



City Council Regular Meeting Agenda

Monday, March 14, 2022 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/88508309775?pwd=MTQrcjhDeGVXSDE5Q1hVeUhhZb3ZWUT09>

Call in: 253-215-8782

Meeting ID: 885 0830 9775

Password: 935372

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.

REPORTS

1. Staff Reports
2. Mayor's Report

DISCUSSION ITEMS

3. Personnel Policy Review
4. Park Restrooms
5. Utility Billing - Auto Pay Option
6. City Attorney Update
7. Youth Center

ACTION ITEMS

8. Torch Towing Lease Review
9. Displacement RV Use Permit - Ed Anderson
10. Water / Wastewater Operator Contract
11. February 28, 2022 Meeting Minutes
12. Technology Support Proposal
13. Week of the Young Child Proclamation - April 2-8
14. Deterra Proposal

CONSENT AGENDA

15. Paid and Pending Claims
16. February 2022 Payroll

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

Dana Kautz, City Treasurer

Staff Report for City Council Meeting March 14th, 2022

Projects:

- Payroll and payroll liabilities
- Bank Reconciliation
- Monthly Financial Reports
- Audit Prep
- Producing financial reports per the Mayor's request
- Wrap up tasks and transfers of new revenue accounts and funds
- Complete W2 file and 1099 name correction filling

City Clerk Staff Report March 14th 2022

What have I done:

Payment processing, bill pay, claims and payroll, monthly invoices, and will serves.

Completed the Community Project Application for funding at the City Park.

I have continuously been working with funding agencies with financials for funding on the water project.

I attended the TTAC meeting.

I have been working on making updates to the City of New Meadow website. I have updated all the ordinances. I added the zoning map to the code as well as to our website.

Auto-Pay Update:

Many customers have asked if we have autopay for our utility bills. This past month I have done research on what that would take for the city to do that for our customers. We would have to add another module to our Black Mountain Billing System. That would be \$1100 to purchase. It will be an additional \$110 per year for maintenance of that module. After speaking with Idaho First Bank, we will have to update our banking system to Analyzed Account and they would charge us \$8 per uploaded file and .05 cents for each item in that file.

Angie Mettie
Customer Service
Monthly Report
February 2022

Item 1.

Billing:

- Billing was completed for the month of February. We are getting several requests for automatic bill pay each month, with the reason being that it solves the problem of “forgetting” to pay.

Customer Service:

- We continue to get new residents / tenants each month. There were several questions about building fences and their height. There was one inquiry about placing an RV on an empty lot, but the use did not comply with the ordinance.

Newsletter:

- There have been 5 new subscribers and 2 unsubscribes in February. If you have meetings / events / information for the newsletter, please let me know.

Meetings & Minutes:

- I have attended all meetings and have prepared minutes for each. Many of the city’s minutes from the last 5 years were missing, and I have been working on locating them and adding them to the official books.

Leak Letters:

- Leak Letters were sent out. There were several properties with large water leaks. Several customers were concerned about high usage, stating they felt that they used no extra water. The newer meter heads are very helpful in determining the amount and time of the usage. Daniel is working to exchange all of the older meters for those with this newer technology.

Invoices:

- Invoices have been entered for February.

Dog Licenses:

- Five dog license have been purchased so far this year. Our vaccination clinic will be held at City Hall by Salmon River Mobile Vet on Saturday, April 16th from approximately 9-4. More information and pricing will be available soon. If anyone would like to volunteer to sell dog licenses on the 16th, let me know, as it falls on the same day as the Easter Egg Hunt!

Youth Sports

- Coaches have stepped up for T-Ball, 6-8 year olds, and 10-12 year olds. We still need a coach for the 8-10 year olds. We will begin sign-ups in April.

Easter Egg Hunt

- We are collecting donations of wrapped candy, eggs, and Easter baskets for our hunt. It will be held Saturday, April 16th at 11:30am. We are still in need of an announcer to kick off the hunt.

Special Projects:

- I am working on filing / sorting, and will have a Records Destruction Resolution ready soon.
- I am working on updating forms so they match our ordinances and are easier to complete.

Angie Mettie
Customer Service
Monthly Report
February 2022

Item 1.

- We are working on Week of the Child activities. If you would like to volunteer to do something special for our teachers or youth, please let us know.

STAFF REPORT
Daniel Potter
Public Works Assistant
3/14/2022

Item 1.

Sewer issues have been a non stop problem. This past few weeks we replaced the Backflow prevention device for the auger room. The part and shipping were a little bit on the expensive side but it's due to the state of the economy. We have been very busy with alarms for overflowing of the sewer. As the snow melt increases we will see more of this. Our storm drains are working in a lot of places yet not so well in other's. We will be developing a plan for this fall to make our drainage work even better.

The work we did last fall has paid off a lot so far. I have replaced several meters this month due to freezing issues. On meters that have been an issue this year, I will be adding more insulation to the pit and vacuum out more dirt to get more ground warmth into the meter pits.

As we are rolling into spring we will be conducting seasonal maintenance on the Grader and loader.

Recently I did lube everything we have. I will have to change fluids since these machines worked hard during the winter. As the ground warms up we will begin looking at fixing roads. We ask that residents be patient because although the roads seem thawed they are probably still frozen several inches deep. Last week I attended the IRWA conference along with Kirk from Meadow creek. We both learned a lot of new information about the water and wastewater industry.

March 14, 2022

The snowbanks are melting and spring is on its way. This results in water backing up into areas that are not usually under water. The City Public Works department is working to keep drains open and to keep the water flowing. Mud season is always difficult, but dry roads and green grass will be here before you know it!

As technology needs increase and the safety of data becomes more and more of a concern, I believe it would be beneficial to the City to have a 2, 5 and 10 year plan for technology. This is system wide and includes Public Works, as well as administrative. This is one of the reasons for the 4 Corners Communication technology plan proposal.

I encourage City Council members to attend the upcoming AIC training which provides excellent resources and training. Let Kyla know if you would like to attend and she will get you registered. I have made plans to be there.

Angie and I are working with the Library to make the "Week of the Child" a celebration of those children ages 2 – 8 and the people who teach and care for them in our community. We are looking at several events during that week including a "Storytime with the Mayor" and creating special packets for the teachers of that age group. Any ideas are welcome!

More and more development questions and conversations are happening each week. I expect many planning and zoning discussions and decisions throughout the rest of this year.

As we approach the warmer weather, just a reminder that the schedule for grass and weeds and city clean-up will remain the same as last year. That worked well and the continuity created better compliance.

"Spring is when you feel like whistling, even with a shoe full of slush." Doug Larson

City of New Meadows
Personnel Policy Review Item
2022

1. EMPLOYEE COMPENSATION

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or department head may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee

2. OVERTIME / COMPENSATORY TIME POLICY

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 24 hours.

3. TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- a. Breakfast.....\$10.00
- b. Lunch.....\$15.00
- c. Dinner.....\$15.00
- d. Lodging.....Actual Reasonable Costs
- e. Mileage.....Current Rate as set forth by the IRS
- f. Registration.....Actual Fees

City of New Meadows

Personnel Policy Review Item

2022

4. VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner.

Length of Service Vacation Accrual for Regular Part-Time Employees

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

5. PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.

City of New Meadows
Personnel Policy Review Item
2022

Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

6. HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

7. BEREAVEMENT LEAVE

Up to three days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

**NEW MEADOWS INDUSTRIAL PARK
LEASE AGREEMENT**

THIS LEASE is made at New Meadows, Idaho, effective this 9th day of November, 2020 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and Torch Towing, 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 2200 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 \$400.00, plus the Adams County Landfill Fee (\$10.85), for FIVE (5) years beginning NOVEMBER 19, 2020, at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time.

Section 4. If the LESSEE fails to pay any rental payment on or before the tenth day of the month for which it is due, the LESSEE shall pay to the CITY a late fee of twenty five dollars and no cents on the eleventh day and three percent (3%) of the monthly rental each day the rent is due until paid in full.

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

Section 6. The LESSEE has possession of the LEASEHOLD.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

cause any major holes to be made in said floor or walls for the purpose of anchoring machinery, shelving, office partitions or for any other reason whatsoever, unless express written authorization is obtained from the CITY. Permission for minor alterations may be obtained from the Site Administrator.

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

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

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

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

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

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

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

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

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

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

CITY to make property available to a new tenant. LESSEE may also early terminate by paying three months of rent at the approved rate and leaving the premise clean, turning in all keys and providing a 30 day effective date.

