



City Council Regular Meeting Agenda

Monday, December 11, 2023 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/84122505386?pwd=d9IDYScY0uNODQ7HfKmpaar3GKQjYc.1>

Call in: 253-215-8782

Meeting ID: 841 2250 5386

Password: 395719

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

ACTION ITEMS

3. Conditional Use Permit- 3640 South End Road
4. Ordinance TBD-2023 RV Use Amendment
5. RV Displacement Permit- Brown
6. RV Displacement Permit- Jeffs
7. Ordinance TBD- 2023 Zoning Code Definition Amendment
8. Resolution TBD-2023 Transportation Plan
9. Joint Powers Agreement-ICRMP
10. Letter of Interest for funding to create wastewater facility plan and wastewater upgrades
11. Letter of Interest for funding for a wastewater infiltration and inflow study
12. Executive Session 74-206(b) To consider the evaluation, dismissal or disciplining of , or to hear complaints or charges against, a public officer, employee, staff member or individual agent, or public school student;
13. Employee Status/Wage Change

CONSENT AGENDA

14. November 2023 Payroll
15. October 23, November 13 & November 27 2023 Meeting Minutes
16. Paid & Pending Claims

FUTURE MEETING TOPICS

ADJOURNMENT

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

City of New Meadows Mission Statement:

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

December 11, 2023

Another winter is upon us and it is a strange one. Rain, then snow, then rain. Please encourage patience as we deal with what this erratic weather does to our streets and roads.

The Christmas Tree Lighting and Night Light Parade event was a great success. We received excellent positive feedback on this community event. The Parks and Rec Committee did an amazing job putting everything together and they reviewed what worked and what needs to be tweaked next year to make it even more fun for the whole family.

I spent the day on December 4th, along with others who knew and loved Rory and Sara Mehen, at the sentencing hearing for John Cody Hart who had pled guilty to two counts of murder. It was a very emotional and exhausting day filled with reminders of how one person's decisions can affect so many lives. I was able to share the great impact this event had on the community with the court. Several family members gave victim impact statements. The judge's sentence was disappointing, but the community and family will have the opportunity to appear in 30 years, when Mr. Hart could be eligible for parole, to remind the parole board of the terrible crime that was committed and the impact it had on our lives. Hopefully, Mr. Hart will experience life in prison and any attempt to be released on parole will be denied.

As we move forward into the New Year, there are many projects on the horizon. Ongoing issues with seepage at the wastewater plant and the need for upgrades to remain in compliance with DEQ will require a new facility plan to determine what needs to be done. Kirk is working on the Letter to submit to DEQ for potential funding for the wastewater system.

I have asked Kyla to look into a grant to upgrade the heating system and energy efficiency at City Hall. We have received bids in the past that were beyond what the City has available to fund. A grant is needed to get this project done and save money on power bills moving forward.

Kyla and I have been discussing the annexation process and will be walking through that process in the next few months. I met with the City Engineer and discussed the easement needed to bring sewer access to the property to be annexed.

Troy Black and I met with the developers of the Crossroads lots and Brundage representatives to come up with a plan to create an additional access to the property, as requested by the city. Dave Elledge will request the architects to update the plan to show that access and that will be presented to the city once it is completed.

"We make a living by what we get. We make a life by what we give." Winston Churchill

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Dana Kautz

DEPARTMENT

Treasurer

MONTH

December

TASKS COMPLETED

- Filing Payroll
- Claims Review
- October Bank Reconciliations
- October Financial Reports
- Annual City Financial Report
- Adding new accounts in Accounting and Cash Receipting

PROJECTS IN PROGRESS

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

December 2023

TASKS COMPLETED

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

- Update social media
- Mobile Text Alerts
- Update Website
- Ordinances/ Resolutions
- Notary
- Help with Community Christmas Coordination/ Night Light Parade
- Agenda Creation

PROJECTS IN PROGRESS

- Closing out our Children Pedestrian Safety Grant
- Closing out our Transportation Plan grant
- Doing grant research for FY24
- Working on Lien paperwork per our new Billing policy
- Research for a new timesheet program
- Annual Street Report Due Dec. 31st
- Alcoholic Beverage Permits for FY24

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public Works

MONTH

November

TASKS COMPLETED

- Water tank holder
- Winter prep
- Dog pound
- Equipment maintenance
- Industrial Park cleanup
- Various meter issues
- Christmas lights

PROJECTS IN PROGRESS

- Park maintenance room remodel
- Plowing
- Industrial Park office organization
- Regular maintenance

