



City Council Regular Meeting & Public Hearing Agenda

Monday, May 13, 2024 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/85465358039?pwd=muGcub8OnyVjYaBxHFYUrw0eQPuTcJ.1>

Call in: 253-215-8782

Meeting ID: 854 6535 8039

Password: 244358

ROLL CALL / PLEDGE OF ALLEGIANCE

PUBLIC INPUT

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

PRESENTATION

1. Sheriff Ryan Zollman
2. Charlie Shepherd

REPORTS

3. Mayor's Report
4. Staff Reports
5. Kirk Kundrick - Service Line Inventory

PUBLIC HEARING

6. Idaho Community Development Block Grant Status of Funded Activities
7. Public Hearing - Conditional Use Permit Revocation -3640 South End Road

ACTION ITEMS

8. Conditional Use Permit Revocation- 3640 South End Road
9. City Engineer Appointment
10. Telcom Hut Location Well #5
11. Public Notification Process
12. Childcare/Youth Center Project Authorization
13. Cell Phone Stipend
14. Executive Session 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges against, a public officer, employee, staff member or individual agent, or public school student;
15. Employee Wage Change/Employee Classification Change

CONSENT AGENDA

16. April 2024 Payroll
17. Paid & Pending Claims

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.”

May 13, 2024

There is a buzz of busyness at City Hall and throughout the community. Great things are happening and there is more to come!

Kyla, Hunter and I attended the ITD open house in Council last month to hear about the projects that will be taking place in our area. It was a very informative meeting and there is now a map in the back room at City Hall that shows the projects ITD has planned in our area. We will be having a considerable amount of construction on both Hwy 55 and Hwy 95 this summer. We will be keeping in touch with ITD and local residents on the impact of these projects.

The Children's Sack Lunch program will begin on June 3rd. This is a collaborative effort between the City of New Meadows, Meadows Valley Community Foundation, Meadows Valley Public Library and Meadows Valley Food Bank. We expect to distribute even more meals this year and we have received a donated refrigerator which will create more storage space for the program.

The Childcare Facility Advisory Committee is up and running. We will be meeting the first and third Monday from 1 pm to 2 pm for facility planning and on the 2nd Tuesday of the month for policy planning. We hope to have a plan for City Council approval ready soon so it can go through design review and be put out for bid.

Kyla, Kirk, John Stone and I met with representatives from DEQ, USDA, Merrick and IRWA last week to do the final inspection of the water project. It is an impressive project that all parties felt has been extremely successful and of great benefit to our community. We will be planning a couple more community tours of the booster station facility this summer.

Due to many different factors including unknown timelines, S Heigho will be resurfaced this year with gravel. After more research, the use of the reclaimed asphalt is not the best option for the City streets at this time. We are still working on obtaining the material to do that project in the future but it will require much more planning than we have time for right now.

The City achieved the highest rating on priority for Wastewater Facility Plan Funding with DEQ which means we have another needed project on the horizon. We will continue to work to upgrade our infrastructure to keep us in line with the increased development of the area.

"If we fail to adapt, we fail to move forward." John Wooden

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

May

TASKS COMPLETED

- Filing Payroll
- Claims Review
- March Bank Reconciliations
- March Financial Reports
- Audit Adjustments
- FY 2024 Q1 Financial Reports

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public works

MONTH

April

TASKS COMPLETED

- Spring conference
- Chlorination
- Stayed on top of weeds
- Setup integrity so they could fix manholes
- Helped the school with the ballfield
- Hydrant flushing
- Put some sod on the park

PROJECTS IN PROGRESS

- Stay on top of weeds
- Routine maintenance
- Manage skate park project when it begins
- Manage Ziplly fiber project when it begins
- Norris potholes

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

April 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Load/unload meters for water meter reading
- Leak Letters

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Creation of RFP for a new City Engineer

PROJECTS IN PROGRESS

- Multiple planning and zoning meetings
- Speaking to several Engineering Firms and answering questions about RFP.
- Childcare Advisory Committee meeting and planning for future meetings
- Meetings with funding agencies for closing out the water project & providing documentation.
- Service line survey
- Cross-Connection Plan & Letter
- Correspondence with Airbridge for Internet at Well Sites

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Hunter

DEPARTMENT

City Hall

MONTH

April 2024

TASKS COMPLETED

- Still training but now mainly with Kyla.
- Finished another round of water billing with Kyla---from the meter readings, potential leak issues, importing and exporting files for billing, printing water bills, mailing them and addressing customer concerns/billing questions.
- Attempting to do more on my own without assistance

PROJECTS IN PROGRESS

- Still learning the process of meter readings to water utility billing---did for the second month with the oversight of my supervisor. Still learning how to correct billing errors and do move in/move outs
- Still working on learning what to put in City Council minutes and what not to.
- Working with Parks & Rec to assist where needed
- Working on making certain processes easier and more organized; cleaning up filing issues.

