



City Council Regular Meeting Agenda

Monday, March 09, 2026 at 6:30 PM
City Council Chambers, 101 S. Commercial Avenue, 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/81396377722?pwd=qDlo1iT49iP41a8J6nfnSOuMvXI6V5.1>

Call in: 346-248-7799

Meeting ID: 813 9637 7722

Password: 937889

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. Mayor's Report
- [2.](#) Staff Reports

DISCUSSION ITEMS

3. Short Term Rental Registration
4. Community Calendar
- [5.](#) Public Hearing Training

ACTION ITEMS

- [6.](#) Approval of Dust Abatement Bid
- [7.](#) Resolution TBD-2026 Record Destruction
- [8.](#) Resolution TBD-2026 Water- Sewer Service Billing Policy
9. Executive Session 74-206(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
10. Action After Executive Session

CONSENT AGENDA

11. January 2026 Financials
- [12.](#) February 2026 Payroll
- [13.](#) Paid & Pending Claims

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

Monthly Staff Report: Community Outreach & Events

Stepheny Becker

Tasks Completed

- Took over coordinating the **community Easter Egg Hunt** in partnership with Meadows Valley School. I've been updating and redesigning flyers and helping organize the event so local kids can do what they do best: run wildly across a field searching for candy.
- Took the lead on **T-Ball sponsorships and player sign-ups**. Registration is now officially open and we're excited to get our future baseball legends (and grass-pickers) signed up for the season.
- Successfully **organized and cleaned out the old City Hall building** with Kyla's help and guidance in preparation for the property to be listed. The remaining items will be moved to the Depot for storage. On the bright side, we discovered some very impressive examples of historic filing techniques.
- Continued producing and sending out the **weekly Meadows Valley Monday newsletter**, keeping residents informed about city updates, events, and community happenings.
- Continued outreach and collaboration with **local businesses and community partners** to help promote events and increase community engagement. Introducing **CalendarWiz** will be huge first step in doing this.

Projects in Progress

- Developing plans for a **new annual summer event for New Meadows** that the community can adopt and grow over time. The goal is to create something fun that brings people together and hopefully becomes a tradition. Early planning is underway with hopes of launching in August.
- Continuing coordination of **T-Ball sign-ups, sponsorships, and season preparation**.
- Ongoing planning and organization of the **community Easter Egg Hunt** with Meadows Valley School.
- Beginning conversations with the **City of McCall regarding potential updates and improvements to the New Meadows city website**, with the goal of making it more modern, organized, and user-friendly.

- Working closely with **Mayor Julie** to support future events, community initiatives, and ways to keep New Meadows active and connected.

Challenges / Issues

- Coordinating multiple events and partnerships at the same time requires a lot of moving pieces, communication, and organization. Thankfully the community continues to be supportive and helpful. It is a continuous thing trying to stay in touch and keep people engaged.
- Encouraging organizations to consistently share and promote their events takes ongoing outreach, but participation continues to grow.
- Resources are there but not at the full capacity to make it all happen, we are close but not quite there to good into GREAT but we are getting there.

Community Input & Comments

- Community members are excited about **youth recreation opportunities**, especially T-Ball and other activities for local kids.
- Residents continue to respond positively to **regular communication through the newsletter and event updates**, which helps keep everyone informed about what's happening in town. I have **increased out 500 subscribers to over a 1000 so thats good.**
- There is growing enthusiasm around **community events and activities**, which is encouraging as we continue exploring ways to expand programming in New Meadows.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

TASKS COMPLETED

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Oper II

MONTH

March 2026

TASKS COMPLETED

- Routine sewer labs and opening/cleaning park's bathroom
- Progress in organizing/cleaning shop and office
- Started to create a wish list, waiting on form from office to forward the list.
- Continued to fill up the SDS booklet
- Started to "clean out" drainage system in town – would like to find maps for different aspects of town, (drainage, sewer, water, ...) need parts
- Snow removal, redoing drainage around town and in front of shop
- Holiday lights down per Julie, also other Julie projects
- service air blowers for sewer,
- Meter reads
- Road pot holes ○ Monthly safety meeting

PROJECTS IN PROGRESS

- Organizing shop
- Still gathering and identifying equipment of New Meadows
- SDS SHEETS
- Locating and inspecting sewer manholes
- Checking 2016 grounds inspection to see what else needs completing
- Other items on list

CHALLENGES / ISSUES

- Waiting on snow
- Communication – Working on it
- Ink to run acquired printer
- One room with table to look at all maps of water system, sewer system, drainage system and ...
- Equipment all over the place, still looking for items and finding other
- Relying on personal lab equipment or old equipment to do labs needed by DEQ – am working to get rectified

COMMUNITY INPUT & COMMENTS

- Happy to get snow
- 'Doing a good job' to both Hunter and I

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2026

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- IP Invoices
- Monthly Financials

- Update social media/mobile text alerts
- Agenda creation for City Council and Parks & Rec Meetings
- Completed the FY 25 Audit with auditors.
- Completed quarterly reports for childcare grant.
- Helped Stepheny get started with logins, newsletter, flyers and cleaning out the old City Hall.
- Sent out notices for upcoming public hearing on March 16th.
- Put together all Youth Sports packets

PROJECTS IN PROGRESS

- Working on filling and putting away items that have been brought over from the Old City Hall.
- Completing quarterly reports required for the childcare grant.
- Correspondence with Kaitlin Thomas –coordinating future meetings with Keller Staff.
- Working with developers and answering daily planning and zoning questions. / Fielding ROW permit requests from Ziplify fiber.

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

March 2026

TASKS COMPLETED

- | | |
|---|---|
| <ul style="list-style-type: none"> • Answering phones & assisting the public with inquiries • Filing & organizing records & documents • Data entry & maintaining database • Getting the mail from post office & Old City Hall • Preparing Minutes from City Council meetings • Move In move out | <ul style="list-style-type: none"> • Collecting & Posting payments from customers • Issuing Licenses & permits • Balancing cash drawer &reconciling receipts • Scanning Invoices & filing sending Late notices • Red Door Notices & collection calls • Load meters & unload fixing accounts that didn't get accurate readings • Biling • Class Batch's Make deposit |
|---|---|

PROJECTS IN PROGRESS

Getting ready for Youth T-Ball, Baseball Sign ups and sponsorships scanning and emailing over to Stephenie.
 Dog License month
 Meeting minutes January 26th & February 23rd
 Completing and sending off back ground checks for the volunteer's

CHALLENGES / ISSUES

Giving back exact change when people come in to pay bill when we don't have change in the drawer but we can always give them a credit in the system as long as its on H2O & Sewer bill.

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

February

TASKS COMPLETED

Achieved Wastewater Collections Operator Class 1 Licence
 Locate, uncover, and register all 86 sanitary sewer manholes into Map App.
 Maintain, Repair, and stabilize Roads during continued indecisive weather
 Maintain vigilance against freezing water Meters and potential exfiltration
 Drainage - continued observation, note standing water areas
 Streets - Control potholes and fissures to the best of current ability
 LHTAC - Schedule and attend Road Scholar Classes
 Beginning Spring list - Prep land app. Service Gens. Inventory. ECT...

PROJECTS IN PROGRESS

Continued Wastewater studies. LHTAC Packet Reviews
 Locate and Digitalize all Sewer Info. Prep for Integrity Cleaning/Camering
 Keep up Equipment appearance as well as function. Tools inventory.
 Water Truck and Hydra-Slide Repairs from last hangar collapse. Dan Olson.
 Facilitate Shilo Sprinkler Inc. Assiste in Depot Dry-Pipe Repairs.
 Schedule MgCl2 Application. Select company and Ensure correct app rate.
 Keep up with office callouts, eye out for oddities, public complaints, ECT.

CHALLENGES / ISSUES

Weather. - Grading when Possible
 Records. - Adding to Map App as found.
 Comms. - PW Director directs often
 Lists - Consolidation and prioritizing
 I&I - Fabricate inflow reduction sys.
 LHTAC - Class locations

COMMUNITY INPUT & COMMENTS

The Public remains vocal about
 PW dept. incompetence.

Members of The Public works team,
 though limited in bodys and training,
 are professionals and will continue to
 strive for even more efficient
 performance. Critical Public Input is
 heard, understood and appreciated

Public Hearings

Public hearings allow citizens to express opinions on matters of public concern. Generally, no official action is taken during a public hearing. Some hearings are required by law, but they may also be used by the council for other matters. They may be called in order to gather facts related to proposed action or to gauge public opinion by allowing citizens the opportunity to comment on a specific topic, such as a land-use plan. They may also be used as town hall meetings to meet members of the public and learn about their concerns. Finally, they can be used to allow the citizens to vent their frustrations. Public hearings may be held as a part of a regular or special meeting, or they may be entirely separate meetings.

Although there are many opportunities to meet, official decisions may only be made in regular, open meetings of the elected body. At such meetings, issues are publicly debated, and action is taken. Local officials must resist the temptation to make final decisions prior to official meetings and then "rubber-stamp" them at the official meeting.