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

November

TASKS COMPLETED

- Equipment and Shop:**
- Routine Cleaning and Organization Management
 - Keep up Equipment Preventive Maintenance Sheets and general servicing
 - Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
 - Repair and install winter chains
 - Place Jessie in charge of Skid-Steer Chains from W.S.CAF
 - Assess storage problem areas and brainstorm organization practices with Public Works Dept.
 - Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.
- Water:**
- Maintain Vigilance for Water related emergencies
 - Study Commercial drivers guild and work towards attaining a Commercial driver's license so water truck may be operated safely and legally
 - Continue to Receive on-site training from shadowing Kirk & log Hands-On-Experience hours
 - Expand use of voice and personal reasoning in appropriate settings in the work environment
 - Attend water related construction/DEMOLITION meetings and engage in any/all assisting action.
 - Attend Relevant Drinking Water Classes. (Online)
 - Maintain Records (City Water Well Use/ Water Meter Data)
- Sewer:**
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
 - Maintain WWTP functions. (E.g Clean Screens, Preserve blowers with oil, belts, and filters)
 - Maintain Records (Sewer In & Eff Logs)
 - Move Land Application Wheel Lines when Necessary
 - Attend Relevant Wastewater Classes. (Online)
 - Maintain improvement rate of awareness, recording, and control of Land App. process

NRWA Membership Hours →

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	2.5
B. Vehicles and Specialized Equipment			
0	0	0	5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	4.5	4.5	11.75
E. Logistics, Reports and Supervision			
0.5	1.5	1.5	31.25

PROJECTS IN PROGRESS

- Equipment and Shop:**
- Routine Cleaning and Organization Management
 - Keep up Equipment Preventive Maintenance Sheets and general servicing
 - Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
 - Repair and install winter chains
 - Place Jessie in charge of Skid-Steer Chains from W.S.CAF
 - Assess storage problem areas and brainstorm organization practices with Public Works Dept.
 - Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.
- Water:**
- Maintain Vigilance for Water related emergencies
 - Study Commercial drivers guild and work towards attaining a Commercial driver's license so water truck may be operated safely and legally
 - Continue to Receive on-site training from shadowing Kirk & log Hands-On-Experience hours
 - Expand use of voice and personal reasoning in appropriate settings in the work environment
 - Attend water related construction/DEMOLITION meetings and engage in any/all assisting action.
 - Attend Relevant Drinking Water Classes. (Online) (NRWA)
 - Maintain Records (City Water Well Use/ Water Meter Data)
 - Attend Trenching and Shoring class (Online) (NRWA)
- Sewer:**
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
 - Maintain WWTP functions. (E.g Clean Screens, Preserve blowers with oil, belts, and filters)
 - Maintain Records (Sewer In & Eff Logs)
 - Move Land Application Wheel Lines when Necessary
 - Attend Relevant Wastewater Classes. (Online)
 - Assess New landworks being created by Integrity

NRWA Membership Hours →

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	49.5
B. Vehicles and Specialized Equipment			
0	0	0	6.5
C. System Operations & Maintenance			
0	0	0	10.5
D. Quality Control			
0	0	0	11.75
E. Logistics, Reports and Supervision			
0	0	0	37.25
Z. Previous XP			
0	0	0	0

CHALLENGES / ISSUES

*Data cited presented or based on US Military DEPOT operations

WWTP:
 Keep up with Samples and Reporting
 Status - Green
 Operator has been in excellent communication with the Public Works Dept and apprentice regarding Samples

NRWA:
 Achieve On Job Training hours whenever possible.
 Status - Green
 New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Snow Removal
 Status - White
 Weather is indeterminate but Practicing Safety and striving for perfection "Makes perfect"

COMMUNITY INPUT & COMMENTS

Community:
 Snow removal schedule and overlay quality... "Needs Work"

Response:
 The Public Works team has ample faith in their Director's ability to detect need, plan accordingly, communicate efficiently, and overall practice SAFE and timely removal of seasonal road hazards. We continue to exude gratitude for the patience of the public and other operators/contractors in the area.

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Brianna Hoxie

DEPARTMENT

Deputy Clerk

MONTH

December 2023

TASKS COMPLETED

Utility Billing Payments, Move in move outs, Late notices, Red Door, CC Meeting Minutes, Closing batches, Accounting, billing with Kyla.
Reviewed Claims. Well Logs

PROJECTS IN PROGRESS

CC Meeting Minutes
Payments
Filling Claims
Making sure Claims are all scanned in
Fixing some accounts in black mountain

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

Brown's Mountain Recycling Conditional Use Permit

- 1.) Timeline for installing a 6-foot fence that includes a 2-foot security or barbed wire surrounding all 4 sides of the property. This can be split into stages, but each stage must have a date of completion noted.