CHALLENGES / ISSUES

- Getting work that I now know how to do done quicker and without errors.
- Learning how to resolve customer issues without assistance.

COMMUNITY INPUT & COMMENTS

- The entire staff here and the community has been very kind and patient with me as a new person.
- Community seems excited and a bit anxious about upcoming construction.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

April

TASKS COMPLETED

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets and general servicing
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.

Streets:

- Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr.
- Maintain Material Purchase Records & Understand consumability of varied materials

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Water:

- Maintain Vigilance for emergencies
- Understand responsibility for Source Water Facility operation & Shadow Kirk x2
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records (Source Well / Water Meter Data)

NRWA apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 82.5
- Vehicles and specialized equipment – 6.5
- System Operations and Maintenance –10.5
- Quality Control –11.75
- Logistics, Reports, and supervision – 37.25
- Previous XP – 0
- Lesson Hours – 38

PROJECTS IN PROGRESS

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets and general servicing
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Equipment: Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.

Streets:

- Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr.
- Maintain Material Purchase Records & Understand consumability of varied materials

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Water:

- Maintain Vigilance for emergencies
- Understand responsibility for Source Water Facility operation & Shadow Kirk x2
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records (Source Well / Water Meter Data)

NRWA apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 82.5
- Vehicles and specialized equipment – 6.5
- System Operations and Maintenance – 10.5
- Quality Control – 11.75
- Logistics, Reports, and supervision – 37.25
- On-The-Job Training Hours – 192
- Related Technical Instruction Hours: – 132

CHALLENGES / ISSUES

Green – Definite Manageability
 Yellow – Difficult Manageability
 White – Indeterminate Manageability
 Red – Unsafe Manageability

Streets

Status Green:

Gaining Grader operator Hands-on Experience: Slow but Steady progress

WRRF

Status Yellow:

Gaining Wastewater operator Hands-on Exp:
 Operator often contacts staff member not enrolled in the mentorship program for assistance in WRRF & Land App. predictive operation.

COMMUNITY INPUT & COMMENTS

Community:

Quiet and perceptive

Response:

The Public Works Team strives for optimal performance and continues to train effectively in everyday work.

With time, each member will gain ample hands-on experience in each leg of City operations, corrections, and maintenance.

Hunter Brown

Pay Period

4/1/2024 to

4/15/2024

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	4/1/2024	9.00							9.00	
Tuesday	4/2/2024	9.50							9.50	
Wednesday	4/3/2024	7.00							7.00	
Thursday	4/4/2024	9.50							9.50	
Friday	4/5/2024	4.50							4.50	
Saturday	4/6/2024								0.00	
Total Week		39.50	0.00	0.00	0.00	0.00	0.00	0.00	39.50	
Sunday	4/7/2024								0.00	
Monday	4/8/2024	8.98							8.98	
Tuesday	4/9/2024	11.20							11.20	
Wednesday	4/10/2024	7.33							7.33	
Thursday	4/11/2024	8.00							8.00	
Friday	4/12/2024	4.49		3.48					7.97	
Saturday	4/13/2024								0.00	
Total Week		40.00	0.00	3.48	0.00	0.00	0.00	0.00	43.48	
Sunday	4/14/2024								0.00	
Monday	4/15/2024	8.17							8.17	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.17	0.00	0.00	0.00	0.00	0.00	0.00	8.17	
Total Pay Period		87.67	0.00	3.48	0.00	0.00	0.00	0.00	91.15	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours	Unpaid break	OT hours
Hunter Brown	April 1 2024	8:30am	April 1 2024	5:30pm	9	9	9	0	0
Hunter Brown	April 2 2024	8:00am	April 2 2024	5:30pm	9.5	9.5	9.5	0	0
Hunter Brown	April 3 2024	8:00am	April 3 2024	3:00pm	7	7	7	0	0
Hunter Brown	April 4 2024	7:59am	April 4 2024	4:00pm	8.02	8.02	8.02	0	0
Hunter Brown	April 4 2024	6:57pm	April 4 2024	8:26pm	1.48	1.48	1.48	0	0
Hunter Brown	April 5 2024	10:00am	April 5 2024	2:30pm	4.5	4.5	4.5	0	0
Hunter Brown	April 8 2024	7:01am	April 8 2024	4:00pm	8.98	8.98	8.98	0	0
Hunter Brown	April 9 2024	7:59am	April 9 2024	7:59am	0	0	0	0	0
Hunter Brown	April 9 2024	8:00am	April 9 2024	7:12pm	11.2	11.2	11.2	0	0
Hunter Brown	April 10 2024	8:30am	April 10 2024	3:50pm	7.33	7.33	7.33	0	0
Hunter Brown	April 11 2024	8:00am	April 11 2024	4:00pm	8	8	8	0	0
Hunter Brown	April 12 2024	8:02am	April 12 2024	4:00pm	7.97	7.97	4.49	0	3.48
Hunter Brown	April 15 2024	7:50am	April 15 2024	4:00pm	8.17	8.17	8.17	0	0
Totals for Hunter Brown					91.15	91.15	87.67	0	3.48
-	-	-	-	-	-	-	-	-	-

