City Council.

Once a permit and permit fee have been turned over to the City Clerk or his/her designee, the permit shall be promptly routed to the Meadows Valley Rural Fire Protection District Fire Chief, Adams County Sheriff's Office Dispatch and the Payette National Forest, New Meadows Ranger District.

Initial permits shall ~~only be valid for one (1) week~~ **be valid for 90 days** from the date of issuance. ~~A new permit will be required for each subsequent week.~~ Subsequent permits may be purchased at a discount if purchased within a six (6) month period, ~~however still only valid for the week (7 days) issued.~~

Section 1.10 PENALTIES AND FINES:

Violation of this ordinance carries a civil penalty of \$500 per violation to be assessed by the City's "Authorized Enforcer(s)". The penalty shall be paid to the City Clerk within 10 days of issuance or in the time and manner allotted by the "Authorized Enforcer's Agency" and then forwarded to the City Clerk.

If the civil penalty goes unpaid for more than 30 days, the New Meadows Prosecuting Attorney will issue a misdemeanor summons to be served on the violator by the Adams County Sheriff's Office to appear before the Adams County Magistrate.

All penalties collected under this ordinance shall be deposited into the Fines & Forfeitures Account within the city's accounting system.

Section 1.11 SEVERABILITY:

Should any section, subsection, paragraph, sentence or clause thereof, or any particular application thereof, be declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this ordinance.

Section 1.12 Effective Date:

This ordinance shall be in full force and effect, after passage by the New Meadows City Council, signed by the Mayor, and publication of the ordinance according to law.

PASSED AND APPROVED by the Mayor and the Council of the City of New Meadows on this 8TH day of May 2023.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Resolution TBD-2023
Proclamation for H.O.P.E. Week
May 8-12, 2023

Whereas, the mental and physical health of children and youth is important to families, communities, health care workers, and service providers across Meadows Valley ; and

Whereas, services for children and families in Meadows Valley have incorporated trauma-informed care, based on the knowledge that adverse childhood experiences (ACEs) can cause long-term harm to physical and mental health.

Whereas, more recent research has shown that brain development is improved through Positive Childhood Experiences (PCEs); and,

Whereas, PCEs significantly decrease the risk of poor mental health and depression even among those of us who have experienced significant adversity as children; and,

Whereas, we now know that resilient communities can improve the chances that children will experience connection, safe places to live, learn and play, and have opportunities to engage with others. These key experiences go a long way to reducing the lifelong effects adverse community environments; and,

Whereas, families cannot provide PCEs alone; New Meadows can enter into partnerships that help create the strong families and communities that lead our children into lifelong health; and,

Whereas, there is H.O.P.E (Healthy Outcomes from Positive Experiences) for all Meadows Valley families, including those who have faced adversities in their communities and within their families, because childhood adversity is not destiny; and,

Whereas, the H.O.P.E Week is a national effort supported by families, scientists, non-profits, research centers and institutes, universities, and government agencies to raise awareness about the significance of Positive Childhood Experiences in child, youth, and family services and supports, research, and policymaking; and

Therefore, I Julie Good, Mayor of the City of New Meadows, do hereby proclaim May 8th-12th, 2023 as H.O.P.E Week.

 Julie A. Good, Mayor

ATTEST: _____
 Kyla Gardner, City Clerk

RESOLUTION TBD-2023
CONCERNING THE MEADOWS VALLEY AMBULANCE DISTRICT

This is a resolution consenting to the annexation of the city of New Meadows into the Meadows Valley Ambulance District.

WHEREAS the City of New Meadows does not provide a local City funded Ambulance service; and

WHEREAS the Meadows Valley Ambulance District was formed to provide ambulance and emergency medical services to the taxing district which includes the City of New Meadows;

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

In accordance with Idaho Code 31-3920, the area embraced with the city limits of the City of New Meadows shall be included within the limits of the Meadows Valley Ambulance District; and

In accordance with the consent of the governing boards of the City of New Meadows, this resolution is in full force and effect provided a like resolution has been adopted by the governing board of the Meadows Valley Ambulance District approving such annexation and inclusion.

DATED this 8th day of May, 2023.

Mayor Julie Good, on behalf of the City of New Meadows

City of New Meadows
Resolution TBD-2023
Financial Policy

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO TO IDENTIFY AND OUTLINE THE FINANCIAL POLICY FOR THE CITY.

WHEREAS, the City of New Meadows desires to formalize a Financial Policy to help frame resource allocation decisions and establish objectives, standards and internal controls for the funds of the City;

WHEREAS, this document summarizes the Fund / Enterprise Accounting Policy, Budget Policy, Debt Policy, Spending Limit Policy, Investment Policy, Reserve, Depreciation and Savings Policy, Capital Improvements Policy, Short-Lived Asset Policy, Credit Card Use Policy and Internal Control Policy.

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Enterprise Fund #1 (General Fund)

The General Fund receives and expends Property Tax Monies for General Operations at City Hall, Elected Officials Salaries, Streets Operations and Maintenance, Parks & Recreation, Planning & Zoning Activities, Airport Commission Activities, Law Enforcement and Animal Control and other projects.

Enterprise Fund #60 (Water Fund)

The Water Fund receives and expends only Water Fund Monies for Maintenance and Operations of the Water Department. This includes revenues received from grants for specific water projects and income from the system rate payers.

Enterprise Fund #63 (Industrial Park Fund)

The Industrial Park Fund receives and expends only Industrial Park Monies for Maintenance and Operations of the city owned Industrial Park. This includes revenues from grants for specific Industrial Park Expansion, and income from the lease of Industrial Park properties.

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Account

After monies are identified within a Fund, they are then separated into internal accounts, many based on departments. The General Fund identifies accounts for Administration, Wages & Benefits, Emergencies, Streets, Parks, Parks & Recreation / Youth Sports, Law Enforcement / Animal Control, Planning & Zoning, Airport Commission and other General Fund activities.

City of New Meadows Resolution TBD-2023 Financial Policy

The Water Fund identifies accounts for Wages & Benefits, Operations & Maintenance, Capital Improvements, Depreciation, Emergencies, Bond & Loan Payments, and other Water Fund activities.

The Sewer Fund identifies accounts for Wages & Benefits, Operations & Maintenance, Capital Improvements, Depreciation, Emergencies, Bond & Loan Payments, and other Sewer Fund activities.

The Industrial Park Fund identifies accounts for Operations & Maintenance, Capital Improvements, Depreciation, Wages & Benefits and other Industrial Park Fund activities.

Object

As expenses are identified within the Fund and Account, they are further split into objects. Objects are an expense category. These objects are numbered from 100–999 and identify for specific line items, for example: Electrical Utilities, Street Lighting, Operations & Maintenance items, Publications, Legal & Engineering Fees, etc.

Below is an example of an Organization for Pothole Repair:

- **Fund** = 1 (General Fund)
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A claim for gravel for Pot Hole Repair would look like below:

- Vendor Name 1-41500-324 (9) in the amount of \$100.00

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The City of New Meadows, as required by Idaho State Code Section 50-1002, must have a balanced budget. Great time and effort is taken to ensure the budget is as accurate as possible prior to the beginning of the fiscal year. The Fiscal Year begins October 1 and ends September 30.

There are statutory dates requiring when the budget must be adopted, when hearings must take place, along with certain publication requirements. These dates and publication requirements change from time to time due to legislative actions.

Early in the calendar year, City Staff begins to identify specific needs for each of the Funds. Some of these needs are urgent, while others have the ability to wait for another fiscal year in the future. City Staff will make recommendations to the Mayor and City Council for the needs of each department or fund.

Utilizing the various plans of the city, like the Street Master Plan, Water Master Plan and Sewer Master Plan, the City can identify the Capital needs to operate the City efficiently and effectively. These plans are tools that should be utilized and updated as needed and necessary for the orderly operations of the City.

The City should work towards creating and implementing an extended strategic budget plan for five to ten years into the future. This would set definitive goals for future City Councils.

City of New Meadows Resolution TBD-2023 Financial Policy

The competing interests of the Public, Elected Officials and City Staff must be a balanced approach. Often the Public sees specific problems in their neighborhood prior to anyone else. The public is encouraged to relay that information to the Elected Officials or City Staff during the budget process. Elected Officials are private citizens as well but also have information or ideas for the future goals of the City. City Staff may have knowledge of all the information above but also specific needs to implement the goals of the City. These needs will be shared during the budget process. Sharing of information is vital for the City's efficiency.

A Budget Preparation Calendar is created annually and shared with the City Council as soon as the dates have been identified. The Calendar helps to guide the process for creating the budget. The following is an example of that timeline:

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From time to time as the process requires, the City Council shall call for Special Meetings to discuss and prepare the budget. The budget should not be left solely up to City Staff or a single elected official, but instead should be a shared responsibility between all, including the public.

Debt Policy

The City will use debt when appropriate to assure that needed facilities are funded with longer-term perspective that matches costs to the useful life of the facilities. The City will not issue debt when the repayment schedule exceeds the useful life of the asset acquired. The City will demonstrate comprehensive, sound and well managed financial policies and practices to provide assurance to investors in City debt instruments of timely payment of all obligations. The City will assure the debt service can be fully supported within current revenues or income for the relevant fund.