We will have this completed no later than July 31st, 2024. The fence will be 7-foot in height with two runs of barbed wire and constructed out of 1.5" square steel metal posts that are 3/16" thick with 1.5" square steel metal panels that are 1/8" thick, set 3' deep in concrete, on all sides excluding the front, which is a chain link for cosmetics. We are in the process now of trying to get 50' on both sides from the front to the back to block the site into the yard as much as possible before its to late to pour concrete. We will work this winter constructing the panels to be ready in the spring to finish the fence. This time the fence should not be blown down anytime in the next few years.

- 2.) Timeline for planting trees and shrubs with the species of the applicants choosing with information regarding the proposed design.

We will have the landscaping completed no later than June 30th, 2024. We intend to plant purple lilac bushes on the outside of the fence and plant 6ft ornamental grass the full length of the front chain length fence between the lilac bushes. And then plant ground cover (thyme & others) from the ornamental grass to the edge of the ditch and throw in some large rocks.

- 3.) Timeline for following DEQ's best management practices.

We are currently in compliance with all DEQ best management practices except for solid waste. DEQ has given us an extension on the compliance of solid waste. They gave us until the end of Oct. 2024 to comply, which we intend to do. With us rebuilding the fence and landscaping the front in June and July, this extra bit of time will ensure that we can indeed have the solid waste completely cleaned up.

- 4.) Timeline for plans which show the containment area for fluids is at least 300ft from the east property line as outlined in the CUP application and 300ft from the creek that runs along the southern property line as outlined in the CUP application.

Our containment area for fluids is located on the North front corner of the property. It is an 8' X 9' X 40' shipping container that DEQ has already seen and noted that we have complied with this item. We have provided pictures showing that it is 300ft away from the southern property line as well as the creek.

- 5.) Timeline for the building to be built on site which will require water/sewer connections. Timeline must include when design review will be submitted to the City for the building, when construction will commence and when the building will be completed.

We will put an 10'6" X 15' building that will include an office and a bathroom which both will require City water/sewer to be ran to us by the City of New Meadows as stated in the CUP application. We will have the office located on the Northern front corner of the property. We will have the building delivered and set on the property by the 1st of June, 2024. This building will have the bathroom on one end and the office on the other end with an outside door into each room.