Kyla Gardner

Pay Period

4/1/2024 to

4/15/2024

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	4/1/2024	7.62							7.62	
Tuesday	4/2/2024	7.45							7.45	
Wednesday	4/3/2024	7.55							7.55	
Thursday	4/4/2024	7.65							7.65	
Friday	4/5/2024	5.85							5.85	
Saturday	4/6/2024								0.00	
Total Week		36.12	0.00	0.00	0.00	0.00	0.00	0.00	36.12	
Sunday	4/7/2024								0.00	
Monday	4/8/2024	9.95							9.95	
Tuesday	4/9/2024	7.42							7.42	
Wednesday	4/10/2024	7.52							7.52	
Thursday	4/11/2024	7.63							7.63	
Friday	4/12/2024						7.45		7.45	
Saturday	4/13/2024								0.00	
Total Week		32.52	0.00	0.00	0.00	0.00	7.45	0.00	39.97	
Sunday	4/14/2024								0.00	
Monday	4/15/2024	7.48							7.48	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.48	0.00	0.00	0.00	0.00	0.00	0.00	7.48	
Total Pay Period		76.12	0.00	0.00	0.00	0.00	7.45	0.00	83.57	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid h	Regular hours
Kyla Gardner	April 1 2024	7:42am	April 1 2024	3:19pm	7.62	7.62	7.62
Kyla Gardner	April 2 2024	7:49am	April 2 2024	3:16pm	7.45	7.45	7.45
Kyla Gardner	April 3 2024	7:48am	April 3 2024	3:21pm	7.55	7.55	7.55
Kyla Gardner	April 4 2024	7:42am	April 4 2024	3:21pm	7.65	7.65	7.65
Kyla Gardner	April 5 2024	8:57am	April 5 2024	2:48pm	5.85	5.85	5.85
Kyla Gardner	April 8 2024	7:45am	April 8 2024	3:21pm	7.6	7.6	7.6
Kyla Gardner	April 8 2024	5:50pm	April 8 2024	8:11pm	2.35	2.35	2.35
Kyla Gardner	April 9 2024	7:52am	April 9 2024	3:17pm	7.42	7.42	7.42
Kyla Gardner	April 10 2024	7:49am	April 10 2024	3:20pm	7.52	7.52	7.52
Kyla Gardner	April 11 2024	7:48am	April 11 2024	3:26pm	7.63	7.63	7.63
Kyla Gardner	April 15 2024	7:42am	April 15 2024	3:11pm	7.48	7.48	7.48
Totals for Kyla Gardner					76.12	76.12	76.12

