



City Council Regular Meeting - Old Business Agenda

Monday, January 10, 2022 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/88909843064?pwd=QWFWNGI5SXpOWGINbFFEcmx6cEJpQT09>

Call in: 346-248-7799

Meeting ID: 889 0984 3064

Password: 953507

ROLL CALL / PLEDGE OF ALLEGIANCE

PUBLIC INPUT

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

PRESENTATION

1. Presentation - Mayor Good

ACTION ITEMS

2. December 24, 2021 City Council Minutes
3. December 31, 2021 City Council Minutes

CONSENT AGENDA

4. Paid & Pending Claims
5. December 2021 Payroll

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."

Welcome, Roll Call, Pledge of Allegiance

Present at City Hall were Council Members Jeff Parnett, Kaytlyn Gilliam, and Mayor Julie Good. Present via Zoom was Council Member Shiloh Ryker. Darla Weber was absent.

Staff present at City Hall were Kyla Gardner and Angie Mettie. City Attorney Dick Stubbs was present via Zoom.

Public present at City Hall were Sheriff Ryan Zollman and County Commissioner Viki Purdy. Present via Zoom was Tim Farrell of Mountain Waterworks.

Mayor Good opened the meeting at 6:30 P.M. and Council Member Parnett led the Pledge of Allegiance.

Public Input

There was no input from the public.

Presentation

The presentation was tabled until the next meeting.

Reports

Sheriff Ryan Zollman

Sheriff Zollman shared that by April 2022, New Meadows will have three resident deputies. He stated that misdemeanors, traffic stops, and service calls have all increased this year. There is currently a shortage of two deputies and four detention officers. Regarding right-of-way violations, Zollman stated that local tow companies have not been willing to tow vehicles that will eventually be abandoned, as this is not cost effective. Education has been very helpful. License plate numbers and addresses should be given to dispatch and an officer can speak with residents regarding right-of-way issues. He also stated that the Sheriff's department is willing to help track animal control incidents and can issue citations; however, the witness must sign the citation and specific information will need to be collected in order to log an incident. All incidents should be e-mailed to dispatch.

County Commissioner Viki Purdy

Commissioner Purdy stated that prisoners are being transferred to county jails at a lower rate, which brings in less income. She stated that the County did not choose to receive ARPA funds due to strings attached. Cemetery Road will be repaved, and other county roads have been chip-sealed. Currently, the Commissioners are working on the Comprehensive Plan. She felt that agriculture should be supported and that less regulations were needed for small farms. A plan to place 1200 homes on Brundage has been approved, with the biggest issue being EMS and fire protection. She suggested Carol Walsh as a resource for emergency planning.

Veterans Memorial Project Update

City Clerk Gardner will e-mail details to council members, who will then give feedback at the next meeting.

Housing Survey Results

The Council reviewed housing survey results. The survey was completed by 22 community members. A more detailed breakdown will be reviewed at the next meeting.

Mayor's Report

Mayor Good would like to emphasize the Meadows Valley Roundup program in 2022. The City has also signed up to be a vendor with WICAP to help pay water bills. The topic of delinquent utility bills will be added to a future meeting. Mayor Good will attend upcoming Broadband Taskforce meetings, as, the larger the area covered, the more grant funds might be awarded.

Snow Removal

Mayor Good reported that the weather has not cooperated with snow removal and road maintenance this year. Public Works Supervisor Wallace is training Potter. Both are doing a great job. Plowing of Virginia Street has been difficult due to the increased traffic in the early morning hours. Good also stressed that residents are responsible for removing berms, and that helping neighbors is an important part of the snow removal process.

Discussion Items

Right-of-Way-Code

Mayor Good shared a table from the Subdivision section of the zoning code that shows the number of feet of the right-of-way, depending on the type of road. The code should be updated to refer to this table, especially in the definitions of terms such as alley, street, etc. Good also noted that the Transportation Plan does not match this table.

Fire Hydrant Adoption

Mayor Good would like to create fire hydrant adoption certificates for residents and send an email reminder to them after snowstorms to shovel out their hydrant. Some hydrants need to be painted. Council Member Ryker suggested the motto, "It takes a village to keep our hydrants clear. Adopt one today." Council Member Gilliam suggested an adoption event and giving away teddy bears, raffle tickets, or gift certificates for local businesses.

City Pictures

All Council Members and staff will have photos taken at the January 10th city council meeting to post on the website.

Action Items

Alcoholic Beverage License Approval

The Council reviewed Alcoholic Beverage License applications for Brown's Mountain Market, Hartland Inn, and Turning Point Chevron. An application from Kahili Club was received today, but was not listed on the agenda, so will be approved at the January 10th meeting.

- Council Member Gilliam moved to approve three Alcoholic Beverage Licenses for Brown's Mountain Market, Hartland Inn, and Turning Point Chevron; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

Ordinance TBD-2021 Animal Control Amendment

The Council reviewed the amendment to the Animal Control Ordinance, adding a limit to the number of cats a resident may have. Mayor Good stated that education will be a big part of enforcing this amendment. Council Member Parnett suggested adding an education piece to the water bill newsletter, and also posting notices to the city website, the newsletter, and social media. A list should be created of area farmers who would be interested in barn cats.

- Council Member Gilliam moved to introduce Ordinance TBD-2021, amending Title 5, Chapter 3 of the New Meadows City Code, and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

City Clerk Gardner read the ordinance amendment by title only.

- Council Member Gilliam moved to approve Ordinance TBD-2021, amending Title 4, Chapter 5 of the New Meadows City Code; Council Member Parnett seconded the motion. Roll Call Vote: Ryker – yes, Gilliam – yes, Parnett – yes. Motion carried.

Grass & Weed Calendar Approval

City Clerk Gardner stated that annual Will-Serves will be sent out January 1st, and because these customers do not receive monthly water bills, they will receive the notice with their annual statement. Mayor Good stated that approving the calendar means that properties will be reviewed and abated as necessary on the dates listed, and a list of citations will be brought to the Council for approval during those months. An authorized agent for abatement will be determined closer to the summer months.