Thankyou,

Bill and Donna Brown

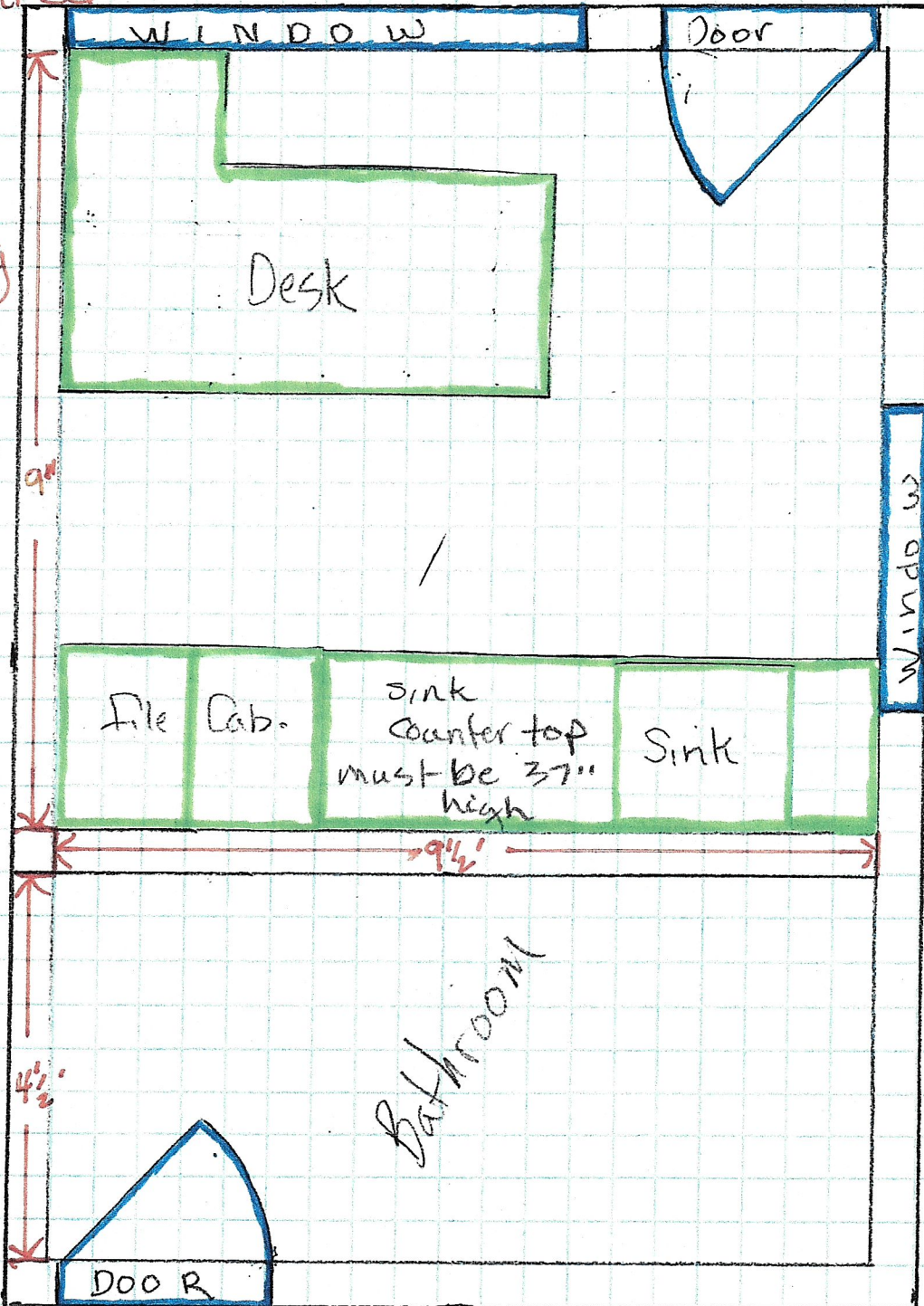
Bill – 208-630-4512

Donna – 208-634-9514

EVERY SQUARE = 6"

Framed with 2" x 6" on roof and floor - 2" x 4" on walls.
The outside is covered with tar paper and then metal.
The inside is insulated and lined with OSB and painted.

Building
is
15' long
and
10 1/2'
wide























Ordinance TBD-2023

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 4, CHAPTER 5 OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 4-5-5, ADDING THAT “DISPLACEMENT” PERMITS MAY BE ISSUED A RV PERMIT FOR FULLY SELF CONTAINED RV’S FOR UP TO NINETY (90) DAYS.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

Section 1: Title 4, Chapter 5, *Short Term Recreational Vehicle Use*, is hereby AMENDED as follows, to wit:

4-5-5 Permit Types

- A. Permit D Displacement RV Use: Documented displacement RV use is permitted when occupants are unable to find adequate housing but have a regular monthly source of income, either from a job in the area or retirement. The RV to be permitted must be fully operational and must be tied into the City's water and sewer service permanently. The RV must comply with Zoning Codes for set-back and must be placed on a level pad of concrete or gravel and only be located in a Residential Zone. The design and plan must be approved by Planning and Zoning prior to permitting. Off-street parking must be included at the site for one vehicle. The permit must be renewed every one hundred eighty (180) days. **A one-time permit may be issued for up to 90 days if the RV is fully self-contained with no impact on City Water and Sewer services and complies with all other requirements.**

Section 2: This ordinance shall be in full force and effect after its passage, approval, and publication, according to law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 11TH DAY OF DECEMBER 2023.

By: _____
Julie A. Good, Mayor

ATTEST By: _____
Kyla Gardner, City Clerk

Brown's Mountain Recycling Conditional Use Permit

- 1.) Timeline for installing a 6-foot fence that includes a 2-foot security or barbed wire surrounding all 4 sides of the property. This can be split into stages, but each stage must have a date of completion noted.

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- 2.) Timeline for planting trees and shrubs with the species of the applicants choosing with information regarding the proposed design.

We will have the landscaping completed no later than June 30th, 2024. We intend to plant purple lilac bushes on the outside of the fence and plant 6ft ornamental grass the full length of the front chain length fence between the lilac bushes. And then plant ground cover (thyme & others) from the ornamental grass to the edge of the ditch and throw in some large rocks.

- 3.) Timeline for following DEQ's best management practices.

We are currently in compliance with all DEQ best management practices except for solid waste. DEQ has given us an extension on the compliance of solid waste. They gave us until the end of Oct. 2024 to comply, which we intend to do. With us rebuilding the fence and landscaping the front in June and July, this extra bit of time will ensure that we can indeed have the solid waste completely cleaned up.