Magnesium Chloride Dust Control Quote

Ag Express, Inc. agexpressincidaho.com
 Dust Control, Road Salt, Liquid and Granular
 Deicer, Magnesium Chloride, Calcium Chloride

FRIDAY, FEBRUARY 27TH, 2026

P.O. Box 250
 Burley, ID 83318

Phone: 208-438-5025
 Fax: 208-438-8405
 Cell: 208-431-4041

To **Hunter Brown 208-315-5573**

City of New Meadows
 P.O. Box 324
 New Meadows, ID 83654
 Fax:
 Email: hunter.b@newmeadowsidaho.us

SALESPERSON	PO #	JOB LOCATION
Ken Mort		City of New Meadows

ESTIMATED QUANTITY	UNIT	ITEM	UNIT PRICE	TOTAL
104.5	Ton	Magnesium Chloride / Road Saver	\$ 262.71	\$ 27,453.20
0	Hour	Application Area Pre Watering	\$ 0.00	\$ 0.00
*Final Invoice will reflect actual tonnage used to complete your job. Sales Tax is applied to products only. **Actual price could change based on Rocky Mountain Fuel surcharge at time of delivery.			PRODUCT SALES TAX	\$0.00
			ESTIMATE	\$ 27,453.20



Thank you for the opportunity to earn your business. Call me with any questions and to schedule your job.
Ken Mort 208-438-5025 Office 208-431-4041 Cell



New GMCO, LLC
P.O. Box 1480
Rifle, CO 81650

Quotation

Item 6.

Quotation Date: 2/27/26 Date Printed: 2/27/26 Expiration Date: 3/27/26
Quotation Number: S9125 Revision No: 1 Customer Number: 103464
Your Reference: Our Reference: Jon Madrid

Delivery Address:
City of New Meadows
401 Virginia St
New Meadows ID 83654

Document Address:
City of New Meadows
401 Virginia St
New Meadows ID 83654

Product Application
Length in Feet:
Width in Feet:
Rate in Gallons:

Wanted Delivery Date:

Payment Terms:
30 Days Net
Label Note:

Water Application
EnviroTech: N
Rate:
Gallons Required:

Del	Description	Qty	Unit	Price/Unit	Disc. %	Net Amount	Gross Amount
1	RoadSaver®	19,000	gal	1.68	0.00%	31,920.00	31,920.00
2	Application of Product	1	ea	0.00	0.00%	0.00	0.00

Net Total: 31,920.00

Gross Total 31,920.00

Disclaimer: No warranty is conveyed concerning this product, be it expressed or implied. This includes but is not limited to a warranty of merchantability or fitness for a particular purpose. Product performance may vary depending on road conditions, traffic counts, weather and other related factors.

A RESOLUTION OF THE CITY OF NEW MEADOWS, A MUNICIPAL CORPORATION OF IDAHO, PROVIDING FOR THE DESTRUCTION OF TEMPORARY AND SEMI-PERMANENT RECORDS; AND PROVIDING THAT THIS RESOLUTION BE IN EFFECT UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code Section 50-907 outlines rules under which records are to be destroyed: and,

WHEREAS, the City Council deems that certain records of the City of New Meadows are semi-permanent records and are only required to be kept for five (5) years after date of issuance or completion of the matter contained within the record.; and,

WHEREAS, the City Council deems that certain records of the City of New Meadows are temporary records and are only required to be kept for two (2) years after date of issuance or completion of the matter contained within the record.; and,

WHEREAS, records may only be destroyed by resolution of the City Council after regular audit, and advice of the City Attorney; and,

WHEREAS, such resolution shall list in detail the records to be destroyed; and

WHEREAS, the disposition is to be under the direction and supervision of the City Clerk; and,

WHEREAS, the Idaho State Historical Society is empowered under Idaho Code Section 67-4126(8) to require that cities deposit official documents not in current use that are of definite historical importance with the Society for preservation,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of New Meadows that the City Clerk is hereby authorized to destroy the records described in "Exhibit A" attached.

PASSED by the Council and APPROVED by the Mayor of the City of New Meadows, Idaho, this 9th day of **March 2026**.

ATTEST: _____ APPROVED: _____
Kyla Gardner, City Clerk/Treasurer Julie Good , Mayor

As city attorney for and legal advisor to the City of New Meadows, Idaho, I hereby certify that I have reviewed Resolution # TBD-2026 of the City of New Meadows and that the same is in accordance with Section 50-907, Idaho Code, as amended. Dated this _____ day of _____, **2026**.

Chris Yorgason, City Attorney

EXHIBIT A

Semi-Permanent / Temporary	Record (Brief Description of Record)	Location	Schedule of Destruction
Semi-Permanent	Closed batch reports FY 2022/2023	Box # 1	March 2026
Semi-Permanent	Closed batch reports FY 2022/2023	Box # 2	March 2026
Semi-Permanent	Closed batch reports FY 2019/2020	Box #3	March 2026
Semi - Permanent	Closed batch reports FY 2020/2021	Box #4	March 2026
Semi-Permanent	Closed batch reports FY 2020/2021	Box #5	March 2026
Semi-Permanent	Closed Batch reports FY 2021/2022	Box #6	March 2026
Semi – Permanent	Closed Batch reports FY 2021/2022	Box #7	March 2026
Semi - Permanent	Closed Batch reports FY 2022/2023	Box #8	March 2026
Semi-Permanent	Closed Batch reports FY 2017/2018	Box #9	March 2026
Semi-Permanent	Closed Batch reports FY 2016/2017	Box #10	March 2026
Semi-Permanent	Closed Batch reports FY 2016/2017	Box #11	March 2026
Semi-Permanent	Closed Batch reports FY 2017/2018	Box #12	March 2026
Semi - Permanent	Closed Batch reports FY 2018/2019	Box #13	March 2026
Semi- Permanent	Closed Batch reports FY 2018/2019	Box #14	March 2026
Semi - Permanent	Closed Batch reports FY 2019/2020	Box #15	March 2026
Semi-Permanent	Closed Batch reports FY 2015/2016	Box #16	March 2026
Semi-permanent	Closed Batch reports FY 2015/2016	Box #17	March 2026
Semi-Permanent	Closed Batch reports FY 2014/2015	Box #18	March 2026
Semi-Permanent	Cash Receipt Books 2010-2023	Box # 20	March 2026
Semi-Permanent	Claims FY 2018/2019	Box #21	March 2026
Semi-Permanent	Claims FY 2016/2017	Box #22	March 2026
Semi-Permanent	Bank Statements/ reconciliation 1993-1995	Box #23	March 2026
Semi-Permanent	Check Stubs 2016-2021	Box # 24	March 2026
Semi-Permanent	Payroll reports 2020	Box #24	March 2026
Semi-Permanent	Bank Deposit books 2017-2020	Box #24	March 2026
Semi-Permanent	Payroll 2000-2003	Box #19	March 2026
Semi-Permanent	Payroll 2019-2020	Box #24	March 2026
Semi-Permanent	Bank Statements & Checks stubs 1987	Box #25	March 2026
Semi-Permanent	Claims FY 2017/2018	Box #27	March 2026
Semi-Permanent	Claims FY 2019/2020	Box #28	March 2026
Semi-Permanent	Claims FY 1989-1992	Box #29	March 2026
Semi-Permanent	Claims FY 2015/2016	Box #30	March 2026
Semi-Permanent	City Council Packets 2007-2008	Box #31	March 2026
Semi-Permanent	Payroll 2013-2018	Box #32	March 2026
Semi-Permanent	Claims 1987-1994	Box #33	March 2026
Semi-Permanent	Financial Statement 2010/2011	Box #34	March 2026
Semi-Permanent	Claims FY 2014/2015	Box #35	March 2026
Semi-Permanent	Payroll 1985-1987	Box #36	March 2026
Semi-Permanent	Payroll 2018	Box # 37	March 2026
Temporary	Previous employee calendars, notes 2015-2018	Box #38	March 2026
Semi-Permanent	Water Bills 1988-1989	Box #39	March 2026
Semi- Permanent	Bank Statements from 2008-2009	Box #40	March 2026

PERMANENT RECORDS:

- Adopted meeting minutes of the city council and city boards and commissions;
- Ordinances & Resolutions;
- Building Plans & specifications for commercial projects and government buildings;
- Fiscal year-end financial reports;
- Records affecting the title to real property or liens thereon;
- Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct; and
- Executed contracts

(Permanent records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.)

SEMI-PERMANENT RECORDS - KEEP FOR FIVE YEARS:

- Claims, cancelled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- Building applications for commercial projects and government buildings;
- License applications;
- Departmental reports; and
- Bonds and Coupons

(Semi-Permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within such semi-permanent record.)

