



# City Council Regular Meeting Agenda

Monday, March 08, 2021 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://zoom.us/j/99504299154?pwd=cm04c3hVR2x5YVZhc1ZoUVh4bk55Zz09>

Call in: 253-215-8782

Meeting ID: 995 0429 9154

Password: 179511

## **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
- [3.](#) T-TAC Review of Notes to date
- [4.](#) Mailbag

### **DISCUSSION ITEMS**

- [5.](#) Local Pandemic Review
6. Parking Inventory
7. City Clerk Search Update
8. City Staff Changes

### **ACTION ITEMS**

9. Approve of Bid Package; H2O Capital Project Well #5 Facility Construction + Distribution Improvements (DROP BOX LINK: [https://www.dropbox.com/sh/9xljcc9lwkeuibg/AAA-W9\\_x13b8Yay-ugGOht3\\_a?dl=0](https://www.dropbox.com/sh/9xljcc9lwkeuibg/AAA-W9_x13b8Yay-ugGOht3_a?dl=0))
- [10.](#) Broadband Letter
11. Laptop Purchase
- [12.](#) Resignation Acceptance (Qualls)
13. City Treasurer Appointment - Dana Krautz (20 hour per week)

### **CONSENT AGENDA**

- [14.](#) February 2021 Payroll & Time Cards
15. Claims to be Paid

### **FUTURE MEETING TOPICS**

16. Brown's Mountain Market RV Dump Station Agreement
17. City Parking Agreements
18. Drake Diversified Backup Operator Agreement

19. Housing Development Discussion
20. Personnel Policy Manual Update - Discussion / Adoption
21. Snow Storage Agreements / Locations (Snow Season 2021-2022)
22. SPOTLIGHT (Business- Citizen - Organization - Volunteer)
23. TRAINING- Safety in the Workplace / Community

## **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.”***

March 8, 2021

This is a time of change in our community in many ways. The weather is changing from winter to spring. The City is experiencing staff changes. Our local area is experiencing changes in population. Each of these changes can be seen as positive or negative. We, as leaders in our community, have many opportunities to set the tone for the changes we see taking place. As we all work together to find and promote the positive aspects of what is changing, we can concentrate on how we can continue to work for the enrichment of our community.

The job posting for the City Clerk position has been placed on several online sources and I have begun to review applications/resumes. I do have a recommendation for the part time City Treasurer position. If appointed, she is ready to shadow Mac while he is still working so she can get up to speed before she leaves. She is on a family vacation that was planned months ago and is not available to speak at this regular city council meeting. If there is interest in interviewing her as a City Council, it will need to happen the week of March 15<sup>th</sup>.

I have been speaking with local businesses about city parking, following up on some of the awesome ideas you presented at the last meeting. Thank you for taking the time to consider and present ideas regarding the challenges the city faces. It is so awesome for our community to have a team that is willing to invest time and energy into keeping Meadows Valley the best place in the world to live.

Broadband access continues to be a discussion and I have had multiple meetings, since the last City Council meeting, regarding broadband in our area. I will be bringing several ideas to the table at the March 22 City Council meeting. I hope we can agree and move forward with a plan to facilitate better access for this area.

The TTAC had their first meeting on March 2<sup>nd</sup>. Participants were given assignments to complete and bring back to the next meeting. We will begin planning the City's Transportation Plan open house soon.

I have been networking with businesses and stakeholders regarding the housing crisis we are facing. This is a regional issue, but there are possibilities that we need to consider. I plan to present helpful development options the city might want to consider in order to do our part in helping with this challenge. You should be hearing more about this later this month.

*"Change is inevitable. Progress is optional." Tony Robbins*

**Jessie Gerke / Wallace**  
**Public Works Director Report**  
**03/05/21**

**WATER:**

1. Booster Station and Well logs completed as normal.
2. Meter reading went quick this time. I did still find two-meter heads that are dead and will be replacing those asap.
3. Still checking for leaks as calls come in.
4. Daniel shoveled out fire hydrants.

**SEWER:**

1. Sewer logs completed as normal.
2. Discharging is going well.
3. I have not scheduled to take my sewer treatment test yet. With all of the snow, I ran out of time to study.
4. Went through sampling procedures with Daniel, he is very eager to learn and is doing awesome.
5. We had another overflow in the auger room with the same type of insulation.

**EQUIPMENT/SHOP:**

1. I greased the loader and grader before the last big snowstorm.
2. Changed the oil in the white pickup and tried to find the antifreeze leak.

**STREETS:**

1. Daniel and I have been working hard to find the storm drains that aren't draining. There have been a few that are more difficult from being under so much ice.
2. I have graded a few intersections. I can't quite grade whole roads yet because of the ice still on them.
3. In the afternoons with the warmer weather, I am trying to get the slush off of the roads.
4. Daniel is taking gravel and filling in some of the big potholes that I can't quite get to with the grader yet.
5. Shadyn and Devin were amazing help with the last few snowstorms.

**PARK/RESTROOMS:**

1. I plowed the sidewalk with the backhoe once and was able to use the snow blower the next time.
2. Daniel has also plowed the sidewalk and put ice melt down.

Angie Mettie  
Customer Service  
Monthly Report  
February 2021

Item 2.

**Training:**

- I am learning the payroll system and how to create agendas and manage the website. I have also watched the bank reconciliation process. I have been learning about the different websites and entities where information or payments must be submitted.

**Billing:**

- Billing was completed for the month of February. There were no issues. I learned how to complete the e-billing.

**Customer Service:**

- City Hall had 73 visitors in February. City Hall received 70 phone calls in February. There were several home sales this month and many inquiries about properties in the area for sale or rent. Potholes on side roads was the most frequent complaint. There were also a few dog at large complaints and one dog bite complaint.

**Newsletter:**

- The February newsletter is in the works and should be completed by March 5<sup>th</sup>. The Meadows Valley Monday short newsletters have received many positive comments.

**Meetings & Minutes:**

- I have attended all meetings and have prepared minutes for each.

**Leak Letters:**

- Leak Letters were sent out on March 3<sup>rd</sup>. It seems the leak reporting software is not as sensitive as was the old system. One customer had a leak of 20,000 gallons, which did not show up on the leak report.

**Invoices:**

- I have entered the simple invoices into the system this month. I am learning how to enter all invoices.

**Special Projects:**

- The Easter Egg Hunt will hopefully be held on April 3<sup>rd</sup> at 11am. It is not a city event and is being coordinated by volunteers.
- There have been approximately 10 dog tags sold this month. Our new mobile vet is working on having a possible vaccination clinic during March. McPaws is not able to have a clinic this year.
- Rabies vaccinations and licensing forms are updated for 2021 and are ready to go.
- I am working on filing and scanning documents as I have time.