- Council Member Ryker moved to approve the 2022 Grass & Weeds Calendar; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Water Project Update

Tim Farrell of Mountain Waterworks gave an update on the water project. He stated that the project is 1/3 complete. Still to complete is the well facility, booster station, and storage

reservoir. Due to Covid-19 and contractor availability, there is insufficient funding to finish the project. The goal of the project is to provide affordable water rates for the community. A meeting was held with the funding agencies including USDA, DEQ, and Rural Development. The emergency nature of the project was discussed, and a tour was given of the facilities. It is unknown at this time what monies will be available or the timeline of availability. However, Farrell felt that New Meadows will be at the top of their list. Farrell would like to pursue a 1.1 million dollar grant to complete the project, which would retain the water rate increase of \$17.65. Farrell presented alternatives to complete the project. Mayor Good suggested putting together the next bid package and having it ready by January / February. Another meeting with the funders will be set up in January.

Consent Agenda

The Consent Agenda included December 13, 2021 meeting minutes, November 2021 Financials, and paid and pending claims. Council Members were individually polled, and all confirmed they had read the December 13, 2021 meeting minutes. Mayor Good noted corrections to the minutes, including removing a comma after the year, adding her last name to the roll call, and changing cross walk signs to speed limit signs.

- Council Member Parnett moved to approve the December 13, 2021 minutes with changes; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.
- Council Member Parnett moved to approve the Consent Agenda; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Future Meeting Topics

Future meeting topics include Sine Di, Veterans Memorial project update, fire hydrant adoption update, city council appointment, alcoholic beverage license applications, III-A report, park restrooms, Hale property update, and a delinquent accounts discussion.

Adjournment

Mayor Good adjourned the meeting at 8:18 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Garnder, City Clerk

Welcome / Roll Call

Present at City Hall was Mayor Julie Good. Present via Zoom were Council Members Darla Weber, Jeff Parnett, and Shiloh Ryker. Kaytlyn Gilliam was absent.

Staff present at City Hall was Kyla Gardner and Angie Mettie.

Mayor Good opened the meeting at 4:00 P.M.

Action Items

Approval of 3 Heater Replacements at Industrial Park

Mayor Good stated that each unit in the Industrial Park has two propane heaters. The duct work has rusted, and exhaust was being pumped back into the buildings. Fire Chief Buys stated that the gases were at dangerous levels, and therefore the propane was turned off. Three heaters need to be replaced immediately at the cost of \$12,000. Because of the holidays, the heaters can be ordered on Monday, January 3, 2022 if approved today.

- Council Member Weber moved to approve \$12,000 for three heaters in the Industrial Park; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Ryker – yes, Weber – yes. Motion carried.

Adjournment

Mayor Good adjourned the emergency meeting at 4:02 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5156	E 563 Adams County Prosecuting January 2022 Prosecutions	1,500.00								
	1039 01/05/22 Municipal Prosecutions-Dec	1,500.00			1	41400		312		10102
	Total for Vendor:	1,500.00								
	*** Claim from another period (12/21) ****									
5150	48 Adams County Sheriff	33,660.00								
	20/21 QTRS 1-4									
	Oct 20-Sept 21									
	QTR 1-4 20 10/01/21 Payment for QTR 1-4: 20/2	33,660.00			1	41400		313		10102
	Total for Vendor:	33,660.00								
	*** Claim from another period (12/21) ****									
5154	25 Analytical Labs, Inc.	238.31								
	87328 12/31/21 Water Sampling / Testing	80.75			60	43320		745		10102
	87329 12/31/21 Sewer Sampling / Testing	157.56			65	43220		745		10102
	Total for Vendor:	238.31								
	*** Claim from another period (12/21) ****									
5158	140 Buys, Douglas	400.00								
	Monthly Back-up Operator									
	728 12/31/21 DEC 2021 H2O Back-up Operator	200.00			60	43320		310		10102
	728 12/31/21 DEC 2021 SWR Back-up Operator	200.00			65	43220		310		10102
	Total for Vendor:	400.00								
	*** Claim from another period (12/21) ****									
5147	1 C & M Lumber Co, Inc	1,068.13								
	12/25/21 Shop- Water	56.23			60	43320		324		10102
	12/25/21 Shop - Sewer	56.23			65	43220		324		10102
	12/25/21 Shop - Streets	56.23			1	41500		324		10102
	12/25/21 Streets	11.58			1	41500		324		10102
	12/25/21 Peterson Pathway	234.00*			1	84 41500		324		10102
	12/25/21 Water	110.97			60	43320		324		10102
	12/25/21 Admin/Office (GEN)	101.65			1	41100		324		10102
	12/25/21 Admin/Office (WTR)	101.65			60	43320		324		10102
	12/25/21 Admin/Office (SWR)	101.66			65	43220		324		10102
	12/25/21 Animal Control (Pound)	237.93			1	41400		324		10102
	Total for Vendor:	1,068.13								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5149	E	400 C & N Electrical Company Booster Station Heater - New fan motor, install heater 2353 12/23/21 Booster Station Heater - WATER	547.00 547.00			60	43320	4320	324		10102
Total for Vendor:			547.00								
5155		29 City of New Meadows 025-00 01/01/22 Chlorinator Room 310-00 01/01/22 Park Irrigation 309-00 01/01/22 Park Restrooms 014-00 01/01/22 Industrial Park 364-00 01/01/22 Auger Room 126-00 01/01/22 City Hall 015-00 01/01/22 Skate Park 013-00 01/01/22 Industrial Park - 104 W Taylor	565.16 14.39 14.30 76.05 233.99 58.59 77.49 14.30 76.05			65	43220	4320	339		10102
Total for Vendor:			565.16								
5152	E	405 CORE & MAIN LP Manhole Ring Only Q150860 12/30/21 Manhole Ring Q150860 12/30/21 Shipping	322.02 222.02 100.00			60	43320	4320	324		10102
Total for Vendor:			322.02								
5145	E	577 CTC Telecom, Inc. For period 1/1/22- 1/31/22 12/29/21 Phone - General 12/29/21 Phone - Water 12/29/21 Phone - Sewer	205.30 68.43 68.43 68.44			65	43220	4320	308		10102
Total for Vendor:			205.30								
5160	E	4 Idaho Power 0032879986 01/07/22 Street Lights (Electricity) 0032879987 01/07/22 City Shop (Electricity) Wa 0032879987 01/07/22 City Shop (Electricity) Se 0032879987 01/07/22 City Shop (Electricity) Str 0032879959 01/07/22 Parks (Electricity) 0032879967 01/07/22 Sewer Lift Station (Electr	3,723.11 634.52 229.98 229.98 229.98 307.72 6.27			65	43220	4320	337		10102