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

<u>LESSOR:</u>	City of New Meadows P.O. Box 324 New Meadows ID. 83654 Mayor	LESSEE:	Torch Towing 9990 W Beacon Light Star, Idaho 83669 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: _____	Date: _____
Owner	

By: _____	Date: _____
Owner	

City of New Meadows

By: _____	Date: _____
Mayor	

ATTACHMENT A: Tenant Qualification Criteria

NEW MEADOWS INDUSTRIAL PARK

Tenant Qualification Criteria:

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

Section 2. **Torch Towing** 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 Torch Towing, hereinafter referred to as the LESSEE, is for the following space described below:

The 2200 square foot area in the northern end of building known as building # 2 which has an office space, restroom and open shop floor. The physical address of this space is 106 C Taylor Street.

ATTACHMENT C: Delinquent Rent Policy

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

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

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

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

ATTACHMENT D: Hazardous Material Policy

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

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

CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS**CONTENTS**

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

1. PURPOSE

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

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

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

2.2 Tenant Responsibilities

Tenant Managers Shall:

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

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

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

2.3 Shipping and Receiving

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

2.4 Storage

NMIP tenants storing nonradioactive hazardous materials shall:

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

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

3.0 DEFINITIONS

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

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

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

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

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

4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

4.1 Waste Handling Practices:

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

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

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

4.2 Handling Practices for Recyclable Oil:

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

I have read and acknowledged the above Hazardous Material Policy.

Owner(s)	Owner(s)	Date
----------	----------	------

City of New Meadows Short Term RV Use Permit Application

Permit Type: Emergency Transitional Displacement Vacation

Applicant Information:

Property Owner Information:

Applicant Name: Ed Anderson

Same as applicant

Applicant Mailing Address: _____

Name: _____

Physical Address for RV: 221 Katharine

Mailing Address: _____

Applicant Phone Number: 206-1

Physical Address: _____

RV License #: _____

Phone Number: _____

RV License Expiration Date: _____

Property Zone: _____

Complete the section below that pertains to the permit you are applying for.

E Emergency Permit: due to: Fire Flood Wind Earthquake Other: _____

RV Location: My Property The Property of: _____

Please Initial:

___ I have provided proof of the emergency (photos, contracts for repair, maintenance, etc.)

___ I have provided written permission to place RV on a property other than my own.

___ I understand the permit is valid for 30-90 days with one extension, if necessary.

___ My RV will be occupied only by myself and immediate family.

___ My RV will not be parked on any street.

___ My RV will not be parked in any easement from November 1st - April 30th.

T Transitional Permit: (residing in RV while building a home)

Please Initial:

___ I have provided a copy of my building permit.

___ I have provided a copy of my building contract or manufactured home purchase agreement.

___ I understand the permit is valid for 180 days with one 90-day extension, if necessary.

___ My RV will be occupied only by myself and immediate family.

___ My RV will not be parked on any street.

___ My RV will not be parked in any easement from November 1st - April 30th.

V Vacation Permit: (family / friends residing in RV on my property for up to 14 days per visit)

Please Initial:

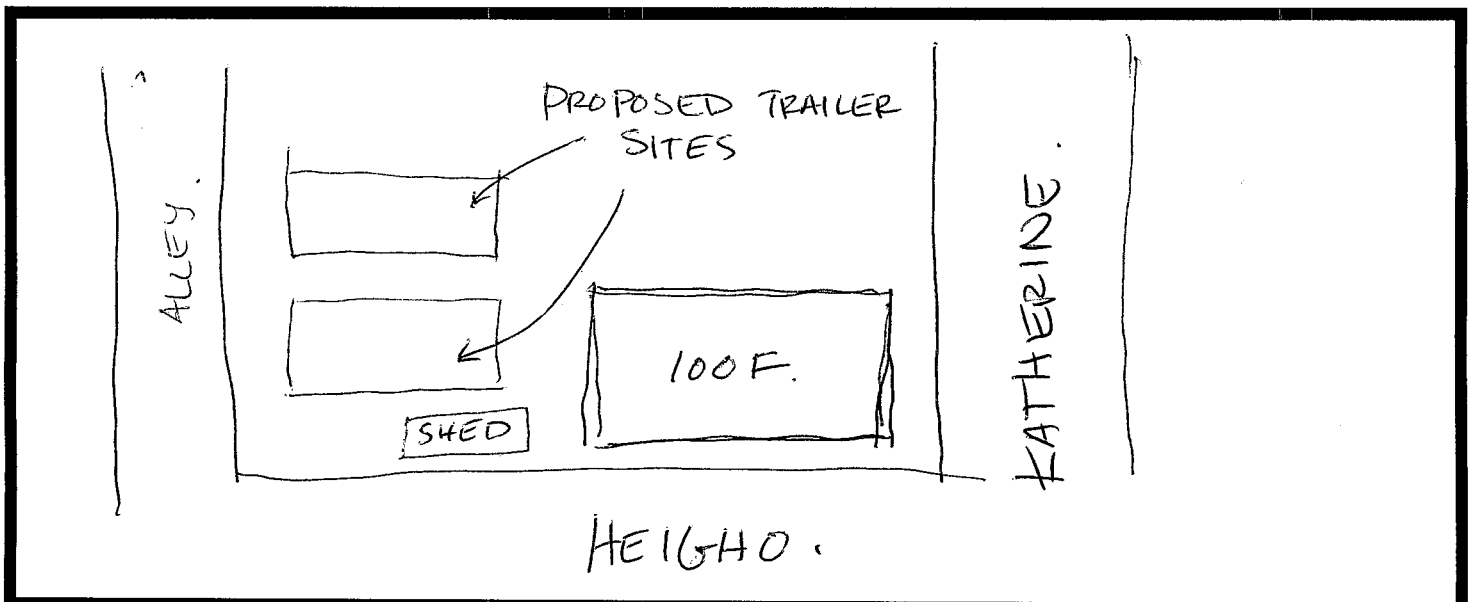
- I have read, understand, and will comply with city code regarding RVs in the city limits.
- This permit shall allow for up to 30 days of vacation RV use on my property in a 1-year period.
- Visitors shall not remain for more than 14 consecutive days.
- My property is set up for RV vacation use as per the zoning code.
- The RV will not be parked on any street or easement.
- The RV will not be connected to the City sewer system.
- I will acquire an updated vacation permit each time an RV is occupied on my property.

D Displacement Permit: (unable to find adequate housing)

Please Initial:

- My RV design and plan was approved by Planning & Zoning.
- My RV will be placed in a residential zone.
- My RV is fully operational & will be tied to the City's water and sewer system permanently.
- My RV will comply with setbacks on the property.
- My RV will be placed on a level pad of concrete or gravel.
- I understand this permit is to be renewed every 180 days.

Please provide a diagram showing where on the property the RV will be placed. Include current structures, cross roads, setbacks, and any other pertinent information: separate sheet provided



City of New Meadows Short Term RV Use Permit Application

An RV Short Term Use Permit may be issued subject to the regulations contained in the New Meadows City Code and is hereby agreed that the use of RVs on private property be in accordance with the specifications stated in the City code and this application.

Applicant Signature: _____ Property Owner Signature: 

Office Use Only

Date Received: _____ Staff Initials: _____ Application Complete: Yes No
Application Approved Denied Permit # Issued: _____
Fee Paid _____ No Fee Receipt #: _____ Permit Expiration Date: _____

Emergency 30-90 days (one 30-90 day extension)

Date of initial Permit Issuance: _____ Date of Extension: _____
Expiration Date of Permit: _____ Expiration of Extension: _____

Transitional 90-180 days (one 90 day extension)

Date of initial Permit Issuance: _____ Date of Extension: _____
Expiration Date of Permit: _____ Expiration of Extension: _____

Vacation 30 days annually - \$100 annually or \$5 per visitor non-refundable

Date of initial Permit Issuance: _____ Dates of use: _____ Dates of use: _____
Expiration Date of Permit: _____ Dates of use: _____ Dates of use: _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Displacement 180 days (180 day extension) Sunsets 2023

Date of Council Approval: _____	Date of Council Approval: _____	Date of Council Approval: _____
Date of initial Permit Issuance: _____	Date of Extension: _____	Date of Extension: _____
Expiration Date of Permit: _____	Expiration of Extension: _____	Expiration of Extension: _____

Roll Call / Pledge of Allegiance

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

Staff present at City Hall were Kyla Gardner, Daniel Potter, and Angie Mettie.

Public present via Zoom were Drew Dodson, Sandy Schiffman, and Ed Anderson.

Mayor Good opened the meeting at 6:32 P.M. and Council Member Gilliam led the Pledge of Allegiance.

Public Input

There was no public input from the community.

Presentation

EMS District Levy – Doug Buys

Doug Buys, New Meadows Fire Chief, addressed the Council regarding an upcoming levy for Meadows Valley EMS. He stated that an open house will be held April 11th at 6:30 P.M. to educate the public on the levy. In 2015, Meadows Valley EMS was created by Adams County, and since then the Meadows Valley Fire District has taken over the EMS, and is spending \$90,000 per year to fund EMS, which is not sustainable. The levy must have a two-thirds majority to pass, and therefore needs as many voters as possible for support. The levy would raise the amount on a \$100,000 home from \$22.65 to \$39.64. Buys asked for support from the City and hoped they could help get the word out about the levy and the upcoming open house.