**Upcoming Projects I Plan to Complete**

- City Hall could use a good spring cleaning.
- I have labeled a new filing cabinet and will have all forms/brochures/pamphlets available to anyone who needs them.
- I am working on a manual for my position and would like to create a manual for the city clerk and treasurer position so that anyone could walk in and fill in as needed.
- We are working on a video marketing strategy for New Meadows. Julie, Shiloh, and I plan to meet March 4<sup>th</sup> to come up with possible video topics and a timeline of when they would be useful. Ideas are always welcome.
- I have federal jury duty for the month of April and will need to travel to Boise if called.

## Roll Call / Pledge of Allegiance

Present at City Hall were Mike Howard, Doug Buys, Gregg Tankersley, Julie Good, Daniel Potter, Jessie Wallace, Levi Burden, and Angie Mettie. Present via Zoom were Brad Steiner and Darbey Edwards.

The meeting was opened at 6:02 P.M.

## Discussion Items

City Engineer Tankersley provided topics for discussion by the committee that included roadway maintenance, capital improvement projects, and stormwater drainage, and pedestrian routes.

The Committee discussed areas of concern throughout the city. Doug Buys stated that simply paving roads is not an option because the roads do not have storm drainage or even a road base. These would need to be installed prior to paving. He also stated that the soil is clay, and that the ground moves with freezing and thawing. This is an issue not experienced in other cities, which makes road maintenance difficult.

Maintenance of the intersections off of Virginia Street were discussed. Due to the constant turning of vehicles into and out of parking lots at these intersections, potholes are ongoing. Many felt it was a priority to pave the first 150' of roadway at each intersection off of Virginia, with Heigho and Miller being the most important. Buys also mentioned that the salt used on Virginia is tracked onto the side roads, which causes melting and increases the chance of potholes. Brad Steiner suggested the City could ask for salt not to be used on Virginia street, although the street would be icy without salt.

High traffic, especially truck traffic on residential streets was discussed. Peterson Memorial was built for truck traffic. Mike Howard stated that the school directs vendors to use Peterson Memorial. Julie Good stated that other trucks use Taylor frequently. Buys suggested a breakup limit for the unpaved roads, which would force trucks to use certain roads.

The Committee will review the questions and discussion items and send comments to Gregg Tankersley. The comments will be compiled for discussion at an upcoming meeting.

A public open house will be scheduled after the next meeting, and a flyer will be created.

Julie Good and Gregg Tankersley will coordinate with Committee Members to set a date for the next meeting in April.

## Adjournment

The meeting adjourned at 7:15 P.M.

Respectfully Submitted,

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Angie Mettie, Secretary

## Rapid River Travel Management Project Environmental Assessment Available

1 message

USDA Forest Service <forests@public.govdelivery.com>

Thu, Mar 4, 2021 at 3:43 PM

Reply-To: forests@public.govdelivery.com

To: CITYCLERK@newmeadowsidaho.us



Dear potentially interested or affected party:

The New Meadows Ranger District of the Payette National Forest announces the public comment period on the Rapid River Travel Management Project's environmental assessment. The assessment is available at <https://www.fs.usda.gov/project/?project=36507>. The project's purpose is to review the designated use of six trails within and adjacent to the Rapid River Wild River corridor. The project is approximately fifteen miles northwest of New Meadows, Idaho, within Adams County.

This project implements the Payette National Forest's 2003 Land and Resource Management Plan and is subject to 36 CFR 218 subparts A and B, which provide direction for comments and objections. Comments will be accepted for thirty days following the publication of the legal notice in the newspaper of record, the McCall *Star-News*. The publication date in the newspaper of record is the exclusive means for calculating the comment period. A copy of the legal notice will be posted on the project webpage (link above). Only those who submit timely and specific written comments regarding the proposed project or activity during a public comment period established by the responsible official are eligible to file an objection. For objection eligibility, each individual or representative from each entity submitting timely and specific written comments regarding the proposed project or activity must also either sign the comments or verify identity upon request. An objection period, if required, would occur in the spring of 2021.

You may submit comments electronically through the project webpage (link above), by clicking on "*Comment/Object on Project*". If you are uploading comments, please do so in Word (.doc or .docx), pdf, or rich text (.rtf). You may also mail comments to New Meadows Ranger District, Attn: Rapid River Travel Management Project, PO Box J, New Meadows, ID 83654. Comments must be postmarked by the end of the comment period. You may also fax comments to 208-347-0309 with "Rapid River Travel Management" in the subject line. We are not accepting hand delivered comments due to COVID-19 precautions. Note that comments are available to the public and will become part of the project record.

Form letters or comments that are not specific to the project or analysis do not generally provide the type of information that is helpful for the decision-making process. I request that you provide unique, project-specific comments with detailed cause-effect statements and rationale. This will help me to better understand your concerns or suggestions and arrive at a more fully informed decision for the next stage of project development.

We have developed a story map to provide an interactive virtual platform for you to learn about the project (<https://tinyurl.com/77hwredf>). I will also host two virtual public meetings to provide an overview of the project and answer questions:

- March 11 from 12 to 2:30 (<https://usfs.zoomgov.com/j/1604948076>, or by telephone at 669-254-5252, passcode 1604948076#); and

- March 18 from 5 to 6:30 (<https://usfs.zoomgov.com/j/1603804972>, or by telephone at 669-254-5252, passcode 1603804972#)

Item 4.

Thank you for your interest in the project. Please feel free to reach me at 208-514-5809 or [erin.phelps@usda.gov](mailto:erin.phelps@usda.gov) with any questions on the project or clarification on how to engage in the project as we move forward.

Sincerely,

Erin Phelps, District Ranger

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This service is provided to you at no charge by [US Forest Service](#).

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# Meadows Valley Rural Fire District

## Board of Commissioners Meeting

MVRFD Building 200 Hwy. 95, New Meadows, ID 83654

**March 9, 2021**

### **AGENDA**

Note: Sequence and timing of Board consideration of matters included on this agenda are subject to change due to availability of participants and variability of Board travel plans. The Board reserves the right to reorder the items set forth hereon to accommodate schedules of participants. Participation by telephone can be arranged as authorized by law with twenty-four (24) hours of advanced notice. Persons interested in observing Board consideration of any specific matter(s) should contact the Secretary of the Board by telephone (208) 347-3190 or email (mvrfdst@hotmail.com) at least forty-eight (48) hours before the Board meeting is convened in order to learn all that might be known regarding scheduling and the order of consideration of agenda items. Final discretion in such matter's rests with the Board. The Board meeting will convene at 10:30 AM on Tuesday, March 9, 2021.

