



City Council Regular Meeting & Public Hearing Agenda

Monday, February 13, 2023 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/81262587911?pwd=TWVsUXRjSUUp4cE1KN25nQjdiVEJuQT09>

Call in: 253-215-8782

Meeting ID: 812 6258 7911

Password: 842921

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.

PRESENTATION

2. III-A Presentation - Amy Manning

REPORTS

3. Adams County Sheriff
4. Staff Reports
5. Mayor's Report

DISCUSSION ITEMS

6. Open Burning Ordinance & Burnable Materials
7. Feeding of Wildlife

PUBLIC HEARING

8. Public Hearing - 300-304 South Miller Zone Change Request
 - a. Opening of Public Hearing
 - b. Introduction
 - c. Applicant Presentation
 - d. Governing Body Questions to Applicant
 - e. Staff Report Review
 - f. Governing Body Questions to Staff
 - g. Testimony in Favor of the Application

 - h. Neutral Testimony
 - i. Testimony Opposed to the Application
 - j. Rebuttal from the Applicant
 - k. Final Questions from Governing Body

I. Close of the Public Hearing

ACTION ITEMS

9. Zone Change Decision
10. IRWA Training - Ivan McDaniel
- [11.](#) Resolution TBD-2023 - Address Change Request
- [12.](#) Resolution TBD-2023 - Address Request
- [13.](#) Industrial Park Lease Agreement
14. Meat Shop Budget / Repairs Update
15. Executive Session - 74-206 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; (g) By the commission of pardons and parole, as provided by law;
16. Action After Executive Session: Employee Classification Change
17. Action After Executive Session - Decision to support City of Moscow appeal amicus petition

CONSENT AGENDA

- [18.](#) Paid & Pending Claims
- [19.](#) Payroll - January 2023
- [20.](#) Meeting Minutes - January 23, 2023

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public works

MONTH

January

TASKS COMPLETED

- Plow
- Hydrant maintenance
- Vehicle maintenance
- Blower maintenance
- Drain cover build
- Auger maintenance
- Began discharge to the river, and all the testing that entails

PROJECTS IN PROGRESS

- Park restroom plumbing
- Beginning spring projects

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Industrial Park Invoices
Monthly Will Serves
Monthly NETDMR's
Signed Staff up for Diamond Maps access, getting items for public hearing. W2's & 1099

PROJECTS IN PROGRESS

Making updates to City's website, Answering multiple planning and zoning questions, Annual report for ICRMP, Doing research on grants available to our community for future projects, Working on the emergency response plan, Source Water Protection Plan, Getting items ready for the Audit on February 28th, Communication with clearwater financial on next steps, and communication with Mountain Water Works on water project updates.

CHALLENGES / ISSUES

Intermittent internet and phone issues

COMMUNITY INPUT & COMMENTS

We need a gym/recreation center in town.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

January 2023

TASKS COMPLETED

<ul style="list-style-type: none"> • Customer Service • Payment Processing • Claims • Code Enforcement Correspondence • Billing • MV Mondays 	<ul style="list-style-type: none"> • Leak Letters • Dog Vaccination Clinic Details • Dog License Forms • Agendas • Meeting Minutes • Filing 	<ul style="list-style-type: none"> • Billing news • Deposits • Alcohol Licensing • Move-In / Outs • Late Notices • Red Door Notices • Zoning Questions
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PROJECTS IN PROGRESS

<ul style="list-style-type: none"> • Cleaning / Organizing • Mail-in Dog Licensing • Starting a new P&R • Records Destruction 2023 Resolution • Audit Reports (Billing) • Creating digital copies of paper files • Creating digital copies of resolutions 	<ul style="list-style-type: none"> • Researching open burning • Researching dog chipping & processes of other cities
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CHALLENGES / ISSUES

[Empty box for Challenges / Issues]

COMMUNITY INPUT & COMMENTS

- Dogs at large is a problem!
- Thank you for not approving Family Dollar Design Review.
- Hope to see Week of the Young Child
- What can we do about recycling?

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

Febuary

TASKS COMPLETED

Equ, Shop, and Garage Winter Prep & Regular Maintenance:

- Keep Equipment Glow Inlets in Power
- Keep WWTP Building Entrances Clear of Snow Debris
- Prep Bomber & Hot Rod for service calls
- Maintain EQU servicing
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Prep WWTP for upcoming River Discharge months
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal
- Maintain Improvement rate of awareness and control in Snow Removal Equipment
- Maintain improving rate of awareness, recording, and control of discharging process
- Read & Understand New Meadows WWTP Operators Manual.
- Received on-site testing of Manual knowledge from Jessie and Kirk

PROJECTS IN PROGRESS

Equ, Shop, and Garage Winter Prep & Regular Maintenance:

- Keep Equipment Glow Inlets in Power
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Maintain Bomber for Emergencies
- Maintain EQU servicing
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Prep WWTP for upcoming River Discharge months
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal
- Maintain Improvement rate of awareness and control in Snow Removal Equipment
- Maintain improvement rate of: awareness, recording, and control of discharging process
- Read & Understand New Meadows WWTP Operators Manual.
- Receive onsite training from shadowing Kirk & log Hands-On-Experience hours

CHALLENGES / ISSUES

-Adapting Manual knowledge to meet WWTP River Discharge requirements.

Status: Green

Dedicating time to Reading & Understanding the New Meadows WWTP Operators Manual, and collecting hands on experience working with Main Operator Kirk Kundrick

COMMUNITY INPUT & COMMENTS

-Snow Removal is not yet satisfactory

Response:
I will maintain a constant rate of improvement and awareness when operating snow removal equipment.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

January

TASKS COMPLETED

- Filing Payroll
- Claims Review
- November and December bank reconciliation
- November and December financial reports
- 1099s
- W2s
- Audit Prep

PROJECTS IN PROGRESS

- January Bank Recs
- January Financials
- Audit is scheduled for February 28th

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

February 13, 2023

The snow season is headed into that infamous mud season and is having the expected effects on the roads. The mud makes it difficult to do any grading or long-term maintenance, but City Staff is working on keeping problem areas maintained. There will be potholes, though, and, as a reminder, driving slower helps to keep the potholes from growing as quickly.

I have been working with Public Works staff to identify areas of responsibility as we move forward in our water project this spring and summer. It will be beneficial for each person to know what their main focus needs to be as we get busier with the many projects on the table.

I have been talking with Gregg Tankersley regarding his engineering contract and we will be reviewing the next step on that at the next City Council meeting. There have been ownership changes at Mountain Waterworks which will also be discussed at the next meeting. We are gathering more information.

Contrary to the belief of some in our community, the City Council and Mayor are not outside the authority of our city ordinances and are not to be given special permissions or benefits from City staff in regard to snow removal or any other City policy. If you receive complaints or concerns regarding this, please contact me immediately. We cannot require of others what we are not willing to follow ourselves.

Our City Attorney, Dick Stubbs, has brought several items, from a recent conference he attended, that need to be reviewed and discussed by City Council. One is in regard to the personnel policy and one will require a new policy to be created. Those items will be presented to City Council for review at a subsequent meeting after the details are gathered for presentation. A big thank you to Dick for keeping an eye out for the City's interests.

We will be taking down the Christmas decorations in the park soon and will be scheduling a time so volunteers can join us to make the work go quickly. We can store the decorations in the building we just acquired (the old ambulance shed) and the new bench that Josh Ford made for the city park is already being stored there. I am working on an event, this spring, to install the new bench and to celebrate the end of winter! Stay tuned for more details.

Last, but definitely not least, I have to say that I am so thankful every day for the amazing individuals who are currently working on the City's team. There are so many things that happen behind the scenes to keep the City operational and to move forward in a positive, helpful manner. I encourage each City Council member to acknowledge the great work being accomplished everyday. They are amazing heroes that should never go unnoticed.

"It's amazing what you can accomplish if you do not care who gets the credit" Harry S Truman

Chapter 3 Open Burning

4-3-1 Short Title

4-3-2 Purpose And Intent

4-3-3 Definitions

4-3-4 Prohibited Burning

4-3-5 Permitted Burning

4-3-6 Permit Requirements

4-3-7 Special Enforcement

4-3-8 Penalties

4-3-1 Short Title

This chapter shall be known and may be cited as the *NEW MEADOWS OPEN BURNING ORDINANCE*. (Ord. 338-2015, 7-28-2015)

4-3-2 Purpose And Intent

The purpose and intent of this chapter 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 pinpointing burning in the community. (Ord. 338-2015, 7-28-2015)

4-3-3 Definitions

When used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

AGRICULTURAL BURNING: 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: The Mayor, Building Official, Fire Wardens, 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-Treasurer or designee.

ODOR: The sensation resulting from stimulation of the human sense of smell.

OPEN BURNING: 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 chapter.

PERSON: Any person, corporation, firm, partnership or any Federal, State or local governmental entity.

SMOKE: Small gasborne 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. (Ord. 338-2015, 7-28-2015)

4-3-4 Prohibited Burning

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

1. 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
2. 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; except, 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
3. Notwithstanding the provisions of any section of this chapter, no person shall allow, suffer, cause or permit the burning of materials which emit toxic contaminants, particulates or odors; or
4. Without a permit at any time when a permit is required, or in violation of the terms of this chapter, of such a permit, or of State fire season and open burning regulations.

B. 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. (Ord. 338-2015, 7-28-2015)

4-3-5 Permitted Burning

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

A. Fires Requiring A 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 subsections A1, A2 and A3 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 eighteen (18) shall not require a permit. (Ord. 338-2015, 7-28-2015)

4-3-6 Permit Requirements

A. Permit Required; Fee:

1. Burning permits are required for any open burning at times when State fire season regulations do not require permits, city permits shall be issues 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. (ORD.387-2023,1-23-23)
2. 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 City Council.

B. Permit Forwarded To Governmental Bodies: Once a permit and permit fee have been turned over to the City Clerk-Treasurer 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 Payette National Forest, New Meadows Ranger District.

C. Contents Of Permit: All permits must contain the following conditions on the face or obverse of such permit:

1. Name, address, and phone number of the applicant and permittee.
2. Location of the proposed burning.
3. Conditions under which burning is to be allowed.
4. Signature of the issuing officer.

5. Signature of the permittee.
6. Materials that are to be burned.
7. Beginning date of the burn to the extinguished date.

D. Permittee Agreement: All permittee applicants shall agree to the following:

1. The permittee shall keep the fire under the 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 and 3 feet in diameter, it must be placed at least twenty-five (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 the 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.

- E. Term Of Permit; Renewals: Initial permits shall only be valid for one week 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.
- F. Appeals For Denial Of Permit: 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. (Ord. 338-2015, 7-28-2015)

HISTORY

Amended by Ord. [379-2022](#) on 8/8/2022

Amended by Ord. [387-2023](#) on 1/23/2023

4-3-7 Special Enforcement

Without limiting their authority under this section, authorized enforcers may require that open burning be immediately extinguished 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. (Ord. 338-2015, 7-28-2015; amd. 2018 Code)

4-3-8 Penalties

- A. Violation of this chapter carries a civil penalty of five hundred dollars (\$500.00) per violation to be assessed by the City's authorized enforcer(s). The penalty shall be paid to the City Clerk-Treasurer within ten (10) days of issuance or in the time and manner allotted by the authorized enforcer's agency and then forwarded to the City Clerk-Treasurer. (Ord. 338-2015, 7-28-2015; amd. 2018 Code),(Ord.379-2022)
- B. If the civil penalty goes unpaid for more than thirty (30) days, the City 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.
- C. All penalties collected under this section shall be deposited into the fines and forfeitures account within the City's accounting system. (Ord. 338-2015, 7-28-2015)

January 31, 2023

City of New Meadows
401 Virginia St. #324
New Meadows, ID 83654

Request for Rezone of 300 & 304 S. Miller Ave. New Meadows ID

To City Council and Citizens of New Meadows,

We are requesting that currently zoned, R-2 lots 300 and 304 S. Miller Ave, be rezoned to higher density R-3. It is no secret in this area that there is a massive demand for housing. Valley, Adams and even Idaho county have been struggling with issues related to housing for years now. The huge influx of out of state money and hot Real Estate market has left many area residents forced from homes. In many cases they are left with no choice but to live in RV's year-round despite our well known cold and snow-filled Winters. I know the city has been working to change other ordinances to help ease this crisis.