Reports

Mayor's Report

Mayor Good stated that city cleanup days are set for the third Saturday of May and will continue throughout the summer. She is working to get someone to pick up large items, and possibly a person who would collect tires.

BSU has shared their ideas regarding illegal dumping, and located four areas where they felt the dumping may be coming from. Brown's Market has received no activity at the RV dump recently.

There have been many conversations regarding programs for youth and at-risk teens. The Youth Advocacy Coalition is working on a program for New Meadows. Council Member Ryker mentioned IGNITE Idaho Family Resource Center and will bring more information to a future meeting.

Discussion Items

Water/Sewer Hookups for RV Use – Ed Anderson

Ed Anderson, who owns property at 221 Katherine, addressed the Council regarding buying a \$9,000 water / sewer hookup to hook up to RVs. He would like to provide temporary housing for his employees of McCall, and per the ordinance, they must have a permanent water/sewer hookup. This would fall under the “displacement” category on the RV permit. He explained that he would like to use one hookup and connect them to two RVs.

Council Member Parnett inquired about EDUs and how this would be calculated with only one hookup, but two RVs. Both Anderson and the Council recalled that the Displacement permit is set to sunset in 2023. The Council wished to review previous permits approved for Displacement in order to make a fair decision. They also would like to further study the ordinance. The item will be placed on the next agenda.

Evacuation Plan

Mayor Good stated that the City should have an evacuation plan in case of emergency. Doug Buys stated that the fire station was built as an evacuation center that is self-contained with appropriate amenities. The Forest Service building could also serve as a center, but does not have a commercial kitchen or showers.

Council Member Parnett stated that the school has a system to call and email parents in the event of an emergency. Buys stated that Adams County also has Alert Sense that citizens can sign up for. Mayor Good will contact the county to see if New Meadows might be able to participate in the program in emergency situations.

Blue Cross Grant

City Clerk Gardner stated that she applied for a grant for community planning. Three grants in the amount of \$85,000 will be given away. Gardner stated that the grant could be used in the park to bring the community together.

WE CAN Community Boot Camp 2022

Mayor Good stated that this program has four online meetings and teaches you how to plan a project. There is a \$500 grant available for teams who attend the meetings.

Action Items

February 14, 2022 Meeting Minutes

City Clerk Gardner polled the Council and all members stated that they had read the minutes.

- Council Member Parnett moved to approve the February 14, 2022 meeting minutes; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Booster Station Repair – Drywall Bid

Drywall repair is required at the Booster Station and will be installed after the roof is repaired. A quote was received from Jake’s Drywall for \$1000, which included labor and materials.

- Council Member Ryker moved to approve the drywall quote of \$1000; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Primary Water/Wastewater Operator Contract

The primary water/wastewater operator contract was not yet available and was tabled until the next meeting.

Consent Agenda

The Consent Agenda included paid and pending claims and January 2022 Financials.

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

Future Meeting Topics

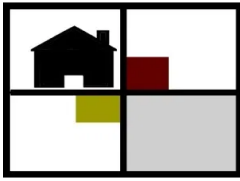
Future meeting topics include review of the personnel policy, information on the broadband taskforce, IGNITE, RV ordinance and RV application review, response for Mr. Anderson, and Torch Towing lease review.

Adjourn

The meeting was adjourned at 7:49 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk



4CC Monitor & Protect Package (\$10/device)

Provides two powerful software solutions at one low cost to **protect** and **monitor** customer devices.

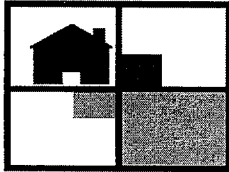
- **Atera Agent** (Remote PC/Server monitoring and support)
- **BitDefender EDR/AntiVirus** (Monitored Endpoint Detection and Response)

Atera Agent allows 4CC to remotely monitor and support customers. With Atera, 4CC is alerted to PC issues and security issues in real time, allowing 4CC to reach out to our customers to assess and correct issues remotely.

With managed **BitDefender EDR** you not only get a powerful **AntiVirus** product but you will also get 24/7 protection that will block and alert 4CC of cyber issues and malicious activity on systems.

Assessment and correction of issues are billed separately, and only as approved by the customer.





4 Corners Communications, Inc.
3208 Hwy 55
Meadows, ID 83654
(208) 347-4100
info@4cornerscomm.com

Managed Service Packages & Cyber Assessments

TIER 1 - Basic	\$460/month
----------------	-------------

- Devices/Servers/Workstations/Printers (Patching, Security Updates)
 - ✓ Either automatic or manual patching of all devices/workstations/servers and identification of upgrades
- Maintenance Activities
 - ✓ Clean up of devices/workstations and servers
- Support Services for Servers & Workstations
 - ✓ Technical support for issues impacting operation of devices/workstations & server(s)
- 4 hours per month - onsite or remote @ current hourly rate of \$115
- Monthly status/checklist of services provided

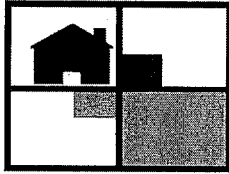
****No SLA agreement for response time***

****Projects and other work outside of scope of maintenance tier will be billed at an hourly rate***

****Truck rolls @ \$35 (outside of primary service areas of McCall, Lake Fork, Donnelly, New Meadows)***

TIER 2 - Enhanced	\$760/month
-------------------	-------------

- Servers/Workstations/Printers (Patching, Security Updates)
 - ✓ Either automatic or manual patching of all workstations/servers and identification and upgrade of firmware as needed.
- Other System Updates (switches/OS for workstations/servers)
- Resource/General Monitoring
 - ✓ Monthly check of resource availability (storage/backups/connectivity (LAN/WAN))
- Maintenance Activities
 - ✓ Clean up of workstations and servers
- Support Services for Servers & Workstations
 - ✓ Technical support for issues impacting operation of workstations & server(s)
- Monthly monitoring of cybersecurity threats (with real time alerts)
 - ✓ Checks on IDS/IPS
 - ✓ Managed Web Protection/Filtering - ***Price included up to 20 users/endpoints***
- 8 hours per month - onsite or remote @ reduced rate of \$105



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- Month status/checklist of services provided
- SLA agreement for 48 hour response time

****Projects and other work outside of scope of maintenance tier will be deducted from Tier total hours. Any overages in time will be billed at hourly rate***

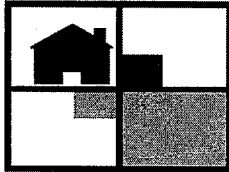
****Truck rolls @ \$35 (outside of primary service areas of McCall, Lake Fork, Donnelly, New Meadows)***

TIER 3 - Advanced	\$1,520 month
-------------------	---------------

- Servers/Workstations (Patching, Updates, ect)
 - ✓ Either automatic or manual patching of all workstations/servers and identification and upgrade of firmware as needed.
- System Updates (switches/printers/OS for workstations/servers)
- Resource/General Monitoring
 - ✓ Monthly check of resource availability (storage/backups/connectivity (LAN/WAN))
- Maintenance Activities
 - ✓ Clean up of workstations and servers
- Support Services for Servers & Workstations
 - ✓ Technical support for issues impacting operation of workstations & server(s)
- Weekly monitoring of cybersecurity threats (with real time alerts)
 - ✓ Checks on IDS/IPS
 - ✓ Managed Cyber Awareness(Phishing emails/Training) - **Price Included up to 20 users/endpoints**
 - ✓ Managed Web Protection/Filtering - **Price included up to 20 users/endpoints**
- Weekly monitoring, reviewing of log files on Endpoints, Firewall/Web Filters
 - ✓ Installation and weekly review of sysmon logs
- **16 hours per month - onsite or remote @ reduced rate of \$95*
- **SLA agreement for 12 hour response time*

****Projects and other work outside of scope of maintenance tier will be deducted from Tier total hours. Any overages in time will be billed at hourly rate.***

****Truck rolls @ \$35 (outside of primary service areas of McCall, Lakefork, Donnelly, New Meadows)***



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Item 12.

Standalone 4CC managed services (add to tier or use alone)

MANAGED CYBER AWARENESS PROGRAM	\$7/per employee	
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Online Cyber Awareness Training - Phishing emails Reporting on employee/organization progress

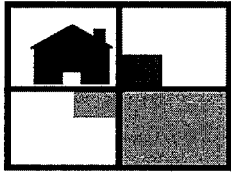
MANAGED WEB PROTECTION/FILTERING	\$2/per employee	
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Malware Blocking, Content Filtering, Phishing Prevention, Malicious Detection Service

1. TIER 4 -Custom	\$1900/month	
--------------------------	---------------------	--

- Tier 3 Services+
- 20+ hours per month @ reduced rate of \$95
- SLA agreement for 8 hour response time
- No Truck Roll charge

Cyber Security/IT Assessment Packages



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info@4cornerscomm.com

Item 12.