- 1. Call to Order**
- 2. Consent Agenda**
  - a. Minutes of Monthly Meeting of February 9, 2021. ACTION ITEM
  - b. Monthly Treasurer's Reports for February 2021. ACTION ITEM
- 3. Secretary/Treasurer Report.** Discussion
- 4. EMS Report.** Discussion
- 5. Fire Report.** Discussion
- 6. Leave without Pay.** ACTION ITEM
- 7. Kenworth surplus** Action/Discussion
- 8. Board of Commissioners.** Discussion
- 9. Adjournment.** ACTION ITEM

<b>City Hall LOBBY Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
Plexiglass @ Lobby	INSTALLED	Remains	Remains	Remains	Remains
Hand Sanitizer @ Lobby	Remains	Remains	Remains	Remains	Remains
Lobby Sanitization	NO ENTRY	After each visit	Daily	Daily	Weekly
# of Family Units allowed in Lobby	NO ENTRY	1	1	1	2
City Hall Restroom	STAFF ONLY	STAFF ONLY	STAFF ONLY	STAFF ONLY	Open to public
Customer Mask Requirement	NO ENTRY	YES	YES	Yes	No
Staff Glove Usage	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures
Cash & Payment Processing	Drop Box Only – Disinfection	Disinfection	Disinfection	Disinfection	Disinfection as needed
Posted Signs – No Entry if ill	NO ENTRY	NO ENTRY	NO ENTRY	NO ENTRY	NO ENTRY
Deliveries	BACK DOOR ONLY	Front Door Allowed	Front Door Allowed	Front Door Allowed	Front Door Allowed

<b>City Staff CONTACT Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
In Person Contacts / Meetings	Electronic Only	Electronic Only	Appointment Only – Mask Required	Appointment Only – Mask Required	Appointment Only
Notary – Appointment ONLY	MASK Required	MASK Required	Mask Required	MASK Required	NONE
City Hall Restroom	Staff Only	Staff Only	Staff Only	Staff Only	Open to Public
Training & Travel	Electronic Only	Electronic Only	Electronic Only	In-State Only	OPEN
Travel for Samples / Deliveries	MASK REQUIRED	MASK REQUIRED	MASK REQUIRED	MASK REQUIRED	OPEN

<b>City Hall MEETINGS / PUBLIC HEARINGS Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
City Council Meetings	Electronic Only	Electronic Only	Electronic Only	Electronic or In-Person	Electronic or In-Person
Citizen Advisory Committee	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Planning & Zoning Commission	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Parks & Recreation Committee	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Citizen Participation	Electronic Only	Electronic Only	Electronic Only	Electronic or In-Person off-site (Mask required and Social Distancing)	Electronic or In-Person (Limit City Hall Council Chambers to 8 In-Person Participants)
All meeting participants in the same room...	Mask required	Mask required	Mask Required	Mask Required	No Mask Requirement No Ill participants

<b>City PARK Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
Restroom Facilities	CLOSED	CLOSED	CLOSED	CLOSED – Awaiting Signs	OPEN 24 hours, Sanitized every three days
Playground Equipment	CLOSED	CLOSED	OPEN once daily temperature remains above 70 degrees	OPEN once daily temperature remains above 70 degrees	OPEN
Park Area	CLOSED	OPEN to less than 10 persons	OPEN to less than 20 persons	OPEN to less than 50 persons	OPEN

<b>City YOUTH SPORTS PROGRAMS Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
Bike-A-Thon *	Suspended	Social Distancing	Social Distancing	Social Distancing	Open
Baseball / T-Ball *	Suspended	Suspended	Suspended	Suspended	Open

- - Adult / Coaches to ensure social distancing of all participants and spectators.

<b>Community GATHERINGS / PARADES Operations</b>					
	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Stage 5 (All Clear)</b>
MV Days	Suspended	Suspended	Social Distancing of less than 20 family units	Social Distancing of less than 50 family units.	OPEN
Parades	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	OPEN



*This institution is an equal opportunity provider*  
 City of New Meadows \* P.O. Box 324 \* New Meadows, Idaho 83654  
 Phone (208) 347-2171 \* Fax (208) 347-2384

Dear Governor Little,

As a small town in the west central mountains of Idaho, we are grateful for the attention you give to the rural challenges we face. We are seeing an overwhelming demand for high quality, affordable, reliable internet in our area. The lack of service, and the instability of existing service, has an enormous impact on our community in so many ways including healthcare access, educational access and impacts on the local economy.

We are writing to encourage you to work with the legislature in the 2021 session to achieve outcomes that will help us to operate as a thriving, growing community. We need funding resources that will allow us to determine our own broadband future. Currently the level of service outcomes is left to existing providers who remain unaware and unsympathetic to our unique challenges. We should have the ability to perform unbiased feasibility analyses to determine our options and determine a path forward in a proactive manner.

We recognize and are grateful for the work in our region being done by Ziplly and Sparklight, as well as the processes explored by your Broadband Task Force, but we are constantly confronted with the reality that their business bottom line does not align with the real and immediate needs of our community.

We need to be given the option to build an infrastructure that accounts not just for our base population, but also the visitor/weekend/seasonal population. When a large group of Meadows Valley homeowners return to Boise after each weekend because they do not have adequate internet service to work from home throughout the week, it results in a huge impact on our community. Our current lack of a local grocery store is just one of the economic disadvantages the broadband crisis has sustained. Additionally, when an influx of visitors arrive over the weekend, broadband access plummets to accommodate those visiting, which leaves locals without critical access. This is a major economic and

community detriment. The current 10/1 and 25/3 standards should not apply to resort regions like ours and we would like to see this reflected in statewide policy.

We have seen no indication that area incumbents are willing to step and provide more and better access to low density areas like ours, even though they may have access to funding from federal and other sources. We would encourage the state to create a platform that encourages competition while equipping communities with the tools to define their own broadband future.

Thank you for your consideration of the needs of our community.

New Meadow Mayor and City Council

DRAFT

Mayor Julie Good

Council Members: Darla Weber, Darbey Edwards, Jeff Parnett & Shiloh Ryker

It is with awesome anticipation that I write this letter of resignation. I have been appointed the new City Clerk and Treasurer for the City of Star, one of Idaho's (if not the nation) fastest growing cities!

My last day with New Meadows will be close of business Friday March 19, 2021. With that said, I am still available by telephone and or email to help mentor whomever is chosen to replace me.

I will be writing a resignation to the community of New Meadows soon that will be directed to the citizens of New Meadows and Meadows Valley. It has truly been an honor and privilege to serve these wonderful citizens.

In order for an orderly transition of power to occur, I will be leaving in the capable hands of Angie Mettie, the roadmaps of projects and their current status.