Based on City ordinances, the lots of 300 and 304 S. Miller fall a mere 300 sqft short of the cutoff for being allowed to build a duplex. By granting this request for rezone the lots would then meet city requirements for a triplex unit. That would give 3 more family's the chance to live in a new home. We are a local small town building company that pride ourselves on a high-quality product that is built to withstand the harsh elements of our area.

With high density housing on nearly every side of these lots, we feel they are in the perfect location and would change the use of the area. Currently an exact blueprint of the proposed units in not available. Upon approval, work would begin immediately for the design and engineering with hopes to be breaking ground Summer 2023. Any building proposed would be in accordance with all current city ordinances.

We see the City of New Meadows as a great place live, and a great place to join together to tackle the housing crisis we face. We look forward to working together on this and future projects.

Sincerely,

Cory Fischer
Peak Property Solutions
208-919-3075

Zone Change Application

1: Cory and Kendra Fischer, 3383 Ridge Dr. New Meadows, ID 83654 208-919-3075

2: Stakeholder is the same as above.

Cory and Kendra Fischer, 3383 Ridge Dr. New Meadows, ID 83654 208-919-3075

3: LEGAL DESCRIPTION. Lots 1 and 2 of block 32, Townsite of new meadows, Idaho as said lots and blocks are numbered and designated upon the official plate thereof on file and record in the office of the County Recorder, Adams County, Idaho

4: Existing use: Lot is currently vacant and temporarily being used to store dirt and equipment from build project next door.

5: PROPOSED USE: Lot is to be the building site of a duplex or triplex. Exact buildings are TBD.

6: See attached site plan

7: Project description: Looking to build a new duplex or triplex. Currently building new home on lot next door. Looking to build full foundation homes that are designed and built to withstand the areas harsh climate.

8: Proof of ownership:

9: List of property owners, being worked on by Timberline Tile.

10: Elevations of building site: N/A In city limits that all sits at same elevation.

11: Determination of flood plain limits:

12: Water course alteration: NA

13: Flood Proofing and elevations: NA

14: Public use availability: City sewer runs north and south in alley behind property. Sewer hookup is already in place but need to find its exact location. Water meter currently in place on Cedric St. Both Cedric and S. Miller are Maintained by city of New Meadows. Electrical transformer has already been upgraded, paid for and installed by The Fischer's. Buildings will have some covered parking and additional outdoor parking provided when officially drafted.

15: Compatibility with surrounding uses: Lot is surrounded by R-3 zoning on 2 sides. Neighboring property on Cedric is a mobile home park. Lots to the East contain a duplex. Lots to

the West are very high-density smaller homes/ trailers etc. Building a brand-new building whether it's a duplex or triplex would be compatible with surrounding uses.

16: Notarized affidavit: NA

CEDRIC ST

Water Meter

Sewer Manhole

Approx Sewer Location

300 S. Miller

304 S. Miller

Current New Construction

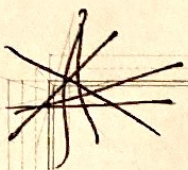
ALLEY

155'

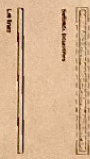
155'

60'

60'



NOT TO SCALE
DATE: 10/15/2011
PROJECT: 2011-0001
DRAWN BY: J. [unclear]
CHECKED BY: [unclear]
DATE: 10/15/2011





STAFF REPORT

Item 8.

TO: New Meadows City Council
FROM: New Meadows City Staff
REPORT DATE: February 9, 2023
MEETING DATE: February 13, 2023
SUBJECT: Zone Change
ACTION: Approve / Deny / Table Zone Change

SUMMARY: The purpose of this application is to consider a request to change the zoning of 300 and 304 South Miller Avenue from Residential-2 to Residential-3.

OWNER: Cory & Kendra Fischer

APPLICANT: Cory & Kendra Fischer

LEGAL DESCRIPTION: Block 32, Lots 1-4 (300/304 South Miller), City of New Meadows, Adams County, Idaho.

LOT 1 & 2: RPM0240032001A A

LOT 3 & 4: RPM0240032003A A

CURRENT ZONING DISTRICT: Residential 2

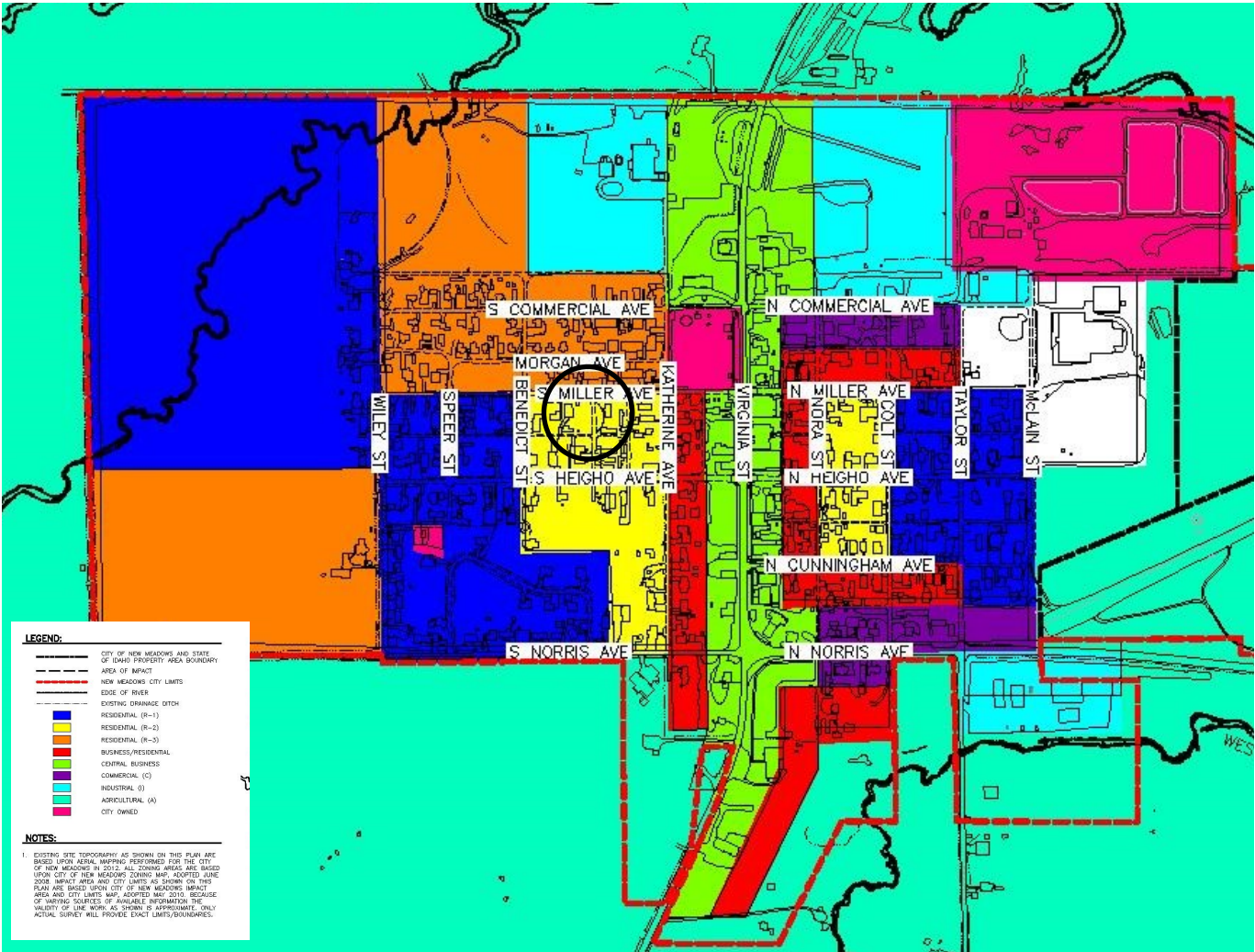
PROPOSED ZONING DISTRICT: Residential 3

PROPERTY SIZE: Each lot measures 30'x155', or 4650 sf. Therefore, each property measures 9300 square feet.

VICINITY MAP



CURRENT ZONING MAP



BACKGROUND

Lots 1-4 of block 32, located on South Miller Avenue, have been vacant for some time. These lots have water/sewer hookups, and most likely, previously had homes built on them.

Previous owners of the lots placed RVs on the lots in the summer time so that while driving truck, they had a place to stay between trips.

The new owner has placed a home at 304 South Miller, and would like to place a duplex or triplex at 300 South Miller.

CURRENT / PROPOSED ZONING

Current Zone - Residential –2

Lots 1 –4 are located in the Residential-2 District.

The purpose of the Residential-2 District is to “set aside land areas in accordance with the comprehensive plan to enhance and preserve residential neighborhoods and provide for medium density residential development with big yards. (Ord. 313-08, 6-9-2008) In the R-2 District, one single-family home is permitted. Multiple-family dwellings require a ten-thousand (10,000) square foot lot, and each dwelling unit above two requires an additional two-thousand (2,000) square feet.

A two-family dwelling (duplex) shall have a lot with a minimum of ten-thousand (10,000) square feet.

The footprint of the primary structure, plus the accessory structures, shall have a maximum lot coverage of no more than thirty-five percent (35%).

Proposed Zone - Residential 3:

The proposed rezone would change Lots 1-4 to Residential Three (R-3).

The purpose of an R-3 District is to “*preserve and enhance residential neighborhoods in accordance with the comprehensive plan, provide for high density residential development and, in certain appropriate areas, upon City approval, permit mobile home park development.*” (New Meadows City Code).

Per City Code, “*Multiple-family dwellings require an eight thousand (8,000) square foot lot (.18 acre), and each dwelling unit above two (2) shall require an additional one thousand two hundred fifty (1,250) square feet to the minimum lot size requirement (.21 acre total).*”

Site Area Requirements

The following site area requirements apply to the R-3 High Density Residential District;

Footprint:

The footprint of the primary structure plus the accessory structures shall have a maximum lot coverage of no more than forty percent (40%).

Parking:

Two (2) off street parking spaces per dwelling unit are required. Lots on arterial and collector streets shall have alleys to provide off street parking access from the alley to the parking in the rear of the lot.

Setbacks:

Front Yard: No building or structure shall be erected nearer than fifteen feet (15') from the right-of-way line of the street.

Side Yards: No building shall be erected closer than ten feet (10') from any side property line; except corner lots shall maintain a fifteen foot (15') side yard adjacent to the street which intersects the street upon which the building fronts.

Rear Yard: There shall be a rear yard having a depth of not less than fifteen feet (15'). (Ord. 313-08, 6-9-2008)

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

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

REVIEW CRITERIA

Conditions may be attached to a Quasi- Judicial approval (or recommendation) including, but not limited to, conditions that:

- A. Minimize adverse impact on other development;
- B. Control the sequence and timing of development;
- C. Control the duration of development;
- D. Assure that development is maintained properly;
- E. Designate the exact location and nature of development;
- F. Require the provision of on-site or off-site public facilities or services;
- G. Require more restrictive standards than those generally required in this Land Development Code;
- H. Require mitigation of effects of the proposed development upon service delivery by any governmental agency/district, including school districts, providing services within the planning jurisdiction.

Development Agreements

- A. A development agreement, as specified in Sec. 67- 6511A, Idaho Code, is allowed as a condition of a Rezone Map amendment or Conditional Use Permit.