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
		0032879945 01/07/22 Well #3 (Electric)	328.27			60		43320	334		10102
		0032879933 01/07/22 Well #4 (Electric)	439.28			60		43320	335		10102
		0032879940 01/07/22 Booster Station (Electric)	343.39			60		43320	333		10102
		0032879919 01/07/22 Sewer Plant (Electricity)	552.40			65		43220	336		10102
		0030309892 01/07/22 City Hall (Electricity) Ge	93.97			1		41100	330		10102
		0030309892 01/07/22 City Hall (Electricity) H2O	93.98			60		43320	330		10102
		0030309892 01/07/22 City Hall (Electricity) SWR	93.97			65		43220	330		10102
		0032880160 01/07/22 Sewer Land Ap	79.80			65		43220	330		10102
		0032952904 01/07/22 Meat Shop	59.60			63		43100	330		10102
		Total for Vendor:	3,723.11								
5157	E	37 Jerry's Auto Parts	2,012.50								
		Shared equipment expenses Chains for all big equipment tires.									
		194706 10/21/21 Shared (Streets)	670.84			1		41500	350		10102
		194706 10/21/21 Shared (Water)	670.83*			60		43320	350		10102
		194706 10/21/21 Shared (Sewer)	670.83			65		43220	350		10102
		Total for Vendor:	2,012.50								
		*** Claim from another period (12/21) ****									
5159	E	150 Lake Shore Disposal	135.45								
		25605570 01/01/22 Garbage - General	33.86			1		41100	324		10102
		25605570 01/01/22 Garbage - Water	33.86			60		43320	324		10102
		25605570 01/01/22 Garbage - Sewer	33.86			65		43220	324		10102
		25605570 01/01/22 Garbage - Industrial Park	33.87			63		43100	324		10102
		Total for Vendor:	135.45								
		*** Claim from another period (12/21) ****									
5153	E	253 United Oil	876.12								
		Received a \$5 refund for signing up for e-billing. \$1 refunded to lines 4-6, 11.									
		982963 12/31/21 Fuel - Grader - Streets Gradin	198.33*			1	11	41500	630		10102
		982963 12/31/21 Fuel - Grader - Water	198.34			60		43320	630		10102
		982963 12/31/21 Fuel - Grader - Sewer	198.34			65		43220	630		10102
		982963 12/31/21 Fuel - Backhoe - STRTS	93.37			1		41500	630		10102
		982963 12/31/21 Fuel - Backhoe - Water	93.37			60		43320	630		10102
		982963 12/31/21 Fuel - Backhoe - Sewer	94.37			65		43220	630		10102
		Total for Vendor:	876.12								

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5146	E	436	US Bank	648.79	****							
			*** Claim from another period (12/21) ****									
4023441036		11/30/21	GOOGLE G SUITE (GEN)	72.00			1	41100	43220	327		10102
4023441036		11/30/21	GOOGLE G SUITE (SWR)	72.00			65	43220	43320	327		10102
4023441036		11/30/21	GOOGLE G SUITE (WTR)	72.00*			60	43320	43320	327		10102
TSHEETS		12/24/21	TSHEETS (GEN)	15.00			1	41100	43100	324		10102
TSHEETS		12/24/21	TSHEETS (IND)	15.00			63	43100	43320	324		10102
TSHEETS		12/24/21	TSHEETS (WTR)	15.00			60	43320	43320	324		10102
TSHEETS		12/24/21	TSHEETS (SWR)	15.00			65	43220	43220	324		10102
dropbox		12/04/21	Dropbox	119.88			1	41100	41100	610		10102
2020360664		12/13/21	1 and 1 (GEN)	15.00			1	41100	43320	324		10102
2020360664		12/13/21	1 and 1 (WTR)	15.00			60	43320	43320	324		10102
2020360664		12/13/21	1 and 1 (SWR)	15.00			65	43220	43220	324		10102
Supplies		11/26/21	Amazon Office Supplies	81.74			1	41100	41100	610		10102
Streets		12/22/21	Amazon(Loader tire fix)	126.17			1	41500	41500	350		10102
			Total for Vendor:	648.79								
			*** Claim from another period (12/21) ****									
5148	E	147	USA Blue Book	111.53								
Tracing dye liquid												
830188		12/28/21	Tracing Dye Red	111.53			65	43220	43220	324		10102
			Total for Vendor:	111.53								
			# of Claims	15								
			Total Electronic Claims	46,013.42								
			Total Non-Electronic Claims	10,081.82								
			Total Non-Electronic Claims	35931.60								

Doug Buys

Pay Period

12/16/2021 to

12/31/2021

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									0.00	
Wednesday									0.00	
Thursday	12/16/2021								0.00	
Friday	12/17/2021								0.00	
Saturday	12/18/2021								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/19/2021								0.00	
Monday	12/20/2021								0.00	
Tuesday	12/21/2021								0.00	
Wednesday	12/22/2021								0.00	
Thursday	12/23/2021								0.00	
Friday	12/24/2021								0.00	
Saturday	12/25/2021								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/26/2021								0.00	
Monday	12/27/2021								0.00	
Tuesday	12/28/2021	5.50							5.50	
Wednesday	12/29/2021								0.00	
Thursday	12/30/2021								0.00	
Friday	12/31/2021	6.00							6.00	
Saturday									0.00	
Total Week		11.50	0.00	0.00	0.00	0.00	0.00	0.00	11.50	
Total Pay Period		11.50	0.00	0.00	0.00	0.00	0.00	0.00	11.50	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday	12/1/2021	7.17							7.17	
Thursday	12/2/2021	6.47							6.47	
Friday	12/3/2021	8.35							8.35	
Saturday	12/4/2021								0.00	
Total Week		21.99	0.00	0.00	0.00	0.00	0.00	0.00	21.99	
Sunday	12/5/2021								0.00	
Monday	12/6/2021	6.65							6.65	
Tuesday	12/7/2021	6.38							6.38	
Wednesday	12/8/2021	6.57							6.57	
Thursday	12/9/2021	7.10							7.10	
Friday	12/10/2021	5.07							5.07	
Saturday	12/11/2021								0.00	
Total Week		31.77	0.00	0.00	0.00	0.00	0.00	0.00	31.77	
Sunday	12/12/2021								0.00	
Monday	12/13/2021	8.76							8.76	
Tuesday	12/14/2021	6.35							6.35	
Wednesday	12/15/2021	6.23							6.23	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		21.34	0.00	0.00	0.00	0.00	0.00	0.00	21.34	
Total Pay Period		75.10	0.00	0.00	0.00	0.00	0.00	0.00	75.10	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total
75.10	0.00	0.00	0.00	75.10

Item 5.