Sincerely –

/s/

Jacob Mac Qualls

Certified Municipal Clerk - Idaho

Total for Payroll Checks  
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Employee	Employer	Amount
27.82		445.91
20.74		478.40
24.00		5,663.15
236.28		8,510.40
429.92		1,901.93
79.19		

COMA HOURS (Comp Time Accumulated)	
COMP HOURS (Comp Time Used)	
HOL HOURS (Holiday Pay)	
PERS HOURS (Personal Time Used)	
REG HOURS (Regular Time)	
VACA HOURS (Vacation Time Used)	

GROSS PAY	16,999.79	0.00
NET PAY	11,384.79	0.00
AFLAC-ACCIDENT	0.00	0.00
AFLAC-CANCER	50.32	0.00
AFLAC-STDISABLI	55.14	0.00
EMP-LIFE INSURA	46.42	0.00
FAM-LIFE INSURA	88.60	6.40
FIT	2.54	0.00
IDAHO SIT	1,799.20	0.00
III-A HEALTH IN	597.00	0.00
III-FAMILY VIS/	0.00	1,291.50
MEDICARE	92.00	0.00
PERSI	244.97	244.97
PERSI-401K-REPA	1,178.75	1,965.66
PERSI_CHOICE_D	64.26	0.00
SOCIAL_SECURITY	348.36	0.00
FIT/SIT BASE	1,047.44	1,047.44
MEDICARE BASE	15,367.22	0.00
PERS BASE	16,894.33	0.00
SOC SEC BASE	16,462.85	0.00
WC BASE	16,894.33	0.00
	16,462.85	0.00

Total  
Total Payroll Expense (Gross Pay + Employer Contributions) : 4,555.97 21,555.76

Check Summary  
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Payroll Checks Prev. Out.	\$13,099.25
Payroll Checks Issued	\$17,602.24
Payroll Checks Redeemed	\$17,947.35
Payroll Checks Outstanding	\$12,754.14
Electronic Checks	\$4,384.02

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	2094.88	2094.88		21001
Medicare	489.94	489.94		21002
Workers' Comp	0.00			21008
FIT	1799.20	1799.20		21003
IDAHO SIT	597.00	597.00		21004
PERSI	3144.41	3144.41		21005

III-A HEALTH IN	1291.50	1722.00	-430.50	21007
PERSI_CHOICE_D	348.36	348.36		21005
AFLAC-ACCIDENT	50.32	50.32		21010
AFLAC-STDISABLI	46.42	46.42		21010
PERSI-401K-REPA	64.26	64.26		21005
AFLAC-CANCER	55.14	55.14		21010
III-FAMILY VIS/	92.00	92.00		21007
EMP-LIFE INSURA	95.00	95.00		21006
FAM-LIFE INSURA	2.54	2.54		21006
Total Ded.	10170.97	10601.47	-430.50	

\*\*\*\* Carried Forward column only correct if report run for current period.

**Angie Mettie**

**Pay Period**

**2/16/2021 to**

**2/28/2021**

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	2/16/2021	8.07							8.07	
Wednesday	2/17/2021	6.42							6.42	
Thursday	2/18/2021	6.73							6.73	
Friday	2/19/2021	3.60							3.60	
Saturday	2/20/2021								0.00	
<b>Total Week</b>		<b>24.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.82</b>	
Sunday	2/21/2021								0.00	
Monday	2/22/2021	8.90							8.90	
Tuesday	2/23/2021	7.13							7.13	
Wednesday	2/24/2021	6.48							6.48	
Thursday	2/25/2021	6.73							6.73	
Friday	2/26/2021	6.17							6.17	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>35.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.41</b>	
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>60.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.23</b>	

**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

02/16/2021 to 02/28/2021

Regular	PTO	OT	DT	To	Item 14.
<b>60.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.23</b>	

Time in	Time out	Duration	
<b>February 16, 2021</b>			<b>8.07</b>
8:35am (MST)	8:53am (MST)	0.30	MTG > MTG - Staff Meeting
8:53am (MST)	3:17pm (MST)	6.40	ADM > ADM - Customer Relations
6:18pm (MST)	7:40pm (MST)	1.37	MTG > MTG - Citizen Advisory Committee
<b>February 17, 2021</b>			<b>6.42</b>
8:52am (MST)	3:17pm (MST)	6.42	ADM > ADM - Customer Relations
<b>February 18, 2021</b>			<b>6.73</b>
8:47am (MST)	3:31pm (MST)	6.73	ADM > ADM - Customer Relations
<b>February 19, 2021</b>			<b>3.60</b>
8:51am (MST)	12:27pm (MST)	3.60	ADM > ADM - Customer Relations
<b>February 22, 2021</b>			<b>8.90</b>
8:35am (MST)	9:00am (MST)	0.42	MTG > MTG - Staff Meeting
9:00am (MST)	3:19pm (MST)	6.32	ADM > ADM - Customer Relations
6:29pm (MST)	8:39pm (MST)	2.17	MTG > MTG - Council Meeting
<b>February 23, 2021</b>			<b>7.13</b>
8:52am (MST)	3:23pm (MST)	6.52	ADM > ADM - Customer Relations
6:30pm (MST)	7:07pm (MST)	0.62	MTG > MTG - Council Meeting
<b>February 24, 2021</b>			<b>6.48</b>
8:47am (MST)	3:16pm (MST)	6.48	ADM > ADM - Customer Relations
<b>February 25, 2021</b>			<b>6.73</b>
8:48am (MST)	3:32pm (MST)	6.73	ADM > ADM - Customer Relations
<b>February 26, 2021</b>			<b>6.17</b>
7:34am (MST)	1:44pm (MST)	6.17	ADM > ADM - Customer Relations

**Devin Buys**

**Pay Period**

**2/16/2021 to**

**2/28/2021**

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	2/16/2021								0.00	
Wednesday	2/17/2021								0.00	
Thursday	2/18/2021								0.00	
Friday	2/19/2021								0.00	
Saturday	2/20/2021	2.00							2.00	
<b>Total Week</b>		<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	
Sunday	2/21/2021								0.00	
Monday	2/22/2021								0.00	
Tuesday	2/23/2021								0.00	
Wednesday	2/24/2021								0.00	
Thursday	2/25/2021								0.00	
Friday	2/26/2021	4.16							4.16	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>4.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.16</b>	
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>6.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.16</b>	

**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:**

**Shadyn Wallace**

**Pay Period**

**2/16/2021 to**

**2/28/2021**

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	2/15/2021	3.33							3.33	
Tuesday	2/16/2021	10.39							10.39	
Wednesday	2/17/2021								0.00	
Thursday	2/18/2021								0.00	
Friday	2/19/2021								0.00	
Saturday	2/20/2021								0.00	
<b>Total Week</b>		<b>13.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.72</b>	
Sunday	2/21/2021								0.00	
Monday	2/22/2021								0.00	
Tuesday	2/23/2021								0.00	
Wednesday	2/24/2021								0.00	
Thursday	2/25/2021								0.00	
Friday	2/26/2021								0.00	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>13.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.72</b>	