Rezone Application Review

This review is intended to provide standards and oversight to mitigate negative effects a change in zoning may have on the public, neighborhood, or surrounding property owners. Recommendations and decisions of the Council shall be made a matter of public record in accordance with sections 67-6511, 67-6519 and 67-6535 of the Idaho Code.

Approval Criteria for a Rezone Map Amendment

1. The Zoning Map Amendment substantially conforms to the Comprehensive Plan.
2. The Zoning Map Amendment substantially conforms to the stated purpose and intent of the New Meadows Zoning Code.
3. This rezone will reinforce the existing or planned character of the area.
4. The subject property is appropriate for development allowed in the proposed district.

5. There are substantial reasons why the property cannot be used according to the existing zoning.
6. There is a need for the proposed use at the proposed location.
7. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.
8. The rezone will not significantly impact the natural environment, including air, water, noise, stormwater management, wildlife and vegetation.
9. The rezone will not have a significant adverse impact on property in the vicinity of the subject property.

COMPREHENSIVE PLAN

The following information regarding housing is found in the Comprehensive Plan.

Housing Goal Statement

To provide housing opportunities within the community to meet the needs of individuals of all socio-economic backgrounds, the elderly, and the disabled. Along with ensuring decent and safe housing in sufficient quantity to accommodate the various housing needs of present and future residents of New Meadows.

Objectives

- ☒ Create an environment where a variety in type, size, cost, and location of housing will be encouraged.
- ☒ Avoid unnecessary development of agricultural land or land with valuable natural or historic features by residential development.
- ☒ Encourage the upgrade and maintenance of the existing housing.
- ☒ Maintain a proper environment for residential purposes in all residential zones.
- ☒ Provide for lower income housing such as mobile home parks, manufactured housing subdivisions, and manufactured housing on private lots.

COMPREHENSIVE PLAN HOUSING IMPLEMENTATION

1. Sufficient undeveloped land within and adjacent to the city should be available for future residential uses. Designating land for residential uses is the first step in making lands for residential development available. Substantially more land than will actually be needed must be made available to give locational choice, to account for landowners not wishing to develop, to account for undevelopable land due to floodplains, drainages and steep slopes, and to maintain reasonable land prices. Currently within city limits there is approximately 140 acres of undeveloped land that is zoned to allow residential construction.

2. Lengthy extension of road and utilities could encourage sprawl and needless interruption of agricultural lands and should be avoided. The city encourages a careful approach that can balance residential and agricultural needs.

3. Flexibility in developmental regulations should be provided to allow a greater variety of housing and to make more efficient use of the land.

4. The city should encourage safe,

sanitary, and attractive housing that enhances the general appearance of the neighborhood and the community.

5. Excessive land requirements for residential developments should be avoided.

6. Land requirements for residential construction should be examined carefully by the city for excessive demands. Minimum lot size is the major land requirement. Other regulations affecting the amount of land necessary for development are minimum street and lot widths and requirements for setbacks, off-street parking, and usable open space.

PUBLIC COMMENT

A public hearing notice was mailed to property owners within 300' of the subject property, posted on site, and published in the newspaper. As of the date of this report, no public comment has been received.

FINDINGS OF FACT FOR APPROVAL / DENIAL

The Council will record finding of fact for their decision based on the review criteria found in the New Meadows City Code and Idaho State Code.

COUNCIL MOTION

Approve:

- I move to approve the rezoning of Block 32 lots 1-4 located at 300 and 304 S Miller Avenue from Residential-2 to Residential-3. The approval is based on the findings of fact that the rezone complies with the goals and objectives of the Comprehensive Plan and complies with the approval criteria as outlined in the Staff Report.

Approve with Conditions

- I move to approve the rezoning of Block 32 lots 1-4 located at 300 and 304 S Miller Avenue from Residential-2 to Residential-3. The approval is based on the findings of fact that the rezone complies with the goals and objectives of the Comprehensive Plan and complies with the approval criteria as outlined in the Staff Report. The approval is subject to the following conditions, which will be memorialized in a Development Agreement. (List conditions)

Table the Decision and Request more information

- I move to table the decision for a Rezone of 300 and 304 South Miller and request the following additional information.

Deny:

- I move to deny the rezoning of Block 32 lots 1-4 located at 300 and 304 South Miller, from Residential-2 to Residential-3. The denial is based on the findings of fact that the rezone does NOT complies with the goals and objectives of the Comprehensive Plan and does NOT comply with the approval criteria as outlined in the Staff Report. (List areas not in compliance)

ADDRESS CHANGE REQUEST

The property owner of 316 South Heigho contacted the City regarding a change in address for 316 ½ South Heigho. As the resident at 316 ½ South Heigho had recently passed away, family members had chosen to discontinue cable TV and other services. The property owner stated that there was much confusion with the "1/2" address, and her home was greatly affected by the confusion. Services were turned off at her home, thinking it was 316 ½. She also said that packages were delivered to her home mistakenly. She stated that this had been an ongoing problem.

After the recent sale of the home, the new owner was contacted and was in agreement that a separate address for the home would be beneficial. 316 ½ South Heigho sits to the east of 316 South Heigho, and can be missed completely, if unfamiliar with the area. By changing the house number to 320 South Heigho, the confusion should be resolved.



RESOLUTION TBD-2023

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, APPROVING A RE-DESIGNATION OF STREET NUMBER OF CERTAIN PROPERTY AND APPROVING REVISION OF THE OFFICIAL CITY OF NEW MEADOWS HOUSE NUMBERING MAP.

WHEREAS, the City of New Meadows is in receipt of a request from the affected property owner of 316 ½ South Heigho Avenue (Block 33 Lots 7-9, more specifically Parcel ID #RP M0240033007A A),

WHEREAS, the City has determined that it is in the interest of the safety of all persons within the City of New Meadows, Idaho to have all lots, buildings, dwellings, and units within the corporate limits of the city identified by specific numbers and / or location reference;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of New Meadows, Idaho as follows;

1. That the property address currently known as 316 ½ South Heigho be known as 320 South Heigho, New Meadows Idaho,
2. Such numbering shall be consistent with the addresses that were previously assigned to the property,
3. That the map entitled, “THE CITY OF NEW MEADOWS HOUSE NUMBERING MAP,” adopted as the official HOUSE NUMBERING MAP for the City of New Meadows by Ordinance # 168, dated October 8, 1979, shall be amended to include the aforementioned designation.

PASSED AND APPROVED THIS 13th day of February, 2023.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

I certify this is a true and correct copy of Resolution TBD-2023 changing the address of 316 ½ South Heigho Avenue to 320 South Heigho Avenue, New Meadows, Idaho 83654.

_____ Kyla Gardner, City Clerk

RESOLUTION TBD-2023

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, APPROVING A NEW DESIGNATION OF STREET NUMBER OF CERTAIN PROPERTY AND APPROVING REVISION OF THE OFFICIAL CITY OF NEW MEADOWS HOUSE NUMBERING MAP.

WHEREAS, the City of New Meadows is in receipt of a request for an address for lots 8&9 of 516 South Heigho Avenue (Block 73 Lots 6-9, more specifically Parcel ID #RP 0240073005A A), which was legally split into lots 6&7 (NEW Parcel ID # RPM 0240073006B) and lots 8&9 (NEW Parcel ID # RPM 0240073008B);

WHEREAS, the City has determined that it is in the interest of the safety of all persons within the City of New Meadows, Idaho to have all lots, buildings, dwellings, and units within the corporate limits of the city identified by specific numbers and / or location reference;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of New Meadows, Idaho as follows;

1. That the new property address for lots 8 & 9 will be known as 300 Wiley Street, New Meadows Idaho,
2. Such numbering shall be consistent with the addresses assigned to the properties in the vicinity,
3. That the map entitled, "THE CITY OF NEW MEADOWS HOUSE NUMBERING MAP," adopted as the official HOUSE NUMBERING MAP for the City of New Meadows by Ordinance # 168, dated October 8, 1979, shall be amended to include the aforementioned designation.

PASSED AND APPROVED THIS 13th day of February, 2023.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

I certify this is a true and correct copy of Resolution TBD-2023 adding the address of 300 Wiley Street, New Meadows, Idaho 83654.

_____ Kyla Gardner, City Clerk

**NEW MEADOWS INDUSTRIAL PARK
LEASE AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, effective this 13th day of February, 2023 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and All Seasons Refrigeration & HVAC, LLC, hereinafter referred to as the LESSEE. For the purpose of administering this contract the City's Representative Agent is the Site Administrator of the New Meadows Industrial Park, herein referred to as the NMIP.

WITNESSETH: _____

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

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

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

Section 2. The CITY hereby leases to the LESSEE 1,800 sq ft., as described in Attachment B and hereinafter referred to as the LEASEHOLD.

Section 3. The LESSEE shall pay to the CITY a monthly lease payment of \$875.00, plus the Adams County Landfill Fee, for 3 (#) years beginning February, 13th, 2023 at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. The monthly lease payment shall be in lieu of building and plumbing repairs for the first 12 months. The monthly lease amount shall be reviewed annually and may be decreased based on business development.

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

Section 5. The LESSEE has posted a security deposit of \$0 with the CITY. The security deposit shall be returned upon the termination of this lease or subsequent leases when LEASEHOLD is vacated, and it is determined by the CITY the LEASEHOLD is in satisfactory condition.

Section 6. The LESSEE has possession of the LEASEHOLD.

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

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

Section 8. The LESSEE shall provide, at its own cost, routine maintenance items, including routine cleaning and janitorial services of the LEASEHOLD. LESSEE shall also be responsible for all repairs and maintenance of any refrigeration/freezer unit used at the location.

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

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

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

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

Section 13. The term of this lease shall be three (3) years. At the end of the three (3) year period, LESSEE may apply for a lease extension at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. The lease and its terms are non-transferable.

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

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

Section 15. Nondiscrimination. The LESSEE agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment

advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. LESSEE must also comply with any applicable Affirmative Action Programs then in effect.

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

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

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

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

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

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

requirements, and/or regulations of the CITY, County, State or Federal Government and any and all of their departments and bureaus, the CITY may terminate the lease immediately.

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

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

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

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

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

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

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

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

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

Section 29. The CITY further agrees that it will be responsible for all exterior maintenance and repairs, including snow removal and outside lighting. The city may give lease payment credit for initial exterior repairs if agreed upon by both parties.

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

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

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

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

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

Section 35. The LESSEE agrees that early termination of this lease will be in writing at least 3 months in advance to the CITY with all rents being paid at time of termination. The LESSEE also agrees to leave the premise clean in order for the CITY to make property available to a new tenant. LESSEE may also early terminate by paying three months of rent at the approved rate and leaving the premise clean, turning in all keys and providing a 30 day effective date.

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

<u>LESSOR:</u>	City of New Meadows P.O. Box 324 New Meadows ID. 83654 Mayor	LESSEE:	All Seasons Refrigeration & HVAC, LLC P.O. Box 554 New Meadows ID 83654 Owner
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IN WITNESS WHEREOF, the CITY has caused these premises to be signed and sealed, and the LESSEE has signed and sealed, this day.

Signed and Acknowledged:

Lessee

By: _____
Owner

Date: _____

By: _____
Owner

Date: _____

City of New Meadows

By: _____
Mayor

Date: _____

ATTACHMENT A: Tenant Qualification Criteria

NEW MEADOWS INDUSTRIAL PARK

Tenant Qualification Criteria:

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

Section 2. _____ must meet the following criteria:

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

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

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

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

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

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

Section 8. The LESSEE agrees to allow the NMIP Site Administrator to use general information about the LESSEE's business for public relations efforts to

promote the NMIP and will provide general information upon the request of the NMIP Site Administrator.