4.) Timeline for plans which show the containment area for fluids is at least 300ft from the east property line as outlined in the CUP application and 300ft from the creek that runs along the southern property line as outlined in the CUP application.

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5.) Timeline for the building to be built on site which will require water/sewer connections. Timeline must include when design review will be submitted to the City for the building, when construction will commence and when the building will be completed.

We will put an 10'6" X 15' building that will include an office and a bathroom which both will require City water/sewer to be ran to us by the City of New Meadows as stated in the CUP application. We will have the office located on the Northern front corner of the property. We will have the building delivered and set on the property by the 1st of June, 2024. This building will have the bathroom on one end and the office on the other end with an outside door into each room.

Thankyou,

Bill and Donna Brown

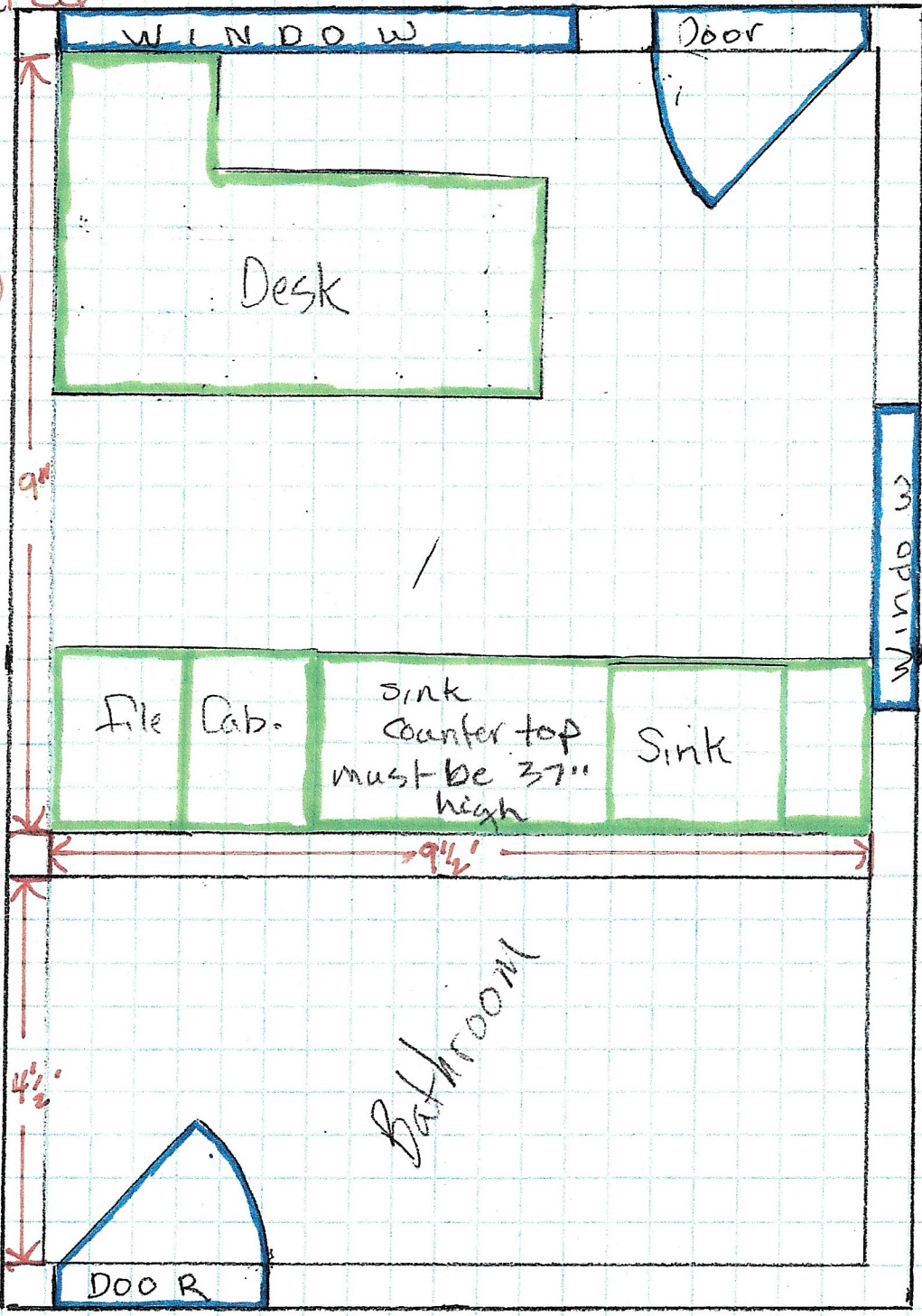
Bill – 208-630-4512

Donna – 208-634-9514

EVERY SQUARE = 6"