**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

Pay Period

2/16/2021 to

2/28/2021

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	2/16/2021	14.85							14.85	
Wednesday	2/17/2021	3.35							3.35	
Thursday	2/18/2021	8.78							8.78	
Friday	2/19/2021	7.47							7.47	
Saturday	2/20/2021	2.13		1.42		2.13			3.55	
<b>Total Week</b>		<b>36.58</b>	<b>0.00</b>	<b>1.42</b>	<b>0.00</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.00</b>
Sunday	2/21/2021								0.00	
Monday	2/22/2021	7.97							7.97	
Tuesday	2/23/2021	11.93							11.93	
Wednesday	2/24/2021	6.78							6.78	
Thursday	2/25/2021	7.73							7.73	
Friday	2/26/2021	9.25							9.25	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>43.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43.66</b>
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Pay Period</b>		<b>80.24</b>	<b>0.00</b>	<b>1.42</b>	<b>0.00</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.66</b>

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

02/16/2021 to 02/28/2021

Regular	PTO	OT	DT	To	Item 14.
<b>76.58</b>	<b>0.00</b>	<b>5.08</b>	<b>0.00</b>	<b>81.67</b>	

Time in	Time out	Duration	
<b>February 16, 2021</b>			<b>14.85</b>
12:21am	8:07am	7.77	STRTS > STRTS - Snow Removal <b>NOTES:</b> Shadyn 2/15/21 1:12pm-4:45pm train plow and industrial park Shadyn 2/16/21 12:21am-11:00am
8:07am	8:37am	0.50	SWR > SWR - Sewer Logs
8:37am	9:28am	0.85	MTG > MTG - Staff Meeting
9:28am	10:32am	1.07	PW > PW - Office Time
10:32am	11:13am	0.68	WTR > WTR - Service Call
11:13am	12:37pm	1.40	STRTS > STRTS - Snow Blowing PARK or Sidewalks
12:37pm	1:36pm	0.98	SWR > SWR - System Maintenance <b>NOTES:</b> Plow lagoons
1:36pm	2:11pm	0.58	SWR > SWR - System Maintenance <b>NOTES:</b> Chlorine room
2:11pm	3:12pm	1.02	STRTS > STRTS - Snow Blowing PARK or Sidewalks
<b>February 17, 2021</b>			<b>3.35</b>
12:40pm	1:24pm	0.73	SWR > SWR - Sewer Logs
1:24pm	2:22pm	0.97	WTR > WTR- Fire Hydrants <b>NOTES:</b> Plowing
2:22pm	4:01pm	1.65	STRTS > STRTS - Snow Removal <b>NOTES:</b> Widening roads
<b>February 18, 2021</b>			<b>8.78</b>
12:42am	3:24am	2.70	STRTS > STRTS - Snow Removal
10:13am	10:40am	0.45	MTG > MTG - Staff Meeting <b>NOTES:</b> Doug
10:40am	11:07am	0.45	MTG > MTG - Staff Meeting <b>NOTES:</b> City hall
11:07am	11:43am	0.60	SWR > SWR - Sewer Logs
11:43am	12:24pm	0.68	SWR > SWR - Sewer Testing
12:24pm	1:20pm	0.93	IND > IND - Industrial Park Maintenance <b>NOTES:</b> Plowed out active
1:20pm	2:39pm	1.32	WTR > WTR - Booster Station & Well Logs <b>NOTES:</b> And plowing
2:39pm	4:18pm	1.65	SWR > SWR - Sewer Testing <b>NOTES:</b> More samples and took to mccall
<b>February 19, 2021</b>			<b>7.47</b>
8:03am	8:40am	0.62	SWR > SWR - Sewer Logs
8:40am	9:30am	0.83	SWR > SWR - System Maintenance
9:30am	10:18am	0.80	PW > PW - Office Time

10:18am	11:06am	0.80	WTR > WTR - Service Call
11:06am	3:31pm	4.42	STRTS > STRTS - Snow Removal

**NOTES:** Widen roads

**February 20, 2021** **3.55**

6:27am	10:00am	3.55	STRTS > STRTS - Snow Removal
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**NOTES:** Devin 8:00-10:00

**February 22, 2021** **7.97**

8:05am	8:33am	0.47	SWR > SWR - Sewer Logs
8:33am	9:21am	0.80	MTG > MTG - Staff Meeting
9:21am	10:15am	0.90	PW > PW - Office Time
10:15am	11:00am	0.75	SWR > SWR - System Maintenance
11:00am	12:12pm	1.20	EQP > EQP - Parts Run
12:12pm	1:03pm	0.85	WTR > WTR - Service Call
1:03pm	2:16pm	1.22	PARK > PARK - Maintenance
<b>NOTES:</b> Sidewalk			
2:16pm	2:40pm	0.40	STRTS > STRTS - Snow Removal
2:40pm	3:20pm	0.67	WTR > WTR - Booster Station & Well Logs
3:20pm	4:03pm	0.72	PW > PW - City Shop

**February 23, 2021** **11.93**

2:01am	8:05am	6.07	STRTS > STRTS - Snow Removal
<b>NOTES:</b> Shadyn 2/21/21 widened alleys 2:00 am -9:00 am Shadyn 2/23/21 berms and hydrants and lagoons 4:00 am- 9:00			
8:05am	8:48am	0.72	SWR > SWR - Sewer Testing
8:48am	9:24am	0.60	SWR > SWR - Sewer Logs
9:24am	10:02am	0.63	SWR > SWR - System Maintenance
10:02am	10:39am	0.62	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
10:39am	11:04am	0.42	SWR > SWR - Sewer Testing
11:04am	11:40am	0.60	WTR > WTR - Service Call
11:40am	12:27pm	0.78	PARK > PARK - Maintenance
<b>NOTES:</b> Sidewalk			
12:27pm	1:05pm	0.63	MTG > MTG - Staff Meeting
<b>NOTES:</b> Kerry huss			
1:05pm	1:57pm	0.87	SWR > SWR - Sewer Testing
<b>NOTES:</b> Lab			

**February 24, 2021** **6.78**

8:11am	8:55am	0.73	SWR > SWR - Sewer Logs
8:55am	9:50am	0.92	SWR > SWR - System Maintenance
9:50am	10:17am	0.45	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
10:17am	12:25pm	2.13	WTR > WTR - Meter Reading

12:25pm	2:03pm	1.63	WTR > WTR - Service Call
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**NOTES:** Red doors