From time to time, the City of New Meadows must take on debt. Debt can be in the form of Short-Term Municipal Leases, Loans, or Long-Term Bonds.

Short-Term Municipal Leases must have a clause within the contract that allows for the equipment to be returned if the payments are not appropriated in any particular fiscal year. Short-Term Municipal Leases should be reviewed by the City's General Counsel prior to signing. Short-Term Municipal Leases may be used for Lease / Purchase of equipment,

City of New Meadows
Resolution TBD-2023
Financial Policy

land or technology-based programs that are necessary for the orderly function of the City and support the general mission of the City.

Long-Term Bonds must be approved by the voters of the City of New Meadows or by Judicial Confirmation as required by Idaho State Statutes.

It is the policy of the City of New Meadows to only accept Long-Term Debt after public involvement, careful consideration and review of repayment terms and conditions.

Spending Limits Policy

The City Council of the City of New Meadows has determined the need to exercise a greater degree of review of expenditures;

That no single non-emergency purchase, lease or lease-purchase or any other financing arrangement in excess of \$1000 shall be made without the prior approval of the New Meadows City Council; and

Purchases made that are identified as budgeted line items and are within actual budgeted amounts are defined to meet the requirements of this resolution and do not need additional approval at the time of purchase or lease; and

Each department shall not exceed their individual department budgeted amounts without prior approval by the New Meadows City Council and Mayor.

Reserve, Depreciation & Savings Policy

It is the City of New Meadows' policy to set aside amounts to fund a portion of annual reserve payments, depreciation amounts and cash savings.

Reserve Amounts: The City shall set aside at least 10% annually of all Bond Amounts in a separate internal account to fund a final payment. Once the goal of the full final amount has been met for any bond, the additional monies may be used to fund future Capital Improvement needs for that particular department.

At the end of the fiscal year, remaining revenue amounts in budget line items shall be rolled over to the next fiscal year.

Capital Improvements Policy

It is the goal of the City of New Meadows to anticipate those Capital Improvements in the next 5-10 years that are necessary for projects that are prioritized in the following manner:

- **Safety:** Projects that promote health and safety or correct a health or safety hazard should be given the highest ranking. Does the project reduce the number of deaths, injuries, or illnesses in the community? Is the project needed to meet a federal, state or local mandate? If the capital project is key to providing a legally mandated service, it should be ranked higher for this criterion. If the capital project does not assist in providing a legally mandated service, it should be ranked lower.

City of New Meadows Resolution TBD-2023 Financial Policy

- **Protection & Preservation of City Assets:** The City is committed to protecting its investment by maintaining and preserving its capital facilities. Is this project required to maintain a City asset? Has the facility reached the end of its useful life or become obsolete?
- **Budget Impact:** Projects are ranked on their budget impact. A project's effect on operating expenses and operating revenues is considered in this criterion. Projects that increase the operating budget will rank very low, while projects that promote hard-dollar base savings will rank higher. What is the total capital cost, impact on the operating budget, impact on the tax base, impact on tax rate / user fees, and the availability of assistance to fund the project?

Capital Improvement Projects should be identified to ensure adequate financial resources can be found, either by User Fees, Property Taxes, Grants or Loans for up to ten years in the future.

Short-Lived Asset Policy

A Short-Lived Asset is an asset of the City that has a value of over \$5,000 and has an expected life of less than 15 but more than 5 years. This would include; vehicles, equipment, computer equipment and programs, as well as Master Plans like the Water Master Plan, Sewer Master Plan, Transportation Plan, and Comprehensive Plan.

It shall be the policy of the City of New Meadows to set aside annually a prorated amount of cash equal to the value of the life expectancy of the Short-Lived Asset. This will encourage saving the money rather than borrowing for its replacement in the future. If an asset does not have enough set-aside cash, the saved amount may be used for updates or for grant match to update or replace the asset.

Amounts that a lender or funder requires to be set-aside on an annual basis for Short-Lived assets may be re-invested into the department, facility or program. They are to be set-aside, excluding regular operations and maintenance.

Credit Card Use Policy

The City of New Meadows has the use of Three Credit Cards issued through US Bank. These cards are kept safe at City Hall in the locked safe when not checked out. The limit of these combined cards is \$10,000 and each card has a maximum single purchase limit of \$500. The cards may be used for purchases during training or for City-approved purchases only. Users of the card agree to the following statements when checking out the cards:

"The U.S. Bank One Card represents our company's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the following responsibilities. It also acknowledges that you have received the card.

1. I understand the card is for city-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of city funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

City of New Meadows
Resolution TBD-2023
Financial Policy

5. The card is issued in the name of the City of New Meadows. I will not allow any other person to use the card. I am considered responsible for all charges against the card.
6. All charges will be billed directly to and paid directly by the City. The bank cannot accept any monies from me directly; therefore, any personal charges billed to the City could be considered misappropriation of city funds.
7. As the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect city assets. This may include being asked to produce the card to validate its existence and account number. I will also be required to produce receipts to audit its use.
8. I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. I understand a card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

The credit card statement is entered into the claim system as identified above and approved for payment. Discrepancies, if any, are noted on the claim when presented for payment to the City Council. The card statements are noted in the audit report.

Internal Control Policy

Payment Processing

When payments for city services are paid for by any instrument, those payments shall be posted to the accounting software of the City on the same day. Regular routine deposits shall be made as often as necessary. Deposits should be reviewed prior to the deposit being made if at all possible, initialed and dated by two people.

Journal Corrections

When Journal Corrections are made, they shall be identified and approved at the following Regular City Council Meeting.

Bank Reconciliations

The Bank Reconciliation Reports shall be completed, initialed and dated by the City Treasurer, reviewed, initialed, and dated by another staff member and forwarded onto the Mayor and City Council for review, acceptance, initialed and dated at the next Regular City Council Meeting.

Claims

Claims entered for payment shall be entered by the City Treasurer or other city staff member, reviewed by the City Treasurer, reviewed by the purchaser, reviewed by the Mayor and approved by the New Meadows City Council at the next Regular City Council meeting. Certain claims may be paid prior to approval by the New Meadows City Council assuming they are regular and routine, but still must be approved after payment at the next Regular City Council Meeting. Each claim shall be initialed by at least one City Council Member and the Claim Approval List must be signed by the City Treasurer, Mayor and City Council Member reviewing the claims for that period.

Payment of Claims

Claims may be paid electronically through the City's Approved Bank Electronic Banking System or paid with a paper check signed by at least two persons having that authority.

City of New Meadows
Resolution TBD-2023
Financial Policy

Automatic Clearing House Payments

Certain institutions have been authorized to make Automatic Deductions from the City’s Approved Banking Institutions.
(ie: United States Department of Agriculture)

Wire Transfers

Occasionally a Wire Transfer is necessary, however it shall be approved at the preceding City Council Meeting.

The Financial Policy and its actions are subject to annual audit by the City’s Independent Contract Auditor.

This resolution shall be reviewed and adjusted appropriately at the first meeting of each January following an election at the swearing in of elected officials and from time to time as necessary for the Health, Safety, Sanitation and Transparency of the City; and

The City Clerk shall transmit this resolution to each New Meadows City Staff Member, Elected and Appointed Official of the City of New Meadows.

THIS RESOLUTION SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE AND APPROVAL.

DATED this 8th of May 2023

City of New Meadows, Adams County, Idaho

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

City of New Meadows
Resolution TBD-2023
Financial Policy

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City of New Meadows
Resolution TBD-2023
Financial Policy

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City of New Meadows
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Financial Policy

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2. Improper use of this card can be considered misappropriation of city funds. This may result in disciplinary action up to and including termination of employment.
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**City of New Meadows
Resolution TBD-2023
Financial Policy**

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When payments for city services are paid for by any instrument, those payments shall be posted to the accounting software of the City on the same day. Regular routine deposits shall be made as often as necessary. Deposits should be reviewed prior to the deposit being made if at all possible, initialed and dated by two people.

Journal Corrections

When Journal Corrections are made, they shall be identified and approved at the following Regular City Council Meeting.

Bank Reconciliations

The Bank Reconciliation Reports shall be completed, initialed and dated by the City Treasurer, reviewed, initialed, and dated by another staff member and forwarded onto the Mayor and City Council for review, acceptance, initialed and dated at the next Regular City Council Meeting.

Claims

Claims entered for payment shall be entered by the City Treasurer or other city staff member, reviewed by the City Treasurer, reviewed by the purchaser, reviewed by the Mayor and approved by the New Meadows City Council at the next Regular City Council meeting. Certain claims may be paid prior to approval by the New Meadows City Council assuming they are regular and routine, but still must be approved after payment at the next Regular City Council Meeting. Each claim shall be initialed by at least one City Council Member and the Claim Approval List must be signed by the City Treasurer, Mayor and City Council Member reviewing the claims for that period.

Payment of Claims

Claims may be paid electronically through the City's Approved Bank Electronic Banking System or paid with a paper check signed by at least two persons having that authority.