ATTACHMENT B: Description of Leased Property

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

THIS LEASE made between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and All Seasons Refrigeration & HVAC , LLC, hereinafter referred to as the LESSEE, is for the following space described below:

The 1,800 square foot area building known previously as the meat shop has an office space, restroom, refrigeration and freezer unit. The physical address of this space is 104 Taylor Street.

ATTACHMENT C: Delinquent Rent Policy

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

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

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

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

ATTACHMENT D: Hazardous Material Policy

CITY OF NEW MEADOWS/NEW MEADOWS INDUSTRIAL PARK

HAZARDOUS MATERIAL POLICY

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

CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS

CONTENTS

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

1. PURPOSE

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

2. REQUIREMENTS

2.1 Radioactive material policy:

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

2.2 Tenant Responsibilities

Tenant Managers Shall:

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

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

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

2.3 Shipping and Receiving

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

2.4 Storage

NMIP tenants storing nonradioactive hazardous materials shall:

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

3.0 DEFINITIONS

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

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

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

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

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

4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

4.1 Waste Handling Practices:

- a) Label containers with red Hazardous Waste labels before adding any waste.
- b) Don't date the Hazardous Waste label - the date space on the label indicated the date the waste is removed from your lab for disposal.
- c) Remove a number label from the inventory booklet and affix it to the waste container.
- d) Keep a current record of the waste added to the container on the inventory with the same number as the container. Be accurate, specific, and complete. Instead of "heavy metals in acid" put "PB 20 ppm, AS 50 ppm in

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5618		580 4 Corner Communications	460.00	****							
IT: MSP-T1 - Basic											
January 2023											
		3273 02/01/23 IT Professional Support	153.33			1		41100	327		10102
		3273 02/01/23 IT Professional Support (W)	153.33			60		43320	327		10102
		3273 02/01/23 IT Professional Support (SWR)	153.34			65		43220	327		10102
		Total for Vendor:	460.00								
5637		667 A.M.E. Electric, Inc	1,303.00								
Install and wire heat trace for de-chlorine injection line protection											
		230174 02/09/23 Install heat wire	800.00			65		43220	324		10102
		230174 02/09/23 MATERIALS	503.00			65		43220	324		10102
		Total for Vendor:	1,303.00								
5630		563 Adams County Prosecuting	1,500.00								
February 2023 Prosecutions											
		1052 02/06/23 Municipal Prosecutions- Feb	1,500.00			1		41400	312		10102
		Total for Vendor:	1,500.00								
5634		25 Analytical Labs, Inc.	954.14								
*** Claim from another period (1/23) ****											
		2300309 01/31/23 Water Sampling / Testing	94.85*			60		43320	745		10102
		2300310 01/31/23 Sewer Sampling / Testing	859.29			65		43220	745		10102
		Total for Vendor:	954.14								
*** Claim from another period (1/23) ****											
5611		1 C & M Lumber Co, Inc	280.44								
		01/25/23 Shop - Water	93.48			60		43320	324		10102
		01/25/23 Shop - Sewer	93.48			65		43220	324		10102
		01/25/23 Shop - Streets	93.48			1		41500	324		10102
		Total for Vendor:	280.44								
*** Claim from another period (1/23) ****											
5619		29 City of New Meadows	649.60								
		025-00 01/31/23 Chlorinator Room	14.34			65		43220	339		10102
		310-00 01/31/23 Park Irrigation	14.30			1		41600	332		10102
		309-00 01/31/23 Park Restrooms	87.40			1		41600	331		10102
		014-00 01/31/23 Industrial Park	228.15			63		43100	331		10102
		364-00 01/31/23 Auger Room	46.59			65		43220	338		10102

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	126-00	01/31/23 City Hall	78.12			1		41100	331		10102
	015-00	01/31/23 Skate Park	14.30			1		41600	332		10102
	013-00	01/31/23 Industrial Park - 104 W Taylor	76.05			63		43100	331		10102
	012-00	01/31/23 Recycle Center	14.30			1		41600	332		10102
	060-00	01/31/23 Transportation Shed	76.05			1		41100	331		10102
		Total for Vendor:	649.60								
5623		484 Clearwater Economic Development	700.00								
		DEQ Labor Monitoring									
		23-0131NMH 01/31/23 DEQ Labor Monitoring	700.00*			60	67	43331	310		10102
		Total for Vendor:	700.00								
		*** Claim from another period (1/23) ****									
5626	E	405 CORE & MAIN LP	206.18								
		Meter Parts									
		Measuring Chamber Assembly & Gasket									
		S303149 02/02/23 Measuring Chamber Assembly	206.18			60		43320	324		10102
		Total for Vendor:	206.18								
		*** Claim from another period (1/23) ****									
5614		696 Diamond Maps	180.00								
		Maps Jan/2023- Jan/2024									
		4915 01/27/23 Maps (SWR)	60.00			65		43220	324		10102
		4915 01/27/23 Maps (WTR)	60.00			60		43320	324		10102
		4915 01/27/23 Maps (STRTS)	60.00			1		41500	324		10102
		Total for Vendor:	180.00								
5624		495 Drake Diversified LLC	400.00								
		Monthly Back-up Operator									
		1564 02/01/23 JAN 2023 H2O Back-up Operator	200.00			60		43320	310		10102
		1564 02/01/23 JAN 2023 SWR Back-up Operator	200.00			65		43220	310		10102
		Total for Vendor:	400.00								
		*** Claim from another period (1/23) ****									
5612	E	594 DUBOIS CHEMICAL, INC	943.07								
		IN-2266544 04/20/22 STERICLEAN DRUM	278.14			65		43220	324		10102
		IN-2266544 04/20/22 SHIPPING	496.63			65		43220	324		10102
		IN-2266544 04/20/22 SODIUM THIOSULFATE	168.30			65		43220	324		10102
		Total for Vendor:	943.07								

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5631		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 1/13/23, 1/27/23	82.25			1		41100	324		10102
		10252 01/24/23 OFFICE CLEANING / CITY HALL	82.25								
		Total for Vendor:	82.25								
5635	E	4 Idaho Power	3,858.28								
		0032879986 02/06/23 Street Lights (Electricity)	646.25			1		41500	330		10102
		0032879987 02/06/23 City Shop (Electricity) Wa	201.87			60		43320	330		10102
		0032879987 02/06/23 City Shop (Electricity) Se	201.88			65		43220	330		10102
		0032879987 02/06/23 City Shop (Electricity) Str	201.87			1		41500	330		10102
		0032879959 02/06/23 Parks (Electricity)	238.74			1		41600	330		10102
		0032879967 02/06/23 Sewer Lift Station (Electr	5.94			65		43220	337		10102
		0032879945 02/06/23 Well #3 (Electric)	380.03			60		43320	334		10102
		0032879933 02/06/23 Well #4 (Electric)	371.31			60		43320	335		10102
		0032879940 02/06/23 Booster Station (Electric)	501.92			60		43320	333		10102
		0032879919 02/06/23 Sewer Plant (Electricity)	498.30			65		43220	336		10102
		0030309892 02/06/23 City Hall (Electricity) Ge	100.66			1		41100	330		10102
		0030309892 02/06/23 City Hall (Electricity) H2O	100.67			60		43320	330		10102
		0030309892 02/06/23 City Hall (Electricity) SWR	100.66			65		43220	330		10102
		0032880160 02/06/23 Sewer Land Ap	259.05			65		43220	330		10102
		0032952904 02/06/23 Meat Shop	49.13			63		43100	330		10102
		Total for Vendor:	3,858.28								
		*** Claim from another period (1/23) ****									
5613	E	56 Idaho Rural Water Association	120.00								
		Managing the Waterfront Course- for Ivan Mcdaniel and Hunter Brown	60.00			60		43320	520		10102
		23106 01/10/23 Water Course Hunter Brown	60.00			60		43320	520		10102
		23106 01/24/23 Water Course Ivan Mcdaniel	60.00								
5622	E	56 Idaho Rural Water Association	1,000.00								
		Work Force Development Tutition Match 2023-2024 Hunter Brown	500.00			60		43320	520		10102
		23223 02/02/23 Tutition Match Hunter Brown	500.00			65		43220	520		10102
		23223 02/02/23 Tutition Match Hunter Brown	500.00								
		Total for Vendor:	1,120.00								

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5632	766886	78 J.P. Cooke Co. 02/07/23 Dog tags	85.85			1		41400	314		10101
Total for Vendor:			85.85								
*** Claim from another period (1/23) ****			275.20								
5633	E	150 Lake Shore Disposal 26079742S2 02/01/23 Garbage - General	68.80			1		41100	324		10102
		26079742S2 02/01/23 Garbage - Water	68.80			60		43320	324		10102
		26079742S2 02/01/23 Garbage - Sewer	68.80			65		43220	324		10102
		26079742S2 02/01/23 Garbage - Industrial Park	68.80			63		43100	324		10102
Total for Vendor:			275.20								
5627		571 Mountain Waterworks, Inc Pay request # 3AP DEQ ARPA FUNDS December and January work	13,280.00								
6969	01/31/23	Task 7 - Prof Services	8,370.00			60	67	43331	319		10102
6969	01/31/23	Task 5 - Construction	4,910.00			60	67	43331	319		10102
Total for Vendor:			13,280.00								
*** Claim from another period (1/23) ****			2,170.00								
5629		642 Raven Waterworks, LLC Monthly Operator Speer St Leak	2,170.00								
CNM-2302	02/01/23	January 2023 H2O Operator	1,000.00			60		43320	310		10102
CNM-2302	02/01/23	January 2023 SWR Operator	1,000.00			65		43220	310		10102
CNM-2302	02/01/23	Speer St Leak Repair	170.00			60		43320	310		10102
Total for Vendor:			2,170.00								
5625		659 SMS Inc. 347973 01/11/23 Shipping (SWR)	173.00			65		43220	620		10102
		366651 01/16/23 Shipping (SWR)	28.00			65		43220	620		10102
		347974 01/19/23 Shipping (SWR)	30.00			65		43220	620		10102
		366652 01/20/23 Shipping (WTR)	26.00			60		43320	620		10102
		347975 01/25/23 Shipping (SWR)	30.00			65		43220	620		10102
		347976 01/30/23 Shipping (SWR)	31.00			65		43220	620		10102
Total for Vendor:			173.00								

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5628		687 TCG Construction, Inc 3AP DEQ ARPA FUNDS FOR TCG PAY AP 4 & 5 for Well #5 Construction and change order #4	164,977.00			60	67	43331	884		10102
		4 01/04/23 Well House Construction	151,259.00			60	67	43331	884		10102
		5 01/19/23 Change Order #4	13,718.00			60	67	43331	884		10102
		Total for Vendor:	164,977.00								
		*** Claim from another period (1/23) ****									
5617	E	13 The Star-News January Street Report, Ordinance 387-2023	153.98								
		E7036BF0-0 01/29/23 Ordinance 387- (GEN)	15.33			1		41100	309		10102
		E7036BF0-0 01/29/23 Ordinance 387- (WTR)	15.33			60		43320	324		10102
		E7036BF0-1 01/29/23 Ordinance 387- (SWR)	15.32			65		43220	324		10102
		59373 01/31/23 Street Report	108.00			1		41500	324		10102
		Total for Vendor:	153.98								
		*** Claim from another period (1/23) ****									
5621		697 U.S. Bank Equipment Finance Photocopier Lease	300.33								
		493299960 02/01/22 Photocopier Lease	100.11			1		41100	324		10102
		493299960 02/01/22 Photocopier Lease	100.11			60		43320	324		10102
		493299960 02/01/22 Photocopier Lease	100.11			65		43220	324		10102
		Total for Vendor:	300.33								
		*** Claim from another period (1/23) ****									
5616	E	436 US Bank GOOGLE 01/25/23 Email (Gen)	642.39								
		GOOGLE 01/25/23 Email (IND)	58.50			1		41100	324		10102
		GOOGLE 01/25/23 Email (WTR)	58.50			63		43100	324		10102
		GOOGLE 01/25/23 Email (SWR)	58.50			60		43320	324		10102
		TSHEETS 01/25/23 TSHEETS (GEN)	58.50			65		43220	324		10102
		TSHEETS 01/25/23 TSHEETS (WTR)	25.33			1		41100	324		10102
		TSHEETS 01/25/23 TSHEETS (SWR)	25.34			60		43320	324		10102
		TSHEETS 01/25/23 FP Postage	25.33			65		43220	324		10102
		postage 01/25/23 FP Postage	207.00*			1		41100	620		10102
		phones 01/25/23 8x8 phones (GEN)	33.60			1		41100	308		10102
		phones 01/25/23 8x8 phones (WTR)	33.60			60		43320	308		10102
		phones 01/25/23 8x8 phones (SWR)	33.60			65		43220	308		10102
		postage 01/25/23 USPS	4.60*			1		41100	620		10102
		supplies 01/25/23 ADOBE	19.99			1		41100	324		10102
		Total for Vendor:	642.39								