2:03pm	2:58pm	0.92	SWR > SWR - System Maintenance
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<b>February 25, 2021</b>	<b>7.73</b>
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8:16am	9:00am	0.73	SWR > SWR - Sewer Logs
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9:00am	9:33am	0.55	PW > PW - Office Time
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9:33am	10:34am	1.02	SWR > SWR - System Maintenance
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10:34am	11:02am	0.47	MTG > MTG - Staff Meeting
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**NOTES:** Doug

11:02am	2:30pm	3.47	EQP > EQP - Loader Maintenance
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**NOTES:** & grader greasing

2:30pm	4:00pm	1.50	SWR > SWR - Sewer Testing
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**NOTES:** Samples to mccall

<b>February 26, 2021</b>	<b>9.25</b>
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1:53am	7:37am	5.73	STRTS > STRTS - Snow Removal
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**NOTES:** Devin 2:14am-6:30am Shadyn 8:00am-10:00am

9:40am	10:27am	0.78	SWR > SWR - Sewer Logs
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10:27am	11:17am	0.83	WTR > WTR - Service Call
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11:17am	1:11pm	1.90	IND > IND - Industrial Park Maintenance
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**NOTES:** Propane tanks

**Angie Mettie**

**Pay Period**

**2/1/2021 to**

**2/15/2021**

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	2/1/2021	6.65							6.65	
Tuesday	2/2/2021	6.65							6.65	
Wednesday	2/3/2021	6.42							6.42	
Thursday	2/4/2021	6.35							6.35	
Friday	2/5/2021	3.48							3.48	
Saturday	2/6/2021								0.00	
<b>Total Week</b>		<b>29.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29.55</b>	
Sunday	2/7/2021								0.00	
Monday	2/8/2021	9.12							9.12	
Tuesday	2/9/2021	7.87							7.87	
Wednesday	2/10/2021	6.33							6.33	
Thursday	2/11/2021	6.58							6.58	
Friday	2/12/2021								0.00	
Saturday	2/13/2021								0.00	
<b>Total Week</b>		<b>29.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29.90</b>	
Sunday	2/14/2021								0.00	
Monday	2/15/2021					8.00			8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	
<b>Total Pay Period</b>		<b>59.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>67.45</b>	

**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

02/01/2021 to 02/15/2021

Regular	PTO	OT	DT	To	Item 14.
<b>59.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59.45</b>	

Time in	Time out	Duration	
<b>February 1, 2021</b>			<b>6.65</b>
8:31am (MST)	9:07am (MST)	0.60	ADM > ADM - Customer Relations
9:07am (MST)	3:10pm (MST)	6.05	ADM > ADM - Customer Relations
<b>February 2, 2021</b>			<b>6.65</b>
8:47am (MST)	3:26pm (MST)	6.65	ADM > ADM - Customer Relations
<b>February 3, 2021</b>			<b>6.42</b>
8:48am (MST)	3:13pm (MST)	6.42	ADM > ADM - Customer Relations
<b>February 4, 2021</b>			<b>6.35</b>
8:48am (MST)	3:09pm (MST)	6.35	ADM > ADM - Customer Relations
<b>February 5, 2021</b>			<b>3.48</b>
8:46am (MST)	12:15pm (MST)	3.48	ADM > ADM - Customer Relations
<b>February 8, 2021</b>			<b>9.12</b>
8:33am (MST)	9:44am (MST)	1.18	MTG > MTG - Staff Meeting
9:44am (MST)	3:42pm (MST)	5.97	ADM > ADM - Customer Relations
6:30pm (MST)	8:28pm (MST)	1.97	MTG > MTG - Council Meeting
<b>February 9, 2021</b>			<b>7.87</b>
8:46am (MST)	4:38pm (MST)	7.87	ADM > ADM - Customer Relations
<b>February 10, 2021</b>			<b>6.33</b>
8:52am (MST)	3:12pm (MST)	6.33	ADM > ADM - Customer Relations
<b>February 11, 2021</b>			<b>6.58</b>
8:52am (MST)	3:27pm (MST)	6.58	ADM > ADM - Customer Relations

Mac Qualls

Pay Period

2/16/2021 to

2/28/2021

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	2/16/2021				8.00				8.00	
Wednesday	2/17/2021				3.74		4.26		8.00	
Thursday	2/18/2021	6.48					1.52		8.00	
Friday	2/19/2021	7.93					0.07		8.00	
Saturday	2/20/2021								0.00	
<b>Total Week</b>		<b>14.41</b>	<b>0.00</b>	<b>0.00</b>	<b>11.74</b>	<b>0.00</b>	<b>5.85</b>	<b>0.00</b>	<b>32.00</b>	
Sunday	2/21/2021								0.00	
Monday	2/22/2021	10.68							10.68	
Tuesday	2/23/2021						5.00		5.00	
Wednesday	2/24/2021	8.37							8.37	
Thursday	2/25/2021	7.70					0.30		8.00	
Friday	2/26/2021	4.58					0.85	2.52	7.95	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>31.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.15</b>	<b>2.52</b>	<b>40.00</b>	
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>45.74</b>	<b>0.00</b>	<b>0.00</b>	<b>11.74</b>	<b>0.00</b>	<b>12.00</b>	<b>2.52</b>	<b>72.00</b>	

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:

# Jacob Qualls

02/16/2021 to 02/28/2021

Regular	PTO	OT	DT	To	Item 14.
<b>45.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.75</b>	

Time in	Time out	Duration	
<b>February 18, 2021</b>			<b>6.48</b>
8:50am	9:30am	0.67	ADM > ADM - City Hall
9:30am	10:45am	1.25	WTR > WTR-WELL PROJECT
<b>NOTES:</b> Meeting with Mountain Waterworks			
10:45am	12:00pm	1.25	ADM > ADM - City Hall
12:00pm	1:00pm	1.00	MTG > MTG - Other Government
<b>NOTES:</b> WCM - Regional COVID			
1:00pm	2:30pm	1.50	MTG > MTG - Other Government
<b>NOTES:</b> PRSB Meeting - ZOOM			
2:30pm	3:00pm	0.50	ADM > ADM - City Hall
4:29pm	4:48pm	0.32	ADM > ADM - City Hall
<b>February 19, 2021</b>			<b>7.93</b>
9:00am	4:56pm	7.93	ADM > ADM - City Hall
<b>February 22, 2021</b>			<b>10.68</b>
8:27am	4:35pm	8.13	ADM > ADM - City Hall
6:15pm	8:48pm	2.55	MTG > MTG - Council Meeting
<b>February 24, 2021</b>			<b>8.37</b>
8:46am	9:26am	0.67	ADM > ADM - Customer Relations
<b>NOTES:</b> Meet with Darcy, Colleen and Jeff Parnett @ Roadhouse Java			
9:26am	11:40am	2.23	ADM > ADM - City Hall
11:40am	12:35pm	0.92	IND > IND - IP Billing & Administrative
<b>NOTES:</b> Meet with Ty...Meat Shop Proposal			
12:35pm	3:03pm	2.47	ADM > ADM - City Hall
3:03pm	4:30pm	1.45	MTG > MTG - Staff w/ Elected Officials
<b>NOTES:</b> W/ Mayor Julie			
4:30pm	5:08pm	0.63	ADM > ADM - City Hall
<b>February 25, 2021</b>			<b>7.70</b>
9:30am	5:12pm	7.70	ADM > ADM - City Hall
<b>February 26, 2021</b>			<b>4.58</b>
9:00am	1:35pm	4.58	ADM > ADM - City Hall