City of New Meadows
Resolution TBD-2023
Financial Policy

Automatic Clearing House Payments

Certain institutions have been authorized to make Automatic Deductions from the City’s Approved Banking Institutions.
(ie: United States Department of Agriculture)

Wire Transfers

Occasionally a Wire Transfer is necessary, however it shall be approved at the preceding City Council Meeting.

The Financial Policy and its actions are subject to annual audit by the City’s Independent Contract Auditor.

This resolution shall be reviewed and adjusted appropriately at the first meeting of each January following an election at the swearing in of elected officials and from time to time as necessary for the Health, Safety, Sanitation and Transparency of the City; and

The City Clerk shall transmit this resolution to each New Meadows City Staff Member, Elected and Appointed Official of the City of New Meadows.

THIS RESOLUTION SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE AND APPROVAL.

DATED this 8th of May 2023

City of New Meadows, Adams County, Idaho

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

New Meadows Industrial Park
Selection Criteria Resolution
TBD-2023

Item 15.

A resolution of the City of New Meadows creating a process for selecting tenants of the New Meadows Industrial Park.

WHEREAS the City of New Meadows has established an Industrial Park Fund and revenues generated are to pay for the expenses and expansion of the Industrial park; and

WHEREAS the City of New Meadows desires to encourage local business growth and development; and

WHEREAS the City of New Meadows desires to memorialize the selection criteria of businesses to locate in the Industrial Park; and

WHEREAS the City of New Meadows desires to offer incentives to businesses based on objective criteria in the Industrial Park.

Selection Criteria:

- Space is available
- Business Plan Submitted
- Business Park Application Complete
- Business is identified in the New Meadows Comprehensive Plan
- Business type is harmonious to other businesses in the area and compatible with the Zoning Requirements

Incentive Criteria:

Base rent will be established by an initial appraisal and may be adjusted incrementally each year by up to five percent to conform to the local market rate.

Base rent may be reduced by one percent for each point awarded on the following scale. Employment records of the business will be subject to review by the Site Administrator on a semi-annual basis to assure compliance and rent will be adjusted accordingly at the that time.

Maximum number of points allowed will be 25.

Vital New Service or Business	10 Points
Owner / Operator lives in the City of New Meadows (City Limits)	5 Points
Owner / Operator owns a home in the City of New Meadows (City Limits)	5 Points
Local Hire - FTE (Non-Owner/Operator) (City Limits)	10 Points
Adams County Hire - FTE (Non-Owner/Operator)	5 Points
Apprenticeship Position – FTE Offered / Filled	2 Points
Health Insurance Benefits Package Offered - FTE	5 Points
* Full time employee is equivalent to one Non-Owner/Operator working 40 hours per week, 52 weeks per year or 2080 hours per year.	

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of New Meadows the above Resolution is hereby memorialized.

Dated this 8th day of May 2023.

Julie A. Good, Mayor

ATTEST: _____

Kyla Gardner, City Clerk

**ORDINANCE TBD – 2023
DESIGN REVIEW AMENDMENT**

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 10, CHAPTER 14, DESIGN REVIEW, OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 10-4-2, APPLICATION OF PROVISIONS, REMOVING DESIGN REVIEW APPROVAL FOR THREE (3) OR MORE UNITS AND ADDING DESIGN REVIEW APPROVAL FOR ALL RESIDENTIAL UNITS OTHER THAN SINGLE FAMILY DWELLINGS.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS IDAHO:

Section 1: Title 10, Chapter 4, *Application of Provisions*, is hereby amended as follows to wit:

10-4-2 Application Of Provision

• Design review approval is required for any development that is a commercial, industrial, public or semipublic development, any sign in the City limits or area of impact ~~and multi-family developments of three (3) or more units.~~ **and all new residential building structures other than single-family homes.** Design review will not be required for the following building or site modifications:

1. Interior remodeling of a structure which does not impact the exterior appearance of the structure or significantly impact the parking, landscaping or other exterior uses of the property.
2. Repairs to an existing building if the outward appearance is not significantly changed.
3. Improvements to or maintenance to an existing building or site where these do not significantly impact the outward appearance of the building or site.

• Applications for nonemergency temporary structures are not subject to design review, but are subject to the conditional use process.

• Any application within a residential zone which is subject to a subdivision design approval, and for which the design guidelines of the subdivision have been reviewed and approved by the Planning and Zoning Commission, shall show evidence of subdivision design review and approval by the authority of the subdivision prior to the granting of a building permit. Absent such evidence, the applicant shall proceed under the procedures below. (Ord. 313-08, 6-9-2008)

Section 3: This Ordinance shall be in full force and effect after its passage, approval, and publication, according to law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 8TH DAY OF MAY, 2023.

By: _____
Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

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

Item 17.

Roll Call / Pledge of Allegiance

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

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

Public present at City Hall were Kayrene Brown and Kristi Scott. Present via Zoom were Patricia Haas, Drew Dodson, Cory Fischer, and Angie Crow.

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

Kyla Gardner read the Mission Statement.

Public Input

There was no public input.

Reports

Mayor's Report

Mayor Good gave an oral report, stating that those working on the water project are meeting weekly. A timeline will help coordinate the traffic, depot activities, and road closures.

A Hello Spring event will be held on May 16th at the park, and then will move to the Community Center. The event will be to unveil a new bench created by a high school senior, a bull sculpture that was donated, and a commemorative stone for J.I. Morgan.

The Transit program ribbon cutting ceremony will take place on June 5th.

A project database will be created to keep track of projects and progress of each. Also, checklists will be created for different reoccurring projects and events.

A field trip will be planned to the new storage shed, recycle center, and skate park.

Discussion Items

Family Dollar

Patricia Haas was present via Zoom to discuss the Family Dollar store. She sent pictures of the clean store for the packet. Mayor Good provided photos four days later showing the isles were again full of boxes, with items lying on the floor in several isles. Haas stated that she was very disappointed, and that Family Dollar does not want their stores to be in disarray. She was also disappointed that the district manager did not attend the meeting. She stated that she would talk with the regional manager and district director. Haas stated that she would act as a contact for any future issues with store maintenance or other issues.

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

In regard to the alcoholic beverage license that was denied, Haas said that a bar has been placed through the doors and other alcohol covered with sheets to prevent sale. Council Member Parnett suggested removing the merchandise until a license was secured. Haas stated that the store could do this if the Council desired. Council Member Ryker inquired about a plan for maintenance. Haas stated that she was not aware that this was an issue, but would make sure it was taken care of. Haas was thanked for her time and willingness to talk with the Council.

Design Review Ordinance Update

A discrepancy was noted in the zoning code. Residential -Three code states that all units other than single-family homes shall have a design review. Chapter 4, *Design Review*, states that three or more units shall require a design review.

The Council discussed changing the Design Review code to match R-3, requiring a design review for all structures other than a single-family home. The ordinance amendment will be added to the next agenda.

Financial Policy Resolution

The Council reviewed the City's current financial policy. A sample investment policy was provided by Clearwater Financial, and the Council chose to have a separate investment policy, removing the investment portion from the financial policy. Changes included allowing three city credit cards instead of five, and raising the single purchase limit from \$500 to \$1000. Items already in the budget above this amount would not need to be pre-approved. Credit cards should be placed in the City's name, and not in the name of employees. A roll-over process for unused funds should be added, and a section regarding the appropriation of late fees was removed, as it currently is not followed. The financial policy will be added to the next agenda for approval.

Investment Policy Resolution

A sample investment policy was reviewed by the Council and Mayor. All references to city clerk/treasurer should be changed to state "and/or". Under *Policy Details*, city code was removed, and state code will be referenced. Sections from the Financial Policy regarding the LGIP will be added to the investment policy. The investment policy will be added to the next agenda for approval.

Action Items

Design Review – Cory Fischer

Cory Fischer shared his plans for a duplex at 300 S Miller. It will be intended as a long-term rental and will not be low-income, but affordable. It will have alley access, with access to the garage on Cedric. A fence will be placed east to west in the backyard. It will have a low pitch roof so that snow storage will not be necessary.

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

- Council Member Parnett moved to approve the Design Review for Cory Fischer; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Industrial Park Lease Reviews

The Council reviewed Industrial Park leases. No tenants returned requested information regarding W-3 totals, which are used to determine discount points. S&S Enterprises and Salmon River Mobile Vet both have expired leases. They will be contacted regarding extensions.

Torch Towing Fans

A bid was received from C&N Electrical for \$875 for fans in the Industrial Park. Devon Buys of Torch Towing notified the city that the fans were not working. The fans are old and have not been replaced anytime recently.

- Council Member Parnett moved to approve the purchase and installation of fans at Torch Towing; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Industrial Park Points Discount Resolution

The Council reviewed the Industrial Park Selection Criteria Resolution. Changes included removing the word “maximum” from the number of points given, removing wage requirements, and adding apprenticeship and health insurance benefit criteria. The resolution will be available for approval at the next meeting.

Railroad Right Of Way

Mayor Good described the location of a piece of land on the west side of Peterson Memorial, that has a railroad right of way that belongs to the city. A developer is interested in the property, but cannot develop with that right of way there. The right of way is of no use to the city. The Council discussed options to offer the developer in exchange for the small section of land. The Council felt that the donation of time and work on the recycle center or skate park project might be traded for the piece of land. Mayor Good will work with the developer and city attorney to come up with a number of hours of onsite work that would be appropriate, along with an agreement.