TEMPORARY:

- Building applications, plans, and specifications for non-commercial and non-governmental projects after the structure or project receives final inspection and approval;
- Cash receipts subject to audit;
- Election ballots and duplicate poll books;
- The most current draft of an unexecuted contract until such contract is executed; and
- Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

(Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records)

WATER / SEWER SERVICE BILLING POLICY

The New Meadows City Council desires to have a standard for billing, collection and adjustment practices for Utility Billing of the Water and Sewer Services offered by the city’s systems and resolves the following:

Table of Contents

- 1. **Applications** 2
- 2. **Billing** 2
- 3. **Payment Plan**..... 3
- 4. **Charges** 3
- 5. **Customer Responsibilities**..... 4
- 6. **Credit Worthiness & Deposits**..... 5
- 7. **Best Payment & Payment Application Practices**..... 5
- 8. **Notices** 6
- 9. **Readings**..... 6
- 10. **Leak Notification** 7
- 11. **Service Calls** 7
- 12. **Shut-Offs / Disconnects**..... 8
- 13. **Special Notices & Reports** 8
- 14. **Tax Assessments (Special)**..... 9
- 15. **User Classifications**..... 10
- 16. **Disputes** 10

WATER / SEWER SERVICE BILLING POLICY

1. Applications

- a. **FEDERAL RED FLAG RULES:** The city is required to follow the Federal Red Flag Rules Policy for identification of utility account holders. This policy requires the city to investigate potential situations in which fraud is suspected, detected, reported, and / or noticed. This includes usage of the city's utility system that is deemed to be abnormal. Sufficient Identification to identify the utility customer is required to open any utility account not held by the property owner. New property owners are also required to supply sufficient identification of themselves as the property owner, either through a recorded document or notification by a title company doing business within Adams County.
- b. **OWNER / TENANT AGREEMENTS-APPLICATIONS:** An Owner / Tenant Agreement is required for all accounts. The agreement allows an owner of a property to indicate his or her desire to have the billing sent to a Tenant or 3rd Party. This agreement DOES NOT relinquish the owner's responsibility for the water and / or sewer charges levied against the account / property, instead it only allows an option for a tenant or 3rd Party to receive the billing notices.
- c. **TENANT APPLICATIONS:** A non-property owner must complete a Tenant Application at time of account set-up. This application allows for the city to gather information on the Tenant or 3rd Party for billing purposes.

2. Billing

- a. **BILLING:** Billing occurs as close to the 1st day of each month as possible for all monthly customers. If the 1st falls on a weekend or a holiday, billing may occur within one business day, either before or after the weekend or holiday.
- b. **E-BILLING:** The city offers FREE E-Billing to customers who provide a valid email address. E-Bills are generated during billing and save the city money in postage, printing and handling. All account holders are encouraged to help benefit the system by signing up for E-Billing.
- c. **CONTINUOUS BILLING:** The City of New Meadows requires a consistent revenue source to maintain and operate the Water and Sewer Systems. Those properties with connections in the ground that have been billed monthly, will continue to receive a monthly bill based on their usage and fee schedule.
- d. **EMPLOYEE & ELECTED OFFICIAL RATES:** Employees, elected and appointed officials do not receive a discount or special privilege. Their bills follow the same billing processes and rates as other customers connected to the system.
- e. **WATER / SEWER CONNECTIONS:** All properties within New Meadows are required to have a water and sewer connection. Connection charges for a new connection are assessed on submission of a building permit application and considered 'active' upon occupancy of the property. See – Water & Sewer Ordinances and Building Code Requirements.
- f. **ANNUAL WILL SERVES:** Properties that historically have been approved to have water and / or sewer connections are called "Will Serve Properties". These properties are charged an annual assessment fee. This fee is calculated by the Administrative and Capitalization Fees. These fees include depreciation, debt and fees to help offset some of the capitalization costs associated with maintaining the systems. The Administrative Fee may

WATER / SEWER SERVICE BILLING POLICY

be reduced if the Annual Will Serve Assessment is paid in one lump sum at the first billing cycle. Will Serve fees are charged in the fiscal period of each year.

3. Payment Plan

- a. **PAYMENT PLAN:** Customers who cannot pay their entire balance and have experienced a circumstance out of their control may be eligible to enter an approved payment plan.
- The **payment plan** will require the customer to pay the outstanding balance in full within 90 days while keeping the current bill paid each month. This plan does not stop monthly billing but offers a payment solution that balances the customer's financial obligation for services delivered and the city's requirement to be fiscally responsible.
 - There will be a limit for **Payment Plan** agreements, if eligible only two (2) payment plans may be approved per year.
 - **Payment plans** will be approved of by the Mayor or Clerk. If the customer misses a payment on the payment plan or does not keep the current bill paid and the account becomes 90 days delinquent, the account will be turned off.
 - This **payment plan** agreement will be shared with the property owner if the customer is a tenant, and the property owner must agree in writing to the payment plan. Once the payment plan is completed and the account is paid in full, the customer's account will be given a credit equaling two months of late fees.
 - If a **payment plan** is not completed as promised, the City will file a lien with the Adams County Recorder on the property where the utility service is located equal to the amount outstanding on the account. The account in its entirety may also be deferred to the Adams County Treasurer (see – Tax Assessments) for collection in the same manner as property taxes if the payment plan is not followed.

4. Charges

- a. **CHARGE LINES:** Rates and Fees are set by the City Council from time to time by Resolution, and if required, by public hearing. The following definitions or policies define the Charge Lines printed on the billing cards or e-statements:
- The '**H2O Gallons**' charge line is used to offset variable costs related to the amount of drinking water produced, such as: Regular Maintenance, Wellhead Pump & Booster Station Electrical Costs, Safe Drinking Water Testing, Lead & Copper Reporting, Debt Service and other operational costs.
 - The '**Water Administrative Fee**' charge line is used to offset administrative costs related to producing the bills, such as postage, telephone, technology maintenance etc.
 - The '**Water Capitalization Fee**' charge line is used to offset portions of Water Capital Improvement costs and some Depreciation.

WATER / SEWER SERVICE BILLING POLICY

- The **'Sewer Flat Rate'** charge line is used to offset the total cost to operate the Sewer System, including Treatment & Disinfection, Plant Electrical Costs, Effluent & Residuals Testing, Governmental Reporting, Debt Service and other operational costs.
 - The **'Sewer Administrative Fee'** charge line is used to offset administrative costs related to producing the bills, administrative costs such as postage, telephone, technology maintenance, etc.
 - The **'Sewer Capitalization Fee'** charge line is used to offset portions of Sewer Capital Improvement costs including some Depreciation.
 - The **'Water Idle Fee'** charge line is used for customers who have a connection, but are not having water delivered to their property. This fee is to allow these property owners to participate in the operational costs of the Water System.
 - The **'Sewer Idle Fee'** charge line is used for customers who have a connection, but are not using sewer services on their property. This fee is to allow these property owners to participate in the operational costs of the Sewer System.
 - **Idle, Administrative and Capitalization Fees** are charged to any property owner who has a connection but there is not a serviceable structure on the property or the structure is deemed unlivable. Often empty lots are charged these fees if there was a historic connection to the property.
 - The **'Water / Sewer Penalty Fee'** charge line is used to charge each account in which a balance due remains after the 25th of the month. The Penalty Fee is charged on or about the 26th day of each month and can be waived on a case by case basis.
 - The **'Service Call / Miscellaneous'** charge line is used when a Service Call Fee is charged. A Service Call Fee is charged when: a request is made to turn on or turn off service; a new account is set-up; a meter is turned on or off for non-payment; certain re-reading of meters by hand at the customer's request; and Special Assessment Charges / Fees that are charged.
 - The **'Bad Check Charge'** is a charge for payments returned as uncollectible.
 - The **'Overpayment'** is a charge line used when a customer has a credit balance. *(This does not include Deposits which do not show up on the bill.)*
- b. BULK CHARGES:** From time to time the city sells 'Bulk Water' to customers that have their own bulk tank. The tank must be inspected by City Staff for a Back-Flow Preventer. The charge for the water is computed at the current bulk rate. It is required that the bulk tank be filled only at approved sites by the Certified Water Operator of the city.

5. Customer Responsibilities

- a. BACK-FLOW VALVES:** Back-Flow Valves / Preventers are required for all sprinkler systems, whether for irrigation or fire suppression. Back-Flow Valves are required to be annually inspected by a certified Back-Flow Valve / Preventer Inspector. Inspection reports must be filed with the city annually. Failure to do so may result in disconnection of services to the property.
- b. PARKING:** Customers should not park vehicles or place items over the water meter. This may inhibit reading of the meters effectively.
- c. BILLING:** Customers are encouraged to report any suspected discrepancies on receipt of the utility bill. Any discrepancy found will be investigated following appropriate procedure. The city wishes to make corrections whenever there is an error that is

WATER / SEWER SERVICE BILLING POLICY

reported. However, time is of the essence, as after a period of 12 months', adjustments cannot be made to correct any billing issue.

- d. **CUSTOMER USE:** Customers should only deposit into the sewer system human waste and grey water from bathing, dishwashing or laundry. The use of garbage disposals and high phosphate detergents is discouraged and may harm the city sewer system. Removing a sewer cap to allow storm runoff into the sewer system is not permitted and could be considered illegal.

6. Credit Worthiness & Deposits

- a. **CREDIT WORTHINESS:** There are six 'Credit Worthiness Scores' the city uses for future deposits or for written requests from others requesting credit information:

Good – Paid within terms

Fair – Paid occasionally late (less than 10% of the time account was active)

Bad – Paid while in collections (rarely used)

Poor – Paid late outside of a collection company (city received funds but had hired a collection company) (rarely used)

Poor – Previous Write-Offs / Deferrals

Extremely Poor – Unpaid in Collections or has an Unpaid Deferral amount certified to the Adams County Treasurer

- b. **DEPOSITS:**

- 1) A '**Deposit**' is required for each non-property owner residential account. The deposit is applied to the account after 12 months of an account never being delinquent. The deposit is held in a non-interest bearing account. A new deposit will be required for any account that has been 'turned off' for non-payment.
- 2) A '**Deposit**' is processed through the Cash Receipting System of the city with a hand-written receipt and computer generated receipt. A duplicate receipt, either by photo copy or carbon copy is attached to the Customer Application. The Batch Number and Receipt Number are notated with the amount in the Utility Billing Software so that it can be tracked accordingly.
- 3) **Return of credits / deposits** are issued only after the meter has been read and the current customer has vacated the property. This reading is marked as the final reading in the system and all payments and final charges have been applied. A check will be issued to the customer and sent within 30 days. Deposits can also be returned if the customer requests this in writing and has not been late in the previous 12 months. If the customer has an account, the deposit will be applied to their account as a credit. If no account is held then a check will be issued within 30 days.