Diane Hunter

Pay Period

4/1/2024 to

4/15/2024

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	4/1/2024	8.65							8.65	
Tuesday	4/2/2024	7.25							7.25	
Wednesday	4/3/2024	6.65							6.65	
Thursday	4/4/2024	7.22							7.22	
Friday	4/5/2024	4.90							4.90	
Saturday	4/6/2024								0.00	
Total Week		34.67	0.00	0.00	0.00	0.00	0.00	0.00	34.67	
Sunday	4/7/2024								0.00	
Monday	4/8/2024	8.92							8.92	
Tuesday	4/9/2024	7.22							7.22	
Wednesday	4/10/2024	7.64							7.64	
Thursday	4/11/2024	7.58							7.58	
Friday	4/12/2024	3.64							3.64	
Saturday	4/13/2024								0.00	
Total Week		35.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	
Sunday	4/14/2024								0.00	
Monday	4/15/2024	7.38							7.38	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.38	0.00	0.00	0.00	0.00	0.00	0.00	7.38	
Total Pay Period		77.05	0.00	0.00	0.00	0.00	0.00	0.00	77.05	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out ti	Break start	Break end	Break lengt	Break type	Payroll ID	Actual vs. s	Total paid	Regular ho	Unpaid bre	No show reason
Diane Ellen Hunter	April 1 2024	7:59am	April 1 2024	12:26pm						4.45	4.45	4.45	0	
Diane Ellen Hunter	April 1 2024	1:00pm	April 1 2024	3:42pm						2.7	2.7	2.7	0	
Diane Ellen Hunter	April 1 2024	5:50pm	April 1 2024	7:20pm						1.5	1.5	1.5	0	
Diane Ellen Hunter	April 2 2024	7:48am	April 2 2024	3:34pm	12:27pm	12:58pm	31 min	30 min - Unpaid		7.77	7.25	7.25	0.52	
Diane Ellen Hunter	April 3 2024	7:55am	April 3 2024	3:25pm	10:37am	11:28am	51 min	30 min - Unpaid		7.5	6.65	6.65	0.85	
Diane Ellen Hunter	April 4 2024	8:00am	April 4 2024	3:40pm	12:34pm	1:01pm	27 min	30 min - Unpaid		7.67	7.22	7.22	0.45	
Diane Ellen Hunter	April 5 2024	7:36am	April 5 2024	12:30pm						4.9	4.9	4.9	0	
Diane Ellen Hunter	April 8 2024	8:00am	April 8 2024	3:42pm	10:30am	11:00am	30 min	30 min - Unpaid		7.7	6.97	6.97	0.73	
					12:26pm	12:40pm	14 min	30 min - Unpaid						
Diane Ellen Hunter	April 8 2024	5:57pm	April 8 2024	7:54pm						1.95	1.95	1.95	0	
Diane Ellen Hunter	April 9 2024	7:58am	April 9 2024	3:41pm	1:20pm	1:50pm	30 min	30 min - Unpaid		7.72	7.22	7.22	0.5	
Diane Ellen Hunter	April 10 2024	8:00am	April 10 2024	4:07pm	12:30pm	12:59pm	29 min	30 min - Unpaid		8.12	7.64	7.64	0.48	
Diane Ellen Hunter	April 11 2024	8:00am	April 11 2024	3:02pm	12:32pm	1:03pm	31 min	30 min - Unpaid		7.03	6.51	6.51	0.52	
Diane Ellen Hunter	April 11 2024	3:10pm	April 11 2024	4:14pm						1.07	1.07	1.07	0	
Diane Ellen Hunter	April 12 2024	1:56am	April 12 2024	2:06am						0.17	0.17	0.17	0	
Diane Ellen Hunter	April 12 2024	10:12am	April 12 2024	10:17am						0.08	0.08	0.08	0	
Diane Ellen Hunter	April 12 2024	10:25am	April 12 2024	11:38am						1.22	1.22	1.22	0	
Diane Ellen Hunter	April 12 2024	12:07pm	April 12 2024	12:25pm						0.3	0.3	0.3	0	
Diane Ellen Hunter	April 12 2024	3:08pm	April 12 2024	5:00pm						1.87	1.87	1.87	0	
Diane Ellen Hunter	April 15 2024	8:00am	April 15 2024	3:53pm	12:35pm	1:05pm	30 min	30 min - Unpaid		7.88	7.38	7.38	0.5	
Totals for Diane Ellen Hunter										81.6	77.05	77.05	4.55	