\$1000

BASIC IT/CYBERSECURITY ASSESSMENT

\$2000 (one time cost)

- Identification of Infrastructure and Assets in the Organization
- Network Scan of permissions & network
- Vulnerability Assessment - Basic
- Evaluation of Administrative/Physical and Technical controls in place
- Evaluation and report aligning with the NIST Cybersecurity Framework
- Simple Scorecard
- Create a Plan of Action

ENHANCED IT/CYBERSECURITY ASSESSMENT

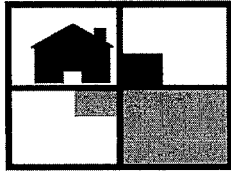
\$5000 (one time cost)

- Identification of Infrastructure and Assets in the Organization
- Network Scan of permissions & network
- Vulnerability Assessment - Detailed
- Suggested prioritization of assessment
- Evaluation of Administrative/Physical and Technical controls in place
- Evaluation of governance and management of IT services
- Evaluation and report aligning with the NIST Cybersecurity Framework
- Simple Scorecard
- Create a Plan of Action

ADVANCED IT/CYBERSECURITY ASSESSMENT

\$15,000 (one time cost)

- Identification of Infrastructure and Assets in the Organization
- Network Scan of permissions & network
- Vulnerability Assessment - Detailed
- Penetration testing Internal & External
- Suggested prioritization of assessment
- Evaluation of Administrative/Physical and Technical controls in place
- Evaluation of governance and management of IT services
- Evaluation and report aligning with the NIST Cybersecurity Framework



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Item 12.

- Simple Scorecard
- Create a Plan of Action
- Ongoing Vulnerability Assessment (\$5,000 value)

MANAGED CYBER AWARENESS PROGRAM	\$7/per employee
---------------------------------	------------------

Online Cyber Awareness Training - Phishing emails Reporting on employee/organization progress

MANAGED WEB PROTECTION/FILTERING	\$5/per employee
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Malware Blocking, Content Filtering, Phishing Prevention, Malicious Detection Service

**Strategic/Cyber Security Consultation Rate*

\$125/hr (1 hr minimum)

**City of New Meadows
Resolution TBD-2022**

WEEK OF THE YOUNG CHILD PROCLAMATION

WHEREAS, the City of New Meadows is working to promote and inspire high-quality early childhood experiences for our community’s youngest citizens, that can provide a foundation of learning and success for children in New Meadows, Idaho; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in New Meadows deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children’s futures and to the prosperity of our society.

NOW, THEREFORE, I, Julie Good, Mayor of the City of New Meadows, Idaho, do hereby proclaim April 2-8, 2022 as the Week of the Young Child in New Meadows, Idaho and encourage all citizens to work to support and invest in early childhood in New Meadows, Idaho.

*IN WITNESS WHEREOF, I have hereunto set
My hand at the City of New Meadows, Adams
County in New Meadows on this 14th day of
March, in the year of our Lord 2022.*

Julie A. Good, Mayor

Kyla Gardner, City Clerk

DETERRA DRUG DEACTIVATION POUCH INFORMATION

YAC (Youth Advocacy Coalition) offers them for free. It's a great way of disposing of unused prescription medications so they don't fall into the wrong hands or pollute the environment.

<https://deterrasystem.com/products/pouches/>

They are currently at the Courthouse and D9 in Cascade, City Hall in Donnelly, Albertsons and the Community Center in McCall.

This would be a great opportunity for New Meadows City Hall.

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5212	E	563 Adams County Prosecuting 2022 Prosecutions	1,500.00								
March	1041	03/07/22 Municipal Prosecutions-Mar	1,500.00			1	41400	312			10102
		Total for Vendor:	1,500.00								
		*** Claim from another period (2/22) ****									
5206		25 Analytical Labs, Inc.	2,693.71								
	88706	02/28/22 Water Sampling / Testing	16.15			60	43320	745			10102
	88707	02/28/22 Sewer Sampling / Testing	2,677.56			65	43220	745			10102
		Total for Vendor:	2,693.71								
		*** Claim from another period (2/22) ****									
5207		1 C & M Lumber Co, Inc	425.09								
	02/25/22	Shop- Water	43.81			60	43320	324			10102
	02/25/22	Shop - Sewer	43.81			65	43220	324			10102
	02/25/22	Shop - Streets	43.81			1	41500	324			10102
	02/25/22	Streets	9.68			1	41500	324			10102
	02/25/22	Industrial Park	43.49			63	43100	324			10101
	02/25/22	Water	226.51			60	43320	324			10102
	02/25/22	Office -Water	4.66			60	43320	324			10102
	02/25/22	Office- Sewer	4.66			65	43220	324			10102
	02/25/22	Office- General	4.66			1	41100	324			10102
		Total for Vendor:	425.09								
		*** Claim from another period (2/22) ****									
5205		29 City of New Meadows	581.38								
	025-00	03/01/22 Chlorinator Room	14.64			65	43220	339			10102
	310-00	03/01/22 Park Irrigation	14.30			1	41600	332			10102
	309-00	03/01/22 Park Restrooms	76.38			1	41600	331			10102
	014-00	03/01/22 Industrial Park	229.85			63	43100	331			10102
	364-00	03/01/22 Auger Room	77.99			65	43220	338			10102
	126-00	03/01/22 City Hall	77.87*			1	41100	331			10102
	015-00	03/01/22 Skate Park	14.30			1	41600	332			10102
	013-00	03/01/22 Industrial Park - 104 W Taylor	76.05			63	43100	331			10102
		Total for Vendor:	581.38								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5213	E	416 De Lage LANDEN FINANCIAL Photocopier Lease	156.50								
		75715945 03/07/22 Photocopier Lease	42.97			1	41100		324		10102
		75715945 03/07/22 Photocopier Lease	42.98			60	43320		324		10102
		75715945 03/07/22 Photocopier Lease	42.97			65	43220		324		10102
		75715945 03/07/22 Late Charges	27.58			1	41100		324		10102
		Total for Vendor:	156.50								
5211		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 2/9/22, 2/23/22	95.00								
		9718 02/16/22 OFFICE CLEANING / CITY HALL	95.00			1	41100		324		10102
		Total for Vendor:	95.00								
5216	E	4 Idaho Power 0032879986 03/07/22 Street Lights (Electricity)	3,695.16								
		0032879987 03/07/22 City Shop (Electricity) Wa	634.52			1	41500		330		10102
		0032879987 03/07/22 City Shop (Electricity) Se	230.36			60	43320		330		10102
		0032879987 03/07/22 City Shop (Electricity) Str	230.35			65	43220		330		10102
		0032879959 03/07/22 Parks (Electricity)	255.42			1	41600		330		10102
		0032879967 03/07/22 Sewer Lift Station (Electr	6.38			65	43220		337		10102
		0032879945 03/07/22 Well #3 (Electric)	312.71			60	43320		334		10102
		0032879933 03/07/22 Well #4 (Electric)	431.02			60	43320		335		10102
		0032879940 03/07/22 Booster Station (Electric)	384.50			60	43320		333		10102
		0032879919 03/07/22 Sewer Plant (Electricity)	484.37			65	43220		336		10102
		0030309892 03/07/22 City Hall (Electricity) Ge	88.64			1	41100		330		10102
		0030309892 03/07/22 City Hall (Electricity) H2O	88.64			60	43320		330		10102
		0030309892 03/07/22 City Hall (Electricity) SWR	88.65			65	43220		330		10102
		0032880160 03/07/22 Sewer Land Ap	173.90			65	43220		330		10102
		0032952904 03/07/22 Meat Shop	55.34			63	43100		330		10102
		Total for Vendor:	3,695.16								
5219	E	56 Idaho Rural Water Association Wastewater Treatment I/II Certification Review- Jessica Wallace 3/31, 4/5, 4/7,	240.00								
		4/8									
		20386 02/22/22 Wastewater Treat Cert Review	240.00			65	43220		520		10102
		Total for Vendor:	240.00								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5208	E	279 J.I. Morgan, Inc.	8.16	****							
		Parts - Heater hose									
		14486 02/24/22 Parts- Streets	2.72			1		41500	324		10102
		14486 02/24/22 Parts- Water	2.72			60		43320	324		10102
		14486 02/24/22 Parts- Sewer	2.72			65		43220	324		10102
		Total for Vendor:	8.16								
		*** Claim from another period (2/22) ****									
5214		642 Kundrick, Kirk	300.00	****							
		Monthly Back-up Operator									
		CNM-2202 03/07/22 Feb 2022 H2O Back-up Operato	150.00			60		43320	310		10102
		CNM-2202 03/07/22 Feb 2022 SWR Back-up Operato	150.00			65		43220	310		10102
		Total for Vendor:	300.00								
		*** Claim from another period (2/22) ****									
5210	E	150 Lake Shore Disposal	135.45	****							
		25665970 03/01/22 Garbage - General	33.86			1		41100	324		10102
		25665970 03/01/22 Garbage - Water	33.86			60		43320	324		10102
		25665970 03/01/22 Garbage - Sewer	33.86			65		43220	324		10102
		25665970 03/01/22 Garbage - Industrial Park	33.87			63		43100	324		10102
		Total for Vendor:	135.45								
		*** Claim from another period (2/22) ****									
5220	E	514 PERKINS MITCHELL	247.00	****							
		27235 03/10/22 City Matters	247.00			1		41100	312		10102
		Total for Vendor:	247.00								
		*** Claim from another period (2/22) ****									
5221	E	530 Quadient Finance USA, INC	200.00	****							
		02/28/22 Postage -	50.00			1		41100	620		10102
		02/28/22 Postage - Water	75.00			60		43320	620		10102
		02/28/22 Postage - Sewer	75.00			65		43220	620		10102
		Total for Vendor:	200.00								
		*** Claim from another period (2/22) ****									
5222	E	500 SPARKLIGHT formerly Cable One	93.23	****							
		Internet Services									
		03/10/22 Internet - General	31.08			1		41100	308		10102
		03/10/22 Internet - Water	31.07			60		43320	308		10102
		03/10/22 Internet - Sewer	31.08			65		43220	308		10102
		Total for Vendor:	93.23								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5218	E	436 US Bank	301.99								
		405999717 02/25/22 GOOGLE G SUITE (GEN)	72.00*			1	41100	41100	327		10102
		405999717 02/25/22 GOOGLE G SUITE (SMR)	72.00*			65	43220	43220	327		10102
		405999717 02/25/22 GOOGLE G SUITE (WTR)	72.00*			60	43320	43320	327		10102
		TSHEETS 02/25/22 TSHEETS (GEN)	15.00			1	41100	41100	324		10102
		TSHEETS 02/25/22 TSHEETS (IND)	15.00			63	43100	43100	324		10102
		TSHEETS 02/25/22 TSHEETS (WTR)	15.00			60	43320	43320	324		10102
		TSHEETS 02/25/22 TSHEETS (SWR)	15.00			65	43220	43220	324		10102
		Supplies 02/25/22 Amazon Office Supplies	16.98			1	41100	41100	610		10102
		Supplies 02/25/22 Family Dollar	9.01			1	41100	41100	610		10102
		Total for Vendor:	301.99								
		*** Claim from another period (2/22) ****									
		376.16									
5209	E	147 USA Blue Book	376.16			65	43220	43220	324		10102
		Back flow preventer for Augar Room									
		894401 03/01/22 Back Flow preventor	376.16								
		Total for Vendor:	376.16								
5223		568 Wienhoff Drug Testing	75.00								
		Annual Consoritorium Fee									
		101791 11/15/21 2022 Drug Consoritorium (ADM)	15.00			1	41100	41100	324		10102
		101791 11/15/21 2022 Drug Consoritorium (STRT)	15.00			1	41500	41500	324		10102
		101791 11/15/21 2022 Drug Consoritorium (W)	15.00			60	43320	43320	324		10102
		101791 11/15/21 2022 Drug Consoritorium (S)	15.00			65	43220	43220	324		10102
		101791 11/15/21 2022 Drug Consoritorium (ANM)	15.00			1	41400	41400	324		10102
		Total for Vendor:	75.00								
5217	E	617 ZIPLY FIBER	238.57								
		City Shop & Sewer Internet / Phone									
		03/07/22 Phone/Internet - Water	119.28			60	43320	43320	308		10102
		03/07/22 Phone/Internet - Sewer	119.29			65	43220	43220	308		10102
		Total for Vendor:	238.57								
		# of Claims	18								
		Total:	11,362.40								
		Total Electronic Claims	7,192.22								
		Total Non-Electronic Claims	4170.18								