For dates posted from 01/24/23 to 02/09/23
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5615	E	147 USA Blue Book Maintenance Kit	348.03								
		248051 01/26/23 Maintenance Kit	347.00			65		43220	324		10102
		248051 01/26/23 Freight Charge	1.03			65		43220	324		10102
		Total for Vendor:	348.03								
5636	E	617 ZIPLY FIBER City Shop & Sewer Internet / Phone	249.17								
		02/07/23 Phone/Internet - Water	124.59			60		43320	308		10102
		02/07/23 Phone/Internet - Sewer	124.58			65		43220	308		10102
		Total for Vendor:	249.17								
		# of Claims	26							# of Vendors	16
		Total Electronic Claims	195,291.91								
		Total Non-Electronic Claims	7,796.30								
		Total Non-Electronic Claims	187495.61								

Ivan McDaniel

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023									0.00
Monday	1/2/2023	0.73					8.00			8.73
Tuesday	1/3/2023	7.98								7.98
Wednesday	1/4/2023	6.72								6.72
Thursday	1/5/2023	7.97								7.97
Friday	1/6/2023	6.63								6.63
Saturday	1/7/2023									0.00
Total Week		30.03	0.00	0.00	0.00	0.00	8.00	0.00	0.00	38.03
Sunday	1/8/2023									0.00
Monday	1/9/2023	6.40								6.40
Tuesday	1/10/2023	6.70								6.70
Wednesday	1/11/2023	7.47								7.47
Thursday	1/12/2023	3.02								3.02
Friday	1/13/2023	8.61								8.61
Saturday	1/14/2023									0.00
Total Week		32.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.20
Sunday	1/15/2023									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		62.23	0.00	0.00	0.00	0.00	8.00	0.00	0.00	70.23

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Ivan McDaniel

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To	Item 19.
62.23	0.00	0.00	0.00	62.23	

Time in	Time out	Duration	
January 2, 2023			0.73
2:15pm (MST)	2:59pm (MST)	0.73	EMERGENCY > 1 Emergency - Water
January 3, 2023			7.98
7:57am (MST)	8:03am (MST)	0.10	PARK > PARK - Restroom
8:03am (MST)	8:27am (MST)	0.40	SWR > SWR - Sewer Logs
8:27am (MST)	9:10am (MST)	0.72	MTG > MTG - Staff Meeting
9:10am (MST)	10:09am (MST)	0.98	PW > PW - City Shop > Shop
NOTES: staff report			
10:09am (MST)	3:56pm (MST)	5.78	STRTS > STRTS - Snow Removal
NOTES: clearing hydrants			
January 4, 2023			6.72
7:55am (MST)	8:15am (MST)	0.33	PARK > PARK - Restroom
8:15am (MST)	8:25am (MST)	0.17	SWR > SWR - Sewer Logs
8:25am (MST)	8:37am (MST)	0.20	WTR > WTR - Service Call
8:37am (MST)	9:15am (MST)	0.63	PW > PW - City Shop > Shop
9:15am (MST)	9:33am (MST)	0.30	STRTS > STRTS - Snow Removal
9:33am (MST)	12:47pm (MST)	3.23	EQP > EQP - Loader Maintenance
12:47pm (MST)	12:59pm (MST)	0.20	PW > PW - City Shop > Shop
NOTES: research			
12:59pm (MST)	1:45pm (MST)	0.77	WTR > WTR - Service Call
1:45pm (MST)	2:38pm (MST)	0.88	PW > PW - City Shop > Shop
NOTES: research			
January 5, 2023			7.97
7:58am (MST)	8:25am (MST)	0.45	PARK > PARK - Restroom
8:25am (MST)	9:48am (MST)	1.38	SWR > SWR - Sewer Logs
9:48am (MST)	2:01pm (MST)	4.22	SWR > SWR - Sewer Testing
NOTES: prepare for discharge			
2:01pm (MST)	3:14pm (MST)	1.22	IND > IND - Industrial Park Maintenance
NOTES: office sink repair			
3:14pm (MST)	3:56pm (MST)	0.70	SWR > SWR - Sewer Testing
January 6, 2023			6.63
7:58am (MST)	8:10am (MST)	0.20	PARK > PARK - Restroom
8:10am (MST)	9:09am (MST)	0.98	SWR > SWR - Sewer Logs
9:09am (MST)	11:04am (MST)	1.92	STRTS > STRTS - Snow Removal
11:04am (MST)	12:29pm (MST)	1.42	SWR > SWR - Sewer Testing
12:29pm (MST)	2:14pm (MST)	1.75	STRTS > STRTS - Snow Removal

3:52pm (MST) 4:14pm (MST) 0.37 SWR > SWR - Sewer Testing

January 9, 2023 **6.40**

7:59am (MST) 8:06am (MST) 0.12 PARK > PARK - Restroom

8:06am (MST) 9:00am (MST) 0.90 SWR > SWR - Sewer Logs

9:00am (MST) 10:06am (MST) 1.10 SWR > SWR - System Maintenance

10:06am (MST) 2:23pm (MST) 4.28 PW > PW - City Shop > Shop

January 10, 2023 **6.70**

1:30am (MST) 5:27am (MST) 3.95 STRTS > STRTS - Snow Removal

5:27am (MST) 5:36am (MST) 0.15 SWR > SWR - Sewer Logs

5:36am (MST) 6:00am (MST) 0.40 SWR > SWR - Sewer Testing

6:00am (MST) 6:06am (MST) 0.10 PARK > PARK - Restroom

10:38am (MST) 11:08am (MST) 0.50 SWR > SWR - Sewer Testing

11:08am (MST) 12:28pm (MST) 1.33 WTR > WTR - Service Call

12:29pm (MST) 12:45pm (MST) 0.27 SWR > SWR - Sewer Testing

January 11, 2023 **7.47**

7:52am (MST) 7:57am (MST) 0.08 PARK > PARK - Restroom

7:57am (MST) 8:34am (MST) 0.62 SWR > SWR - Sewer Logs

8:34am (MST) 8:43am (MST) 0.15 WTR > WTR - Booster Station & Well Logs

8:43am (MST) 9:14am (MST) 0.52 STRTS > STRTS - Snow Blowing PARK or Sidewalks

9:14am (MST) 12:40pm (MST) 3.43 WTR > WTR - Service Call

2:05pm (MST) 4:45pm (MST) 2.67 WTR > WTR - Service Call

January 12, 2023 **3.02**

8:00am (MST) 8:09am (MST) 0.15 PARK > PARK - Restroom

8:09am (MST) 9:03am (MST) 0.90 SWR > SWR - Sewer Logs

9:03am (MST) 11:01am (MST) 1.97 IND > IND - Industrial Park Maintenance

NOTES: land app plow

January 13, 2023 **8.62**

7:57am (MST) 8:08am (MST) 0.18 PARK > PARK - Restroom

8:08am (MST) 8:30am (MST) 0.37 SWR > SWR - Sewer Logs

8:30am (MST) 3:02pm (MST) 6.53 STRTS > STRTS - Storm Drainage

NOTES: storm drain cover building

3:02pm (MST) 4:34pm (MST) 1.53 SWR > SWR - System Maintenance

Hunter Brown

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022	8.00							8.00	
Saturday	12/17/2022								0.00	
Total Week		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	8.00							8.00	
Tuesday	12/20/2022	8.00							8.00	
Wednesday	12/21/2022	7.65							7.65	
Thursday	12/22/2022								0.00	
Friday	12/23/2022	11.97							11.97	
Saturday	12/24/2022	4.38		3.15					7.53	
Total Week		40.00	0.00	3.15	0.00	0.00	0.00	0.00	43.15	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	8.00							8.00	
Wednesday	12/28/2022	8.98							8.98	
Thursday	12/29/2022	7.65							7.65	
Friday	12/30/2022	8.07							8.07	
Saturday	12/31/2022	9.98							9.98	
Total Week		42.68	0.00	0.00	0.00	8.00	0.00	0.00	50.68	
Total Pay Period		90.68	0.00	3.15	0.00	8.00	0.00	0.00	101.83	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

12/16/2022 to 12/31/2022

Regular	PTO	OT	DT	To Item 19.
83.68	0.00	10.15	0.00	93.83

Time in	Time out	Duration	
December 16, 2022			8.00
8:00am (MST)	8:30am (MST)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MST)	4:00pm (MST)	7.50	WTR > WTR - Meter Reading
NOTES: finding unread meters. resolve issue meters.			
December 19, 2022			8.00
8:00am (MST)	4:00pm (MST)	8.00	WTR > WTR - Meter Reading
NOTES: Meter replacements.			
December 20, 2022			8.00
8:00am (MST)	4:00pm (MST)	8.00	EQP > EQP - F350 Truck Maintenance
NOTES: ignition lock cylinder replacement.			
December 21, 2022			7.65
8:00am (MST)	12:49pm (MST)	4.82	IND > IND - Industrial Park Maintenance
NOTES: snow removal			
12:49pm (MST)	3:39pm (MST)	2.83	PW > PW - City Shop > Shop
NOTES: construct a cover for drain at browns park & sell.			
December 23, 2022			11.97
1:30am (MST)	5:28am (MST)	3.97	STRTS > Train - Streets
NOTES: snow removal			
8:00am (MST)	4:00pm (MST)	8.00	EQP > EQP - Grader Maintenance
NOTES: replace batteries.			
December 24, 2022			7.53
12:30am (MST)	8:02am (MST)	7.53	STRTS > Train - Streets
NOTES: snow removal			
December 27, 2022			8.00
8:00am (MST)	9:02am (MST)	1.03	SWR > SWR - System Maintenance
NOTES: facilitate screen function and replace TSS Bag.			
9:02am (MST)	4:00pm (MST)	6.97	STRTS > Train - Streets
NOTES: Expose Storm Drains			
December 28, 2022			8.98
12:00am (MST)	12:58am (MST)	0.97	PW > PW - City Shop > Shop
NOTES: Starting, unplugging, and warming Equipment for Snow removal Crew.			
8:00am (MST)	8:17am (MST)	0.28	SWR > SWR - Sewer Logs
8:17am (MST)	1:51pm (MST)	5.57	PW > PW - City Shop > Shop
NOTES: Snow Removal reparations.			
1:51pm (MST)	4:01pm (MST)	2.17	STRTS > Train - Streets
NOTES: Exposing Storm Drains			
December 29, 2022			7.65
8:00am (MST)	8:30am (MST)	0.50	SWR > SWR - System Maintenance

NOTES: Replace TSS Bag

8:30am (MST) 9:03am (MST) 0.55 WTR > WTR - Booster Station & Well Logs

9:03am (MST) 12:37pm (MST) 3.57 EQP > EQP - Loader Maintenance

NOTES: Re-weld Loader Hydraulic Hookups.

12:37pm (MST) 3:39pm (MST) 3.03 PW > PW - City Shop > Shop

NOTES: Call Debra Bammell about Dog Pound.