Dana Kautz

Pay Period

4/1/2024 to

4/15/2024

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	4/1/2024								0.00	
Tuesday	4/2/2024								0.00	
Wednesday	4/3/2024								0.00	
Thursday	4/4/2024	2.62							2.62	
Friday	4/5/2024	2.40							2.40	
Saturday	4/6/2024								0.00	
Total Week		5.02	0.00	0.00	0.00	0.00	0.00	0.00	5.02	
Sunday	4/7/2024								0.00	
Monday	4/8/2024	2.42							2.42	
Tuesday	4/9/2024	2.43							2.43	
Wednesday	4/10/2024	2.63							2.63	
Thursday	4/11/2024								0.00	
Friday	4/12/2024								0.00	
Saturday	4/13/2024								0.00	
Total Week		7.48	0.00	0.00	0.00	0.00	0.00	0.00	7.48	
Sunday	4/14/2024								0.00	
Monday	4/15/2024	2.60							2.60	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		2.60	0.00	0.00	0.00	0.00	0.00	0.00	2.60	
Total Pay Period		15.10	0.00	0.00	0.00	0.00	0.00	0.00	15.10	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid h	Regular hours	Unpaid breaks
Dana Kautz	April 3 2024	12:37pm	April 3 2024	3:14pm	2.62	2.62	2.62	
Dana Kautz	April 4 2024	12:49pm	April 4 2024	3:13pm	2.4	2.4	2.4	
Dana Kautz	April 8 2024	12:47pm	April 8 2024	3:12pm	2.42	2.42	2.42	
Dana Kautz	April 9 2024	12:46pm	April 9 2024	3:12pm	2.43	2.43	2.43	
Dana Kautz	April 10 2024	12:36pm	April 10 2024	3:14pm	2.63	2.63	2.63	
Dana Kautz	April 15 2024	12:41pm	April 15 2024	3:17pm	2.6	2.6	2.6	
Totals for Dana Kautz					15.1	15.1	15.1	

Ivan McDaniel

Pay Period

4/1/2024 to

4/15/2024

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	4/1/2024	9.18								9.18
Tuesday	4/2/2024	9.72								9.72
Wednesday	4/3/2024	12.12								12.12
Thursday	4/4/2024	8.50								8.50
Friday	4/5/2024	0.48		6.34						6.82
Saturday	4/6/2024									0.00
Total Week		40.00	0.00	6.34	0.00	0.00	0.00	0.00	0.00	46.34
Sunday	4/7/2024									0.00
Monday	4/8/2024	8.17								8.17
Tuesday	4/9/2024	8.48								8.48
Wednesday	4/10/2024	8.05								8.05
Thursday	4/11/2024	8.15								8.15
Friday	4/12/2024	7.15		1.07						8.22
Saturday	4/13/2024									0.00
Total Week		40.00	0.00	1.07	0.00	0.00	0.00	0.00	0.00	41.07
Sunday	4/14/2024									0.00
Monday	4/15/2024	7.92								7.92
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		7.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.92
Total Pay Period		87.92	0.00	7.41	0.00	0.00	0.00	0.00	0.00	95.33

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Name	Clock in date	Clock in tin	Clock out date	Clock out ti	Actual vs. s	Total paid f	Regular ho	Unpaid bre	OT hours	Employee r	Manager note
Ivan McDaniel	April 1 2024	7:45am	April 1 2024	4:56pm	9.18	9.18	9.18	0	0		
Ivan McDaniel	April 2 2024	7:45am	April 2 2024	5:28pm	9.72	9.72	9.72	0	0		
Ivan McDaniel	April 3 2024	12:18am	April 3 2024	3:37am	3.32	3.32	3.32	0	0		Travel time
Ivan McDaniel	April 3 2024	7:22am	April 3 2024	4:10pm	8.8	8.8	8.8	0	0		
Ivan McDaniel	April 4 2024	7:30am	April 4 2024	4:00pm	8.5	8.5	8.5	0	0		0 Forgot to clock in, started about 7:30 Forgot to clock out, it was around 4
Ivan McDaniel	April 5 2024	7:30am	April 5 2024	2:19pm	6.82	6.82	0.48	0	6.34		Forgot to clock in again, started about 7:30
Ivan McDaniel	April 8 2024	7:50am	April 8 2024	4:00pm	8.17	8.17	8.17	0	0		
Ivan McDaniel	April 9 2024	7:54am	April 9 2024	4:23pm	8.48	8.48	8.48	0	0		
Ivan McDaniel	April 10 2024	7:51am	April 10 2024	3:54pm	8.05	8.05	8.05	0	0		
Ivan McDaniel	April 11 2024	7:54am	April 11 2024	4:03pm	8.15	8.15	8.15	0	0		
Ivan McDaniel	April 12 2024	7:37am	April 12 2024	3:40pm	8.05	8.05	7.15	0	0.9		
Ivan McDaniel	April 12 2024	4:44pm	April 12 2024	4:54pm	0.17	0.17	0	0	0.17		
Ivan McDaniel	April 15 2024	7:52am	April 15 2024	3:47pm	7.92	7.92	7.92	0	0		
Totals for Ivan McDaniel					95.33	95.33	87.92	0	7.41		