Framed with 2" x 6" on roof and floor - 2" x 4" on walls.
The outside is covered with tar paper and then metal.
The inside is insulated and lined with OSB and painted

Building
is
15' long
and
10 1/2' wide







City of New Meadows Short Term RV Use Permit Application

Permit Type: Emergency Transitional Displacement Vacation

Applicant Information:

Property Owner Information:

Applicant Name: Tim Jeffs
Applicant Mailing Address: General Delivery
Physical Address for RV: 3640 S. End Rd
Applicant Phone Number: 208-469-1884
RV License #: _____
RV License Expiration Date: _____

Same as applicant
Name: Bill + Donna Brown
Mailing Address: P.O. Box 325
Physical Address: 3454 S. End Rd
Phone Number: 208-630-4512
Property Zone: _____

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

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

RV Location: My Property The Property of: _____

Please Initial: All are required for an Emergency Permit.

- ___ I have provided proof of the emergency (photos, contracts for repair, maintenance, etc.)
- ___ I have provided written permission to place RV on a property other than my own.
- ___ I understand the permit is valid for 30-90 days with one extension, if necessary.
- ___ My RV will be occupied only by myself and immediate family.
- ___ My RV will not be parked on any street.
- ___ My RV will not be parked in any easement from November 1st - April 30th.

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

Please Initial: All are required for a Transitional Permit.

- ___ I have provided a copy of my building permit.
- ___ I have provided a copy of my building contract or manufactured home purchase agreement.
- ___ I understand the permit is valid for 180 days with one 90-day extension, if necessary.
- ___ My RV will be occupied only by myself and immediate family.
- ___ My RV will not be parked on any street.
- ___ My RV will not be parked in any easement from November 1st - April 30th.

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

Please Initial: All are required for a Vacation Permit.

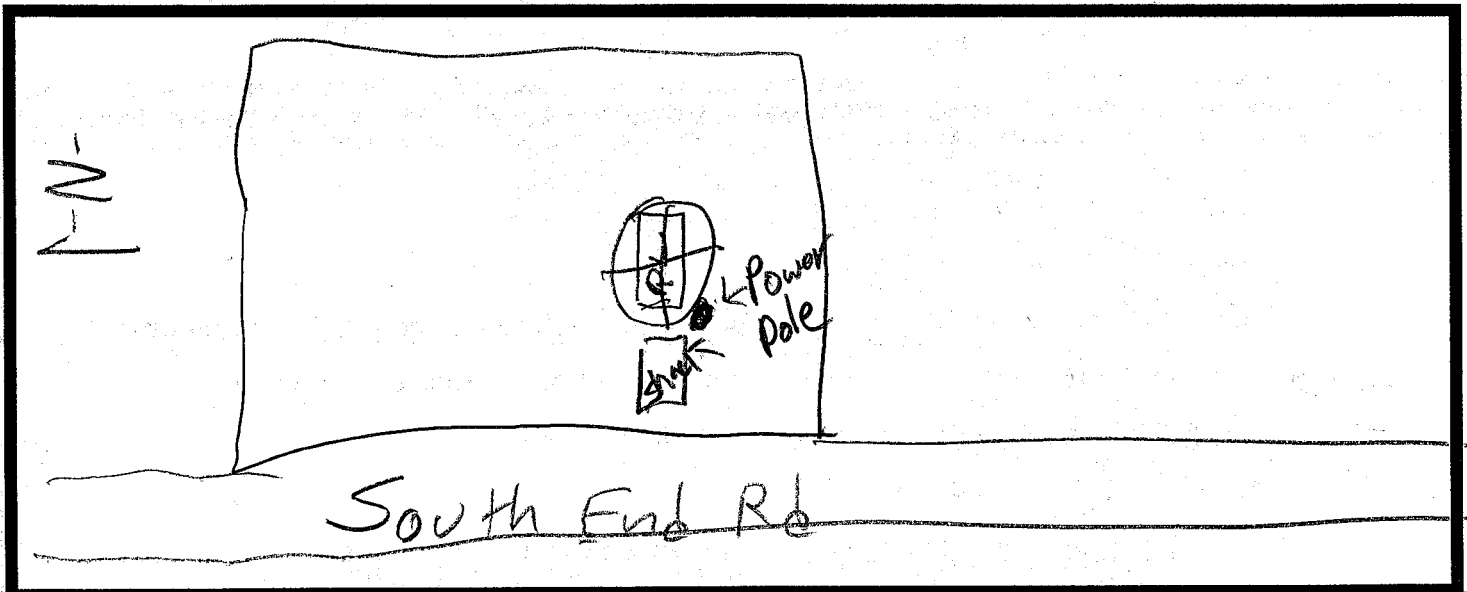
- I have read, understand, and will comply with city code regarding RVs in the city limits.
- This permit shall allow for up to 30 days of vacation RV use on my property in a 1-year period.
- Visitors shall not remain for more than 14 consecutive days.
- My property is set up for RV vacation use as per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