December 30, 2022

8.07

8:00am (MST) 4:04pm (MST) 8.07 PW > PW - City Shop > Shop

NOTES: create cover for drain at beyond park and sell.

December 31, 2022

9.98

1:00am (MST) 10:59am (MST) 9.98 STRTS > Train - Streets

NOTES: snow removal

Dana Kautz

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022								0.00	
Saturday	12/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/18/2022								0.00	
Monday	12/19/2022							5.00	5.00	
Tuesday	12/20/2022							5.00	5.00	
Wednesday	12/21/2022							5.00	5.00	
Thursday	12/22/2022							5.00	5.00	
Friday	12/23/2022							5.00	5.00	
Saturday	12/24/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00	
Sunday	12/25/2022								0.00	
Monday	12/26/2022								0.00	
Tuesday	12/27/2022						8.00		8.00	
Wednesday	12/28/2022						8.00		8.00	
Thursday	12/29/2022						8.00		8.00	
Friday	12/30/2022						6.00		6.00	
Saturday	12/31/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	30.00	0.00	30.00	
Total Pay Period		0.00	0.00	0.00	0.00	0.00	30.00	25.00	55.00	

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

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023								0.00	
Monday	1/2/2023								0.00	
Tuesday	1/3/2023	3.00							3.00	
Wednesday	1/4/2023								0.00	
Thursday	1/5/2023	2.98							2.98	
Friday	1/6/2023	6.97							6.97	
Saturday	1/7/2023								0.00	
Total Week		12.95	0.00	0.00	0.00	0.00	0.00	0.00	12.95	
Sunday	1/8/2023								0.00	
Monday	1/9/2023	3.33							3.33	
Tuesday	1/10/2023	2.95							2.95	
Wednesday	1/11/2023								0.00	
Thursday	1/12/2023	2.82							2.82	
Friday	1/13/2023								0.00	
Saturday	1/14/2023	4.97							4.97	
Total Week		14.07	0.00	0.00	0.00	0.00	0.00	0.00	14.07	
Sunday	1/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		27.02	0.00	0.00	0.00	0.00	0.00	0.00	27.02	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To	Item 19.
27.02	0.00	0.00	0.00	27.02	

Time in	Time out	Duration	
January 3, 2023			3.00
12:35pm (MST)	3:35pm (MST)	3.00	ADM > ADM - Customer Relations
January 5, 2023			2.98
12:34pm (MST)	3:33pm (MST)	2.98	ADM > ADM - Customer Relations
January 6, 2023			6.97
8:35am (MST)	3:33pm (MST)	6.97	ADM > ADM - Customer Relations
January 9, 2023			3.33
12:34pm (MST)	3:29pm (MST)	2.92	ADM > ADM - Customer Relations
7:11pm (MST)	7:36pm (MST)	0.42	Shift Total
January 10, 2023			2.95
12:34pm (MST)	3:31pm (MST)	2.95	ADM > ADM - Customer Relations
January 12, 2023			2.82
12:34pm (MST)	3:23pm (MST)	2.82	ADM > ADM - Customer Relations
January 14, 2023			4.97
9:30am (MST)	2:28pm (MST)	4.97	ADM > ADM - Customer Relations

Angie Mettie

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022								0.00	
Saturday	12/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	8.60							8.60	
Tuesday	12/20/2022	9.12							9.12	
Wednesday	12/21/2022	8.15							8.15	
Thursday	12/22/2022	8.07							8.07	
Friday	12/23/2022								0.00	
Saturday	12/24/2022								0.00	
Total Week		33.94	0.00	0.00	0.00	0.00	0.00	0.00	33.94	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	7.90							7.90	
Wednesday	12/28/2022	7.95							7.95	
Thursday	12/29/2022	8.44							8.44	
Friday	12/30/2022								0.00	
Saturday	12/31/2022								0.00	
Total Week		24.29	0.00	0.00	0.00	8.00	0.00	0.00	32.29	
Total Pay Period		58.23	0.00	0.00	0.00	8.00	0.00	0.00	66.23	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

12/16/2022 to 12/31/2022

Regular	PTO	OT	DT	To	Item 19.
58.23	0.00	0.00	0.00	58.23	

Time in	Time out	Duration	
December 19, 2022			8.60
7:14am	8:31am	1.28	ADM > ADM - Customer Relations
8:31am	9:09am	0.63	MTG > MTG - Staff Meeting
9:09am	3:50pm	6.68	ADM > ADM - Customer Relations
December 20, 2022			9.12
7:23am	4:30pm	9.12	ADM > ADM - Customer Relations
December 21, 2022			8.15
7:06am	3:15pm	8.15	ADM > ADM - Customer Relations
December 22, 2022			8.07
7:11am	3:15pm	8.07	ADM > ADM - Customer Relations
December 27, 2022			7.90
7:16am	8:29am	1.22	ADM > ADM - Customer Relations
8:29am	3:10pm	6.68	MTG > MTG - Staff Meeting
3:10pm	3:10pm	0.00	ADM > ADM - Customer Relations
December 28, 2022			7.95
7:15am	3:12pm	7.95	ADM > ADM - Customer Relations
December 29, 2022			8.45
7:07am	3:34pm	8.45	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022	3.13							3.13	
Saturday	12/17/2022								0.00	
Total Week		3.13	0.00	0.00	0.00	0.00	0.00	0.00	3.13	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	7.42							7.42	
Tuesday	12/20/2022	7.67							7.67	
Wednesday	12/21/2022	7.72							7.72	
Thursday	12/22/2022	7.52							7.52	
Friday	12/23/2022								0.00	
Saturday	12/24/2022								0.00	
Total Week		30.33	0.00	0.00	0.00	0.00	0.00	0.00	30.33	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	7.17							7.17	
Wednesday	12/28/2022	7.28							7.28	
Thursday	12/29/2022	7.21							7.21	
Friday	12/30/2022								0.00	
Saturday	12/31/2022								0.00	
Total Week		21.66	0.00	0.00	0.00	8.00	0.00	0.00	29.66	
Total Pay Period		55.12	0.00	0.00	0.00	8.00	0.00	0.00	63.12	

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

12/16/2022 to 12/31/2022

Regular	PTO	OT	DT	To	Item 19.
55.12	0.00	0.00	0.00	55.12	

Time in	Time out	Duration	
December 16, 2022			3.13
9:36am	12:44pm	3.13	ADM > ADM - Customer Relations
NOTES: Payroll			
December 19, 2022			7.42
7:55am	8:31am	0.60	ADM > ADM - Customer Relations
8:31am	9:25am	0.90	MTG > MTG - Staff Meeting
9:25am	3:20pm	5.92	ADM > ADM - Customer Relations
December 20, 2022			7.67
7:58am	3:38pm	7.67	ADM > ADM - Customer Relations
December 21, 2022			7.72
8:00am	3:43pm	7.72	ADM > ADM - Customer Relations
December 22, 2022			7.52
7:54am	3:25pm	7.52	ADM > ADM - Customer Relations
December 27, 2022			7.17
7:58am	3:08pm	7.17	ADM > ADM - Customer Relations
December 28, 2022			7.28
7:59am	3:16pm	7.28	ADM > ADM - Customer Relations
December 29, 2022			7.22
7:58am	3:11pm	7.22	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022								0.00	
Saturday	12/17/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	7.80							7.80	
Tuesday	12/20/2022	3.45							3.45	
Wednesday	12/21/2022								0.00	
Thursday	12/22/2022	3.50							3.50	
Friday	12/23/2022	3.93							3.93	
Saturday	12/24/2022	5.48							5.48	
Total Week		24.16	0.00	0.00	0.00	0.00	0.00	0.00	24.16	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	6.67							6.67	
Wednesday	12/28/2022	5.75							5.75	
Thursday	12/29/2022	5.57							5.57	
Friday	12/30/2022	2.88							2.88	
Saturday	12/31/2022	7.10							7.10	
Total Week		27.97	0.00	0.00	0.00	8.00	0.00	0.00	35.97	
Total Pay Period		52.13	0.00	0.00	0.00	8.00	0.00	0.00	60.13	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

12/16/2022 to 12/31/2022

Regular
52.13

PTO
0.00

OT
0.00

DT
0.00

To Item 19.
52.13

Time in	Time out	Duration	
December 19, 2022			7.80
8:21am (MST)	9:18am (MST)	0.95	MTG > MTG - Staff Meeting
9:18am (MST)	10:26am (MST)	1.13	PW > PW - City Shop > Shop
10:26am (MST)	1:25pm (MST)	2.98	WTR > WTR - Service Call
1:25pm (MST)	2:22pm (MST)	0.95	SWR > SWR - System Maintenance
NOTES: Plow lagoons			
2:22pm (MST)	4:09pm (MST)	1.78	WTR > WTR - Service Call
December 20, 2022			3.45
12:49pm (MST)	3:36pm (MST)	2.78	STRTS > STRTS - Storm Drainage
3:36pm (MST)	4:16pm (MST)	0.67	WTR > WTR - Service Call
December 22, 2022			3.50
11:17am (MST)	12:25pm (MST)	1.13	PW > PW - Office Time
12:25pm (MST)	2:25pm (MST)	2.00	EQP > EQP - Parts Run
2:25pm (MST)	2:47pm (MST)	0.37	PW > PW - City Shop > Shop
December 23, 2022			3.93
11:23am (MST)	3:19pm (MST)	3.93	EQP > EQP - Grader Maintenance
December 24, 2022			5.48
1:36am (MST)	7:05am (MST)	5.48	STRTS > STRTS - Snow Removal
December 27, 2022			6.67
8:33am (MST)	9:06am (MST)	0.55	MTG > MTG - Staff Meeting
9:06am (MST)	10:00am (MST)	0.90	SWR > SWR - System Maintenance
10:00am (MST)	1:03pm (MST)	3.05	STRTS > STRTS - Storm Drainage
1:36pm (MST)	3:46pm (MST)	2.17	STRTS > STRTS - Storm Drainage
December 28, 2022			5.75
1:30am (MST)	7:15am (MST)	5.75	STRTS > STRTS - Snow Removal
December 29, 2022			5.57
8:30am (MST)	9:40am (MST)	1.17	PW > PW - City Shop > Shop
9:40am (MST)	11:38am (MST)	1.97	WTR > WTR- Fire Hydrants
1:11pm (MST)	2:51pm (MST)	1.67	PW > PW - City Shop > Shop
NOTES: Drain cover, c&m, emails			
2:51pm (MST)	3:37pm (MST)	0.77	STRTS > STRTS - Snow Removal
December 30, 2022			2.88
11:14am (MST)	12:35pm (MST)	1.35	MTG > MTG - Staff Meeting
3:04pm (MST)	4:36pm (MST)	1.53	EQP > EQP - Loader Maintenance

December 31, 2022

7.10

1:30am (MST)

8:36am (MST)

7.10

STRTS > STRTS - Snow Removal

Angie Mettie

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023								0.00	
Monday	1/2/2023					8.00			8.00	
Tuesday	1/3/2023	8.33							8.33	
Wednesday	1/4/2023	8.73							8.73	
Thursday	1/5/2023	8.65							8.65	
Friday	1/6/2023								0.00	
Saturday	1/7/2023								0.00	
Total Week		25.71	0.00	0.00	0.00	0.00	8.00	0.00	0.00	33.71
Sunday	1/8/2023								0.00	
Monday	1/9/2023	10.38							10.38	
Tuesday	1/10/2023	8.33							8.33	
Wednesday	1/11/2023	8.12							8.12	
Thursday	1/12/2023	7.94							7.94	
Friday	1/13/2023								0.00	
Saturday	1/14/2023								0.00	
Total Week		34.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.77
Sunday	1/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		60.48	0.00	0.00	0.00	0.00	8.00	0.00	0.00	68.48