Kyla Gardner

Pay Period

4/16/2024 to

4/30/2024

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	4/16/2024	7.68							7.68	
Wednesday	4/17/2024	7.60							7.60	
Thursday	4/18/2024	6.95							6.95	
Friday	4/19/2024	1.58					4.00		5.58	
Saturday	4/20/2024								0.00	
Total Week		23.81	0.00	0.00	0.00	0.00	4.00	0.00	27.81	
Sunday	4/21/2024								0.00	
Monday	4/22/2024	10.95							10.95	
Tuesday	4/23/2024	7.37							7.37	
Wednesday	4/24/2024	7.68							7.68	
Thursday	4/25/2024	7.72							7.72	
Friday	4/26/2024	2.60					4.00		6.60	
Saturday	4/27/2024								0.00	
Total Week		36.32	0.00	0.00	0.00	0.00	4.00	0.00	40.32	
Sunday	4/28/2024								0.00	
Monday	4/29/2024	7.72							7.72	
Tuesday	4/30/2024	7.80							7.80	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		15.52	0.00	0.00	0.00	0.00	0.00	0.00	15.52	
Total Pay Period		75.65	0.00	0.00	0.00	0.00	8.00	0.00	83.65	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid h
Kyla Gardner	April 16 2024	7:45am	April 16 2024	3:26pm	7.68	7.68
Kyla Gardner	April 17 2024	7:44am	April 17 2024	3:20pm	7.6	7.6
Kyla Gardner	April 18 2024	7:46am	April 18 2024	9:52am	2.1	2.1
Kyla Gardner	April 18 2024	10:15am	April 18 2024	3:06pm	4.85	4.85
Kyla Gardner	April 19 2024	8:57am	April 19 2024	10:32am	1.58	1.58
Kyla Gardner	April 22 2024	7:49am	April 22 2024	3:24pm	7.58	7.58
Kyla Gardner	April 22 2024	5:51pm	April 22 2024	9:13pm	3.37	3.37
Kyla Gardner	April 23 2024	7:47am	April 23 2024	3:09pm	7.37	7.37
Kyla Gardner	April 24 2024	7:43am	April 24 2024	3:24pm	7.68	7.68
Kyla Gardner	April 25 2024	7:41am	April 25 2024	3:24pm	7.72	7.72
Kyla Gardner	April 26 2024	8:32am	April 26 2024	11:08am	2.6	2.6
Kyla Gardner	April 29 2024	7:38am	April 29 2024	3:21pm	7.72	7.72
Kyla Gardner	April 30 2024	7:40am	April 30 2024	3:28pm	7.8	7.8
Totals for Kyla Gardner					75.65	75.65

Regular hot Unpaid breaks

7.68

7.6

2.1

4.85

1.58

7.58

3.37

7.37

7.68

7.72

2.6

7.72

7.8

75.65

Dana Kautz

Pay Period

4/16/2024 to

4/30/2024

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	4/16/2024	2.55							2.55	
Wednesday	4/17/2024								0.00	
Thursday	4/18/2024	2.40							2.40	
Friday	4/19/2024								0.00	
Saturday	4/20/2024								0.00	
Total Week		4.95	0.00	0.00	0.00	0.00	0.00	0.00	4.95	
Sunday	4/21/2024								0.00	
Monday	4/22/2024	2.52							2.52	
Tuesday	4/23/2024	2.68							2.68	
Wednesday	4/24/2024	2.45							2.45	
Thursday	4/25/2024								0.00	
Friday	4/26/2024								0.00	
Saturday	4/27/2024								0.00	
Total Week		7.65	0.00	0.00	0.00	0.00	0.00	0.00	7.65	
Sunday	4/28/2024								0.00	
Monday	4/29/2024								0.00	
Tuesday	4/30/2024	2.45							2.45	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		2.45	0.00	0.00	0.00	0.00	0.00	0.00	2.45	
Total Pay Period		15.05	0.00	0.00	0.00	0.00	0.00	0.00	15.05	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid f	Regular hours
Dana Kautz	April 16 2024	12:41pm	April 16 2024	3:14pm	2.55	2.55	2.55
Dana Kautz	April 18 2024	12:51pm	April 18 2024	3:15pm	2.4	2.4	2.4
Dana Kautz	April 22 2024	12:39pm	April 22 2024	3:10pm	2.52	2.52	2.52
Dana Kautz	April 23 2024	12:34pm	April 23 2024	3:15pm	2.68	2.68	2.68
Dana Kautz	April 24 2024	12:38pm	April 24 2024	3:05pm	2.45	2.45	2.45
Dana Kautz	April 30 2024	12:53pm	April 30 2024	3:20pm	2.45	2.45	2.45
Totals for Dana Kautz					15.05	15.05	15.05