Dana Kautz

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	1.82							1.82	
Wednesday	2/2/2022								0.00	
Thursday	2/3/2022								0.00	
Friday	2/4/2022								0.00	
Saturday	2/5/2022								0.00	
Total Week		1.82	0.00	0.00	0.00	0.00	0.00	0.00	1.82	
Sunday	2/6/2022								0.00	
Monday	2/7/2022	6.53							6.53	
Tuesday	2/8/2022								0.00	
Wednesday	2/9/2022								0.00	
Thursday	2/10/2022								0.00	
Friday	2/11/2022								0.00	
Saturday	2/12/2022								0.00	
Total Week		6.53	0.00	0.00	0.00	0.00	0.00	0.00	6.53	
Sunday	2/13/2022								0.00	
Monday	2/14/2022	5.98							5.98	
Tuesday	2/15/2022								0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		5.98	0.00	0.00	0.00	0.00	0.00	0.00	5.98	
Total Pay Period		14.33	0.00	0.00	0.00	0.00	0.00	0.00	14.33	

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:

Dana Kautz

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	To
14.33	0.00	0.00	0.00	14.33

Item 16.

Time in	Time out	Duration	
February 1, 2022			1.82
12:12pm (MST)	2:01pm (MST)	1.82	ADM › ADM - Customer Relations
February 7, 2022			6.53
8:27am (MST)	9:07am (MST)	0.67	MTG › MTG - Staff Meeting
9:07am (MST)	2:59pm (MST)	5.87	MTG › MTG - Staff Meeting
February 14, 2022			5.98
11:23am	3:40pm	4.28	ADM › ADM - Customer Relations
6:30pm	8:12pm	1.70	MTG › MTG - Council Meeting

Kyla Gardner

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022								0.00	
Monday	1/17/2022						8.00		8.00	
Tuesday	1/18/2022	7.17							7.17	
Wednesday	1/19/2022	6.65							6.65	
Thursday	1/20/2022	6.53							6.53	
Friday	1/21/2022	4.85							4.85	
Saturday	1/22/2022								0.00	
Total Week		25.20	0.00	0.00	0.00	0.00	8.00	0.00	0.00	33.20
Sunday	1/23/2022								0.00	
Monday	1/24/2022	8.30							8.30	
Tuesday	1/25/2022	6.57							6.57	
Wednesday	1/26/2022	6.45							6.45	
Thursday	1/27/2022	6.72							6.72	
Friday	1/28/2022	4.98							4.98	
Saturday	1/29/2022								0.00	
Total Week		33.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.02
Sunday	1/30/2022								0.00	
Monday	1/31/2022	6.73							6.73	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		6.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.73
Total Pay Period		64.95	0.00	0.00	0.00	0.00	8.00	0.00	0.00	72.95

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

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	To	Item 16.
64.95	0.00	0.00	0.00	64.95	

Time in	Time out	Duration	
January 18, 2022			7.17
8:20am	3:30pm	7.17	ADM > ADM - Customer Relations
January 19, 2022			6.65
8:25am	3:04pm	6.65	ADM > ADM - Customer Relations
January 20, 2022			6.53
8:23am	2:55pm	6.53	ADM > ADM - Customer Relations
January 21, 2022			4.85
8:24am	1:15pm	4.85	ADM > ADM - Customer Relations
January 24, 2022			8.30
8:29am	2:57pm	6.47	ADM > ADM - Customer Relations
6:02pm	7:52pm	1.83	MTG > MTG - Council Meeting
January 25, 2022			6.57
8:31am	3:05pm	6.57	ADM > ADM - Customer Relations
January 26, 2022			6.45
8:30am	2:57pm	6.45	ADM > ADM - Customer Relations
January 27, 2022			6.72
8:21am	3:04pm	6.72	ADM > ADM - Customer Relations
January 28, 2022			4.98
8:16am	1:15pm	4.98	ADM > ADM - Customer Relations
January 31, 2022			6.73
8:23am	9:05am	0.70	MTG > MTG - Staff Meeting
9:05am	3:07pm	6.03	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	6.82							6.82	
Wednesday	2/2/2022	6.72							6.72	
Thursday	2/3/2022	6.61							6.61	
Friday	2/4/2022	4.70							4.70	
Saturday	2/5/2022								0.00	
Total Week		24.85	0.00	0.00	0.00	0.00	0.00	0.00	24.85	
Sunday	2/6/2022								0.00	
Monday	2/7/2022	6.92							6.92	
Tuesday	2/8/2022	6.52							6.52	
Wednesday	2/9/2022	6.97							6.97	
Thursday	2/10/2022	6.92							6.92	
Friday	2/11/2022	5.30							5.30	
Saturday	2/12/2022								0.00	
Total Week		32.63	0.00	0.00	0.00	0.00	0.00	0.00	32.63	
Sunday	2/13/2022								0.00	
Monday	2/14/2022	9.25							9.25	
Tuesday	2/15/2022	7.87							7.87	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		17.12	0.00	0.00	0.00	0.00	0.00	0.00	17.12	
Total Pay Period		74.60	0.00	0.00	0.00	0.00	0.00	0.00	74.60	