Time in	Time out	Duration	
December 1, 2021			7.17
8:40am	3:50pm	7.17	ADM › ADM - Customer Relations
December 2, 2021			6.47
8:43am	3:11pm	6.47	ADM › ADM - Customer Relations
December 3, 2021			8.35
8:09am	4:30pm	8.35	MTG › MTG - Other Government
December 6, 2021			6.65
8:27am	9:33am	1.10	MTG › MTG - Staff Meeting
9:33am	3:06pm	5.55	ADM › ADM - Customer Relations
December 7, 2021			6.38
8:41am	3:04pm	6.38	ADM › ADM - Customer Relations
December 8, 2021			6.57
8:33am	3:07pm	6.57	ADM › ADM - Customer Relations
December 9, 2021			7.10
7:53am	2:59pm	7.10	ADM › ADM - Customer Relations
December 10, 2021			5.07
8:37am	1:41pm	5.07	ADM › ADM - Customer Relations
December 13, 2021			8.77
8:27am	9:10am	0.72	MTG › MTG - Staff Meeting
9:11am	3:05pm	5.90	ADM › ADM - Customer Relations
6:02pm	8:11pm	2.15	MTG › MTG - Council Meeting
December 14, 2021			6.35
8:51am	3:12pm	6.35	ADM › ADM - Customer Relations
December 15, 2021			6.23
8:42am	2:56pm	6.23	ADM › ADM - Customer Relations

Kyla Gardner

Pay Period

12/16/2021 to

12/31/2021

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									0.00	
Wednesday									0.00	
Thursday	12/16/2021	6.70							6.70	
Friday	12/17/2021	5.28							5.28	
Saturday	12/18/2021								0.00	
Total Week		11.98	0.00	0.00	0.00	0.00	0.00	0.00	11.98	
Sunday	12/19/2021								0.00	
Monday	12/20/2021	6.68							6.68	
Tuesday	12/21/2021	6.63							6.63	
Wednesday	12/22/2021	6.35							6.35	
Thursday	12/23/2021	3.38							3.38	
Friday	12/24/2021					8.00			8.00	
Saturday	12/25/2021								0.00	
Total Week		23.04	0.00	0.00	0.00	8.00	0.00	0.00	31.04	
Sunday	12/26/2021								0.00	
Monday	12/27/2021	9.47							9.47	
Tuesday	12/28/2021	6.70							6.70	
Wednesday	12/29/2021	6.27							6.27	
Thursday	12/30/2021	6.43							6.43	
Friday	12/31/2021	0.33				8.00			8.33	
Saturday									0.00	
Total Week		29.20	0.00	0.00	0.00	8.00	0.00	0.00	37.20	
Total Pay Period		64.22	0.00	0.00	0.00	16.00	0.00	0.00	80.22	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total	Item 5.
64.22	0.00	0.00	0.00	64.22	

Time in	Time out	Duration	
December 16, 2021			6.70
8:35am	3:17pm	6.70	ADM › ADM - Customer Relations
December 17, 2021			5.28
8:33am	1:50pm	5.28	ADM › ADM - Customer Relations
December 20, 2021			6.68
8:31am	9:00am	0.48	MTG › MTG - Staff Meeting
9:00am	3:12pm	6.20	ADM › ADM - Customer Relations
December 21, 2021			6.62
8:49am	3:26pm	6.62	ADM › ADM - Customer Relations
December 22, 2021			6.35
8:45am	3:06pm	6.35	ADM › ADM - Customer Relations
December 23, 2021			3.38
8:46am	12:09pm	3.38	ADM › ADM - Customer Relations
December 27, 2021			9.47
8:25am	9:20am	0.92	MTG › MTG - Staff Meeting
9:20am	3:16pm	5.93	ADM › ADM - Customer Relations
6:04pm	8:41pm	2.62	MTG › MTG - Council Meeting
December 28, 2021			6.70
8:25am	3:07pm	6.70	ADM › ADM - Customer Relations
December 29, 2021			6.27
8:50am	3:06pm	6.27	ADM › ADM - Customer Relations
December 30, 2021			6.43
8:39am	3:05pm	6.43	ADM › ADM - Customer Relations
December 31, 2021			0.33
3:45pm	4:05pm	0.33	MTG › MTG - Council Meeting

Daniel Potter

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	12/16/2021	9.07							9.07	
Friday	12/17/2021	6.73							6.73	
Saturday	12/18/2021								0.00	
Total Week		15.80	0.00	0.00	0.00	0.00	0.00	0.00	15.80	
Sunday	12/19/2021								0.00	
Monday	12/20/2021	13.46							13.46	
Tuesday	12/21/2021								0.00	
Wednesday	12/22/2021	4.32							4.32	
Thursday	12/23/2021	5.90							5.90	
Friday	12/24/2021					8.00			8.00	
Saturday	12/25/2021								0.00	
Total Week		23.68	0.00	0.00	0.00	8.00	0.00	0.00	31.68	
Sunday	12/26/2021								0.00	
Monday	12/27/2021	9.02							9.02	
Tuesday	12/28/2021	10.30							10.30	
Wednesday	12/29/2021	7.03							7.03	
Thursday	12/30/2021	13.65		1.92					15.57	
Friday	12/31/2021					8.00			8.00	
Saturday									0.00	
Total Week		40.00	0.00	1.92	0.00	8.00	0.00	0.00	49.92	
Total Pay Period		79.48	0.00	1.92	0.00	16.00	0.00	0.00	97.40	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Daniel Potter

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total	Item 5.
72.72	0.00	8.68	0.00	81.40	