Diane Hunter

Pay Period

4/16/2024 to

4/30/2024

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	4/16/2024	6.88							6.88	
Wednesday	4/17/2024	6.88							6.88	
Thursday	4/18/2024	6.79							6.79	
Friday	4/19/2024								0.00	
Saturday	4/20/2024								0.00	
Total Week		20.55	0.00	0.00	0.00	0.00	0.00	0.00	20.55	
Sunday	4/21/2024								0.00	
Monday	4/22/2024	8.95							8.95	
Tuesday	4/23/2024	7.43							7.43	
Wednesday	4/24/2024	7.73							7.73	
Thursday	4/25/2024	7.23							7.23	
Friday	4/26/2024								0.00	
Saturday	4/27/2024	4.67							4.67	
Total Week		36.01	0.00	0.00	0.00	0.00	0.00	0.00	36.01	
Sunday	4/28/2024								0.00	
Monday	4/29/2024	7.60							7.60	
Tuesday	4/30/2024	7.90							7.90	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		15.50	0.00	0.00	0.00	0.00	0.00	0.00	15.50	
Total Pay Period		72.06	0.00	0.00	0.00	0.00	0.00	0.00	72.06	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Break start	Break end	Break length	Break type	Actual vs. s	Total paid h	Regular hou	Unpaid breaks
Diane Ellen Hunter	April 16 2024	8:00am	April 16 2024	3:23pm	12:00pm	12:30pm	30 min	30 min - Unpaid	7.38	6.88	6.88	0.5
Diane Ellen Hunter	April 17 2024	7:55am	April 17 2024	3:19pm	12:26pm	12:57pm	31 min	30 min - Unpaid	7.4	6.88	6.88	0.52
Diane Ellen Hunter	April 18 2024	7:56am	April 18 2024	3:15pm	12:28pm	1:00pm	32 min	30 min - Unpaid	7.32	6.79	6.79	0.53
Diane Ellen Hunter	April 22 2024	8:21am	April 22 2024	3:20pm	10:19am	10:32am	13 min	10 min - Paid	6.98	5.95	5.95	1.03
					12:29pm	1:31pm	62 min	30 min - Unpaid				
Diane Ellen Hunter	April 22 2024	6:00pm	April 22 2024	9:00pm					3	3	3	0
Diane Ellen Hunter	April 23 2024	8:03am	April 23 2024	3:44pm	11:57am	12:12pm	15 min	30 min - Unpaid	7.68	7.43	7.43	0.25
Diane Ellen Hunter	April 24 2024	7:46am	April 24 2024	3:30pm	12:56pm	1:07pm	11 min	10 min - Paid	7.73	7.73	7.73	0
Diane Ellen Hunter	April 25 2024	8:00am	April 25 2024	3:20pm	12:50pm	12:51pm	1 min	10 min - Paid	7.33	7.23	7.23	0.1
					12:51pm	12:57pm	6 min	30 min - Unpaid				
Diane Ellen Hunter	April 27 2024	11:17am	April 27 2024	3:57pm					4.67	4.67	4.67	0
Diane Ellen Hunter	April 29 2024	7:55am	April 29 2024	3:45pm	12:58pm	1:12pm	14 min	30 min - Unpaid	7.83	7.6	7.6	0.23
Diane Ellen Hunter	April 30 2024	7:57am	April 30 2024	3:51pm					7.9	7.9	7.9	0
Totals for Diane Ellen Hunter									75.22	72.06	72.06	3.16
-	-	-	-	-	-	-	-	-	-	-	-	-