7. Best Payment & Payment Application Practices

- a. **PAYMENTS:** Only payments submitted in the following ways can be accepted:
- **Cash** payments at the payment window, followed by a minimum of a written receipt issued, countersigned by the customer and the city employee taking the payment. Customers should NOT deposit cash in the drop box in front of City Hall or mail cash payments.

WATER / SEWER SERVICE BILLING POLICY

- **Check** payments at the payment window, or deposited in the drop box in front of City Hall or mailed to the city.
 - **Credit / Debit Card** Payments at the payment window, or over the telephone. A 3% fee is charged through the city's third party vendor – ACCESS IDAHO.
 - **Automatic Clearing House (ACH)** is available for certain payers through a direct deposit process. These vendors are typically governmental entities.
- b. ADJUSTMENTS:** From time to time, in the manner of doing good business, adjustments of penalty charges may be reduced or eliminated for good faith reasons. In rare instances, when a billing error has occurred, a penalty adjustment can be made. All adjustments are at the discretion of the staff and the reason is noted when an adjustment is made.
- c. CITY CHARGES:** It is the policy of the city to charge its varying funds for water consumption and sewer charges. The Water and Sewer Utilities are two separate Enterprise Funds that are supported by the tax dollars received by the City of New Meadows.
- d. PENALTY CHARGES:** A penalty charge is assessed on all accounts with greater than a zero balance on or shortly after the 26th day of each month, but not later than the following billing cycle. Penalties are charged to offset administrative fees and promote prompt payment.
- e. RETURNED CHECKS PROCESSING:** Checks and payment items that are returned as uncollectible will be processed in the following manner:
- The notice is date stamped and initialed.
 - The payment is cancelled in the billing / receipting system.
 - A charge fee is assessed against the account.
 - The account is flagged as collecting a non-sufficient instrument
 - If the payment was used to make a payment plan payment, the account will be subject to immediate turn off.
 - The endorser of the check is notified by telephone if possible and in writing by First Class Mail:
 - The utility service is being turned off (if appropriate)
 - The utility account has been charged a 'Bad Check Fee'
 - The endorser is given not more than 10 days to reclaim the check with cash or certified cashier's check.
 - If the check is not reclaimed the matter is referred to the Adams County Sheriff's Office for prosecution.
- g. TRANSFERS:** Customer accounts with a balance who move within the system cannot request their balances be transferred to their new account. Balances on accounts must be paid in full before another account will be opened in the customer's name.
- 8. Notices**
- a. OWNER / 3rd PARTY NOTICES:** Late / Disconnect / Billing Notices will only be sent to Owners or 3rd Parties via email. E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.

9. Readings

- a. READINGS:** As much as possible, a new reading will be electronically read each month around the 22nd day. The readings are then uploaded as soon as possible into the Utility

WATER / SEWER SERVICE BILLING POLICY

Billing Software. *(PLEASE NOTE: THE METERS ARE INTELLIGENT AND PRODUCE MUCH INFORMATION BUT ARE ONLY AS INTELLIGENT AS THE SOFTWARE THE CITY UTILIZES)*

- b. **LEAKS:** As soon as the data from the readings are entered into the system, a leak report is generated. From this leak report three leak categories are identified:
- **NO LEAK** – which indicates normal usage.
 - **INTERMITTENT LEAK** – which indicates usage is occurring a majority of the time (more than 50% of any 24-hour period, but less than the full 24-hour period).
 - **CONTINUOUS LEAK** – which indicates usage is occurring 100% of the time in any 24-hour period.

NOTE: *Not all leaks show up within the city's system.*

10. Leak Notification

- a. **LEAK NOTIFICATION:** When the system determines a leak may be present, a letter is sent to the customer and the property owner (if applicable) indicating;
- reading date;
 - address of the property;
 - type of leak suspected;
 - possible number of days the leak is or has occurred;
 - an estimate of the bill;
 - 12-month reading report.

It is the customer's responsibility to repair the leak as soon as possible. Continuous leak letters are always sent unless the customer/property owner has requested the city not notify them, either because of knowledge of their system or an earlier repair. Intermittent leak letters are sent on a case by case basis to the customer/property owner after staff reviews the customer usage history and determines if;

- the customer/property owner has previously been notified,
- the leak is explainable by a known irrigation system or other mechanical system,
- a leak had been repaired within the reading time and the city has been notified,
- or the leak was very minor in nature.

All major usage with a suspected leak will receive a notice and possibly a telephone call. A copy of the written leak notice is retained as part of the customer / property file and attached to the account when possible. The leak notices will follow the regular retention policy of the city.

11. Service Calls

- a. **SERVICE CALLS:** If a customer has concerns about water readings, a customer may request to have their meter checked by City Staff. City Staff will respond to service call requests as soon as possible, but the nature of the request will be considered. Turning off a service due to a leak on the customer's property will be considered a priority. A Service call charge may be applied to the account for excessive requests to turn-on or off a service or re-reading the meter. Charges may be applied to the account for any call for service after hours, on weekends or on holidays. Routine service calls should be scheduled at least twenty-four hours in advance. Up to a two-hour response time for emergency service calls

WATER / SEWER SERVICE BILLING POLICY

or after hour service calls should be expected, although city staff work hard to reduce that time-

- b. **METER LOCK OFFS:** In rare circumstances, the meter may be padlocked for a specific reason as ordered by city staff. Usually, it is due to tampering with the Water System. Tampering with the Water System is a Federal Crime punishable by imprisonment and fine.

12. Shut-Offs / Disconnects

- a. **PROHIBITED SHUT-OFFS / DISCONNECTIONS:** The city cannot and will not shut-off or disconnect a service to a tenant at the request of the property owner for the purpose of eviction. This is considered illegal under Idaho Code and may be grounds for a Fair-Housing Violation.
- b. **EMERGENCY SHUT-OFFS / DISCONNECTIONS:** When a severe leak is detected in the system of a property, it is at the discretion of the City's Certified Water or Sewer Operator to turn off or disconnect the property at the meter to protect the system(s), the property or other public infrastructure. Efforts will be made to notify the property owner and suggest possible solutions to mitigate the problem. Examples of Emergency Shut-Offs:
- Water or Sewerage pouring out of a structure
 - Water or Sewerage saturating the ground where normally it is not
 - Water or Sewerage flowing out of the ground, near a water meter or water main line
- c. **LATE NOTICES (REMINDERS):** Late Notices are prepared on the Wednesday following the 10th of the month, but not later than the 15th. Late Notices are sent to customers who are more than 30 days late, but not more than 45 days late; including those customers whose water has been disconnected or are receiving charges only for Administrative Fees, Debt, and Capital Improvements. (E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.) – See E-Billing
- d. **LATE NOTICES (DISCONNECT):** Disconnect Notices are prepared on the Wednesday following the 10th of the month, but not later than the 15th. Disconnect Notices are sent to customers who are more than 45 days delinquent and have not entered into a Customer Payment Agreement or have not kept their Customer Payment Agreement payments current. (E-Billing Notices can be sent to multiple email addresses at the request of the Owner of the property.) – See E-Billing
- e. **IMMINENT SHUT OFF / DISCONNECT POSTINGS:** A red flyer, printed in both English and Spanish, is posted at the property if the service will be terminated for non-payment. This flyer is posted at least 24-hours prior to the meter being turned off.

13. Special Notices & Reports

- a. **END OF YEAR REPORTS:** Property Owners may request an end of year calendar report for tax purposes. The report may include charges, adjustments, payments, readings and other information, but shall not include Social Security Numbers or other private information.
- b. **INFORMATION SHARING:** To the extent allowed by law, the city shall comply with or without a subpoena with other agencies involved in investigating crimes against persons, property, including victimless crimes as may be determined. Requests of this nature shall

WATER / SEWER SERVICE BILLING POLICY

go through the City Clerk (or designee) and will be verified for legal aspects by the City Attorney.

- c. **NOTICE OF IMPEDING LIEN:** When an account has been delinquent for 60 days, the customer shall receive notice that the account must be brought current within 30 days, or a lien will be placed on the property and recorded with the Adams County Clerk. This applies to outstanding balances on will-serve accounts, as well.
- d. **NOTICE OF LIEN:** If an account remains delinquent for 90 days, a lien will be filed with Adams County Clerk for the full amount due on the account and a copy of the lien shall be sent to the customer.
- e. **DISCLOSURES:** Customer mailing information, payment history and payment types are protected from being disclosed to the public. Public agencies however may inquire and receive information, including tenants, ownership, contact information, legal descriptions, zones, etc. Accounts of Public Officials and Employees of the City of New Meadows are annually audited for discrepancies by the city's auditor.
- f. **TITLE COMPANY PAYOFF QUOTES:** The city wishes to work with all owners of properties as they attempt to list their properties or as new purchasers request information regarding the balances due. It is preferred that a Title Company contact the City Clerk / Treasurer in writing; either by fax, email or USPS, to request information regarding any payoff quote. The city will create a quote for the payoff amount closest to the requested 'closing' date of the property. This includes persons wishing to refinance properties. All potential purchasers and sellers of property are encouraged to contact the City Clerk or designee to determine the potential amounts owed. **THE CITY ENCOURAGES THE USE OF A LOCAL TITLE COMPANY FOR ALL PROPERTY TRANSACTIONS! BALANCES OWED FOLLOW THE PROPERTY!**
- g. **FORECLOSURES & BANK OWNED PROPERTIES:** All properties on the system at the time of foreclosure will continue to be billed a monthly or annual rate depending on the previous owner's billing status. The city will attempt to notify the owner of record and continue to bill the owner of record until which time the owner of record has officially been changed at the Adams County Assessor's Office. All fees and charges apply.