Time in	Time out	Duration	
December 16, 2021			9.07
7:18am (MST)	11:32am (MST)	4.23	EQP > EQP - Loader Maintenance
11:32am (MST)	4:22pm (MST)	4.83	WTR > WTR - Booster Station & Well Logs
December 17, 2021			6.73
1:00am (MST)	7:44am (MST)	6.73	STRTS > STRTS - Snow Removal
December 20, 2021			13.47
12:26am (MST)	1:54pm (MST)	13.47	STRTS > STRTS - Snow Removal
December 22, 2021			4.32
8:52am (MST)	11:01am (MST)	2.15	WTR > WTR - Booster Station & Well Logs
11:01am (MST)	12:45pm (MST)	1.73	EQP > EQP - Loader Maintenance
1:51pm (MST)	2:17pm (MST)	0.43	STRTS > STRTS - Snow Removal
December 23, 2021			5.90
8:41am (MST)	10:00am (MST)	1.32	WTR > WTR - Booster Station & Well Logs
10:00am (MST)	10:34am (MST)	0.57	MTG > MTG - Staff Meeting
10:34am (MST)	2:35pm (MST)	4.02	STRTS > STRTS - Storm Drainage
December 27, 2021			9.02
12:10am (MST)	8:29am (MST)	8.32	STRTS > STRTS - Snow Removal
8:29am (MST)	9:11am (MST)	0.70	MTG > MTG - Staff Meeting
December 28, 2021			10.30
8:17am (MST)	9:19am (MST)	1.03	WTR > WTR - Booster Station & Well Logs
9:19am (MST)	12:07pm (MST)	2.80	WTR > WTR - Leak Letters
12:07pm (MST)	3:19pm (MST)	3.20	WTR > WTR - Service Call
3:19pm (MST)	6:35pm (MST)	3.27	WTR > WTR- Fire Hydrants
December 29, 2021			7.03
8:21am (MST)	12:09pm (MST)	3.80	EQP > EQP - Loader Maintenance
12:09pm (MST)	3:23pm (MST)	3.23	IND > IND - Industrial Park Maintenance
December 30, 2021			15.57
12:11am (MST)	4:03am (MST)	3.87	STRTS > STRTS - Snow Removal
8:25am (MST)	8:07pm (MST)	11.70	WTR > WTR - Service Call

Dana Kautz

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday	12/1/2021	1.68							1.68	
Thursday	12/2/2021								0.00	
Friday	12/3/2021								0.00	
Saturday	12/4/2021								0.00	
Total Week		1.68	0.00	0.00	0.00	0.00	0.00	0.00	1.68	
Sunday	12/5/2021								0.00	
Monday	12/6/2021	6.63							6.63	
Tuesday	12/7/2021	5.35							5.35	
Wednesday	12/8/2021								0.00	
Thursday	12/9/2021								0.00	
Friday	12/10/2021								0.00	
Saturday	12/11/2021								0.00	
Total Week		11.98	0.00	0.00	0.00	0.00	0.00	0.00	11.98	
Sunday	12/12/2021								0.00	
Monday	12/13/2021	7.27							7.27	
Tuesday	12/14/2021								0.00	
Wednesday	12/15/2021								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.27	0.00	0.00	0.00	0.00	0.00	0.00	7.27	
Total Pay Period		20.93	0.00	0.00	0.00	0.00	0.00	0.00	20.93	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total	Item 5.
20.93	0.00	0.00	0.00	20.93	

Time in	Time out	Duration	
December 1, 2021			1.68
1:12pm (MST)	2:53pm (MST)	1.68	Shift Total
December 6, 2021			6.63
8:30am (MST)	9:33am (MST)	1.05	MTG > MTG - Staff Meeting
9:33am (MST)	3:08pm (MST)	5.58	ADM > ADM - Customer Relations
December 7, 2021			5.35
9:30am (MST)	2:51pm (MST)	5.35	ADM > ADM - Customer Relations
December 13, 2021			7.27
9:16am (MST)	3:17pm (MST)	6.02	ADM > ADM - Customer Relations
6:35pm	7:50pm	1.25	MTG > MTG - Council Meeting

Angie Mettie

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday	12/1/2021	6.62							6.62	
Thursday	12/2/2021	7.35							7.35	
Friday	12/3/2021	8.35							8.35	
Saturday	12/4/2021								0.00	
Total Week		22.32	0.00	0.00	0.00	0.00	0.00	0.00	22.32	
Sunday	12/5/2021								0.00	
Monday	12/6/2021	8.23							8.23	
Tuesday	12/7/2021	6.38							6.38	
Wednesday	12/8/2021	6.53							6.53	
Thursday	12/9/2021	5.82							5.82	
Friday	12/10/2021	3.74							3.74	
Saturday	12/11/2021								0.00	
Total Week		30.70	0.00	0.00	0.00	0.00	0.00	0.00	30.70	
Sunday	12/12/2021								0.00	
Monday	12/13/2021	7.73							7.73	
Tuesday	12/14/2021	5.58							5.58	
Wednesday	12/15/2021	6.24							6.24	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		19.55	0.00	0.00	0.00	0.00	0.00	0.00	19.55	
Total Pay Period		72.57	0.00	0.00	0.00	0.00	0.00	0.00	72.57	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total	Item 5.
72.57	0.00	0.00	0.00	72.57	

Time in	Time out	Duration	
December 1, 2021			6.62
11:44am	6:21pm	6.62	ADM > ADM - Customer Relations
December 2, 2021			7.35
7:57am	12:00pm	4.05	ADM > ADM - Customer Relations
2:45pm	6:03pm	3.30	ADM > ADM - Customer Relations
December 3, 2021			8.35
7:48am	8:14am	0.43	ADM > ADM - Customer Relations
8:34am	4:29pm	7.92	ADM > ADM - Customer Relations
December 6, 2021			8.23
7:52am	8:35am	0.72	MTG > MTG - Staff Meeting
8:35am	10:37am	2.03	ADM > ADM - Customer Relations
12:45pm	6:14pm	5.48	ADM > ADM - Customer Relations
December 7, 2021			6.38
7:42am	10:35am	2.88	ADM > ADM - Customer Relations
2:44pm	6:14pm	3.50	ADM > ADM - Customer Relations
December 8, 2021			6.53
11:30am	6:02pm	6.53	ADM > ADM - Customer Relations
December 9, 2021			5.82
12:14pm	6:03pm	5.82	ADM > ADM - Customer Relations
December 10, 2021			3.73
12:05pm	3:49pm	3.73	ADM > ADM - Customer Relations
December 13, 2021			7.73
7:23am	8:33am	1.17	ADM > ADM - Customer Relations
8:33am	9:07am	0.57	MTG > MTG - Staff Meeting
9:07am	10:27am	1.33	ADM > ADM - Customer Relations
2:46pm	3:26pm	0.67	ADM > ADM - Customer Relations
4:10pm	6:30pm	2.33	ADM > ADM - Customer Relations
6:30pm	8:10pm	1.67	MTG > MTG - Council Meeting
December 14, 2021			5.58
8:06am	10:30am	2.40	ADM > ADM - Customer Relations
2:53pm	6:04pm	3.18	ADM > ADM - Customer Relations
December 15, 2021			6.23
11:48am	6:02pm	6.23	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