D Displacement Permit: (unable to find adequate housing)

Please Initial: All are required for a Displacement Permit.

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

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



City of New Meadows Short Term RV Use Permit Application

AFFIDAVIT OF LEGAL INTEREST (If required)

STATE OF IDAHO,)
) ss.
County of Adams.)

I, Donna Brown, residing at 3454 South End Rd,
(name) (street address)
New Meadows, Idaho 83654, being first duly
(city) (state) (zip code)

sworn upon oath, depose and say:

1. That I am the record owner of the property described on the attached, or have provided a purchase contract, and I grant my permission to:

~~Bill + Donna Brown~~ Tim Jeffs 3640 S. End Rd to place an RV on
(name) (address)

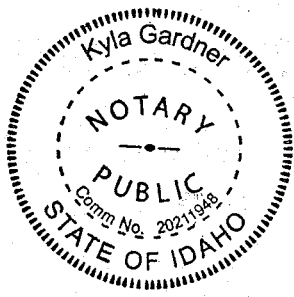
my property per the terms of this application and the Short Term RV Use Ordinance.

2. I agree to indemnify, defend and hold the City of New Meadows and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

DATED this 4th day of December 20 23

Donna Brown
(signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.



Kyla Gardner
Notary Public of Idaho
Residing at: New Meadows
My commission expires: 4/30/27

Receipt # _____

City of New Meadows Short Term RV Use Permit Application

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

Applicant Signature: [Signature] Property Owner Signature: Donna Brown

Office Use Only

Date Received: _____ Staff Initials: _____ Application Complete: Yes No

Application Approved Denied Permit # Issued: _____

Fee Paid _____ No Fee Receipt #: _____ Permit Expiration Date: _____

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

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

Expiration Date of Permit: _____ Expiration of Extension: _____

Transitional 90-180 days (one 90 day extension)

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

Expiration Date of Permit: _____ Expiration of Extension: _____

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

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

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

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

Displacement 180 days (180 day extension) Sunsets 2023

Date of Council Approval: _____ Date of Council Approval: _____ Date of Council Approval: _____

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

Expiration Date of Permit: _____ Expiration of Extension: _____ Expiration of Extension: _____

Ordinance TBD-2023

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 10, CHAPTER 2, OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 10-2-2, DEFINITIONS, ADDING A DEFINITION FOR SHORT- AND LONG-TERM RENTALS.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO:

Section 1: Title 10 Chapter 2, Section 2 , *Definitions*, is hereby amended as follows, to wit:

SHORT-TERM RENTAL:

“A dwelling, including a single-family or multi-family unit, which is rented for compensation, money, rent or other bargained for consideration with a rental period of one or more and not more than thirty (30) consecutive days”.

LONG-TERM RENTAL:

“A dwelling, including a single-family or a multi-family unit, which is rented for compensation, money rent or other bargained for consideration with a rental period which is monthly or longer”.

Section 2: This ordinance shall be in full force and effect after its passage, approval, and publication, according to law.

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 11TH DAY OF DECEMBER 2023.

By: _____

Julie A. Good, Mayor

Attest: By _____

Kyla Gardner, City Clerk

**Resolution TBD – 2023
A Resolution Adopting the Transportation Plan
Of the City of New Meadows**

WHEREAS the City received the Local Highway Technical Assistance (LHTAC) Transportation Plan update grant; and

WHEREAS the Transportation Technical Advisory Committee (TTAC) was formed shortly thereafter including city staff, community stakeholders and transportation officials; and

WHEREAS the City followed the process to complete a Transportation Plan, including public outreach and comment.

WHEREAS the proposed updates to the Transportation Plan would update the data to align with future growth, update previous goals, including projects that have been completed, and adding future projects.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of New Meadows, that Transportation Plan in its updated form be hereby adopted and in full force after its passage and approval.