14. Tax Assessments (Special)

DEFERMENTS / SPECIAL ASSESSMENTS: Accounts that carry a balance greater than three months beginning in May of any given year will be noticed for Special Assessment by First Class, Return Receipt Certified Mail. Additionally, a First Class Mailing of said notice will be sent to Third Parties, Tenants and Owners of said property.

- Notice of Special Assessment will include a Transactional Report generated from the billing software dated to the last time the account was at a Zero Balance.
- Notice of Special Assessment is sent to the billing address of the property owner listed on the Adams County Assessor's Uniform Tax Assessment Roll mailing list at the time the Special Assessment is being processed. Notices that are returned unclaimed or unable to forward will not require the city to send any further notice.
- A property owner, together with his or her agent or tenant, may enter into a payment agreement for payment of the delinquency, as approved by the City Clerk

WATER / SEWER SERVICE BILLING POLICY

/ Treasurer. If the payment agreement is kept and followed, no further Special Assessment action will occur.

- Balances on the accounts on the third to the last working day of July will be deferred to the Adams County Treasurer to be collected in the same manner as property taxes. A Special Assessment Fee will be levied against the account and certified to the Adams County Treasurer in the same manner. The fee will be charged under the 'Miscellaneous' line of said account.
- A letter to the Adams County Treasurer, with a Notarized Original Signature of the City Clerk will indicate the Name, Mailing Address, Physical Address, Utility Account Number, Lot and Block Number and Legal Description of the property as indicated by the Uniform Tax Assessment Roll of Adams County as provided by the Adams County Assessor at the time of Notice. The amount owed including the charges for water and sewer fees including penalties and processing fees (Special Assessment Fees), is also included in the letter.
- Once the amount is certified to the Adams County Treasurer, the amount is processed through the billing software as 'deferred'. Any payment specific to the property for the Special Assessment through Adams County is promptly processed through the City's Utility Billing Software as a deferred account payment. Deferred account payments are processed separately from monthly, routine utility payments.
- Deferred amounts are identified and reported to the city's Auditor for review during the following year's annual audit. Deferments may be 'written off' after city staff and the auditor agree the amounts cannot be collected.

15. User Classifications

USER CLASSIFICATIONS: The city employs User Classifications to help in financial planning and rate setting. The following classifications are employed:

- Residential – meaning the main purpose is to supply water / sewer services for a residence.
- Commercial – meaning the main purpose is to supply water / sewer services for a commercial or retail enterprise.
- Industrial – meaning the main purpose is to supply water / sewer services for a manufacturing or industrial enterprise.
- Irrigation – meaning the main purpose is to supply water for irrigation of parks or agricultural entities / needs.
- Hydrant – meaning the main purpose is to supply water for fire suppression.

16. Disputes

- WATER METER REPLACEMENT / USAGE DISPUTES:** Customers that question the amount of usage charged on their account should request a re-read within 30 days of the billing. In instances where the customer believes the meter is incorrectly reading the usage, the customer may request in writing the meter be inspected. If during the inspection of the meter by a qualified inspector chosen by the city, the meter is found to be erroneous, the city shall make the appropriate adjustments to the customer account and if appropriate replace the meter at the city's cost. If the meter is found to be correct and the customer

WATER / SEWER SERVICE BILLING POLICY

still disputes the inspector’s findings, the customer may purchase a new meter at the city’s cost plus time and materials for the replacement parts. The amount will be added to the customer’s utility bill.

- b. BILLING DISPUTES:** Customers are expected to review their bills on receipt for accuracy. See - Customer Responsibilities.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of New Meadows, that the processes outlined above are hereby adopted and in full force after its passage and approval as the Standardized Policy for Water and Sewer Utility Management.

DATED this 9th day of March 2026

City of New Meadows, Adams County, Idaho

Julie Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

Kyla Gardner

Pay Period

2/16/2026 to

2/28/2026

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	2/16/2026						8.00		8.00	
Tuesday	2/17/2026	9.03							9.03	
Wednesday	2/18/2026	9.10							9.10	
Thursday	2/19/2026	9.05							9.05	
Friday	2/20/2026	1.27							1.27	
Saturday	2/21/2026								0.00	
Total Week		28.45	0.00	0.00	0.00	0.00	8.00	0.00	0.00	36.45
Sunday	2/22/2026								0.00	
Monday	2/23/2026	10.00							10.00	
Tuesday	2/24/2026	7.75							7.75	
Wednesday	2/25/2026	8.72							8.72	
Thursday	2/26/2026	9.32							9.32	
Friday	2/27/2026						7.34		7.34	
Saturday	2/28/2026								0.00	
Total Week		35.79	0.00	0.00	0.00	0.00	7.34	0.00	43.13	
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		64.24	0.00	0.00	0.00	0.00	8.00	7.34	0.00	79.58

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

City of New Meadows Mon Feb 16 – Sat Feb 28, 2026

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Feb 17			7:43 am - 4:45 pm	0.00	9.03	9.03	9.03	0.00	0.00	\$0.00	\$0.00
Wed Feb 18			7:41 am - 4:47 pm	0.00	9.10	9.10	9.10	0.00	0.00	\$0.00	\$0.00
Thu Feb 19			7:40 am - 4:43 pm	0.00	9.05	9.05	9.05	0.00	0.00	\$0.00	\$0.00
Fri Feb 20			9:48 am - 11:04 am	0.00	1.27	1.27	1.27	0.00	0.00	\$0.00	\$0.00
Mon Feb 23			7:43 am - 3:24 pm	0.00	7.68	7.68	7.68	0.00	0.00	\$0.00	\$0.00
Mon Feb 23			5:49 pm - 8:08 pm	0.00	2.32	2.32	2.32	0.00	0.00	\$0.00	\$0.00
Tue Feb 24			7:43 am - 3:28 pm	0.00	7.75	7.75	7.75	0.00	0.00	\$0.00	\$0.00
Wed Feb 25			7:42 am - 4:25 pm	0.00	8.72	8.72	8.72	0.00	0.00	\$0.00	\$0.00
Thu Feb 26			7:43 am - 5:02 pm	0.00	9.32	9.32	9.32	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	64.24	64.24	64.24	0.00	0.00	\$0.00	\$0.00

Stepheny Becker

Pay Period

2/16/2026 to

2/28/2026

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	2/16/2026						8.00		8.00	
Tuesday	2/17/2026	7.25							7.25	
Wednesday	2/18/2026	6.92							6.92	
Thursday	2/19/2026								0.00	
Friday	2/20/2026	6.23							6.23	
Saturday	2/21/2026								0.00	
Total Week		20.40	0.00	0.00	0.00	0.00	8.00	0.00	0.00	28.40
Sunday	2/22/2026								0.00	
Monday	2/23/2026	7.32							7.32	
Tuesday	2/24/2026	7.08							7.08	
Wednesday	2/25/2026	7.72							7.72	
Thursday	2/26/2026	4.63							4.63	
Friday	2/27/2026	7.47							7.47	
Saturday	2/28/2026								0.00	
Total Week		34.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.22
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		54.62	0.00	0.00	0.00	0.00	8.00	0.00	0.00	62.62

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:

City of New Meadows Mon Feb 16 – Sat Feb 28, 2026

Stepheny Becker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Feb 17			8:02 am - 3:17 pm	0.00	7.25	7.25	7.25	0.00	0.00	\$0.00	\$0.00
Wed Feb 18			8:40 am - 3:35 pm	0.00	6.92	6.92	6.92	0.00	0.00	\$0.00	\$0.00
Fri Feb 20			9:46 am - 4:00 pm	0.00	6.23	6.23	6.23	0.00	0.00	\$0.00	\$0.00
Mon Feb 23			8:11 am - 3:30 pm	0.00	7.32	7.32	7.32	0.00	0.00	\$0.00	\$0.00
Tue Feb 24			8:28 am - 3:33 pm	0.00	7.08	7.08	7.08	0.00	0.00	\$0.00	\$0.00
Wed Feb 25			8:00 am - 3:43 pm	0.00	7.72	7.72	7.72	0.00	0.00	\$0.00	\$0.00
Thu Feb 26			7:56 am - 12:34 pm	0.00	4.63	4.63	4.63	0.00	0.00	\$0.00	\$0.00
Fri Feb 27			9:32 am - 5:00 pm	0.00	7.47	7.47	7.47	0.00	0.00	\$0.00	\$0.00
Totals for Stepheny Becker				0.00	54.62	54.62	54.62	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