12/16/2021 to

12/31/2021

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									0.00	
Wednesday									0.00	
Thursday	12/16/2021	1.30							1.30	
Friday	12/17/2021								0.00	
Saturday	12/18/2021								0.00	
Total Week		1.30	0.00	0.00	0.00	0.00	0.00	0.00	1.30	
Sunday	12/19/2021								0.00	
Monday	12/20/2021								0.00	
Tuesday	12/21/2021	5.88							5.88	
Wednesday	12/22/2021								0.00	
Thursday	12/23/2021								0.00	
Friday	12/24/2021								0.00	
Saturday	12/25/2021								0.00	
Total Week		5.88	0.00	0.00	0.00	0.00	0.00	0.00	5.88	
Sunday	12/26/2021								0.00	
Monday	12/27/2021								0.00	
Tuesday	12/28/2021								0.00	
Wednesday	12/29/2021								0.00	
Thursday	12/30/2021								0.00	
Friday	12/31/2021								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		7.18	0.00	0.00	0.00	0.00	0.00	0.00	7.18	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Dana Kautz

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total
7.18	0.00	0.00	0.00	7.18

Item 5.

Time in	Time out	Duration	
December 16, 2021			1.30
12:17pm	1:35pm	1.30	ADM > ADM - Customer Relations
December 21, 2021			5.88
10:04am (MST)	3:57pm (MST)	5.88	ADM > ADM - Customer Relations

Jessie Gerke

Pay Period

12/16/2021 to

12/31/2021

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									0.00	
Wednesday									0.00	
Thursday	12/16/2021	3.32							3.32	
Friday	12/17/2021	7.18							7.18	
Saturday	12/18/2021								0.00	
Total Week		10.50	0.00	0.00	0.00	0.00	0.00	0.00	10.50	
Sunday	12/19/2021	2.13							2.13	
Monday	12/20/2021	13.20							13.20	
Tuesday	12/21/2021	7.00							7.00	
Wednesday	12/22/2021	2.00							2.00	
Thursday	12/23/2021	5.94							5.94	
Friday	12/24/2021					8.00			8.00	
Saturday	12/25/2021								0.00	
Total Week		30.27	0.00	0.00	0.00	8.00	0.00	0.00	38.27	
Sunday	12/26/2021								0.00	
Monday	12/27/2021	10.54							10.54	
Tuesday	12/28/2021	6.57							6.57	
Wednesday	12/29/2021	6.37							6.37	
Thursday	12/30/2021	6.15							6.15	
Friday	12/31/2021	9.37				8.00			17.37	
Saturday									0.00	
Total Week		39.00	0.00	0.00	0.00	8.00	0.00	0.00	47.00	
Total Pay Period		79.77	0.00	0.00	0.00	16.00	0.00	0.00	95.77	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total	Item 5.
74.12	0.00	5.65	0.00	79.77	

Time in	Time out	Duration	
December 16, 2021			3.32
11:40am (MST)	1:27pm (MST)	1.78	WTR > WTR - Booster Pump Maintenance
3:01pm (MST)	4:33pm (MST)	1.53	WTR > WTR - Booster Pump Maintenance
December 17, 2021			7.18
12:55am (MST)	4:58am (MST)	4.05	STRTS > STRTS - Snow Removal
9:16am (MST)	12:24pm (MST)	3.13	WTR > WTR - Water Testing
December 19, 2021			2.13
12:02pm (MST)	2:10pm (MST)	2.13	WTR > WTR - Service Call
December 20, 2021			13.20
12:34am (MST)	9:52am (MST)	9.30	STRTS > STRTS - Snow Removal
9:52am (MST)	11:34am (MST)	1.70	PARK > PARK - Mowing / Trimming
11:34am (MST)	1:46pm (MST)	2.20	WTR > WTR - Meter Reading
December 21, 2021			7.00
9:00am (MST)	9:50am (MST)	0.83	SWR > SWR - Sewer Logs
9:50am (MST)	12:38pm (MST)	2.80	WTR > WTR - Service Call
12:38pm (MST)	2:00pm (MST)	1.37	WTR > WTR - Booster Station & Well Logs
2:00pm (MST)	4:00pm (MST)	2.00	MTG > MTG - Staff Meeting
December 22, 2021			2.00
10:00am (MST)	11:00am (MST)	1.00	MTG > MTG - Staff Meeting
2:30pm (MST)	3:30pm (MST)	1.00	IND > IND - Industrial Park Maintenance
December 23, 2021			5.93
9:04am (MST)	10:01am (MST)	0.95	SWR > SWR - Sewer Logs
10:01am (MST)	10:43am (MST)	0.70	MTG > MTG - Staff Meeting
10:43am (MST)	12:07pm (MST)	1.40	SWR > SWR - System Maintenance
12:07pm (MST)	3:00pm (MST)	2.88	PW > PW - Office Time
December 27, 2021			10.55
12:38am (MST)	8:32am (MST)	7.90	STRTS > STRTS - Snow Removal
2:02pm (MST)	2:47pm (MST)	0.75	SWR > SWR - Sewer Logs
2:47pm (MST)	4:41pm (MST)	1.90	WTR > WTR - Service Call
December 28, 2021			6.57
9:36am (MST)	10:24am (MST)	0.80	SWR > SWR - Sewer Logs
10:24am (MST)	12:04pm (MST)	1.67	WTR > WTR - Service Call
12:04pm (MST)	4:10pm (MST)	4.10	WTR > WTR- Fire Hydrants
December 29, 2021			6.37

10:12am (MST)	11:02am (MST)	0.83	SWR > SWR - Sewer Logs
11:02am (MST)	1:24pm (MST)	2.37	STRTS > Train - Streets
1:24pm (MST)	4:34pm (MST)	3.17	SWR > Train - Sewer

December 30, 2021 **6.15**

10:30am (MST)	11:18am (MST)	0.80	SWR > SWR - Sewer Logs
11:18am (MST)	1:00pm (MST)	1.70	WTR > WTR - Service Call
1:00pm (MST)	2:37pm (MST)	1.62	IND > IND - Industrial Park Maintenance
2:37pm (MST)	4:39pm (MST)	2.03	SWR > Train - Sewer