Hunter Brown

Pay Period

4/16/2024 to

4/30/2024

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	4/16/2024	6.00			3.00				9.00	
Wednesday	4/17/2024	6.00			3.00				9.00	
Thursday	4/18/2024	6.00			3.00				9.00	
Friday	4/19/2024	8.02							8.02	
Saturday	4/20/2024								0.00	
Total Week		26.02	0.00	0.00	9.00	0.00	0.00	0.00	35.02	
Sunday	4/21/2024								0.00	
Monday	4/22/2024	9.78							9.78	
Tuesday	4/23/2024	6.00							6.00	
Wednesday	4/24/2024	8.08							8.08	
Thursday	4/25/2024	7.50							7.50	
Friday	4/26/2024	3.45			5.19				8.64	
Saturday	4/27/2024								0.00	
Total Week		34.81	0.00	0.00	5.19	0.00	0.00	0.00	40.00	
Sunday	4/28/2024								0.00	
Monday	4/29/2024				8.00				8.00	
Tuesday	4/30/2024				8.00				8.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	16.00	0.00	0.00	0.00	16.00	
Total Pay Period		60.83	0.00	0.00	30.19	0.00	0.00	0.00	91.02	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid	Regular hours
Hunter Brown	April 16 2024	9:00am	April 16 2024	3:00pm	6	6	6
Hunter Brown	April 17 2024	9:00am	April 17 2024	3:00pm	6	6	6
Hunter Brown	April 18 2024	9:00am	April 18 2024	3:00pm	6	6	6
Hunter Brown	April 19 2024	7:59am	April 19 2024	4:00pm	8.02	8.02	8.02
Hunter Brown	April 22 2024	7:53am	April 22 2024	3:40pm	7.78	7.78	7.78
Hunter Brown	April 22 2024	6:30pm	April 22 2024	8:30pm	2	2	2
Hunter Brown	April 23 2024	9:00am	April 23 2024	3:00pm	6	6	6
Hunter Brown	April 24 2024	8:00am	April 24 2024	4:05pm	8.08	8.08	8.08
Hunter Brown	April 25 2024	8:30am	April 25 2024	4:00pm	7.5	7.5	7.5
Hunter Brown	April 26 2024	9:07am	April 26 2024	12:34pm	3.45	3.45	3.45
Totals for Hunter Brown					60.83	60.83	60.83

Ivan McDaniel

Pay Period

4/16/2024 to

4/30/2024

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	4/16/2024	8.58							8.58	
Wednesday	4/17/2024	7.02							7.02	
Thursday	4/18/2024	8.67							8.67	
Friday	4/19/2024	8.60							8.60	
Saturday	4/20/2024								0.00	
Total Week		32.87	0.00	0.00	0.00	0.00	0.00	0.00	32.87	
Sunday	4/21/2024								0.00	
Monday	4/22/2024	8.95							8.95	
Tuesday	4/23/2024	8.92							8.92	
Wednesday	4/24/2024	8.58							8.58	
Thursday	4/25/2024	7.95							7.95	
Friday	4/26/2024	5.60		0.70					6.30	
Saturday	4/27/2024								0.00	
Total Week		40.00	0.00	0.70	0.00	0.00	0.00	0.00	40.70	
Sunday	4/28/2024								0.00	
Monday	4/29/2024	8.22							8.22	
Tuesday	4/30/2024	7.53							7.53	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		15.75	0.00	0.00	0.00	0.00	0.00	0.00	15.75	
Total Pay Period		88.62	0.00	0.70	0.00	0.00	0.00	0.00	89.32	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Actual vs. s	Total paid f	Regular hours
Ivan McDaniel	April 16 2024	7:52am	April 16 2024	4:27pm	8.58	8.58	8.58
Ivan McDaniel	April 17 2024	7:49am	April 17 2024	2:50pm	7.02	7.02	7.02
Ivan McDaniel	April 18 2024	7:54am	April 18 2024	4:21pm	8.45	8.45	8.45
Ivan McDaniel	April 18 2024	4:46pm	April 18 2024	4:59pm	0.22	0.22	0.22
Ivan McDaniel	April 19 2024	7:30am	April 19 2024	3:51pm	8.35	8.35	7.81
Ivan McDaniel	April 19 2024	4:42pm	April 19 2024	4:57pm	0.25	0.25	0
Ivan McDaniel	April 22 2024	7:48am	April 22 2024	3:45pm	7.95	7.95	7.95
Ivan McDaniel	April 22 2024	6:30pm	April 22 2024	7:30pm	1	1	1
Ivan McDaniel	April 23 2024	7:55am	April 23 2024	4:50pm	8.92	8.92	8.92
Ivan McDaniel	April 24 2024	7:50am	April 24 2024	4:25pm	8.58	8.58	8.58
Ivan McDaniel	April 25 2024	7:54am	April 25 2024	3:51pm	7.95	7.95	7.95
Ivan McDaniel	April 26 2024	7:44am	April 26 2024	2:02pm	6.3	6.3	5.6
Ivan McDaniel	April 29 2024	7:44am	April 29 2024	3:57pm	8.22	8.22	8.22
Ivan McDaniel	April 30 2024	7:53am	April 30 2024	3:25pm	7.53	7.53	7.53
Totals for Ivan McDaniel					89.32	89.32	87.83
-	-	-	-	-	-	-	-