Dust Abatement

A dust abatement bid was received for \$24,998.27.

- Council Member Parnett moved to approve the dust abatement contract; Council Member Goodwin seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Goodwin – yes. Motion carried.

Road Closures Barricades

Barricades and signs are needed to properly close off roads during street work and water/sewer repair. Currently, the city has a short sawhorse, which people simply drive around. The Council reviewed the quote for the barricades.

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

- Council Member Goodwin moved to approve the purchase of barricades and reflective traffic signs for \$1400; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Consent Agenda

The Consent Agenda included February/March 2023 Financials, April 10, 2023 meeting minutes, and paid and pending claims. Kyla Gardner polled the Council and all stated that they had read the minutes.

- Council Member Parnett 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 a presentation by IGNITE Idaho, Design Review Ordinance amendment, Financial & Investment policies, Industrial Park Points Resolution, MOUs for railroad right of way, Salmon River Mobile Vet, and the Transit Program, and a designation of H.O.P.E. Week May 8-12th.

Adjournment

Mayor Good adjourned the meeting at 8:03pm.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Jessica Gerke

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	2.02							2.02	
Friday	3/17/2023								0.00	
Saturday	3/18/2023								0.00	
Total Week		2.02	0.00	0.00	0.00	0.00	0.00	0.00	2.02	
Sunday	3/19/2023								0.00	
Monday	3/20/2023								0.00	
Tuesday	3/21/2023								0.00	
Wednesday	3/22/2023								0.00	
Thursday	3/23/2023	3.25							3.25	
Friday	3/24/2023								0.00	
Saturday	3/25/2023								0.00	
Total Week		3.25	0.00	0.00	0.00	0.00	0.00	0.00	3.25	
Sunday	3/26/2023								0.00	
Monday	3/27/2023								0.00	
Tuesday	3/28/2023	4.11							4.11	
Wednesday	3/29/2023								0.00	
Thursday	3/30/2023	0.80							0.80	
Friday	3/31/2023								0.00	
Saturday									0.00	
Total Week		4.91	0.00	0.00	0.00	0.00	0.00	0.00	4.91	
Total Pay Period		10.18	0.00	0.00	0.00	0.00	0.00	0.00	10.18	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	To
10.18	0.00	0.00	0.00	10.18

Item 19.

Time in	Time out	Duration	
March 16, 2023			2.02
9:07am (MDT)	11:08am (MDT)	2.02	STRTS > STRTS - Pot Hole Repair
March 23, 2023			3.25
12:10pm (MDT)	3:25pm (MDT)	3.25	STRTS > STRTS - Reporting
March 28, 2023			4.12
11:51am (MDT)	3:58pm (MDT)	4.12	STRTS > STRTS - Grading / Blading
March 30, 2023			0.80
1:54pm (MDT)	2:42pm (MDT)	0.80	WTR > WTR - Service Call

Hunter Brown

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023	7.75							7.75	
Tuesday	4/4/2023	8.08							8.08	
Wednesday	4/5/2023	8.00							8.00	
Thursday	4/6/2023	8.00							8.00	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		31.83	0.00	0.00	0.00	0.00	0.00	0.00	31.83	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	2.00							2.00	
Tuesday	4/11/2023	8.90							8.90	
Wednesday	4/12/2023	8.00							8.00	
Thursday	4/13/2023	8.00							8.00	
Friday	4/14/2023	8.00							8.00	
Saturday	4/15/2023								0.00	
Total Week		34.90	0.00	0.00	0.00	0.00	0.00	0.00	34.90	
Total Pay Period		66.73	0.00	0.00	0.00	0.00	0.00	0.00	66.73	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	To Item 19.
66.73	0.00	0.00	0.00	66.73

Time in	Time out	Duration	
April 3, 2023			7.75
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	8:45am (MDT)	0.25	MTG > MTG - Staff Meeting
8:45am (MDT)	11:05am (MDT)	2.33	MTG > MTG - Other Governement
NOTES: construction mtg.			
11:05am (MDT)	1:20pm (MDT)	2.25	WTR > WTR - Service Call
NOTES: 309 south Norris Ave: Data log			
2:00pm (MDT)	3:00pm (MDT)	1.00	WTR > WTR- Fire Hydrants
NOTES: check struck hydrant Wiley/Norris			
3:00pm (MDT)	3:23pm (MDT)	0.38	SWR > Train - Sewer
NOTES: Finish 8h composite.			
3:23pm (MDT)	4:25pm (MDT)	1.03	SWR > Train - Sewer
NOTES: study Operator basics training series.			
April 4, 2023			8.08
8:00am (MDT)	9:08am (MDT)	1.13	WTR > WTR - Booster Station & Well Logs
NOTES: Thaw locks and replace broken gate key.			
9:08am (MDT)	11:27am (MDT)	2.32	WTR > WTR-WELL PROJECT
NOTES: well 5 snow removal for construction.			
11:27am (MDT)	4:05pm (MDT)	4.63	SWR > Train - Sewer
NOTES: study Operator basics training series while awaiting parts from NAPA.			
April 5, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	12:00pm (MDT)	3.50	EQP > EQP - S10 Truck Maintenance
NOTES: replace combination switch.			
12:00pm (MDT)	12:30pm (MDT)	0.50	WTR > WTR - Service Call
NOTES: Wiley trailer park: temporarily turn off water for plumber.			
12:30pm (MDT)	1:34pm (MDT)	1.07	WTR > WTR - Service Call
NOTES: Post project cleanup			
1:34pm (MDT)	2:15pm (MDT)	0.68	EQP > EQP - Backhoe Maintenance
NOTES: Power wash.			
2:15pm (MDT)	3:17pm (MDT)	1.03	SWR > Train - Sewer
NOTES: Study Operator basics training series.			
3:17pm (MDT)	4:00pm (MDT)	0.72	WTR > WTR - Service Call
April 6, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:22am (MDT)	0.87	PW > PW - City Shop > Shop
NOTES: prep shop for upcoming equipment maintenance.			
9:22am (MDT)	10:00am (MDT)	0.63	PW > PW - City Shop > Shop
NOTES: dump run.			

10:00am (MDT) 10:57am (MDT) 0.95 WTR > WTR - Service Call

NOTES: 312 Cunningham: replace meter register

10:57am (MDT) 11:42am (MDT) 0.75 WTR > WTR - Service Call

NOTES: 217 D S Miller: replace antenna.

11:42am (MDT) 4:00pm (MDT) 4.30 EQP > EQP - Loader Maintenance

NOTES: remove chains, install shrouds, and inspect.

April 10, 2023

2.00

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

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

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

April 11, 2023

8.90

8:00am (MDT) 8:30am (MDT) 0.50 WTR > WTR - Booster Station & Well Logs

8:30am (MDT) 1:30pm (MDT) 5.00 STRTS > STRTS - Storm Drainage

NOTES: resolve flooding on Cedric.

1:30pm (MDT) 4:54pm (MDT) 3.40 EQP > EQP - Grader Maintenance

NOTES: Create and format maintenance checklist.

April 12, 2023

8.00

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

8:30am (MDT) 11:07am (MDT) 2.62 EQP > EQP - Loader Maintenance

NOTES: create and format a preventative maintenance checklist.

11:07am (MDT) 4:00pm (MDT) 4.88 EQP > EQP - Jetter Maintenance

April 13, 2023

8.00

8:00am (MDT) 8:30am (MDT) 0.50 WTR > WTR - Booster Station & Well Logs

8:30am (MDT) 9:14am (MDT) 0.73 EQP > EQP - VOLVO Dump Maintenance

NOTES: remove plow and chains.

9:14am (MDT) 4:00pm (MDT) 6.77 SWR > SWR - System Maintenance

NOTES: open and inspect manholes for inflow infiltration.

April 14, 2023

8.00

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

8:30am (MDT) 11:05am (MDT) 2.58 PW > PW - City Shop > Shop

NOTES: uninstall, sharpen, and reinstall Mower blades.

11:05am (MDT) 1:00pm (MDT) 1.92 SWR > SWR - System Maintenance

NOTES: open and inspect manholes for inflow infiltration.

1:00pm (MDT) 4:00pm (MDT) 3.00 EQP > EQP - Loader Maintenance

NOTES: Assess transmission oil leak. Have Jessie order more JD-HYD transmission oil + NAPA-400186 Oil Filter.