2/16/2026 to

2/28/2026

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	2/16/2026						8.00		8.00	
Tuesday	2/17/2026	7.52							7.52	
Wednesday	2/18/2026	11.96							11.96	
Thursday	2/19/2026	8.85							8.85	
Friday	2/20/2026	8.15							8.15	
Saturday	2/21/2026								0.00	
Total Week		36.48	0.00	0.00	0.00	0.00	8.00	0.00	0.00	44.48
Sunday	2/22/2026								0.00	
Monday	2/23/2026	8.32							8.32	
Tuesday	2/24/2026	8.08							8.08	
Wednesday	2/25/2026	8.35							8.35	
Thursday	2/26/2026	9.68							9.68	
Friday	2/27/2026	5.57		3.76					9.33	
Saturday	2/28/2026								0.00	
Total Week		40.00	0.00	3.76	0.00	0.00	0.00	0.00	0.00	43.76
Sunday					4.66			7.34	12.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	4.66	0.00	0.00	7.34	0.00	12.00
Total Pay Period		76.48	0.00	3.76	4.66	0.00	8.00	7.34	0.00	100.24

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:

City of New Meadows Mon Feb 16 – Sat Feb 28, 2026

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Feb 17	Public Works		7:59 am - 3:30 pm	0.00	7.52	7.52	7.52	0.00	0.00	\$0.00	\$0.00
Wed Feb 18	Public Works		2:12 am - 9:50 am	0.00	7.63	7.63	7.63	0.00	0.00	\$0.00	\$0.00
Wed Feb 18	Public Works		12:00 pm - 4:20 pm	0.00	4.33	4.33	4.33	0.00	0.00	\$0.00	\$0.00
Thu Feb 19	Public Works		7:50 am - 4:41 pm	0.00	8.85	8.85	8.85	0.00	0.00	\$0.00	\$0.00
Fri Feb 20	Public Works		7:59 am - 4:08 pm	0.00	8.15	8.15	8.15	0.00	0.00	\$0.00	\$0.00
Mon Feb 23	Public Works		7:56 am - 4:15 pm	0.00	8.32	8.32	8.32	0.00	0.00	\$0.00	\$0.00
Tue Feb 24	Public Works		7:55 am - 4:00 pm	0.00	8.08	8.08	8.08	0.00	0.00	\$0.00	\$0.00
Wed Feb 25	Public Works		7:59 am - 4:20 pm	0.00	8.35	8.35	8.35	0.00	0.00	\$0.00	\$0.00
Thu Feb 26	Public Works		7:49 am - 5:30 pm	0.00	9.68	9.68	9.68	0.00	0.00	\$0.00	\$0.00
Fri Feb 27	Public Works		7:50 am - 5:10 pm	0.00	9.33	9.33	5.57	0.00	3.76	\$0.00	\$0.00
Totals for Hunter Brown				0.00	80.24	80.24	76.48	0.00	3.76	\$0.00	\$0.00

Sonya Brodhecker

Pay Period

2/16/2026 to

2/28/2026

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	2/16/2026						8.00		8.00	
Tuesday	2/17/2026	8.90							8.90	
Wednesday	2/18/2026	8.70							8.70	
Thursday	2/19/2026	8.97							8.97	
Friday	2/20/2026								0.00	
Saturday	2/21/2026								0.00	
Total Week		26.57	0.00	0.00	0.00	0.00	8.00	0.00	0.00	34.57
Sunday	2/22/2026								0.00	
Monday	2/23/2026	10.78							10.78	
Tuesday	2/24/2026	8.97							8.97	
Wednesday	2/25/2026	9.00							9.00	
Thursday	2/26/2026						9.00		9.00	
Friday	2/27/2026								0.00	
Saturday	2/28/2026								0.00	
Total Week		28.75	0.00	0.00	0.00	0.00	9.00	0.00	0.00	37.75
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		55.32	0.00	0.00	0.00	0.00	8.00	9.00	0.00	72.32

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

City of New Meadows Mon Feb 16 – Sat Feb 28, 2026

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Feb 17	Deputy Clerk		8:05 am - 4:59 pm	0.00	8.90	8.90	8.90	0.00	0.00	\$0.00	\$0.00
Wed Feb 18	Deputy Clerk		8:07 am - 4:49 pm	0.00	8.70	8.70	8.70	0.00	0.00	\$0.00	\$0.00
Thu Feb 19	Deputy Clerk		7:58 am - 4:56 pm	0.00	8.97	8.97	8.97	0.00	0.00	\$0.00	\$0.00
Mon Feb 23	Deputy Clerk		8:05 am - 4:53 pm	0.00	8.80	8.80	8.80	0.00	0.00	\$0.00	\$0.00
Mon Feb 23	Deputy Clerk		6:07 pm - 8:06 pm	0.00	1.98	1.98	1.98	0.00	0.00	\$0.00	\$0.00
Tue Feb 24	Deputy Clerk		8:00 am - 4:58 pm	0.00	8.97	8.97	8.97	0.00	0.00	\$0.00	\$0.00
Wed Feb 25	Deputy Clerk		7:59 am - 4:59 pm	0.00	9.00	9.00	9.00	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	55.32	55.32	55.32	0.00	0.00	\$0.00	\$0.00

Michael Lee

Pay Period

2/16/2026 to

2/28/2026

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	2/16/2026						8.00		8.00	
Tuesday	2/17/2026	8.05							8.05	
Wednesday	2/18/2026	8.17							8.17	
Thursday	2/19/2026	8.03							8.03	
Friday	2/20/2026	8.15							8.15	
Saturday	2/21/2026								0.00	
Total Week		32.40	0.00	0.00	0.00	0.00	8.00	0.00	0.00	40.40
Sunday	2/22/2026								0.00	
Monday	2/23/2026	8.33							8.33	
Tuesday	2/24/2026	8.08							8.08	
Wednesday	2/25/2026	8.40							8.40	
Thursday	2/26/2026	9.10							9.10	
Friday	2/27/2026	6.09		2.14					8.23	
Saturday	2/28/2026								0.00	
Total Week		40.00	0.00	2.14	0.00	0.00	0.00	0.00	0.00	42.14
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		72.40	0.00	2.14	0.00	0.00	8.00	0.00	0.00	82.54

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:

City of New Meadows Mon Feb 16 – Sat Feb 28, 2026

Michael Lee

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Feb 17	Public Works		7:43 am - 3:46 pm	0.00	8.05	8.05	8.05	0.00	0.00	\$0.00	\$0.00
Wed Feb 18	Public Works		7:29 am - 3:39 pm	0.00	8.17	8.17	8.17	0.00	0.00	\$0.00	\$0.00
Thu Feb 19	Public Works		7:29 am - 3:31 pm	0.00	8.03	8.03	8.03	0.00	0.00	\$0.00	\$0.00
Fri Feb 20	Public Works		7:24 am - 3:33 pm	0.00	8.15	8.15	8.15	0.00	0.00	\$0.00	\$0.00
Mon Feb 23	Public Works		7:36 am - 3:56 pm	0.00	8.33	8.33	8.33	0.00	0.00	\$0.00	\$0.00
Tue Feb 24	Public Works		7:28 am - 3:33 pm	0.00	8.08	8.08	8.08	0.00	0.00	\$0.00	\$0.00
Wed Feb 25	Public Works		7:29 am - 3:53 pm	0.00	8.40	8.40	8.40	0.00	0.00	\$0.00	\$0.00
Thu Feb 26	Public Works		7:26 am - 4:32 pm	0.00	9.10	9.10	9.10	0.00	0.00	\$0.00	\$0.00
Fri Feb 27	Public Works		7:30 am - 3:44 pm	0.00	8.23	8.23	6.09	0.00	2.14	\$0.00	\$0.00
Totals for Michael Lee				0.00	74.54	74.54	72.40	0.00	2.14	\$0.00	\$0.00

Michael Lee

Pay Period

2/1/2026 to

2/15/2026

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	2/1/2026								0.00	
Monday	2/2/2026	8.23							8.23	
Tuesday	2/3/2026	8.12							8.12	
Wednesday	2/4/2026	8.02							8.02	
Thursday	2/5/2026	5.02							5.02	
Friday	2/6/2026	8.10							8.10	
Saturday	2/7/2026								0.00	
Total Week		37.49	0.00	0.00	0.00	0.00	0.00	0.00	37.49	
Sunday	2/8/2026								0.00	
Monday	2/9/2026	7.45							7.45	
Tuesday	2/10/2026	8.07							8.07	
Wednesday	2/11/2026	8.35							8.35	
Thursday	2/12/2026	8.15							8.15	
Friday	2/13/2026	7.98		0.04					8.02	
Saturday	2/14/2026								0.00	
Total Week		40.00	0.00	0.04	0.00	0.00	0.00	0.00	40.04	
Sunday	2/15/2026								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		77.49	0.00	0.04	0.00	0.00	0.00	0.00	77.53	

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:

City of New Meadows Sun Feb 1 – Sun Feb 15, 2026

Michael Lee

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Feb 2	Public Works		7:27 am - 3:41 pm	0.00	8.23	8.23	8.23	0.00	0.00	\$0.00	\$0.00
Tue Feb 3	Public Works		7:27 am - 3:34 pm	0.00	8.12	8.12	8.12	0.00	0.00	\$0.00	\$0.00
Wed Feb 4	Public Works		7:23 am - 3:24 pm	0.00	8.02	8.02	8.02	0.00	0.00	\$0.00	\$0.00
Thu Feb 5	Public Works		7:25 am - 12:26 pm	0.00	5.02	5.02	5.02	0.00	0.00	\$0.00	\$0.00
Fri Feb 6	Public Works		7:38 am - 3:44 pm	0.00	8.10	8.10	8.10	0.00	0.00	\$0.00	\$0.00
Mon Feb 9	Public Works		7:33 am - 9:30 am	0.00	1.95	1.95	1.95	0.00	0.00	\$0.00	\$0.00
Mon Feb 9	Public Works		10:08 am - 3:38 pm	0.00	5.50	5.50	5.50	0.00	0.00	\$0.00	\$0.00
Tue Feb 10	Public Works		7:33 am - 3:37 pm	0.00	8.07	8.07	8.07	0.00	0.00	\$0.00	\$0.00
Wed Feb 11	Public Works		7:26 am - 3:47 pm	0.00	8.35	8.35	8.35	0.00	0.00	\$0.00	\$0.00
Thu Feb 12	Public Works		7:31 am - 3:40 pm	0.00	8.15	8.15	8.15	0.00	0.00	\$0.00	\$0.00
Fri Feb 13	Public Works		7:09 am - 3:10 pm	0.00	8.02	8.02	7.98	0.00	0.04	\$0.00	\$0.00
Totals for Michael Lee				0.00	77.53	77.53	77.49	0.00	0.04	\$0.00	\$0.00

Kyla Gardner

Pay Period

2/1/2026 to

2/15/2026

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	2/1/2026								0.00	
Monday	2/2/2026	7.27							7.27	
Tuesday	2/3/2026	7.67							7.67	
Wednesday	2/4/2026	7.33							7.33	
Thursday	2/5/2026	8.35							8.35	
Friday	2/6/2026								0.00	
Saturday	2/7/2026								0.00	
Total Week		30.62	0.00	0.00	0.00	0.00	0.00	0.00	30.62	
Sunday	2/8/2026								0.00	
Monday	2/9/2026	7.70							7.70	
Tuesday	2/10/2026	7.75							7.75	
Wednesday	2/11/2026	7.32							7.32	
Thursday	2/12/2026	7.78							7.78	
Friday	2/13/2026	1.00					82.39	154.78	238.17	
Saturday	2/14/2026								0.00	
Total Week		31.55	0.00	0.00	0.00	0.00	82.39	154.78	268.72	
Sunday	2/15/2026								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		62.17	0.00	0.00	0.00	0.00	82.39	154.78	299.34	

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:

City of New Meadows Sun Feb 1 – Sun Feb 15, 2026

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Feb 2			7:47 am - 3:03 pm	0.00	7.27	7.27	7.27	0.00	0.00	\$0.00	\$0.00
Tue Feb 3			7:42 am - 3:22 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Wed Feb 4			7:45 am - 3:05 pm	0.00	7.33	7.33	7.33	0.00	0.00	\$0.00	\$0.00
Thu Feb 5			7:45 am - 4:06 pm	0.00	8.35	8.35	8.35	0.00	0.00	\$0.00	\$0.00
Mon Feb 9			7:44 am - 3:26 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Tue Feb 10			7:46 am - 3:31 pm	0.00	7.75	7.75	7.75	0.00	0.00	\$0.00	\$0.00
Wed Feb 11			7:43 am - 3:02 pm	0.00	7.32	7.32	7.32	0.00	0.00	\$0.00	\$0.00
Thu Feb 12			7:46 am - 3:33 pm	0.00	7.78	7.78	7.78	0.00	0.00	\$0.00	\$0.00
Fri Feb 13			9:00 am - 10:00 am	0.00	1.00	1.00	1.00	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	62.17	62.17	62.17	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

2/1/2026 to

2/15/2026

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	2/1/2026								0.00	
Monday	2/2/2026	8.33							8.33	
Tuesday	2/3/2026	8.05							8.05	
Wednesday	2/4/2026	7.58							7.58	
Thursday	2/5/2026	8.62							8.62	
Friday	2/6/2026	7.42		0.60					8.02	
Saturday	2/7/2026								0.00	
Total Week		40.00	0.00	0.60	0.00	0.00	0.00	0.00	40.60	
Sunday	2/8/2026								0.00	
Monday	2/9/2026	8.28							8.28	
Tuesday	2/10/2026	8.55							8.55	
Wednesday	2/11/2026	5.64							5.64	
Thursday	2/12/2026	7.75							7.75	
Friday	2/13/2026	8.08			158.93		152.00	151.24	470.25	
Saturday	2/14/2026								0.00	
Total Week		38.30	0.00	0.00	158.93	0.00	152.00	151.24	500.47	
Sunday	2/15/2026								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		78.30	0.00	0.60	158.93	0.00	0.00	151.24	541.07	

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:

City of New Meadows Sun Feb 1 – Sun Feb 15, 2026

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Feb 2	Public Works		7:55 am - 4:15 pm	0.00	8.33	8.33	8.33	0.00	0.00	\$0.00	\$0.00
Tue Feb 3	Public Works		7:57 am - 4:00 pm	0.00	8.05	8.05	8.05	0.00	0.00	\$0.00	\$0.00
Wed Feb 4	Public Works		7:59 am - 3:34 pm	0.00	7.58	7.58	7.58	0.00	0.00	\$0.00	\$0.00
Thu Feb 5	Public Works		7:52 am - 4:29 pm	0.00	8.62	8.62	8.62	0.00	0.00	\$0.00	\$0.00
Fri Feb 6	Public Works		7:59 am - 4:00 pm	0.00	8.02	8.02	7.42	0.00	0.60	\$0.00	\$0.00
Mon Feb 9	Public Works		7:58 am - 4:15 pm	0.00	8.28	8.28	8.28	0.00	0.00	\$0.00	\$0.00
Tue Feb 10	Public Works		8:17 am - 4:50 pm	0.00	8.55	8.55	8.55	0.00	0.00	\$0.00	\$0.00
Wed Feb 11	Public Works		8:00 am - 11:49 am	0.00	3.82	3.82	3.82	0.00	0.00	\$0.00	\$0.00
Wed Feb 11	Public Works		1:56 pm - 3:45 pm	0.00	1.82	1.82	1.82	0.00	0.00	\$0.00	\$0.00
Thu Feb 12	Public Works		8:15 am - 4:00 pm	0.00	7.75	7.75	7.75	0.00	0.00	\$0.00	\$0.00
Fri Feb 13	Public Works		7:55 am - 4:00 pm	0.00	8.08	8.08	8.08	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	78.90	78.90	78.30	0.00	0.60	\$0.00	\$0.00

Sonya Brodhecker

Pay Period

2/1/2026 to

2/15/2026

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	2/1/2026								0.00	
Monday	2/2/2026	9.02							9.02	
Tuesday	2/3/2026	7.48							7.48	
Wednesday	2/4/2026	9.03							9.03	
Thursday	2/5/2026	8.87							8.87	
Friday	2/6/2026						5.00		5.00	
Saturday	2/7/2026								0.00	
Total Week		34.40	0.00	0.00	0.00	0.00	5.00	0.00	39.40	
Sunday	2/8/2026								0.00	
Monday	2/9/2026	9.08							9.08	
Tuesday	2/10/2026	9.03							9.03	
Wednesday	2/11/2026	9.02							9.02	
Thursday	2/12/2026	8.30							8.30	
Friday	2/13/2026						4.00		4.00	
Saturday	2/14/2026								0.00	
Total Week		35.43	0.00	0.00	0.00	0.00	4.00	0.00	39.43	
Sunday	2/15/2026								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		69.83	0.00	0.00	0.00	0.00	9.00	0.00	78.83	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

City of New Meadows Sun Feb 1 – Sun Feb 15, 2026

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Feb 2	Deputy Clerk		7:56 am - 4:57 pm	0.00	9.02	9.02	9.02	0.00	0.00	\$0.00	\$0.00
Tue Feb 3	Deputy Clerk		7:58 am - 3:27 pm	0.00	7.48	7.48	7.48	0.00	0.00	\$0.00	\$0.00
Wed Feb 4	Deputy Clerk		7:56 am - 4:58 pm	0.00	9.03	9.03	9.03	0.00	0.00	\$0.00	\$0.00
Thu Feb 5	Deputy Clerk		7:57 am - 4:49 pm	0.00	8.87	8.87	8.87	0.00	0.00	\$0.00	\$0.00
Mon Feb 9	Deputy Clerk		7:54 am - 4:59 pm	0.00	9.08	9.08	9.08	0.00	0.00	\$0.00	\$0.00
Tue Feb 10	Deputy Clerk		7:56 am - 4:58 pm	0.00	9.03	9.03	9.03	0.00	0.00	\$0.00	\$0.00
Wed Feb 11	Deputy Clerk		7:56 am - 4:57 pm	0.00	9.02	9.02	9.02	0.00	0.00	\$0.00	\$0.00
Thu Feb 12	Deputy Clerk		8:06 am - 4:24 pm	0.00	8.30	8.30	8.30	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	69.83	69.83	69.83	0.00	0.00	\$0.00	\$0.00

Stepheny Becker

Pay Period

2/1/2026 to

2/15/2026

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	2/1/2026									0.00
Monday	2/2/2026	4.08								4.08
Tuesday	2/3/2026	7.25								7.25
Wednesday	2/4/2026									0.00
Thursday	2/5/2026	7.52								7.52
Friday	2/6/2026									0.00
Saturday	2/7/2026									0.00
Total Week		18.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.85
Sunday	2/8/2026									0.00
Monday	2/9/2026	7.42								7.42
Tuesday	2/10/2026	6.33								6.33
Wednesday	2/11/2026	7.25								7.25
Thursday	2/12/2026	6.65								6.65
Friday	2/13/2026	6.32								6.32
Saturday	2/14/2026									0.00
Total Week		33.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.97
Sunday	2/15/2026									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		52.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.82