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

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	To	Item 16.
74.60	0.00	0.00	0.00	74.60	

Time in	Time out	Duration	
February 1, 2022			6.82
8:49am	3:38pm	6.82	ADM › ADM - Customer Relations
February 2, 2022			6.72
8:23am	3:06pm	6.72	ADM › ADM - Customer Relations
February 3, 2022			6.62
8:24am	3:01pm	6.62	ADM › ADM - Customer Relations
February 4, 2022			4.70
8:27am	1:09pm	4.70	ADM › ADM - Customer Relations
February 7, 2022			6.92
8:23am	9:07am	0.73	MTG › MTG - Staff Meeting
9:07am	3:18pm	6.18	ADM › ADM - Customer Relations
February 8, 2022			6.52
8:30am	3:01pm	6.52	ADM › ADM - Customer Relations
February 9, 2022			6.97
8:22am	3:20pm	6.97	ADM › ADM - Customer Relations
February 10, 2022			6.92
8:20am	3:15pm	6.92	ADM › ADM - Customer Relations
February 11, 2022			5.32
8:23am	1:42pm	5.32	ADM › ADM - Customer Relations
February 14, 2022			9.25
8:21am	9:15am	0.90	MTG › MTG - Staff Meeting
9:15am	3:12pm	5.95	ADM › ADM - Customer Relations
5:59pm	8:23pm	2.40	MTG › MTG - Council Meeting
February 15, 2022			7.87
8:32am	3:08pm	6.60	ADM › ADM - Customer Relations
6:04pm	7:20pm	1.27	MTG › MTG - Citizen Advisory Committee

Angie Mettie

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022								0.00	
Monday	1/17/2022						8.00		8.00	
Tuesday	1/18/2022	6.85							6.85	
Wednesday	1/19/2022	5.98							5.98	
Thursday	1/20/2022	6.04							6.04	
Friday	1/21/2022	6.25							6.25	
Saturday	1/22/2022								0.00	
Total Week		25.12	0.00	0.00	0.00	0.00	8.00	0.00	0.00	33.12
Sunday	1/23/2022								0.00	
Monday	1/24/2022	7.47							7.47	
Tuesday	1/25/2022	6.03							6.03	
Wednesday	1/26/2022	6.33							6.33	
Thursday	1/27/2022	5.33							5.33	
Friday	1/28/2022	6.10							6.10	
Saturday	1/29/2022								0.00	
Total Week		31.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.26
Sunday	1/30/2022								0.00	
Monday	1/31/2022	5.95							5.95	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		5.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.95
Total Pay Period		62.33	0.00	0.00	0.00	0.00	8.00	0.00	0.00	70.33

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:

Angie Mettie

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	To	Item 16.
62.33	0.00	0.00	0.00	62.33	

Time in	Time out	Duration	
January 18, 2022			6.85
7:56am	10:30am	2.57	ADM › ADM - Customer Relations
2:45pm	7:02pm	4.28	ADM › ADM - Customer Relations
January 19, 2022			5.98
12:03pm	6:02pm	5.98	ADM › ADM - Customer Relations
January 20, 2022			6.03
11:59am	6:01pm	6.03	ADM › ADM - Customer Relations
January 21, 2022			6.25
11:58am	6:13pm	6.25	ADM › ADM - Customer Relations
January 24, 2022			7.47
8:00am	10:28am	2.47	ADM › ADM - Customer Relations
2:49pm	6:30pm	3.68	ADM › ADM - Customer Relations
6:30pm	7:49pm	1.32	MTG › MTG - Council Meeting
January 25, 2022			6.03
7:46am	10:27am	2.68	ADM › ADM - Customer Relations
2:46pm	6:07pm	3.35	ADM › ADM - Customer Relations
January 26, 2022			6.33
11:52am	6:12pm	6.33	ADM › ADM - Customer Relations
January 27, 2022			5.33
12:00pm	4:29pm	4.48	ADM › ADM - Customer Relations
5:29pm	6:20pm	0.85	ADM › ADM - Customer Relations
January 28, 2022			6.10
12:00pm	6:06pm	6.10	ADM › ADM - Customer Relations
January 31, 2022			5.95
7:55am	10:29am	2.57	ADM › ADM - Customer Relations
2:50pm	6:13pm	3.38	ADM › ADM - Customer Relations

Dana Kautz

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022								0.00	
Monday	1/17/2022	3.18							3.18	
Tuesday	1/18/2022	6.02							6.02	
Wednesday	1/19/2022								0.00	
Thursday	1/20/2022								0.00	
Friday	1/21/2022								0.00	
Saturday	1/22/2022								0.00	
Total Week		9.20	0.00	0.00	0.00	0.00	0.00	0.00	9.20	
Sunday	1/23/2022								0.00	
Monday	1/24/2022	5.60							5.60	
Tuesday	1/25/2022								0.00	
Wednesday	1/26/2022	5.95							5.95	
Thursday	1/27/2022	5.98							5.98	
Friday	1/28/2022								0.00	
Saturday	1/29/2022								0.00	
Total Week		17.53	0.00	0.00	0.00	0.00	0.00	0.00	17.53	
Sunday	1/30/2022								0.00	
Monday	1/31/2022								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		26.73	0.00	0.00	0.00	0.00	0.00	0.00	26.73	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	To	Item 16.
26.73	0.00	0.00	0.00	26.73	

Time in	Time out	Duration	
January 17, 2022			3.18
11:30am (MST)	2:41pm (MST)	3.18	ADM > ADM - Customer Relations
January 18, 2022			6.02
9:19am (MST)	3:20pm (MST)	6.02	ADM > ADM - Customer Relations
January 24, 2022			5.60
9:26am (MST)	3:02pm (MST)	5.60	ADM > ADM - Customer Relations
January 26, 2022			5.95
10:00am (MST)	3:57pm (MST)	5.95	ADM > ADM - Customer Relations
January 27, 2022			5.98
9:40am (MST)	3:39pm (MST)	5.98	ADM > ADM - Customer Relations

Jessie Gerke

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022								0.00	
Monday	1/17/2022						8.00		8.00	
Tuesday	1/18/2022	4.85							4.85	
Wednesday	1/19/2022	5.47							5.47	
Thursday	1/20/2022	5.43						5.00	10.43	
Friday	1/21/2022	4.93						5.00	9.93	
Saturday	1/22/2022								0.00	
Total Week		20.68	0.00	0.00	0.00	0.00	8.00	0.00	10.00	38.68
Sunday	1/23/2022								0.00	
Monday	1/24/2022	8.23							8.23	
Tuesday	1/25/2022	8.07							8.07	
Wednesday	1/26/2022	7.50							7.50	
Thursday	1/27/2022	8.08							8.08	
Friday	1/28/2022	5.67							5.67	
Saturday	1/29/2022								0.00	
Total Week		37.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.55
Sunday	1/30/2022								0.00	
Monday	1/31/2022	4.52							4.52	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		4.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.52
Total Pay Period		62.75	0.00	0.00	0.00	0.00	8.00	0.00	10.00	80.75

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	To Item 16.
62.75	0.00	0.00	0.00	62.75

Time in	Time out	Duration	
January 18, 2022			4.85
8:32am (MST)	10:00am (MST)	1.47	MTG › MTG - Staff Meeting
10:00am (MST)	10:54am (MST)	0.90	SWR › SWR - Sewer Logs
10:54am (MST)	1:23pm (MST)	2.48	WTR › WTR - Service Call
January 19, 2022			5.47
7:58am (MST)	9:00am (MST)	1.03	WTR › WTR - Service Call
9:00am (MST)	10:05am (MST)	1.08	MTG › MTG - Other Government
10:05am (MST)	10:38am (MST)	0.55	PW › PW - Office Time
12:16pm (MST)	1:31pm (MST)	1.25	SWR › SWR - Sewer Logs
1:31pm (MST)	3:04pm (MST)	1.55	SWR › SWR - Land Application Project
January 20, 2022			5.43
9:42am (MST)	10:44am (MST)	1.03	PW › PW - Office Time
10:44am (MST)	11:50am (MST)	1.10	SWR › SWR - Sewer Logs
11:50am (MST)	3:08pm (MST)	3.30	WTR › WTR - Meter Reading
January 21, 2022			4.93
1:00am (MST) NOTES: Shadyn	4:00am (MST)	3.00	STRTS › STRTS - Snow Removal
9:09am (MST)	10:12am (MST)	1.05	MTG › MTG - Staff Meeting
10:12am (MST)	11:05am (MST)	0.88	SWR › SWR - Sewer Logs
January 24, 2022			8.23
7:54am (MST)	8:45am (MST)	0.85	SWR › SWR - Sewer Logs
8:45am (MST)	9:38am (MST)	0.88	MTG › MTG - Staff Meeting
9:38am (MST)	10:30am (MST)	0.87	PW › PW - Office Time
10:30am (MST)	3:30pm (MST)	5.00	SWR › SWR - Auger Room Maintenance
3:30pm (MST)	4:08pm (MST)	0.63	PW › PW - City Shop › Shop
January 25, 2022			8.07
9:09am (MST)	9:56am (MST)	0.78	SWR › SWR - Sewer Logs
9:56am (MST)	11:44am (MST)	1.80	SWR › SWR - System Maintenance
11:44am (MST)	2:03pm (MST)	2.32	SWR › SWR - Sewer Testing
2:03pm (MST)	5:13pm (MST)	3.17	EQP › EQP - Grader Maintenance
January 26, 2022			7.50
9:40am (MST)	10:35am (MST)	0.92	SWR › SWR - Sewer Logs
10:35am (MST)	1:20pm (MST)	2.75	EQP › EQP - Grader Maintenance
1:20pm (MST)	2:31pm (MST)	1.18	WTR › WTR - Service Call
2:31pm (MST)	5:10pm (MST)	2.65	SWR › Train - Sewer