Kyla Gardner

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023	7.47							7.47	
Tuesday	4/4/2023	7.52							7.52	
Wednesday	4/5/2023	7.75							7.75	
Thursday	4/6/2023	7.65							7.65	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		30.39	0.00	0.00	0.00	0.00	0.00	0.00	30.39	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	2.47						8.00	10.47	
Tuesday	4/11/2023	7.73							7.73	
Wednesday	4/12/2023	7.85							7.85	
Thursday	4/13/2023	7.93							7.93	
Friday	4/14/2023								0.00	
Saturday	4/15/2023								0.00	
Total Week		25.98	0.00	0.00	0.00	0.00	0.00	8.00	33.98	
Total Pay Period		56.37	0.00	0.00	0.00	0.00	0.00	8.00	64.37	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	To	Item 19.
56.37	0.00	0.00	0.00	56.37	

Time in	Time out	Duration	
April 3, 2023			7.47
7:56am	3:24pm	7.47	ADM > ADM - Customer Relations
April 4, 2023			7.52
7:56am	3:27pm	7.52	ADM > ADM - Customer Relations
April 5, 2023			7.75
7:50am	3:35pm	7.75	ADM > ADM - Customer Relations
April 6, 2023			7.65
7:52am	3:31pm	7.65	ADM > ADM - Customer Relations
April 10, 2023			2.47
5:51pm	8:19pm	2.47	MTG > MTG - Council Meeting
April 11, 2023			7.73
7:48am	3:32pm	7.73	ADM > ADM - Customer Relations
April 12, 2023			7.85
7:57am	3:48pm	7.85	ADM > ADM - Customer Relations
April 13, 2023			7.93
7:41am	9:37am	1.93	MTG > MTG - Other Government
NOTES: Chamber meeting McCall			
9:37am	3:37pm	6.00	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023								0.00	
Tuesday	4/4/2023								0.00	
Wednesday	4/5/2023	2.67							2.67	
Thursday	4/6/2023	6.26							6.26	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		8.93	0.00	0.00	0.00	0.00	0.00	0.00	8.93	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	6.52							6.52	
Tuesday	4/11/2023								0.00	
Wednesday	4/12/2023								0.00	
Thursday	4/13/2023								0.00	
Friday	4/14/2023								0.00	
Saturday	4/15/2023								0.00	
Total Week		6.52	0.00	0.00	0.00	0.00	0.00	0.00	6.52	
Total Pay Period		15.45	0.00	0.00	0.00	0.00	0.00	0.00	15.45	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	To
15.45	0.00	0.00	0.00	15.45

Item 19.

Time in	Time out	Duration	
April 5, 2023			2.67
11:00am (MDT)	1:40pm (MDT)	2.67	WTR > WTR - Service Call
April 6, 2023			6.27
9:27am (MDT)	3:43pm (MDT)	6.27	STRTS > STRTS - Grading / Blading
April 10, 2023			6.52
9:27am (MDT)	3:58pm (MDT)	6.52	STRTS > STRTS - Grading / Blading

Ivan McDaniel

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	9.40							9.40	
Friday	3/17/2023	6.42							6.42	
Saturday	3/18/2023								0.00	
Total Week		15.82	0.00	0.00	0.00	0.00	0.00	0.00	15.82	
Sunday	3/19/2023								0.00	
Monday	3/20/2023	7.93							7.93	
Tuesday	3/21/2023	7.97							7.97	
Wednesday	3/22/2023	6.98							6.98	
Thursday	3/23/2023	7.23							7.23	
Friday	3/24/2023	5.53							5.53	
Saturday	3/25/2023								0.00	
Total Week		35.64	0.00	0.00	0.00	0.00	0.00	0.00	35.64	
Sunday	3/26/2023								0.00	
Monday	3/27/2023	7.87							7.87	
Tuesday	3/28/2023	7.43							7.43	
Wednesday	3/29/2023	7.88							7.88	
Thursday	3/30/2023	8.07							8.07	
Friday	3/31/2023	4.17							4.17	
Saturday									0.00	
Total Week		35.42	0.00	0.00	0.00	0.00	0.00	0.00	35.42	
Total Pay Period		86.88	0.00	0.00	0.00	0.00	0.00	0.00	86.88	

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:

Ivan McDaniel

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	To	Item 19.
83.55	0.00	3.33	0.00	86.88	

Time in	Time out	Duration	
March 16, 2023			9.40
7:49am (MDT)	8:00am (MDT)	0.18	PARK > PARK - Restroom
8:00am (MDT)	8:44am (MDT)	0.73	SWR > SWR - Auger Room Maintenance
8:44am (MDT)	9:54am (MDT)	1.17	SWR > SWR - Sewer Logs
9:54am (MDT)	12:39pm (MDT)	2.75	STRTS > STRTS - Pot Hole Repair
12:39pm (MDT)	3:49pm (MDT)	3.17	SWR > SWR - Service Call
5:00pm (MDT)	6:24pm (MDT)	1.40	SWR > SWR - Service Call
March 17, 2023			6.42
7:57am (MDT)	8:07am (MDT)	0.17	PARK > PARK - Restroom
8:07am (MDT)	8:30am (MDT)	0.38	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	11:31am (MDT)	3.02	STRTS > STRTS - Pot Hole Repair
11:31am (MDT)	2:22pm (MDT)	2.85	SWR > SWR - Service Call
March 20, 2023			7.93
7:53am (MDT)	8:01am (MDT)	0.13	PARK > PARK - Restroom
8:01am (MDT)	8:36am (MDT)	0.58	WTR > WTR - Booster Station & Well Logs
8:36am (MDT)	8:54am (MDT)	0.30	WTR > WTR - Well #4 Maintenance
8:54am (MDT)	9:20am (MDT)	0.43	PARK > PARK - Maintenance
NOTES: Christmas lights and stuff			
9:20am (MDT)	9:50am (MDT)	0.50	SWR > SWR - Auger Room Maintenance
9:50am (MDT)	10:03am (MDT)	0.22	SWR > SWR - Sewer Testing
10:03am (MDT)	10:19am (MDT)	0.27	EQP > EQP - Parts Run
10:19am (MDT)	12:15pm (MDT)	1.93	SWR > SWR - Auger Room Maintenance
12:15pm (MDT)	3:25pm (MDT)	3.17	WTR > WTR - Meter Reading
3:25pm (MDT)	3:49pm (MDT)	0.40	SWR > SWR - Sewer Testing
March 21, 2023			7.97
7:57am (MDT)	8:03am (MDT)	0.10	PARK > PARK - Restroom
8:03am (MDT)	8:51am (MDT)	0.80	SWR > SWR - Sewer Logs
8:51am (MDT)	9:33am (MDT)	0.70	WTR > WTR - Well #4 Maintenance
9:33am (MDT)	10:09am (MDT)	0.60	SWR > SWR - System Maintenance
NOTES: lagoon plow			
10:09am (MDT)	10:41am (MDT)	0.53	IND > IND - Industrial Park Maintenance
10:41am (MDT)	3:55pm (MDT)	5.23	STRTS > STRTS - Storm Drainage
March 22, 2023			6.98
7:58am (MDT)	8:05am (MDT)	0.12	PARK > PARK - Restroom

8:05am (MDT)	8:33am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:33am (MDT)	10:33am (MDT)	2.00	SWR > Train - Sewer
10:33am (MDT)	11:58am (MDT)	1.42	STRTS > STRTS - Storm Drainage
1:03pm (MDT)	4:02pm (MDT)	2.98	STRTS > STRTS - Storm Drainage

March 23, 2023 **7.23**

8:00am (MDT)	8:09am (MDT)	0.15	PARK > PARK - Restroom
8:09am (MDT)	8:59am (MDT)	0.83	SWR > SWR - Sewer Logs
8:59am (MDT)	9:07am (MDT)	0.13	WTR > Train - Water
9:07am (MDT)	12:49pm (MDT)	3.70	STRTS > STRTS - Storm Drainage
12:49pm (MDT)	3:14pm (MDT)	2.42	WTR > Train - Water

March 24, 2023 **5.53**

7:57am (MDT)	8:11am (MDT)	0.23	PARK > PARK - Restroom
8:11am (MDT)	8:47am (MDT)	0.60	WTR > WTR - Booster Station & Well Logs
8:47am (MDT)	9:59am (MDT)	1.20	WTR > Train - Water
9:59am (MDT)	10:53am (MDT)	0.90	SWR > SWR - System Maintenance
NOTES: moving snow from lagoons			
10:53am (MDT)	1:29pm (MDT)	2.60	STRTS > STRTS - Storm Drainage

March 27, 2023 **7.87**

7:56am (MDT)	8:04am (MDT)	0.13	PARK > PARK - Restroom
8:04am (MDT)	8:29am (MDT)	0.42	WTR > WTR - Booster Station & Well Logs
8:29am (MDT)	9:10am (MDT)	0.68	MTG > MTG - Staff Meeting
9:10am (MDT)	10:27am (MDT)	1.28	WTR > WTR - Leak Letters
NOTES: red door notice			
10:27am (MDT)	11:10am (MDT)	0.72	SWR > SWR - System Maintenance
11:10am (MDT)	12:36pm (MDT)	1.43	SWR > SWR - Sewer Testing
12:36pm (MDT)	12:58pm (MDT)	0.37	STRTS > STRTS - Storm Drainage
12:58pm (MDT)	2:57pm (MDT)	1.98	EQP > EQP - Grader Maintenance
2:57pm (MDT)	3:48pm (MDT)	0.85	EQP > EQP - Loader Maintenance