December 31, 2021 **9.37**

12:41am (MST)	6:26am (MST)	5.75	STRTS > STRTS - Snow Removal
6:26am (MST)	7:11am (MST)	0.75	SWR > SWR - Sewer Logs
12:34pm (MST)	2:41pm (MST)	2.12	STRTS > STRTS - Snow Removal
2:41pm (MST)	3:26pm (MST)	0.75	WTR > WTR - Service Call

Jessie Gerke

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday	12/1/2021	8.50							8.50	
Thursday	12/2/2021	10.00							10.00	
Friday	12/3/2021	9.83							9.83	
Saturday	12/4/2021								0.00	
Total Week		28.33	0.00	0.00	0.00	0.00	0.00	0.00	28.33	
Sunday	12/5/2021								0.00	
Monday	12/6/2021	7.00							7.00	
Tuesday	12/7/2021	8.13							8.13	
Wednesday	12/8/2021	8.03							8.03	
Thursday	12/9/2021	7.50							7.50	
Friday	12/10/2021								0.00	
Saturday	12/11/2021								0.00	
Total Week		30.66	0.00	0.00	0.00	0.00	0.00	0.00	30.66	
Sunday	12/12/2021	11.66							11.66	
Monday	12/13/2021	8.00							8.00	
Tuesday	12/14/2021	8.00							8.00	
Wednesday	12/15/2021	7.50							7.50	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		35.16	0.00	0.00	0.00	0.00	0.00	0.00	35.16	
Total Pay Period		94.15	0.00	0.00	0.00	0.00	0.00	0.00	94.15	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total	Item 5.
93.82	0.00	0.33	0.00	94.15	

Time in	Time out	Duration	
December 1, 2021			8.50
8:30am (MST)	11:30am (MST)	3.00	SWR > Train - Sewer
11:30am (MST)	12:15pm (MST)	0.75	SWR > SWR - Sewer Logs
12:15pm (MST)	5:00pm (MST)	4.75	STRTS > STRTS - Peterson Pathway
December 2, 2021			10.00
8:00am (MST)	10:00am (MST)	2.00	SWR > SWR - System Maintenance
10:00am (MST)	10:40am (MST)	0.67	SWR > SWR - Sewer Logs
10:40am (MST)	2:00pm (MST)	3.33	STRTS > STRTS - Peterson Pathway
2:00pm (MST)	4:00pm (MST)	2.00	SWR > SWR - System Maintenance
4:00pm (MST)	6:00pm (MST)	2.00	STRTS > STRTS - Peterson Pathway
December 3, 2021			9.83
8:40am (MST)	9:30am (MST)	0.83	SWR > SWR - Sewer Logs
9:30am (MST)	11:00am (MST)	1.50	SWR > SWR - System Maintenance
11:00am (MST)	5:00pm (MST)	6.00	STRTS > STRTS - Peterson Pathway
5:00pm (MST)	6:30pm (MST)	1.50	SWR > SWR - System Maintenance
December 6, 2021			7.00
8:30am (MST)	9:30am (MST)	1.00	MTG > MTG - Staff Meeting
9:30am (MST)	10:20am (MST)	0.83	SWR > SWR - Sewer Logs
10:20am (MST)	1:00pm (MST)	2.67	EQP > EQP - VOLVO Dump Maintenance
1:00pm (MST)	3:30pm (MST)	2.50	SWR > SWR - System Maintenance
December 7, 2021			8.13
8:30am (MST)	9:15am (MST)	0.75	SWR > SWR - Sewer Logs
9:15am (MST)	10:01am (MST)	0.77	PW > PW - Office Time
10:01am (MST)	12:54pm (MST)	2.88	WTR > WTR - Service Call
12:54pm (MST)	2:45pm (MST)	1.85	PW > PW - City Shop > Shop
2:45pm (MST)	3:52pm (MST)	1.12	WTR > WTR - Booster Pump Maintenance
3:52pm (MST)	4:38pm (MST)	0.77	PW > PW - City Shop > Shop
December 8, 2021			8.03
7:58am (MST)	9:00am (MST)	1.03	SWR > SWR - Sewer Logs
9:00am (MST)	10:53am (MST)	1.88	PW > PW - Office Time
10:53am (MST)	2:15pm (MST)	3.37	WTR > Train - Water
2:15pm (MST)	4:00pm (MST)	1.75	SWR > Train - Sewer
December 9, 2021			7.50
8:00am (MST)	8:40am (MST)	0.67	SWR > SWR - Sewer Logs
8:40am (MST)	10:30am (MST)	1.83	PW > PW - Office Time

10:30am (MST)	12:00pm (MST)	1.50	SWR > SWR - Sewer Testing
1:00pm (MST)	4:30pm (MST)	3.50	SWR > Train - Sewer
December 12, 2021			11.65
1:06am (MST)	12:45pm (MST)	11.65	STRTS > STRTS - Snow Removal
December 13, 2021			8.00
8:30am (MST)	9:30am (MST)	1.00	MTG > MTG - Staff Meeting
9:30am (MST)	10:20am (MST)	0.83	SWR > SWR - Sewer Logs
10:20am (MST)	2:30pm (MST)	4.17	STRTS > Train - Streets
2:30pm (MST)	4:30pm (MST)	2.00	PW > PW - City Shop > Shop
December 14, 2021			8.00
8:00am (MST)	9:10am (MST)	1.17	MTG > MTG - Staff Meeting
9:10am (MST)	10:00am (MST)	0.83	SWR > SWR - Sewer Logs
10:00am (MST)	12:00pm (MST)	2.00	SWR > SWR - System Maintenance
12:00pm (MST)	1:30pm (MST)	1.50	SWR > SWR - Sewer Testing
1:30pm (MST)	3:00pm (MST)	1.50	WTR > WTR - Service Call
3:00pm (MST)	4:00pm (MST)	1.00	PW > PW - Office Time
December 15, 2021			7.50
1:00am (MST)	7:20am (MST)	6.33	STRTS > STRTS - Snow Removal
7:20am (MST)	8:30am (MST)	1.17	SWR > SWR - Sewer Logs