January 27, 2022

8.08

8:33am (MST)	9:20am (MST)	0.78	SWR › SWR - Sewer Logs
9:20am (MST)	10:14am (MST)	0.90	MTG › MTG - Staff Meeting
10:14am (MST)	3:15pm (MST)	5.02	IND › IND - Industrial Park Maintenance
3:15pm (MST)	4:38pm (MST)	1.38	PW › PW - Office Time

January 28, 2022

5.67

9:31am (MST)	1:30pm (MST)	3.98	SWR › SWR - System Maintenance
1:30pm (MST)	3:11pm (MST)	1.68	WTR › WTR - Service Call

January 31, 2022

4.52

8:30am (MST)	9:18am (MST)	0.80	MTG › MTG - Staff Meeting
9:18am (MST)	10:30am (MST)	1.20	SWR › SWR - Sewer Logs
1:34pm (MST)	4:05pm (MST)	2.52	WTR › WTR - Service Call

Angie Mettie

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	6.37								6.37
Wednesday	2/2/2022	6.20								6.20
Thursday	2/3/2022	5.37								5.37
Friday	2/4/2022	6.13								6.13
Saturday	2/5/2022									0.00
Total Week		24.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.07
Sunday	2/6/2022									0.00
Monday	2/7/2022	5.88								5.88
Tuesday	2/8/2022	5.80								5.80
Wednesday	2/9/2022	5.45								5.45
Thursday	2/10/2022	6.20								6.20
Friday	2/11/2022	6.08								6.08
Saturday	2/12/2022									0.00
Total Week		29.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.41
Sunday	2/13/2022									0.00
Monday	2/14/2022	7.90								7.90
Tuesday	2/15/2022	7.02								7.02
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		14.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.92
Total Pay Period		68.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.40

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

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	To	Item 16.
68.40	0.00	0.00	0.00	68.40	

Time in	Time out	Duration	
February 1, 2022			6.37
7:50am	10:48am	2.97	ADM > ADM - Customer Relations
2:57pm	6:21pm	3.40	ADM > ADM - Customer Relations
February 2, 2022			6.20
11:53am	6:05pm	6.20	ADM > ADM - Customer Relations
February 3, 2022			5.37
11:59am	4:30pm	4.52	ADM > ADM - Customer Relations
5:14pm	6:05pm	0.85	ADM > ADM - Customer Relations
February 4, 2022			6.13
12:06pm	6:14pm	6.13	ADM > ADM - Customer Relations
February 7, 2022			5.88
7:57am	8:32am	0.58	ADM > ADM - Customer Relations
8:32am	9:00am	0.47	MTG > MTG - Staff Meeting
9:01am	10:32am	1.52	ADM > ADM - Customer Relations
2:47pm	6:06pm	3.32	ADM > ADM - Customer Relations
February 8, 2022			5.80
7:54am	10:28am	2.57	ADM > ADM - Customer Relations
2:53pm	6:07pm	3.23	ADM > ADM - Customer Relations
February 9, 2022			5.45
11:53am	2:51pm	2.97	ADM > ADM - Customer Relations
3:38pm	6:07pm	2.48	ADM > ADM - Customer Relations
February 10, 2022			6.20
11:58am	6:10pm	6.20	ADM > ADM - Customer Relations
February 11, 2022			6.08
12:07pm	6:12pm	6.08	ADM > ADM - Customer Relations
February 14, 2022			7.90
7:50am	8:29am	0.65	ADM > ADM - Customer Relations
8:30am	9:30am	1.00	MTG > MTG - Staff Meeting
9:30am	10:28am	0.97	ADM > ADM - Customer Relations
3:05pm	6:30pm	3.42	ADM > ADM - Customer Relations
6:30pm	8:22pm	1.87	MTG > MTG - Council Meeting
February 15, 2022			7.02
7:55am	10:25am	2.50	ADM > ADM - Customer Relations
2:44pm	6:27pm	3.72	ADM > ADM - Customer Relations

6:27pm

7:15pm

0.80

MTG > MTG - Parks Meeting

Item 16.

Daniel Potter

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022								0.00	
Monday	1/17/2022						8.00		8.00	
Tuesday	1/18/2022	8.78							8.78	
Wednesday	1/19/2022	8.10							8.10	
Thursday	1/20/2022								0.00	
Friday	1/21/2022								0.00	
Saturday	1/22/2022								0.00	
Total Week		16.88	0.00	0.00	0.00	0.00	8.00	0.00	0.00	24.88
Sunday	1/23/2022								0.00	
Monday	1/24/2022	10.20							10.20	
Tuesday	1/25/2022	8.80							8.80	
Wednesday	1/26/2022	8.43							8.43	
Thursday	1/27/2022	8.82							8.82	
Friday	1/28/2022	3.75		5.48					9.23	
Saturday	1/29/2022								0.00	
Total Week		40.00	0.00	5.48	0.00	0.00	0.00	0.00	0.00	45.48
Sunday	1/30/2022								0.00	
Monday	1/31/2022	8.52							8.52	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.52
Total Pay Period		65.40	0.00	5.48	0.00	0.00	8.00	0.00	0.00	78.88

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Daniel Potter

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	To Item 16.
65.40	0.00	5.48	0.00	70.88

Time in	Time out	Duration	
January 18, 2022			8.78
8:22am (MST)	9:12am (MST)	0.83	WTR > WTR - Booster Station & Well Logs
9:12am (MST)	5:09pm (MST)	7.95	WTR > WTR - Service Call
January 19, 2022			8.10
8:13am (MST)	4:19pm (MST)	8.10	WTR > Train - Water
January 24, 2022			10.20
7:10am (MST)	1:00pm (MST)	5.83	SWR > SWR - Auger Room Maintenance
NOTES: Insulation dump again			
1:00pm (MST)	5:22pm (MST)	4.37	PW > PW - City Shop > Shop
January 25, 2022			8.80
8:15am (MST)	12:11pm (MST)	3.93	EQP > EQP - Loader Maintenance
12:11pm (MST)	5:03pm (MST)	4.87	EQP > EQP - Grader Maintenance
January 26, 2022			8.43
8:40am (MST)	9:34am (MST)	0.90	WTR > WTR - Booster Station & Well Logs
9:34am (MST)	1:02pm (MST)	3.47	EQP > EQP - Grader Maintenance
1:02pm (MST)	5:06pm (MST)	4.07	WTR > Train - Water
January 27, 2022			8.82
8:37am (MST)	10:07am (MST)	1.50	WTR > WTR - Booster Station & Well Logs
10:07am (MST)	11:09am (MST)	1.03	PARK > PARK - Restroom
11:09am (MST)	5:26pm (MST)	6.28	PW > PW - City Shop > Shop
January 28, 2022			9.23
8:08am (MST)	9:13am (MST)	1.08	WTR > WTR - Booster Station & Well Logs
9:13am (MST)	1:17pm (MST)	4.07	EQP > EQP - F350 Truck Maintenance
1:17pm (MST)	5:22pm (MST)	4.08	WTR > Train - Water
January 31, 2022			8.52
8:30am (MST)	9:02am (MST)	0.53	MTG > MTG - Staff Meeting
9:02am (MST)	5:01pm (MST)	7.98	WTR > WTR - Service Call