March 28, 2023 **7.43**

7:54am (MDT)	8:01am (MDT)	0.12	PARK > PARK - Restroom
8:01am (MDT)	8:24am (MDT)	0.38	SWR > SWR - Sewer Logs
8:24am (MDT)	8:39am (MDT)	0.25	SWR > SWR - Auger Room Maintenance
8:39am (MDT)	10:30am (MDT)	1.85	EQP > EQP - Jetter Maintenance
10:30am (MDT)	12:36pm (MDT)	2.10	PW > PW - City Shop > Shop
NOTES: moving flag pole			
12:36pm (MDT)	1:22pm (MDT)	0.77	STRTS > STRTS - Storm Drainage
1:22pm (MDT)	3:20pm (MDT)	1.97	EQP > EQP - Jetter Maintenance
NOTES: investigate issue meters			

March 29, 2023

7:51am (MDT)	7:58am (MDT)	0.12	PARK > PARK - Restroom
7:58am (MDT)	8:58am (MDT)	1.00	WTR > WTR - Booster Station & Well Logs
8:58am (MDT)	10:12am (MDT)	1.23	SWR > SWR - System Maintenance
NOTES: declor mixing			
10:12am (MDT)	12:40pm (MDT)	2.47	STRTS > STRTS - Storm Drainage
12:40pm (MDT)	3:44pm (MDT)	3.07	WTR > WTR - Meter Reading
NOTES: investigate meters			

March 30, 2023

8.07

7:54am (MDT)	8:01am (MDT)	0.12	PARK > PARK - Restroom
8:01am (MDT)	8:57am (MDT)	0.93	SWR > SWR - Sewer Logs
8:57am (MDT)	9:53am (MDT)	0.93	STRTS > STRTS - Storm Drainage
9:53am (MDT)	12:57pm (MDT)	3.07	PW > PW - City Shop > Shop
NOTES: moving stuff out of meat shop			
12:57pm (MDT)	3:58pm (MDT)	3.02	WTR > WTR - Meter Reading
NOTES: meter fixing			

March 31, 2023

4.17

7:50am (MDT)	7:58am (MDT)	0.13	PARK > PARK - Restroom
7:58am (MDT)	8:16am (MDT)	0.30	WTR > WTR - Booster Station & Well Logs
8:16am (MDT)	8:39am (MDT)	0.38	SWR > SWR - Auger Room Maintenance
8:54am (MDT)	9:42am (MDT)	0.80	WTR > Train - Water
NOTES: study			
9:42am (MDT)	10:26am (MDT)	0.73	SWR > SWR - System Maintenance
10:26am (MDT)	11:53am (MDT)	1.45	WTR > Train - Water
11:53am (MDT)	12:15pm (MDT)	0.37	SWR > SWR - System Maintenance

Angie Mettie

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	7.67							7.67	
Friday	3/17/2023								0.00	
Saturday	3/18/2023								0.00	
Total Week		7.67	0.00	0.00	0.00	0.00	0.00	0.00	7.67	
Sunday	3/19/2023								0.00	
Monday	3/20/2023	8.07							8.07	
Tuesday	3/21/2023	8.02							8.02	
Wednesday	3/22/2023	8.05							8.05	
Thursday	3/23/2023	8.38							8.38	
Friday	3/24/2023	3.80						3.68	7.48	
Saturday	3/25/2023								0.00	
Total Week		36.32	0.00	0.00	0.00	0.00	0.00	3.68	40.00	
Sunday	3/26/2023								0.00	
Monday	3/27/2023	10.18							10.18	
Tuesday	3/28/2023	8.25							8.25	
Wednesday	3/29/2023	8.00							8.00	
Thursday	3/30/2023	8.18							8.18	
Friday	3/31/2023							5.39	5.39	
Saturday									0.00	
Total Week		34.61	0.00	0.00	0.00	0.00	0.00	5.39	40.00	
Total Pay Period		78.60	0.00	0.00	0.00	0.00	0.00	9.07	87.67	

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

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	To	Item 19.
78.60	0.00	0.00	0.00	78.60	

Time in	Time out	Duration	
March 16, 2023			7.67
7:46am	3:26pm	7.67	ADM > ADM - Customer Relations
March 20, 2023			8.07
7:18am	3:22pm	8.07	ADM > ADM - Customer Relations
March 21, 2023			8.02
7:14am	3:15pm	8.02	ADM > ADM - Customer Relations
March 22, 2023			8.05
7:11am	3:14pm	8.05	ADM > ADM - Customer Relations
March 23, 2023			8.38
7:11am	3:34pm	8.38	ADM > ADM - Customer Relations
March 24, 2023			3.80
9:53am	1:41pm	3.80	ADM > ADM - Customer Relations
NOTES: Vet clinic			
March 27, 2023			10.18
7:11am	8:30am	1.32	ADM > ADM - Customer Relations
8:30am	9:35am	1.08	MTG > MTG - Staff Meeting
9:35am	3:29pm	5.90	ADM > ADM - Customer Relations
6:05pm	7:58pm	1.88	MTG > MTG - Council Meeting
March 28, 2023			8.25
7:11am	3:26pm	8.25	ADM > ADM - Customer Relations
March 29, 2023			8.00
7:14am	3:14pm	8.00	ADM > ADM - Customer Relations
March 30, 2023			8.18
7:09am	3:20pm	8.18	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023	8.17							8.17	
Tuesday	4/4/2023	8.72							8.72	
Wednesday	4/5/2023	8.23							8.23	
Thursday	4/6/2023	8.67							8.67	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		33.79	0.00	0.00	0.00	0.00	0.00	0.00	33.79	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	11.68							11.68	
Tuesday	4/11/2023	9.53							9.53	
Wednesday	4/12/2023	8.78							8.78	
Thursday	4/13/2023	9.80							9.80	
Friday	4/14/2023								0.00	
Saturday	4/15/2023								0.00	
Total Week		39.79	0.00	0.00	0.00	0.00	0.00	0.00	39.79	
Total Pay Period		73.58	0.00	0.00	0.00	0.00	0.00	0.00	73.58	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	To	Item 19.
73.58	0.00	0.00	0.00	73.58	

Time in	Time out	Duration		
April 3, 2023				8.17
7:16am	8:28am	1.20	ADM > ADM - Customer Relations	
8:28am	9:00am	0.53	MTG > MTG - Staff Meeting	
9:00am	11:53am	2.88	ADM > ADM - Customer Relations	
11:53am	12:04pm	0.18	Other	
12:04pm	3:37pm	3.55	ADM > ADM - Customer Relations	
April 4, 2023				8.72
7:09am	3:52pm	8.72	ADM > ADM - Customer Relations	
April 5, 2023				8.23
7:16am	3:30pm	8.23	ADM > ADM - Customer Relations	
April 6, 2023				8.67
7:13am	11:00am	3.78	MTG > MTG - Meeting Prep	
11:00am	11:15am	0.25	Other	
11:15am	4:08pm	4.88	ADM > ADM - Customer Relations	
April 10, 2023				11.68
7:05am	4:31pm	9.43	ADM > ADM - Customer Relations	
6:04pm	6:28pm	0.40	MTG > MTG - Meeting Prep	
6:28pm	8:19pm	1.85	MTG > MTG - Council Meeting	
April 11, 2023				9.53
7:13am	4:45pm	9.53	ADM > ADM - Customer Relations	
April 12, 2023				8.78
7:10am	3:57pm	8.78	ADM > ADM - Customer Relations	
April 13, 2023				9.80
7:10am	4:58pm	9.80	ADM > ADM - Customer Relations	
NOTES: Extra hours this week due to WOYC!				

Hunter Brown

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	10.58							10.58	
Friday	3/17/2023	8.00							8.00	
Saturday	3/18/2023								0.00	
Total Week		18.58	0.00	0.00	0.00	0.00	0.00	0.00	18.58	
Sunday	3/19/2023								0.00	
Monday	3/20/2023	8.00							8.00	
Tuesday	3/21/2023	8.00							8.00	
Wednesday	3/22/2023	8.62							8.62	
Thursday	3/23/2023	8.00							8.00	
Friday	3/24/2023	7.00							7.00	
Saturday	3/25/2023								0.00	
Total Week		39.62	0.00	0.00	0.00	0.00	0.00	0.00	39.62	
Sunday	3/26/2023								0.00	
Monday	3/27/2023	8.00							8.00	
Tuesday	3/28/2023	8.00							8.00	
Wednesday	3/29/2023	8.00							8.00	
Thursday	3/30/2023	8.00							8.00	
Friday	3/31/2023	7.00							7.00	
Saturday									0.00	
Total Week		39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00	
Total Pay Period		97.20	0.00	0.00	0.00	0.00	0.00	0.00	97.20	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	To	Item 19.
90.03	0.00	7.17	0.00	97.20	