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

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To	Item 19.
60.48	0.00	0.00	0.00	60.48	

Time in	Time out	Duration	
January 3, 2023			8.33
7:15am	8:28am	1.22	ADM > ADM - Customer Relations
8:28am	9:01am	0.55	MTG > MTG - Staff Meeting
9:01am	3:35pm	6.57	ADM > ADM - Customer Relations
January 4, 2023			8.73
7:17am	4:01pm	8.73	ADM > ADM - Customer Relations
January 5, 2023			8.65
7:03am	3:42pm	8.65	ADM > ADM - Customer Relations
January 9, 2023			10.38
7:10am	7:25am	0.25	ADM > ADM - Customer Relations
7:25am	3:24pm	7.98	ADM > ADM - Customer Relations
5:43pm	7:40pm	1.95	MTG > MTG - Meeting Prep
7:40pm	7:52pm	0.20	MTG > MTG - Council Meeting
January 10, 2023			8.33
7:12am	3:32pm	8.33	ADM > ADM - Customer Relations
January 11, 2023			8.12
7:08am	3:15pm	8.12	ADM > ADM - Customer Relations
January 12, 2023			7.93
7:17am	3:13pm	7.93	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023								0.00	
Monday	1/2/2023					8.00			8.00	
Tuesday	1/3/2023	7.52							7.52	
Wednesday	1/4/2023	7.55							7.55	
Thursday	1/5/2023	7.93							7.93	
Friday	1/6/2023	3.78							3.78	
Saturday	1/7/2023								0.00	
Total Week		26.78	0.00	0.00	0.00	0.00	8.00	0.00	0.00	34.78
Sunday	1/8/2023								0.00	
Monday	1/9/2023	10.00							10.00	
Tuesday	1/10/2023	7.55							7.55	
Wednesday	1/11/2023	7.15							7.15	
Thursday	1/12/2023	7.34							7.34	
Friday	1/13/2023								0.00	
Saturday	1/14/2023								0.00	
Total Week		32.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.04
Sunday	1/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		58.82	0.00	0.00	0.00	0.00	8.00	0.00	0.00	66.82

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

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To	Item 19.
58.82	0.00	0.00	0.00	58.82	

Time in	Time out	Duration	
January 3, 2023			7.52
7:56am	8:29am	0.55	ADM > ADM - Customer Relations
8:29am	9:13am	0.73	MTG > MTG - Staff Meeting
9:13am	3:27pm	6.23	ADM > ADM - Customer Relations
January 4, 2023			7.55
7:57am	3:30pm	7.55	ADM > ADM - Customer Relations
January 5, 2023			7.93
7:58am	3:54pm	7.93	MTG > MTG - Other Government
NOTES: Leadership Academy			
January 6, 2023			3.78
7:59am	11:46am	3.78	ADM > ADM - Customer Relations
January 9, 2023			10.00
7:45am	3:31pm	7.77	ADM > ADM - Customer Relations
5:41pm	7:55pm	2.23	MTG > MTG - Council Meeting
January 10, 2023			7.55
7:56am	3:29pm	7.55	ADM > ADM - Customer Relations
January 11, 2023			7.15
7:58am	3:07pm	7.15	ADM > ADM - Customer Relations
January 12, 2023			7.33
7:43am	3:03pm	7.33	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022	3.82							3.82	
Saturday	12/17/2022								0.00	
Total Week		3.82	0.00	0.00	0.00	0.00	0.00	0.00	3.82	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	7.48							7.48	
Tuesday	12/20/2022	8.02							8.02	
Wednesday	12/21/2022	5.82							5.82	
Thursday	12/22/2022	2.07							2.07	
Friday	12/23/2022	7.43							7.43	
Saturday	12/24/2022	4.46							4.46	
Total Week		35.28	0.00	0.00	0.00	0.00	0.00	0.00	35.28	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	7.60							7.60	
Wednesday	12/28/2022	5.27							5.27	
Thursday	12/29/2022	6.17							6.17	
Friday	12/30/2022	8.02							8.02	
Saturday	12/31/2022	1.12							1.12	
Total Week		28.18	0.00	0.00	0.00	8.00	0.00	0.00	36.18	
Total Pay Period		67.28	0.00	0.00	0.00	8.00	0.00	0.00	75.28	

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

12/16/2022 to 12/31/2022

Regular	PTO	OT	DT	To	Item 19.
67.28	0.00	0.00	0.00	67.28	

Time in	Time out	Duration	
December 16, 2022			3.82
7:54am (MST)	8:09am (MST)	0.25	PARK > PARK - Restroom
8:09am (MST)	8:42am (MST)	0.55	PARK > PARK - Maintenance
NOTES: snow blow			
8:42am (MST)	9:04am (MST)	0.37	SWR > SWR - Sewer Logs
9:04am (MST)	9:37am (MST)	0.55	WTR > WTR - Booster Station & Well Logs
9:37am (MST)	11:13am (MST)	1.60	WTR > WTR - Service Call
NOTES: investigate meters			
11:13am (MST)	11:43am (MST)	0.50	PW > PW - City Shop > Shop
December 19, 2022			7.48
7:55am (MST)	8:11am (MST)	0.27	PARK > PARK - Restroom
8:11am (MST)	8:31am (MST)	0.33	SWR > SWR - Sewer Logs
8:31am (MST)	10:09am (MST)	1.63	MTG > MTG - Staff Meeting
10:09am (MST)	3:24pm (MST)	5.25	WTR > WTR - Meter Reading
NOTES: meter replacement			
December 20, 2022			8.02
7:59am (MST)	8:10am (MST)	0.18	PARK > PARK - Restroom
8:10am (MST)	8:46am (MST)	0.60	SWR > SWR - Sewer Logs
8:46am (MST)	11:00am (MST)	2.23	WTR > WTR - Meter Reading
11:00am (MST)	12:37pm (MST)	1.62	PW > PW - City Shop > Shop
12:37pm (MST)	1:00pm (MST)	0.38	PARK > PARK - Maintenance
NOTES: snow blow			
1:00pm (MST)	2:20pm (MST)	1.33	WTR > WTR - Service Call
2:20pm (MST)	4:00pm (MST)	1.67	PW > PW - City Shop > Shop
NOTES: fixing storm drain cover			
December 21, 2022			5.82
7:56am (MST)	8:01am (MST)	0.08	PARK > PARK - Restroom
8:01am (MST)	8:20am (MST)	0.32	SWR > SWR - Sewer Logs
8:20am (MST)	8:40am (MST)	0.33	IND > IND - Industrial Park Maintenance
8:40am (MST)	9:06am (MST)	0.43	PARK > PARK - Maintenance
9:06am (MST)	10:30am (MST)	1.40	IND > IND - Industrial Park Maintenance
NOTES: plow			
10:30am (MST)	12:15pm (MST)	1.75	WTR > WTR - Service Call
12:15pm (MST)	1:45pm (MST)	1.50	IND > IND - Industrial Park Maintenance
December 22, 2022			2.07
7:58am (MST)	8:03am (MST)	0.08	PARK > PARK - Restroom

8:03am (MST)	8:43am (MST)	0.67	SWR > SWR - Sewer Logs
8:43am (MST)	9:10am (MST)	0.45	WTR > WTR - Booster Station & Well Logs
9:10am (MST)	10:02am (MST)	0.87	PW > PW - City Shop > Shop

December 23, 2022 **7.43**

1:30am (MST)	2:26am (MST)	0.93	EQP > EQP - Grader Maintenance
2:26am (MST)	2:56am (MST)	0.50	STRTS > Train - Streets
NOTES: plow			
7:49am (MST)	8:02am (MST)	0.22	PARK > PARK - Restroom
8:02am (MST)	8:35am (MST)	0.55	SWR > SWR - Sewer Logs
8:35am (MST)	8:54am (MST)	0.32	WTR > WTR - Booster Station & Well Logs
8:54am (MST)	9:32am (MST)	0.63	EQP > EQP - Grader Maintenance
11:49am (MST)	4:06pm (MST)	4.28	EQP > EQP - Grader Maintenance

December 24, 2022 **4.47**

1:30am (MST)	5:58am (MST)	4.47	STRTS > Train - Streets
NOTES: plow			

December 27, 2022 **7.60**

7:53am (MST)	8:02am (MST)	0.15	PARK > PARK - Restroom
8:02am (MST)	8:27am (MST)	0.42	SWR > SWR - Sewer Logs
8:27am (MST)	9:00am (MST)	0.55	MTG > MTG - Staff Meeting
9:00am (MST)	12:26pm (MST)	3.43	WTR > WTR - Leak Letters
NOTES: red door notice			
12:26pm (MST)	2:21pm (MST)	1.92	PARK > PARK - Maintenance
NOTES: shovel			
2:21pm (MST)	3:29pm (MST)	1.13	STRTS > Train - Streets
NOTES: drain clearing			

December 28, 2022 **5.27**

1:30am (MST)	6:46am (MST)	5.27	STRTS > Train - Streets
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December 29, 2022 **6.17**

7:54am (MST)	8:22am (MST)	0.47	PARK > PARK - Restroom
8:22am (MST)	8:30am (MST)	0.13	SWR > SWR - Sewer Logs
8:30am (MST)	9:54am (MST)	1.40	WTR > WTR - Booster Station & Well Logs
9:54am (MST)	10:20am (MST)	0.43	PW > PW - City Shop > Shop
10:20am (MST)	10:36am (MST)	0.27	PARK > PARK - Maintenance
NOTES: snow blow			
10:36am (MST)	1:13pm (MST)	2.62	STRTS > Train - Streets
NOTES: clearing hydrants			
1:46pm (MST)	2:18pm (MST)	0.53	WTR > WTR - Service Call
3:15pm (MST)	3:34pm (MST)	0.32	WTR > WTR - Service Call

December 30, 2022 **8.02**

7:59am (MST)	8:03am (MST)	0.07	PARK > PARK - Restroom
8:03am (MST)	8:31am (MST)	0.47	PARK > PARK - Maintenance
NOTES: snow blow			
8:31am (MST)	9:10am (MST)	0.65	SWR > SWR - Sewer Logs
9:10am (MST)	1:30pm (MST)	4.33	IND > IND - Industrial Park Maintenance
NOTES: plow			
1:30pm (MST)	2:38pm (MST)	1.13	PW > PW - City Shop > Shop
NOTES: CDL practice			
2:38pm (MST)	4:00pm (MST)	1.37	EQP > EQP - Grader Maintenance

December 31, 2022 **1.13**

10:34am (MST)	10:35am (MST)	0.02	SWR > SWR - Sewer Logs
10:35am (MST)	11:42am (MST)	1.12	STRTS > Train - Streets
NOTES: clean up plow			

Hunter Brown

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023								0.00	
Monday	1/2/2023	2.34				8.00			10.34	
Tuesday	1/3/2023	7.98							7.98	
Wednesday	1/4/2023	8.00							8.00	
Thursday	1/5/2023	8.00							8.00	
Friday	1/6/2023	8.00							8.00	
Saturday	1/7/2023								0.00	
Total Week		34.32	0.00	0.00	0.00	0.00	8.00	0.00	0.00	42.32
Sunday	1/8/2023								0.00	
Monday	1/9/2023	8.00							8.00	
Tuesday	1/10/2023	15.80							15.80	
Wednesday	1/11/2023	8.95							8.95	
Thursday	1/12/2023	7.25		1.13					8.38	
Friday	1/13/2023			8.90					8.90	
Saturday	1/14/2023								0.00	
Total Week		40.00	0.00	10.03	0.00	0.00	0.00	0.00	0.00	50.03
Sunday	1/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		74.32	0.00	10.03	0.00	0.00	8.00	0.00	0.00	92.35

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

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To Item 19.
74.32	0.00	10.03	0.00	84.35