Daniel Potter

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	9.17								9.17
Wednesday	2/2/2022	8.78								8.78
Thursday	2/3/2022	8.20								8.20
Friday	2/4/2022	9.13								9.13
Saturday	2/5/2022									0.00
Total Week		35.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.28
Sunday	2/6/2022									0.00
Monday	2/7/2022	8.20								8.20
Tuesday	2/8/2022	7.90								7.90
Wednesday	2/9/2022	8.12								8.12
Thursday	2/10/2022	7.70								7.70
Friday	2/11/2022									0.00
Saturday	2/12/2022									0.00
Total Week		31.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.92
Sunday	2/13/2022									0.00
Monday	2/14/2022	9.58								9.58
Tuesday	2/15/2022	7.97								7.97
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		17.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.55
Total Pay Period		84.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.75

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Daniel Potter

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	To Item 16.
80.95	0.00	3.80	0.00	84.75

Time in	Time out	Duration	
February 1, 2022			9.17
8:47am (MST)	5:57pm (MST)	9.17	WTR > WTR - Service Call
February 2, 2022			8.78
8:21am (MST)	12:08pm (MST)	3.78	WTR > WTR - Service Call
12:08pm (MST)	1:50pm (MST)	1.70	WTR > WTR - Booster Station & Well Logs
1:50pm (MST)	5:08pm (MST)	3.30	WTR > Train - Water
February 3, 2022			8.20
9:03am (MST)	5:15pm (MST)	8.20	PW > PW - City Shop > Shop
February 4, 2022			9.13
8:11am (MST)	1:02pm (MST)	4.85	SWR > SWR - Auger Room Maintenance
1:02pm (MST)	5:19pm (MST)	4.28	WTR > Train - Water
February 7, 2022			8.20
8:30am (MST)	9:06am (MST)	0.60	MTG > MTG - Staff Meeting
9:06am (MST)	1:46pm (MST)	4.67	WTR > WTR - Service Call
1:46pm (MST)	2:02pm (MST)	0.27	WTR > WTR - Booster Station & Well Logs
2:02pm (MST)	4:42pm (MST)	2.67	SWR > SWR - Auger Room Maintenance
February 8, 2022			7.90
8:44am (MST)	4:38pm (MST)	7.90	STRTS > STRTS - Storm Drainage
February 9, 2022			8.12
8:44am (MST)	10:54am (MST)	2.17	WTR > WTR - Booster Station & Well Logs
10:54am (MST)	4:51pm (MST)	5.95	STRTS > STRTS - Storm Drainage
February 10, 2022			7.70
8:09am (MST)	11:04am (MST)	2.92	WTR > WTR - Booster Station & Well Logs
11:04am (MST)	3:51pm (MST)	4.78	SWR > SWR - Auger Room Maintenance
February 14, 2022			9.58
7:48am (MST)	8:30am (MST)	0.70	WTR > WTR - Booster Station & Well Logs
8:30am (MST)	11:49am (MST)	3.32	MTG > MTG - Staff Meeting
11:49am (MST)	5:23pm (MST)	5.57	WTR > WTR - Booster Pump Maintenance
February 15, 2022			7.97
9:02am (MST)	10:13am (MST)	1.18	WTR > WTR - Booster Station & Well Logs
10:13am (MST)	5:00pm (MST)	6.78	PW > PW - City Shop > Shop

Jessie Gerke

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	8.07							8.07	
Wednesday	2/2/2022	8.22							8.22	
Thursday	2/3/2022								0.00	
Friday	2/4/2022	3.73							3.73	
Saturday	2/5/2022								0.00	
Total Week		20.02	0.00	0.00	0.00	0.00	0.00	0.00	20.02	
Sunday	2/6/2022								0.00	
Monday	2/7/2022	8.30							8.30	
Tuesday	2/8/2022	8.25							8.25	
Wednesday	2/9/2022	6.52							6.52	
Thursday	2/10/2022	8.27							8.27	
Friday	2/11/2022	5.58							5.58	
Saturday	2/12/2022								0.00	
Total Week		36.92	0.00	0.00	0.00	0.00	0.00	0.00	36.92	
Sunday	2/13/2022								0.00	
Monday	2/14/2022	5.13							5.13	
Tuesday	2/15/2022	6.91							6.91	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		12.04	0.00	0.00	0.00	0.00	0.00	0.00	12.04	
Total Pay Period		68.98	0.00	0.00	0.00	0.00	0.00	0.00	68.98	

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

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	To Item 16.
68.98	0.00	0.00	0.00	68.98

Time in	Time out	Duration	
February 1, 2022			8.07
8:32am (MST)	9:13am (MST)	0.68	SWR > SWR - Sewer Logs
9:13am (MST)	11:20am (MST)	2.12	WTR > WTR - Service Call
11:20am (MST)	2:08pm (MST)	2.80	PW > PW - Office Time
NOTES: Paperwork			
2:08pm (MST)	4:36pm (MST)	2.47	WTR > WTR - Service Call
February 2, 2022			8.22
8:00am (MST)	8:40am (MST)	0.67	SWR > SWR - Sewer Logs
8:40am (MST)	10:11am (MST)	1.52	WTR > WTR - Service Call
10:11am (MST)	12:15pm (MST)	2.07	MTG > MTG - Staff Meeting
12:15pm (MST)	2:37pm (MST)	2.37	PW > PW - Office Time
NOTES: Paperwork			
2:37pm (MST)	4:13pm (MST)	1.60	WTR > WTR - Service Call
February 4, 2022			3.73
9:00am (MST)	10:16am (MST)	1.27	SWR > SWR - Auger Room Maintenance
2:00pm (MST)	3:26pm (MST)	1.43	WTR > WTR - Booster Pump Maintenance
5:40pm (MST)	6:42pm (MST)	1.03	MTG > MTG - Staff Meeting
February 7, 2022			8.30
8:00am (MST)	8:34am (MST)	0.57	SWR > SWR - Sewer Logs
8:34am (MST)	9:18am (MST)	0.73	MTG > MTG - Staff Meeting
9:18am (MST)	12:57pm (MST)	3.65	WTR > WTR - Service Call
12:57pm (MST)	2:40pm (MST)	1.72	MTG > MTG - Other Governement
2:40pm (MST)	4:18pm (MST)	1.63	SWR > SWR - Auger Room Maintenance
February 8, 2022			8.25
8:00am (MST)	8:52am (MST)	0.87	SWR > SWR - Sewer Logs
8:52am (MST)	10:31am (MST)	1.65	SWR > SWR - System Maintenance
10:31am (MST)	1:40pm (MST)	3.15	SWR > Train - Sewer
1:40pm (MST)	4:15pm (MST)	2.58	STRTS > STRTS - Storm Drainage
February 9, 2022			6.52
10:00am (MST)	10:48am (MST)	0.80	SWR > SWR - Sewer Logs
10:48am (MST)	11:34am (MST)	0.77	EQP > EQP - Parts Run
11:34am (MST)	1:42pm (MST)	2.13	SWR > SWR - System Maintenance
1:42pm (MST)	4:31pm (MST)	2.82	STRTS > STRTS - Storm Drainage
February 10, 2022			8.27
8:16am (MST)	8:58am (MST)	0.70	SWR > SWR - Sewer Logs

8:58am (MST)	10:37am (MST)	1.65	WTR › WTR - Service Call
10:37am (MST)	12:09pm (MST)	1.53	MTG › MTG - Staff Meeting
12:09pm (MST)	1:48pm (MST)	1.65	SWR › SWR - Auger Room Maintenance
1:48pm (MST)	4:32pm (MST)	2.73	STRTS › STRTS - Snow Removal

NOTES: Slush

February 11, 2022 **5.58**

10:15am (MST)	10:55am (MST)	0.67	SWR › SWR - Sewer Logs
10:55am (MST)	12:09pm (MST)	1.23	SWR › Train - Sewer
12:09pm (MST)	1:13pm (MST)	1.07	MTG › MTG - Staff Meeting
1:13pm (MST)	2:05pm (MST)	0.87	WTR › WTR - Booster Station & Well Logs
2:05pm (MST)	3:50pm (MST)	1.75	WTR › WTR - Booster Pump Maintenance

February 14, 2022 **5.13**

8:30am (MST)	10:15am (MST)	1.75	MTG › MTG - Staff Meeting
10:15am (MST)	11:12am (MST)	0.95	SWR › SWR - Sewer Logs
12:34pm (MST)	12:48pm (MST)	0.23	MTG › MTG - Staff Meeting
12:48pm (MST)	2:04pm (MST)	1.27	PW › PW - Office Time
2:04pm (MST)	3:00pm (MST)	0.93	WTR › WTR - Booster Pump Maintenance

February 15, 2022 **6.92**

8:05am (MST)	9:09am (MST)	1.07	SWR › SWR - Sewer Logs
9:09am (MST)	11:38am (MST)	2.48	SWR › Train - Sewer
11:38am (MST)	1:25pm (MST)	1.78	IND › IND - Industrial Park Maintenance
1:25pm (MST)	3:00pm (MST)	1.58	SWR › Train - Sewer