Time in	Time out	Duration	
March 16, 2023			10.58
8:00am (MDT)	8:57am (MDT)	0.95	WTR > WTR - Booster Station & Well Logs
8:57am (MDT)	6:35pm (MDT)	9.63	SWR > SWR - Service Call
NOTES: 201 Wiley blockage.			
March 17, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	11:22am (MDT)	2.87	STRTS > STRTS - Pot Hole Repair
11:22am (MDT)	1:04pm (MDT)	1.70	SWR > SWR - Service Call
NOTES: 201 Wiley blockage.			
1:04pm (MDT)	1:51pm (MDT)	0.78	SWR > SWR - Service Call
NOTES: assess sewer parts collection.			
1:51pm (MDT)	4:00pm (MDT)	2.15	SWR > SWR - Service Call
NOTES: 201 Wiley, install temporary rubber over broken sewer main.			
March 20, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:02am (MDT)	0.53	PARK > PARK - Maintenance
NOTES: remove angle and star Christmas decor.			
9:02am (MDT)	9:50am (MDT)	0.80	SWR > Train - Sewer
NOTES: discuss holding date and 90° discharge outlet with Kirk.			
9:50am (MDT)	10:07am (MDT)	0.28	SWR > SWR - Sewer Testing
NOTES: begin 8h comp.			
10:07am (MDT)	10:30am (MDT)	0.38	EQP > EQP - S10 Truck Maintenance
NOTES: change wipers			
10:30am (MDT)	1:26pm (MDT)	2.93	SWR > SWR - Auger Room Maintenance
NOTES: deconstruct, clean, apply new silicone, and reconstruct upper wash basin.			
1:26pm (MDT)	4:00pm (MDT)	2.57	STRTS > STRTS - Storm Drainage
NOTES: resolve West Taylor lake			
March 21, 2023			8.00
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:02am (MDT)	0.53	SWR > Train - Sewer
NOTES: sampling with Kirk.			
9:02am (MDT)	10:29am (MDT)	1.45	IND > IND - Industrial Park Maintenance
NOTES: repair shelves in EQU storage.			
10:29am (MDT)	4:00pm (MDT)	5.52	STRTS > STRTS - Storm Drainage
March 22, 2023			8.62
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	10:35am (MDT)	2.08	SWR > Train - Sewer
NOTES: Study: Ammonia relation with Breakpoint Chlorination & Ammonia use in water treatment.			

10:35am (MDT) 4:00pm (MDT) 5.42 STRTS > STRTS - Storm Drainage
NOTES: search for and resolve problem spots. (Lakes)

5:42pm (MDT) 6:19pm (MDT) 0.62 STRTS > STRTS - Storm Drainage
NOTES: drain failure complain at 500 N. Miller. (School)

March 23, 2023 8.00

8:00am (MDT) 8:30am (MDT) 0.50 WTR > WTR - Booster Station & Well Logs

8:30am (MDT) 10:55am (MDT) 2.42 STRTS > STRTS - Storm Drainage
NOTES: discover N Miller drain culvert across McClain.

10:55am (MDT) 12:32pm (MDT) 1.62 STRTS > STRTS - Storm Drainage
NOTES: remove large collection of water from S Commercial entry.

12:32pm (MDT) 4:00pm (MDT) 3.47 SWR > Train - Sewer
NOTES: Study WWOM and understand modes of operation.

March 24, 2023 7.00

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

8:30am (MDT) 3:00pm (MDT) 6.50 STRTS > STRTS - Storm Drainage

March 27, 2023 8.00

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

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

9:00am (MDT) 10:09am (MDT) 1.15 PW > PW - City Shop > Shop
NOTES: snow removal at old country shop.

10:09am (MDT) 11:14am (MDT) 1.08 MTG > MTG - Other Governement
NOTES: water mtg.

11:14am (MDT) 12:43pm (MDT) 1.48 SWR > SWR - System Maintenance
NOTES: dechlor pump malfunction.

12:43pm (MDT) 4:00pm (MDT) 3.28 EQP > EQP - Grader Maintenance
NOTES: power wash and grease.

March 28, 2023 8.00

8:00am (MDT) 8:30am (MDT) 0.50 WTR > WTR - Booster Station & Well Logs

8:30am (MDT) 4:00pm (MDT) 7.50 EQP > EQP - Jetter Maintenance

NOTES: make operational.

March 29, 2023 8.00

8:00am (MDT) 8:55am (MDT) 0.92 SWR > SWR - Sewer Logs

8:55am (MDT) 10:00am (MDT) 1.08 PARK > PARK - Maintenance

NOTES: snow removal near South end for booster demo prep.

10:00am (MDT) 11:19am (MDT) 1.32 MTG > MTG - Other Governement

NOTES: Water mtg

11:19am (MDT) 2:45pm (MDT) 3.43 EQP > EQP - F350 Truck Maintenance

NOTES: Assess wear damage to clutch plate.

2:45pm (MDT) 4:00pm (MDT) 1.25 PW > PW - City Shop > Shop

NOTES: Clean and prep shop for potential EQU maintenance.

March 30, 2023 8.00

8:00am (MDT)	8:46am (MDT)	0.77	WTR > WTR - Booster Station & Well Logs
8:46am (MDT)	9:46am (MDT)	1.00	PW > PW - City Shop > Shop
NOTES: contact Dollie Black about moving red iron to storage.			
9:46am (MDT)	11:16am (MDT)	1.50	PW > PW - City Shop > Shop
NOTES: Move scrap red iron from Black's to storage.			
11:16am (MDT)	11:48am (MDT)	0.53	EQP > EQP - S10 Truck Maintenance
NOTES: order replacement multi-funtion switch. (wiper lever)			
11:48am (MDT)	1:24pm (MDT)	1.60	STRTS > STRTS - Storm Drainage
1:24pm (MDT)	4:00pm (MDT)	2.60	SWR > Train - Sewer
NOTES: study and practice: IRWA Waste Water Operation Study Guide and practice tests.			

March 31, 2023 **7.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:04am (MDT)	0.57	SWR > Train - Sewer
NOTES: take inventory of study books and guides.			
9:04am (MDT)	10:58am (MDT)	1.90	SWR > Train - Sewer
NOTES: install pipe elbow on discharge pipe.			
10:58am (MDT)	3:00pm (MDT)	4.03	SWR > Train - Sewer
NOTES: Begin operator basics training series. Unit 1.			

Kyla Gardner

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	7.60							7.60	
Friday	3/17/2023								0.00	
Saturday	3/18/2023								0.00	
Total Week		7.60	0.00	0.00	0.00	0.00	0.00	0.00	7.60	
Sunday	3/19/2023								0.00	
Monday	3/20/2023	7.15							7.15	
Tuesday	3/21/2023	7.15							7.15	
Wednesday	3/22/2023	7.23							7.23	
Thursday	3/23/2023	7.18							7.18	
Friday	3/24/2023								0.00	
Saturday	3/25/2023								0.00	
Total Week		28.71	0.00	0.00	0.00	0.00	0.00	0.00	28.71	
Sunday	3/26/2023								0.00	
Monday	3/27/2023	9.67							9.67	
Tuesday	3/28/2023	7.55							7.55	
Wednesday	3/29/2023	7.67							7.67	
Thursday	3/30/2023	7.50							7.50	
Friday	3/31/2023								0.00	
Saturday									0.00	
Total Week		32.39	0.00	0.00	0.00	0.00	0.00	0.00	32.39	
Total Pay Period		68.70	0.00	0.00	0.00	0.00	0.00	0.00	68.70	

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

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	To	Item 19.
68.70	0.00	0.00	0.00	68.70	

Time in	Time out	Duration	
March 16, 2023			7.60
7:53am	3:29pm	7.60	ADM > ADM - Customer Relations
March 20, 2023			7.15
8:01am	3:10pm	7.15	ADM > ADM - Customer Relations
March 21, 2023			7.15
7:59am	3:08pm	7.15	ADM > ADM - Customer Relations
March 22, 2023			7.23
7:52am	3:06pm	7.23	ADM > ADM - Customer Relations
March 23, 2023			7.18
7:56am	3:07pm	7.18	ADM > ADM - Customer Relations
March 27, 2023			9.67
7:49am	8:30am	0.68	ADM > ADM - Customer Relations
8:30am	9:04am	0.57	MTG > MTG - Staff Meeting
9:04am	3:25pm	6.35	ADM > ADM - Customer Relations
5:56pm	8:00pm	2.07	MTG > MTG - Council Meeting
March 28, 2023			7.55
7:54am	3:27pm	7.55	ADM > ADM - Customer Relations
March 29, 2023			7.67
7:48am	3:28pm	7.67	ADM > ADM - Customer Relations
March 30, 2023			7.50
7:52am	3:22pm	7.50	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023								0.00	
Tuesday	4/4/2023	3.25							3.25	
Wednesday	4/5/2023								0.00	
Thursday	4/6/2023	2.48							2.48	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
Total Week		5.73	0.00	0.00	0.00	0.00	0.00	0.00	5.73	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	4.50							4.50	
Tuesday	4/11/2023	2.68							2.68	
Wednesday	4/12/2023								0.00	
Thursday	4/13/2023	2.29							2.29	
Friday	4/14/2023								0.00	
Saturday	4/15/2023								0.00	
Total Week		9.47	0.00	0.00	0.00	0.00	0.00	0.00	9.47	
Total Pay Period		15.20	0.00	0.00	0.00	0.00	0.00	0.00	15.20	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	To	Item 19.
15.20	0.00	0.00	0.00	15.20	