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

City of New Meadows Sun Feb 1 – Sun Feb 15, 2026

Stepheny Becker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Feb 2			8:05 am - 12:10 pm	0.00	4.08	4.08	4.08	0.00	0.00	\$0.00	\$0.00
Tue Feb 3			8:14 am - 3:29 pm	0.00	7.25	7.25	7.25	0.00	0.00	\$0.00	\$0.00
Thu Feb 5			7:59 am - 3:30 pm	0.00	7.52	7.52	7.52	0.00	0.00	\$0.00	\$0.00
Mon Feb 9			8:07 am - 3:32 pm	0.00	7.42	7.42	7.42	0.00	0.00	\$0.00	\$0.00
Tue Feb 10			9:06 am - 3:26 pm	0.00	6.33	6.33	6.33	0.00	0.00	\$0.00	\$0.00
Wed Feb 11			8:05 am - 3:20 pm	0.00	7.25	7.25	7.25	0.00	0.00	\$0.00	\$0.00
Thu Feb 12			8:59 am - 3:38 pm	0.00	6.65	6.65	6.65	0.00	0.00	\$0.00	\$0.00
Fri Feb 13			9:22 am - 3:41 pm	0.00	6.32	6.32	6.32	0.00	0.00	\$0.00	\$0.00
Totals for Stepheny Becker				0.00	52.82	52.82	52.82	0.00	0.00	\$0.00	\$0.00

For dates posted from 02/25/26 to 03/05/26
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
7045		580 4 Corner Communications	460.00								
		IT Services and Amcrest for March 2026									
		4108 03/01/26 IT Professional Support	153.33			1		41100	327		10102
		4108 03/01/26 IT Professional Support (W)	153.33			60		43320	327		10102
		4108 03/01/26 IT Professional Support (SWR)	153.34			65		43220	327		10102
		Total for Vendor:	460.00								
7038		563 Adams County Prosecuting	1,500.00								
March											
		1088 03/03/26 Municipal Prosecutions- MAR	1,500.00			1		41400	312		10102
		Total for Vendor:	1,500.00								
		*** Claim from another period (2/26) ****									
7039		25 Analytical Labs, Inc.	1,169.27								
		2601682 02/28/26 Sewer Sampling / Testing	1,150.27			65		43220	745		10102
		2601681 02/28/26 Water Sampling /Testing	19.00			60		43320	745		10102
		Total for Vendor:	1,169.27								
7051		E 195 Black Mountain Software	15,142.18								
		12942 12/01/25 Annual Software Maintenance (G	3,785.54			1		41100	709		10102
		12942 12/01/25 Annual Software Maintenance (W	3,785.55			60		43320	709		10102
		12942 12/01/25 Annual Software Maintenance (S	3,785.55			65		43220	709		10102
		12942 12/01/25 Annual Software Maintenance (I	3,785.54			63		43100	709		10102
		Total for Vendor:	15,142.18								
7042		1 C & M Lumber Co, Inc	653.56								
		02/25/26 Water	60.45			60		43320	324		10102
		02/25/26 Shop - Water	26.44			60		43320	324		10102
		02/25/26 Shop - Sewer	26.44			65		43220	324		10102
		02/25/26 Shop - Streets	26.44			1		41500	324		10102
		02/25/26 Park	245.95			1		41600	324		10102
		02/25/26 Office (GEN)	46.86			1		41100	324		10102
		02/25/26 Office (WTR)	46.87			60		43320	324		10102
		02/25/26 Office (SWR)	46.87			65		43220	324		10102
		02/25/26 Streets	31.36			1		41500	324		10102
		02/25/26 Equipment	95.88			1		41500	350		10102
		Total for Vendor:	653.56								

For dates posted from 02/25/26 to 03/05/26
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
7050	E	400 C & N Electrical Company	800.20								
		Repair well 5 heater				60	43320		324		10102
		3833 02/20/26 Well 5 Heater (WTR)	800.20								
		Total for Vendor:	800.20								
7052		253 Christensen Inc. dba United Oil	88.07								
		CL07791 02/28/26 Fuel - Water	18.14			60	43320		630		10102
		CL07791 02/28/26 Fuel - Sewer	69.93			65	43220		630		10102
		Total for Vendor:	88.07								
7049		29 City of New Meadows	1,150.17								
		025-00 02/26/26 Chlorinator Room	14.36			65	43220		339		10102
		310-00 02/26/26 Park Irrigation	17.16			1	41600		332		10102
		309-00 02/26/26 Park Restrooms	93.59			1	41600		331		10102
		014-00 02/26/26 Industrial Park	232.06			63	43100		331		10102
		364-00 02/26/26 Auger Room	454.80*			65	43220		338		10102
		126-00 02/26/26 City Hall	157.14			1	41100		331		10102
		015-00 02/26/26 Skate Park	14.30			1	41600		332		10102
		012-00 02/26/26 Youth Center	14.30			1	41600		332		10102
		060-00 02/26/26 Ambulance Shed	76.05			1	41100		331		10102
		013-00 02/26/26 104 Taylor	76.41			63	43100		331		10101
		Total for Vendor:	1,150.17								
7054		405 CORE & MAIN LP	380.45								
		Waster Meter Adaptor for Skatepark Meter				60	43320		324		10102
		Y584723 02/27/26 Water Meter	380.45								
		Total for Vendor:	380.45								
7046		772 Crane Alarm Service	60.00								
		Alarm Service for the New Meadows Youth Center				1	43150		324		10102
		149875 03/01/26 Alarm Service (MAR)	60.00								
		Total for Vendor:	60.00								

For dates posted from 02/25/26 to 03/05/26
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
7040		495 Drake Diversified LLC Monthly Back-up Operator February 2026	400.00								
		2707 03/01/26 FEB H2O Back-up Operator	200.00			60		43320	310		10102
		2707 03/01/26 FEB 2026 SWR Back-up Operator	200.00			65		43220	310		10102
		Total for Vendor:	400.00								
7057		774 Elan Financial Services 7732 02/13/26 FB Mailing	122.85			1		41100	620		10102
		Total for Vendor:	122.85								
7053		760 Fabulous Cleaning LLC Cleaning of the DEPOT freight room 1/11/26, 3/5/2026	225.00			1		41100	324		10102
		884170 03/05/26 OFFICE CLEANING Freight Room	225.00			1		41100	324		10102
		Total for Vendor:	225.00								
7048		642 Raven Waterworks, LLC Monthly Operator Water / Sewer	2,000.00								
		260303 03/01/26 FEB H2O Operator	1,000.00			60		43320	352		10102
		260303 03/01/26 FEB SWR Operator	1,000.00			65		43220	352		10102
		Total for Vendor:	2,000.00								
7047		659 SMS Inc. 3070 02/28/26 Shipping (SWR)	315.00			65		43220	620		10102
		3070 02/28/26 Shipping (WTR)	45.00			60		43320	620		10102
		Total for Vendor:	315.00								
7041		E 146 The Record Reporter 176 02/27/26 Public Hearing Notice (GEN)	12.38			1		41100	309		10102
		Total for Vendor:	12.38								
7056		611 ULINE Clean Trash Liners for the Auger Room	133.20								
		46869858 02/10/26 Auger Clear Liners - Sewer	92.00			65		43220	324		10102
		46869858 02/10/26 Shipping - Sewer	41.20			65		43220	324		10102
		Total for Vendor:	133.20								

For dates posted from 02/25/26 to 03/05/26
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
7055	E	436 US Bank	1,863.60								
		GOOGLE 02/25/26 Email (Gen)	102.44			1		41100	709		10102
		GOOGLE 02/25/26 Email (WTR)	102.45			60		43320	709		10102
		GOOGLE 02/25/26 Email (SWR)	102.45			65		43220	709		10102
		phones 02/25/26 8x8 phones (GEN)	35.06			1		41100	308		10102
		phones 02/25/26 8x8 phones (WTR)	35.07			60		43320	308		10102
		phones 02/25/26 8x8 phones (SWR)	35.07			65		43220	308		10102
		02/25/26 ADOBE	19.99			1		41100	709		10102
		0 02/25/26 Amazon Office Supplies	92.40			1		41100	610		10101
		02/25/26 FB Mailing	207.00			1		41100	620		10102
		0 02/25/26 IONOS Domain	3.00			1		41100	709		10102
		02/25/26 Efile W2 1099	94.25			1		41100	324		10102
		02/25/26 Starlink (WTR)	60.00			60		43320	308		10102
		02/25/26 Starlink (swr)	60.00			65		43220	308		10102
		02/25/26 USPS	2.34			1		41100	620		10102
		02/25/26 Homebase (GEN)	96.00			1		41100	709		10102
		02/25/26 Homebase (WTR)	96.00			60		43320	709		10102
		02/25/26 Homebase (SWR)	96.00			65		43220	709		10102
		02/25/26 PSI Exam Hunter Brown	108.00			65		43220	520		10102
		02/25/26 Wastewater Supplies	86.08			65		43220	324		10102
		02/25/26 Calendarwiz	430.00			1		41100	324		10102

Total for Vendor: 1,863.60
of Claims 18
Total Electronic Claims 26,475.93
Total Non-Electronic Claims 17,818.36
of Vendors 14
8657.57