Time in	Time out	Duration	
January 2, 2023			2.33
2:15pm (MST)	4:35pm (MST)	2.33	WTR > WTR - Service Call
NOTES: Josh Shipley, 216 Benedict. wants water shut off while plumbing.			
January 3, 2023			7.98
8:00am (MST)	8:30am (MST)	0.50	SWR > SWR - Auger Room Maintenance
8:30am (MST)	9:01am (MST)	0.52	MTG > MTG - Staff Meeting
9:01am (MST)	9:54am (MST)	0.88	PW > PW - City Shop > Shop
NOTES: Re-organize vehicles Prep Bomber for service call.			
9:54am (MST)	10:30am (MST)	0.60	STRTS > Train - Streets
NOTES: Remove Snow around Hydrants			
10:30am (MST)	11:01am (MST)	0.52	WTR > WTR - Service Call
NOTES: shut off at 214½ S Miller.			
11:01am (MST)	11:05am (MST)	0.07	EQP > EQP - S10 Truck Maintenance
NOTES: Refuel.			
11:05am (MST)	3:59pm (MST)	4.90	WTR > WTR- Fire Hydrants
NOTES: finding and counting.			
January 4, 2023			8.00
8:00am (MST)	9:12am (MST)	1.20	WTR > WTR - Booster Station & Well Logs
9:12am (MST)	9:40am (MST)	0.47	STRTS > STRTS - Snow Removal
NOTES: Street Corners.			
9:40am (MST)	9:56am (MST)	0.27	EQP > EQP - Loader Maintenance
NOTES: Report sighting of significant wear on Snow Bucket to Jessie. Hold for instruction.			
9:56am (MST)	4:00pm (MST)	6.07	EQP > EQP - Loader Maintenance
NOTES: facilitate loader maintenance with Bear.			
January 5, 2023			8.00
8:00am (MST)	9:05am (MST)	1.08	WTR > WTR - Booster Station & Well Logs
9:05am (MST)	10:15am (MST)	1.17	SWR > Train - Sewer
NOTES: Lecture from Kirk about Discharge Process. Prepping for discharge.			
10:15am (MST)	11:11am (MST)	0.93	SWR > SWR - System Maintenance
NOTES: repair office sink. prep sink for PH and other testing.			
11:11am (MST)	4:00pm (MST)	4.82	SWR > Train - Sewer
NOTES: Beginning discharge.			
January 6, 2023			8.00
8:00am (MST)	8:29am (MST)	0.48	WTR > WTR - Booster Station & Well Logs
8:29am (MST)	4:00pm (MST)	7.52	SWR > Train - Sewer
NOTES: observe and memorize proper discharge scenarios.			
January 9, 2023			8.00
8:00am (MST)	9:31am (MST)	1.52	WTR > WTR - Booster Station & Well Logs

NOTES: + Thaw Locks

9:31am (MST)	9:57am (MST)	0.43	WTR > WTR - Booster Station & Well Logs
9:57am (MST)	10:03am (MST)	0.10	PW > PW - City Shop > Shop
NOTES: replacing speed limit signs on Peterson Memorial.			
10:03am (MST)	2:21pm (MST)	4.30	SWR > SWR - System Maintenance
NOTES: prep shop for replacement sewer sample storage refrigerator.			
2:21pm (MST)	4:00pm (MST)	1.65	PW > PW - City Shop > Shop
NOTES: install sample refrigerator.			

January 10, 2023**15.80**

12:00am (MST)	8:44am (MST)	8.73	STRTS > STRTS - Snow Removal
8:44am (MST)	11:46am (MST)	3.03	SWR > SWR - Sewer Logs
11:46am (MST)	3:48pm (MST)	4.03	PW > PW - City Shop > Shop
NOTES: clean shop, prep for weld training with Bear Loper.			

January 11, 2023**8.95**

8:00am (MST)	9:54am (MST)	1.90	WTR > WTR - Booster Station & Well Logs
9:54am (MST)	4:57pm (MST)	7.05	WTR > WTR - Service Call
NOTES: read meter at 214½ Miller.			

January 12, 2023**8.38**

8:00am (MST)	8:30am (MST)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MST)	4:23pm (MST)	7.88	SWR > SWR - System Maintenance
NOTES: snow removal			

January 13, 2023**8.90**

8:00am (MST)	9:00am (MST)	1.00	WTR > WTR - Booster Station & Well Logs
9:00am (MST)	4:54pm (MST)	7.90	PW > PW - City Shop > Shop
NOTES: Construct Storm Drain cover for Browns Park & Sell			

Jessica Gerke

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023								0.00	
Monday	1/2/2023	0.82				8.00			8.82	
Tuesday	1/3/2023	4.23							4.23	
Wednesday	1/4/2023	0.30							0.30	
Thursday	1/5/2023	0.17							0.17	
Friday	1/6/2023	1.50							1.50	
Saturday	1/7/2023								0.00	
Total Week		7.02	0.00	0.00	0.00	0.00	8.00	0.00	0.00	15.02
Sunday	1/8/2023								0.00	
Monday	1/9/2023	2.82							2.82	
Tuesday	1/10/2023								0.00	
Wednesday	1/11/2023	2.05							2.05	
Thursday	1/12/2023								0.00	
Friday	1/13/2023	5.87							5.87	
Saturday	1/14/2023								0.00	
Total Week		10.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.74
Sunday	1/15/2023	0.56							0.56	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
Total Pay Period		18.32	0.00	0.00	0.00	0.00	8.00	0.00	0.00	26.32

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

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	To	Item 19.
18.32	0.00	0.00	0.00	18.32	

Time in	Time out	Duration	
January 2, 2023			0.82
2:06pm (MST)	2:55pm (MST)	0.82	WTR > WTR - Service Call
January 3, 2023			4.23
8:43am (MST)	9:10am (MST)	0.45	MTG > MTG - Staff Meeting
9:40am (MST)	10:10am (MST)	0.50	PW > PW - Office Time
10:11am (MST)	10:39am (MST)	0.47	WTR > WTR- Fire Hydrants
10:39am (MST)	11:16am (MST)	0.62	WTR > WTR - Service Call
11:16am (MST)	12:41pm (MST)	1.42	EQP > EQP - Loader Maintenance
1:27pm (MST)	2:14pm (MST)	0.78	WTR > WTR- Fire Hydrants
January 4, 2023			0.30
9:49am (MST)	10:07am (MST)	0.30	PW > PW - Office Time
NOTES: Phone, Bear, boys, loader bucket			
January 5, 2023			0.17
3:40pm (MST)	3:50pm (MST)	0.17	MTG > MTG - Staff Meeting
NOTES: Phone-Bear, loader			
January 6, 2023			1.50
8:15am (MST)	9:07am (MST)	0.87	PW > PW - Office Time
NOTES: Task list with boys, loader			
10:33am (MST)	11:11am (MST)	0.63	STRTS > STRTS - Snow Removal
NOTES: Complaint			
January 9, 2023			2.82
8:38am (MST)	9:25am (MST)	0.78	MTG > MTG - Staff Meeting
NOTES: Kirk, sewer discharge			
9:25am (MST)	10:44am (MST)	1.32	PW > PW - City Shop > Shop
NOTES: Weekly list			
12:49pm (MST)	1:32pm (MST)	0.72	MTG > MTG - Staff Meeting
NOTES: Snow removal			
January 11, 2023			2.05
7:58am (MST)	8:20am (MST)	0.37	PW > PW - Office Time
NOTES: Emails			
10:10am (MST)	10:28am (MST)	0.30	WTR > WTR - Service Call
2:32pm (MST)	2:48pm (MST)	0.27	PW > PW - Office Time
NOTES: Emails			
3:07pm (MST)	4:14pm (MST)	1.12	WTR > WTR - Service Call
January 13, 2023			5.87
8:24am (MST)	1:06pm (MST)	4.70	PW > PW - City Shop > Shop
NOTES: Drain cover			

1:06pm (MST) 2:16pm (MST) 1.17 SWR > SWR - System Maintenance
NOTES: Chlorine-used Shadyn's skid steer

January 15, 2023 **0.57**

3:41pm (MST) 4:15pm (MST) 0.57 STRTS > STRTS - Snow Removal

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JANUARY 23, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Roll Call / Pledge of Allegiance

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

Staff present at City Hall were Kyla Gardner and Angie Mettie. Present via Zoom were Dana Kautz, City Attorney Dick Stubbs, and City Engineer Gregg Tankersley.

Public present at City Hall were Kayrene Brown, and “Ashley” was present via Zoom.

Mayor Good opened the meeting at 6:31 P.M. and Kaytlyn Goodwin led the Pledge of Allegiance.

Kyla Gardner read the city Mission Statement.

Public Input

There was no public input.

Reports

Mayor’s Report

Mayor Good summarized her report, stating that all deeds for land purchases have been recorded and finalized. Jessie sent pictures of the inside of the old ambulance shed. Power and possibly heat should be turned on there. Stakeholder interviews were conducted by Clearwater Financial. Mayor Good attended a meeting with YAC and Planet Youth. She would like to work toward placing an interactive mural on the west wall of city hall. Youth could be involved in the project. She also would like to work on a youth advisory council. She noted that a large sleigh was donated by Kris and Kent Johnson. The sleigh would make a great project for a student or other interested party. She noted that we need to continue to promote the mobile text alert program with the continued water project work this spring.

Discussion Items

Crestline Engineers Contract

The Crestline Engineers Contract from 2013 should be updated or extended. Gregg Tankersley stated that many of the original projects have been completed and new task orders have been given in recent years. He will update the contract with the current rates and will have it ready for approval at the next meeting.

Action Items

Alcoholic Beverage License – Miss Kitty’s Pizza

The Council reviewed the alcoholic beverage license application from Miss Kitty’s.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JANUARY 23, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 20.

Alcoholic Beverage License – Delish Catering

The Council reviewed the alcoholic beverage license application from Delish Catering. Mayor Good explained that the reason she had checked an alternative choice on the state license application was due to having wine tasting sessions off the premises.

- Council Member Parnett moved to approve Alcoholic Beverage Licenses for Miss Kitty's Pizza and Delish Catering; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Action from Executive Session 74-206 (b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

An Executive Session was held at the previous meeting to review the evaluation of Ivan McDaniel.

- Council Member Goodwin moved to approve a twenty-five cent raise per hour for Ivan McDaniel; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Burn Ordinance Amendment

The Council reviewed the draft burn ordinance amendment, which would require burn permits year-round. The permits would be free during the off-season when permits are not required by the state. Redundant phrases were also removed.

- Council Member Carr moved to introduce Ordinance TBD-2023, amending the burn ordinance, and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Kyla Gardner read the ordinance by title only.

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

Industrial Park Repairs

A breakdown of materials was not received. The Council discussed the repairs from the previous list and chose the most important repairs, such as the plumbing and the hole in the smoker room. Cosmetic items such as sheet rock were not affordable at this time. Mayor Good and City Clerk Gardner will meet with them regarding what has been completed so far, and what should be completed based on necessity.

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IRWA Apprenticeship Program – Hunter Brown

Mayor Good stated that Hunter Brown would like to enroll in the IRWA apprenticeship program, and plans to remain in New Meadows his entire life. This program will further Hunter’s career and benefit the City. The cost for the program will be \$1000.

- Council Member Parnett moved to enroll Hunter Brown in the IRWA Apprenticeship Program; Council Member Goodwin seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Consent Agenda

The Consent Agenda included Paid & Pending Claims, January 9, 2023 Meeting Minutes, and Financials from September, October, November, and December 2023. City Clerk Gardner polled the Council, and all indicated that they had read the minutes.

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

Future Meeting Topics

Future meeting topics included the Crestline Engineers contract, Executive Session, public hearing for a rezone application, Sheriff deputy guest, and a III-A presentation.

Adjournment

Mayor Good adjourned the meeting at 7:12 P.M.

Julie A. Good, Mayor

ATTEST _____
Kyla Gardner, City Clerk