Jessie Gerke

Pay Period

2/1/2021 to

2/15/2021

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	2/1/2021	8.03							8.03	
Tuesday	2/2/2021	6.23							6.23	
Wednesday	2/3/2021	14.30							14.30	
Thursday	2/4/2021	9.60							9.60	
Friday	2/5/2021	1.84		5.83		8.75			7.67	
Saturday	2/6/2021								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>5.83</b>	<b>0.00</b>	<b>8.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.83</b>
Sunday	2/7/2021								0.00	
Monday	2/8/2021	8.08							8.08	
Tuesday	2/9/2021	8.12							8.12	
Wednesday	2/10/2021	7.72							7.72	
Thursday	2/11/2021	7.18							7.18	
Friday	2/12/2021	7.40							7.40	
Saturday	2/13/2021	1.50		6.28		9.42			7.78	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>6.28</b>	<b>0.00</b>	<b>9.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46.28</b>
Sunday	2/14/2021	3.42							3.42	
Monday	2/15/2021						8.00		8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>3.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.42</b>
<b>Total Pay Period</b>		<b>83.42</b>	<b>0.00</b>	<b>12.11</b>	<b>0.00</b>	<b>18.17</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>103.53</b>

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

02/01/2021 to 02/15/2021

Regular  
**83.42**

PTO  
**0.00**

OT  
**12.12**

DT  
**0.00**

To Item 14.  
**95.53**

Time in	Time out	Duration	
<b>February 1, 2021</b>			<b>8.03</b>
8:26am	9:12am	0.77	MTG > MTG - Staff Meeting
9:12am	9:49am	0.62	SWR > SWR - Sewer Logs
9:49am	10:36am	0.78	PW > PW - Office Time
10:36am	12:09pm	1.55	STRTS > STRTS - Storm Drainage
12:09pm	1:05pm	0.93	SWR > SWR - System Maintenance
<b>NOTES:</b> Plow lagoon			
1:05pm	4:03pm	2.97	STRTS > STRTS - Pot Hole Repair
4:03pm	4:28pm	0.42	PW > PW - City Shop
<b>February 2, 2021</b>			<b>6.23</b>
8:07am	8:40am	0.55	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
8:40am	9:16am	0.60	SWR > SWR - Sewer Logs
9:16am	10:38am	1.37	STRTS > STRTS - Pot Hole Repair
10:38am	11:24am	0.77	STRTS > STRTS - Storm Drainage
11:24am	12:49pm	1.42	SWR > SWR - System Maintenance
2:43pm	3:41pm	0.97	WTR > WTR - Booster Station & Well Logs
3:41pm	4:15pm	0.57	PW > PW - City Shop
<b>February 3, 2021</b>			<b>14.30</b>
1:34am	9:28am	7.90	STRTS > STRTS - Snow Removal
9:28am	1:25pm	3.95	SWR > SWR - System Maintenance
<b>NOTES:</b> Challenger			
1:25pm	2:06pm	0.68	WTR > WTR - Booster Station & Well Logs
2:06pm	3:13pm	1.12	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Snow cleanup			
3:13pm	3:52pm	0.65	SWR > SWR - System Maintenance
<b>NOTES:</b> Doug			
<b>February 4, 2021</b>			<b>9.60</b>
8:00am	8:36am	0.60	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
8:36am	9:27am	0.85	SWR > SWR - Sewer Logs
9:27am	10:15am	0.80	MTG > MTG - Staff Meeting
<b>NOTES:</b> City hall			
10:15am	11:00am	0.75	SWR > SWR - System Maintenance
11:00am	12:06pm	1.10	PW > PW - Office Time
<b>NOTES:</b> Staff report/emails			

12:06pm	1:16pm	1.17	SWR > SWR - System Maintenance
1:16pm	5:36pm	4.33	WTR > WTR - Service Call
<b>February 5, 2021</b>			<b>7.67</b>
8:50am	9:18am	0.47	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
9:18am	9:51am	0.55	SWR > SWR - Sewer Logs
9:51am	11:04am	1.22	SWR > SWR - System Maintenance
<b>NOTES:</b> Challenger			
11:04am	2:34pm	3.50	WTR > WTR - Service Call
<b>NOTES:</b> Finding meter under snow and ice			
2:34pm	4:00pm	1.43	FIRE/EMS
<b>NOTES:</b> House fire			
4:00pm	4:30pm	0.50	WTR > WTR - Booster Station & Well Logs
<b>February 8, 2021</b>			<b>8.08</b>
8:05am	8:17am	0.20	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
8:17am	8:40am	0.38	SWR > SWR - Sewer Logs
8:40am	9:20am	0.67	MTG > MTG - Staff Meeting
9:20am	10:14am	0.90	SWR > SWR - Sewer Testing
<b>NOTES:</b> Chlorine			
10:14am	12:03pm	1.82	STRTS > STRTS - Pot Hole Repair
12:03pm	3:21pm	3.30	SWR > SWR - Auger Room Maintenance
<b>NOTES:</b> Illegal dumping			
3:21pm	4:10pm	0.82	SWR > Train - Sewer
<b>February 9, 2021</b>			<b>8.12</b>
8:23am	9:05am	0.70	SWR > SWR - Sewer Logs
9:05am	9:49am	0.73	PW > PW - Office Time
9:49am	11:34am	1.75	MTG > MTG - Staff Meeting
<b>NOTES:</b> Interview questions			
11:34am	12:02pm	0.47	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
12:02pm	2:52pm	2.83	STRTS > STRTS - Pot Hole Repair
2:52pm	3:37pm	0.75	WTR > WTR - Service Call
3:37pm	4:30pm	0.88	MTG > MTG - Staff Meeting
<b>NOTES:</b> Interview			
<b>February 10, 2021</b>			<b>7.72</b>
8:22am	9:05am	0.72	SWR > SWR - Sewer Logs
9:05am	9:54am	0.82	PW > PW - Office Time
9:54am	11:28am	1.57	SWR > SWR - Sewer Testing
11:28am	12:24pm	0.93	WTR > WTR - Service Call