Angie Mettie

Pay Period

12/16/2021 to

12/31/2021

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									0.00	
Wednesday									0.00	
Thursday	12/16/2021	5.50							5.50	
Friday	12/17/2021	5.08							5.08	
Saturday	12/18/2021								0.00	
Total Week		10.58	0.00	0.00	0.00	0.00	0.00	0.00	10.58	
Sunday	12/19/2021								0.00	
Monday	12/20/2021	8.30							8.30	
Tuesday	12/21/2021	8.14							8.14	
Wednesday	12/22/2021	8.18							8.18	
Thursday	12/23/2021	5.38							5.38	
Friday	12/24/2021					8.00			8.00	
Saturday	12/25/2021								0.00	
Total Week		30.00	0.00	0.00	0.00	8.00	0.00	0.00	38.00	
Sunday	12/26/2021								0.00	
Monday	12/27/2021	10.23							10.23	
Tuesday	12/28/2021	7.77							7.77	
Wednesday	12/29/2021	7.57							7.57	
Thursday	12/30/2021	8.15							8.15	
Friday	12/31/2021	0.18				8.00			8.18	
Saturday									0.00	
Total Week		33.90	0.00	0.00	0.00	8.00	0.00	0.00	41.90	
Total Pay Period		74.48	0.00	0.00	0.00	16.00	0.00	0.00	90.48	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total	Item 5.
74.48	0.00	0.00	0.00	74.48	

Time in	Time out	Duration	
December 16, 2021			5.50
12:28pm	5:58pm	5.50	ADM > ADM - Customer Relations
December 17, 2021			5.08
12:11pm	5:16pm	5.08	ADM > ADM - Customer Relations
December 20, 2021			8.30
7:01am	8:32am	1.52	ADM > ADM - Customer Relations
8:32am	9:00am	0.47	MTG > MTG - Staff Meeting
9:00am	3:19pm	6.32	ADM > ADM - Customer Relations
December 21, 2021			8.13
6:58am	3:06pm	8.13	ADM > ADM - Customer Relations
December 22, 2021			8.18
6:55am	3:06pm	8.18	ADM > ADM - Customer Relations
December 23, 2021			5.38
6:56am	12:19pm	5.38	ADM > ADM - Customer Relations
December 27, 2021			10.23
7:22am	8:39am	1.28	ADM > ADM - Customer Relations
8:39am	9:03am	0.40	MTG > MTG - Staff Meeting
9:03am	3:19pm	6.27	ADM > ADM - Customer Relations
6:18pm	6:30pm	0.20	MTG > MTG - Meeting Prep
6:30pm	8:35pm	2.08	MTG > MTG - Council Meeting
December 28, 2021			7.77
7:17am	3:03pm	7.77	ADM > ADM - Customer Relations
December 29, 2021			7.57
7:31am	3:05pm	7.57	ADM > ADM - Customer Relations
December 30, 2021			8.15
7:28am	3:37pm	8.15	ADM > ADM - Customer Relations
December 31, 2021			0.18
3:54pm	4:05pm	0.18	MTG > MTG - Council Meeting

Daniel Potter

Pay Period

12/1/2021 to

12/15/2021

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									0.00	
Tuesday									0.00	
Wednesday	12/1/2021								0.00	
Thursday	12/2/2021	10.12							10.12	
Friday	12/3/2021	9.33							9.33	
Saturday	12/4/2021								0.00	
Total Week		19.45	0.00	0.00	0.00	0.00	0.00	0.00	19.45	
Sunday	12/5/2021								0.00	
Monday	12/6/2021	8.05							8.05	
Tuesday	12/7/2021	8.17							8.17	
Wednesday	12/8/2021	8.12							8.12	
Thursday	12/9/2021	8.38							8.38	
Friday	12/10/2021	7.28		1.67					8.95	
Saturday	12/11/2021								0.00	
Total Week		40.00	0.00	1.67	0.00	0.00	0.00	0.00	41.67	
Sunday	12/12/2021	12.82							12.82	
Monday	12/13/2021	10.33							10.33	
Tuesday	12/14/2021								0.00	
Wednesday	12/15/2021	7.81							7.81	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		30.96	0.00	0.00	0.00	0.00	0.00	0.00	30.96	
Total Pay Period		90.41	0.00	1.67	0.00	0.00	0.00	0.00	92.08	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Daniel Potter

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total	Item 5.
90.42	0.00	1.67	0.00	92.08	

Time in	Time out	Duration		
December 2, 2021				10.12
7:46am (MST)	8:59am (MST)	1.22	WTR > WTR - Booster Station & Well Logs	
8:59am (MST)	5:53pm (MST)	8.90	STRTS > STRTS - Peterson Pathway	
December 3, 2021				9.33
7:36am (MST)	4:56pm (MST)	9.33	STRTS > STRTS - Peterson Pathway	
December 6, 2021				8.05
8:30am (MST)	9:29am (MST)	0.98	MTG > MTG - Staff Meeting	
9:29am (MST)	4:33pm (MST)	7.07	EQP > EQP - VOLVO Dump Maintenance	
December 7, 2021				8.17
8:35am (MST)	4:45pm (MST)	8.17	WTR > WTR - Booster Pump Maintenance	
December 8, 2021				8.12
8:41am (MST)	1:51pm (MST)	5.17	WTR > WTR - Booster Station & Well Logs	
1:51pm (MST)	4:48pm (MST)	2.95	PW > PW - City Shop > Shop	
December 9, 2021				8.38
8:32am (MST)	9:08am (MST)	0.60	WTR > WTR - Booster Station & Well Logs	
9:08am (MST)	4:55pm (MST)	7.78	PW > PW - City Shop > Shop	
December 10, 2021				8.95
8:27am (MST)	9:23am (MST)	0.93	WTR > WTR - Booster Station & Well Logs	
9:23am (MST)	5:24pm (MST)	8.02	PW > PW - City Shop > Shop	
December 12, 2021				12.82
12:54am (MST)	1:43pm (MST)	12.82	STRTS > STRTS - Snow Removal	
December 13, 2021				10.33
8:36am (MST)	9:21am (MST)	0.75	MTG > MTG - Staff Meeting	
9:21am (MST)	9:58am (MST)	0.62	WTR > WTR - Booster Station & Well Logs	
9:58am (MST)	5:44pm (MST)	7.77	STRTS > STRTS - Snow Removal	
6:31pm (MST)	7:43pm (MST)	1.20	MTG > MTG - Council Meeting	
December 15, 2021				7.82
12:51am (MST)	8:40am (MST)	7.82	STRTS > STRTS - Snow Removal	