Time in	Time out	Duration	
April 4, 2023			3.25
12:40pm (MDT)	3:55pm (MDT)	3.25	Shift Total
April 6, 2023			2.48
1:00pm (MDT)	3:29pm (MDT)	2.48	ADM > ADM - Customer Relations
April 10, 2023			4.50
12:33pm (MDT)	3:30pm (MDT)	2.95	ADM > ADM - Customer Relations
6:27pm (MDT)	8:00pm (MDT)	1.55	MTG > MTG - Council Meeting
NOTES: Was online for the executive session, but didn't hear anything			
April 11, 2023			2.68
12:45pm (MDT)	3:26pm (MDT)	2.68	Shift Total
April 13, 2023			2.28
12:34pm (MDT)	2:51pm (MDT)	2.28	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

4/1/2023 to

4/15/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/1/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/2/2023								0.00	
Monday	4/3/2023	7.70							7.70	
Tuesday	4/4/2023	4.63							4.63	
Wednesday	4/5/2023	8.45							8.45	
Thursday	4/6/2023	7.80							7.80	
Friday	4/7/2023	7.87							7.87	
Saturday	4/8/2023	0.40							0.40	
Total Week		36.85	0.00	0.00	0.00	0.00	0.00	0.00	36.85	
Sunday	4/9/2023	0.15							0.15	
Monday	4/10/2023	9.45							9.45	
Tuesday	4/11/2023	7.95							7.95	
Wednesday	4/12/2023	7.87							7.87	
Thursday	4/13/2023	7.80							7.80	
Friday	4/14/2023	7.37							7.37	
Saturday	4/15/2023	0.03							0.03	
Total Week		40.62	0.00	0.00	0.00	0.00	0.00	0.00	40.62	
Total Pay Period		77.47	0.00	0.00	0.00	0.00	0.00	0.00	77.47	

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:

Ivan McDaniel

04/01/2023 to 04/15/2023

Regular
76.85

PTO
0.00

OT
0.62

DT
0.00

To Item 19.
77.47

Time in	Time out	Duration	
April 3, 2023			7.70
7:55am (MDT)	8:00am (MDT)	0.08	PARK > PARK - Restroom
8:00am (MDT)	8:28am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:28am (MDT)	9:10am (MDT)	0.70	MTG > MTG - Staff Meeting
9:10am (MDT)	9:26am (MDT)	0.27	STRTS > STRTS - Storm Drainage
9:26am (MDT)	11:33am (MDT)	2.12	WTR > WTR - Service Call
11:33am (MDT)	12:35pm (MDT)	1.03	WTR > WTR - Booster Station & Well Logs
12:35pm (MDT)	3:00pm (MDT)	2.42	WTR > WTR - Service Call
NOTES: hydrant inspection			
3:00pm (MDT)	3:37pm (MDT)	0.62	WTR > WTR - Meter Reading
NOTES: meter fixing			
April 4, 2023			4.63
7:50am (MDT)	7:58am (MDT)	0.13	PARK > PARK - Restroom
7:58am (MDT)	8:43am (MDT)	0.75	SWR > SWR - Sewer Logs
8:43am (MDT)	9:17am (MDT)	0.57	WTR > Train - Water
NOTES: study			
9:17am (MDT)	10:22am (MDT)	1.08	SWR > SWR - System Maintenance
NOTES: mixing declor			
10:22am (MDT)	11:01am (MDT)	0.65	WTR > Train - Water
NOTES: study			
11:01am (MDT)	12:28pm (MDT)	1.45	STRTS > STRTS - Storm Drainage
April 5, 2023			8.45
7:54am (MDT)	8:09am (MDT)	0.25	PARK > PARK - Restroom
8:09am (MDT)	8:26am (MDT)	0.28	WTR > WTR - Booster Station & Well Logs
8:26am (MDT)	9:04am (MDT)	0.63	EQP > EQP - S10 Truck Maintenance
9:04am (MDT)	2:10pm (MDT)	5.10	WTR > WTR - Meter Reading
NOTES: meter fixing			
2:10pm (MDT)	2:41pm (MDT)	0.52	SWR > SWR - System Maintenance
2:41pm (MDT)	3:06pm (MDT)	0.42	EQP > EQP - Backhoe Maintenance
3:06pm (MDT)	4:21pm (MDT)	1.25	WTR > WTR - Service Call
April 6, 2023			7.80
7:52am (MDT)	8:00am (MDT)	0.13	PARK > PARK - Restroom
8:00am (MDT)	8:56am (MDT)	0.93	SWR > SWR - Sewer Logs
8:56am (MDT)	9:00am (MDT)	0.07	PW > PW - City Shop > Shop
9:00am (MDT)	12:41pm (MDT)	3.68	WTR > WTR - Meter Reading
NOTES: finding and fixing meters			

12:41pm (MDT)	3:40pm (MDT)	2.98	EQP > EQP - Loader Maintenance
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NOTES: chains

April 7, 2023**7.87**

7:49am (MDT)	8:20am (MDT)	0.52	PARK > PARK - Restroom
8:20am (MDT)	8:40am (MDT)	0.33	WTR > WTR - Booster Station & Well Logs
8:40am (MDT)	8:43am (MDT)	0.05	SWR > SWR - Sewer Logs
8:43am (MDT)	9:27am (MDT)	0.73	SWR > SWR - Auger Room Maintenance
9:27am (MDT)	12:29pm (MDT)	3.03	SWR > SWR - System Maintenance

NOTES: manhole inspection

12:29pm (MDT)	1:36pm (MDT)	1.12	WTR > WTR- Fire Hydrants
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NOTES: investigate

1:36pm (MDT)	1:58pm (MDT)	0.37	STRTS > STRTS - Storm Drainage
1:58pm (MDT)	3:41pm (MDT)	1.72	SWR > SWR - System Maintenance

NOTES: manholes

April 8, 2023**0.40**

8:57am (MDT)	9:00am (MDT)	0.05	SWR > SWR - Sewer Logs
9:00am (MDT)	9:21am (MDT)	0.35	WTR > WTR- Fire Hydrants

April 9, 2023**0.15**

11:00am (MDT)	11:09am (MDT)	0.15	SWR > SWR - Sewer Logs
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April 10, 2023**9.45**

7:51am (MDT)	7:58am (MDT)	0.12	PARK > PARK - Restroom
7:58am (MDT)	8:25am (MDT)	0.45	WTR > WTR - Booster Station & Well Logs
8:25am (MDT)	9:09am (MDT)	0.73	MTG > MTG - Staff Meeting
9:09am (MDT)	9:36am (MDT)	0.45	PARK > PARK - Maintenance
9:36am (MDT)	10:13am (MDT)	0.62	WTR > WTR- Fire Hydrants
10:13am (MDT)	11:23am (MDT)	1.17	SWR > SWR - System Maintenance
11:23am (MDT)	12:23pm (MDT)	1.00	SWR > SWR - Sewer Testing
12:23pm (MDT)	12:37pm (MDT)	0.23	PARK > PARK - Maintenance
12:37pm (MDT)	3:01pm (MDT)	2.40	STRTS > STRTS - Street Sweeping

NOTES: getting dirt out of yards

3:01pm (MDT)	3:41pm (MDT)	0.67	SWR > SWR - Sewer Testing
5:07pm (MDT)	6:44pm (MDT)	1.62	STRTS > STRTS - Storm Drainage

April 11, 2023**7.95**

7:51am (MDT)	7:59am (MDT)	0.13	PARK > PARK - Restroom
7:59am (MDT)	8:06am (MDT)	0.12	SWR > SWR - Sewer Logs
8:06am (MDT)	3:48pm (MDT)	7.70	STRTS > STRTS - Storm Drainage

April 12, 2023**7.87**

7:52am (MDT)	8:02am (MDT)	0.17	PARK > PARK - Restroom
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8:02am (MDT)	8:37am (MDT)	0.58	WTR > WTR - Booster Station & Well Logs
8:37am (MDT)	9:57am (MDT)	1.33	STRTS > STRTS - Storm Drainage
9:57am (MDT)	12:39pm (MDT)	2.70	WTR > WTR - Meter Reading
NOTES: meter fixing			
12:39pm (MDT)	3:44pm (MDT)	3.08	EQP > EQP - Jetter Maintenance

April 13, 2023 **7.80**

7:54am (MDT)	8:03am (MDT)	0.15	PARK > PARK - Restroom
8:03am (MDT)	8:45am (MDT)	0.70	SWR > SWR - Sewer Logs
8:45am (MDT)	10:10am (MDT)	1.42	EQP > EQP - VOLVO Dump Maintenance
10:10am (MDT)	3:42pm (MDT)	5.53	SWR > SWR - System Maintenance

April 14, 2023 **7.37**

7:51am (MDT)	8:00am (MDT)	0.15	PARK > PARK - Restroom
8:00am (MDT)	8:28am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:28am (MDT)	10:40am (MDT)	2.20	PW > PW - City Shop > Shop
NOTES: mower maintenance			
10:40am (MDT)	12:35pm (MDT)	1.92	SWR > SWR - System Maintenance
NOTES: manhole inspection			
12:35pm (MDT)	1:42pm (MDT)	1.12	STRTS > STRTS - Storm Drainage
1:42pm (MDT)	3:13pm (MDT)	1.52	EQP > EQP - Loader Maintenance

April 15, 2023 **0.03**

9:16am (MDT)	9:18am (MDT)	0.03	SWR > SWR - Sewer Logs
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