12:24pm	1:05pm	0.68	SWR > SWR - Sewer Testing
1:05pm	2:14pm	1.15	WTR > WTR - Service Call
2:14pm	4:05pm	1.85	SWR > SWR - Sewer Testing

**NOTES:** Samples to ups

**February 11, 2021** **7.18**

8:17am	8:54am	0.62	SWR > SWR - Sewer Logs
8:54am	9:27am	0.55	SWR > SWR - System Maintenance
9:27am	10:09am	0.70	PW > PW - Office Time
11:13am	12:36pm	1.38	WTR > WTR - Service Call
12:36pm	1:06pm	0.50	PW > PW - City Shop
1:06pm	3:42pm	2.60	WTR > WTR - Booster Station & Well Logs

**NOTES:** Plowing

3:42pm	4:32pm	0.83	PW > PW - City Shop
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**February 12, 2021** **7.40**

8:17am	8:54am	0.62	SWR > SWR - Sewer Logs
9:45am	10:38am	0.88	EQP > EQP - S10 Truck Maintenance
10:38am	11:20am	0.70	EQP > EQP - Parts Run
11:20am	12:35pm	1.25	WTR > WTR - Service Call
12:35pm	1:07pm	0.53	MTG > MTG - Staff Meeting

**NOTES:** City hall

1:07pm	4:32pm	3.42	EQP > EQP - S10 Truck Maintenance
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**February 13, 2021** **7.78**

1:26am	9:13am	7.78	STRTS > STRTS - Snow Removal
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**NOTES:** Devin

**February 14, 2021** **3.42**

1:43am	5:08am	3.42	STRTS > STRTS - Snow Removal
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**NOTES:** Devin 1:43 - 4:00

**Devin Buys**

**Pay Period**

**2/1/2021 to**

**2/15/2021**

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	2/1/2021								0.00	
Tuesday	2/2/2021								0.00	
Wednesday	2/3/2021								0.00	
Thursday	2/4/2021								0.00	
Friday	2/5/2021								0.00	
Saturday	2/6/2021								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	2/7/2021								0.00	
Monday	2/8/2021								0.00	
Tuesday	2/9/2021								0.00	
Wednesday	2/10/2021								0.00	
Thursday	2/11/2021								0.00	
Friday	2/12/2021								0.00	
Saturday	2/13/2021	7.78							7.78	
<b>Total Week</b>		<b>7.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.78</b>	
Sunday	2/14/2021	2.17							2.17	
Monday	2/15/2021								0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>2.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.17</b>	
<b>Total Pay Period</b>		<b>9.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.95</b>	

**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:**

Mac Qualls

Pay Period

2/1/2021 to

2/15/2021

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	2/1/2021	9.70							9.70	
Tuesday	2/2/2021	4.40			3.60				8.00	
Wednesday	2/3/2021				5.40				5.40	
Thursday	2/4/2021	8.85							8.85	
Friday	2/5/2021	7.78							7.78	
Saturday	2/6/2021	0.27							0.27	
<b>Total Week</b>		<b>31.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	
Sunday	2/7/2021	0.03							0.03	
Monday	2/8/2021	11.38							11.38	
Tuesday	2/9/2021	8.08							8.08	
Wednesday	2/10/2021	8.47							8.47	
Thursday	2/11/2021	8.82							8.82	
Friday	2/12/2021	3.22		5.01		7.52			8.23	
Saturday	2/13/2021								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>5.01</b>	<b>0.00</b>	<b>7.52</b>	<b>0.00</b>	<b>0.00</b>	<b>45.01</b>	
Sunday	2/14/2021								0.00	
Monday	2/15/2021					8.00			8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>	
<b>Total Pay Period</b>		<b>71.00</b>	<b>0.00</b>	<b>5.01</b>	<b>9.00</b>	<b>7.52</b>	<b>8.00</b>	<b>0.00</b>	<b>93.01</b>	

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:

# Jacob Qualls

02/01/2021 to 02/15/2021

Regular	PTO	OT	DT	To	Item 14.
71.00	0.00	5.02	0.00	76.02	

Time in	Time out	Duration	
<b>February 1, 2021</b>			<b>9.70</b>
8:28am	9:05am	0.62	MTG > MTG - Staff w/ Elected Officials
9:05am	9:45am	0.67	MTG > MTG - Community Promotion
<b>NOTES:</b> Jeremy Humphrey : "The Lookout"			
9:45am	5:16pm	7.52	ADM > ADM - City Hall
5:40pm	6:34pm	0.90	MTG > MTG - Developer Contact
<b>NOTES:</b> Call from Carl..re: IP			
<b>February 2, 2021</b>			<b>4.40</b>
9:04am	12:35pm	3.52	ADM > ADM - City Hall
2:41pm	3:34pm	0.88	ADM > ADM - City Hall
<b>February 4, 2021</b>			<b>8.85</b>
9:05am	5:56pm	8.85	ADM > ADM - City Hall
<b>February 5, 2021</b>			<b>7.78</b>
8:35am	12:31pm	3.93	ADM > ADM - City Hall
1:30pm	5:21pm	3.85	ADM > ADM - City Hall
<b>February 6, 2021</b>			<b>0.27</b>
9:24am	9:40am	0.27	Animal Control > Animal Control Complaint
<b>NOTES:</b> RE: Hartland Inn / Nikki Brown Dog Complaint...Received text from Rory..texted dog owner. Advised Rory to call Sheriff's Office this point forward			
<b>February 7, 2021</b>			<b>0.03</b>
12:58pm	1:00pm	0.03	Animal Control > Animal Control Complaint
<b>NOTES:</b> Received call from ACSO reference previous days dog complaints.			
<b>February 8, 2021</b>			<b>11.38</b>
9:10am	9:50am	0.67	MTG > MTG - Staff w/ Elected Officials
9:50am	6:30pm	8.67	ADM > ADM - City Hall
6:30pm	8:33pm	2.05	MTG > MTG - Council Meeting
<b>February 9, 2021</b>			<b>8.08</b>
9:10am	5:15pm	8.08	ADM > ADM - City Hall
<b>February 10, 2021</b>			<b>8.47</b>
9:14am	5:42pm	8.47	ADM > ADM - City Hall
<b>February 11, 2021</b>			<b>8.82</b>
8:53am	9:45am	0.87	ADM > ADM - City Hall
9:45am	12:00pm	2.25	MTG > MTG - Other Government
<b>NOTES:</b> Broadband (CEDA) Middle Mile project			
12:00pm	5:42pm	5.70	ADM > ADM - City Hall

February 12, 2021

8:52am	10:30am	1.63	ADM > ADM - City Hall
10:30am	11:57am	1.45	MTG > MTG - Other Governement
<b>NOTES:</b> ITD - Little Salmon River Bridge			
11:57am	5:06pm	5.15	ADM > ADM - City Hall