DATED this 11th day of December 2023.

City of New Meadows, Adams County, Idaho

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

JOINT POWERS SUBSCRIBER AGREEMENT

Idaho Counties Risk Management Program, Underwriters

This *JPA* is entered into pursuant to Idaho Code, Sections 67-2326 through 67-2333, by political subdivisions of the state of Idaho as defined by the Idaho Tort Claims Act, as subscribers to counterparts of this *JPA*, for the purpose of operating a separate legal entity to be known and designated as the Idaho Counties Risk Management Program, Underwriters, hereinafter referred to as “*ICRMP*”. *ICRMP* is a reciprocal insurer organized under Idaho Code, Title 41, Chapter 29.

It is agreed among the *members* of *ICRMP*, all of which have accepted this *JPA* or a prior counterpart, that by virtue of accepting the terms of this version of the Joint Powers Subscriber Agreement, hereinafter referred to as “*JPA*”, by approving a prior counterpart and subsequently renewing participation after changes to a prior counterpart have been implemented by the Board of Trustees or by paying a premium of insurance as billed, as follows:

Whereas political subdivisions of the State of Idaho have the authority to purchase liability insurance for themselves and their employees pursuant to Idaho Code § 6-923 and to contract for property and other insurance coverage as they deem necessary or proper pursuant to Idaho Code § 67-2328; and

Whereas it is to the mutual benefit of political subdivisions to join together to establish the legal entity created by this *JPA* to accomplish the purposes hereinafter set forth; and

Whereas the laws of the State of Idaho authorize the formation of what has been classified as a reciprocal insurer by political subdivisions without abrogating any privileges or immunities accorded to them by law; and

It is agreed in consideration of the mutual advantages, obligations and benefits to each political subdivision and the mutual covenants herein contained, the members of *ICRMP*, with the consent and concurrence of the subscribing political subdivision:

ARTICLE I. DEFINITIONS.

As used in this *JPA*, the following terms shall have the respective meanings hereinafter set forth:

- (1) ***Board***. The Board of Trustees of *ICRMP*, which shall serve as the Subscribers’ Advisory Committee, as such is required by Idaho Code Title 41, Chapter 29.
- (2) ***Executive Director***. The person designated by the ***Board*** to exercise the authority and to fulfill the duties of the chief administrative officer of *ICRMP*.
- (3) ***ICRMP***. The Idaho Counties Risk Management Program, Underwriters, a pooled insurance and risk management program established pursuant to the statutes of this state as an

independent Idaho governmental entity and licensed as a reciprocal insurer pursuant to Idaho Code Title 41, Chapter 29.

- (4) **JPA.** This agreement more formally known as the Joint Powers Subscriber Agreement, wherein political subdivisions agree to participate in the insurance and related risk management offerings as a result of that insurance of **ICRMP** as set forth by the **Board**.
- (5) **Members.** The political subdivisions, which qualify and agree to the terms of this **JPA** or such **JPA** as revised upon approval by the **Board** from time to time.

ARTICLE II. ESTABLISHMENT, PURPOSE, FINANCING AND DURATION OF ICRMP.

This **JPA** is intended to continue the organization and operation of **ICRMP** into future years upon the foundation laid by prior joint powers agreements. This **JPA** supersedes all prior **ICRMP JPAs** and will become effective for all **members** on the date identified in the footer of this version of the **JPA** upon acceptance of the tender of continued participation offered during the annual renewal process in which a policy of insurance is issued. Changes to the **JPA** are deemed accepted either by express action by the governing board or by renewing participation in **ICRMP** by paying the determined premium for the policy of insurance issued for a succeeding year.

- (1) It is the intent of the **members** of **ICRMP** to create a separate entity of unlimited duration that will administer an insurance and related risk management program and use funds paid by **members** to defend and indemnify, in accordance with this **JPA** and issued policy(ies) of insurance, any **ICRMP members** against liability or loss as described in the issued policy of insurance, up to the limits of the policy of insurance issued by or procured through **ICRMP**.
- (2) All income and assets of **ICRMP** shall be at all times dedicated to the ultimate benefit of its **members** in matters of insurance and related risk management programs, inclusive of matters not directly addressed by **ICRMP** issued policies.
- (3) It is the intent of the **members** that **ICRMP members** share the costs of insurance and related risk management obligations which the **members** desire to implement.
- (4) Participation in **ICRMP** shall be comprised of those political subdivisions that have approved this **JPA** or one of its prior iterations and that have agreed to pay the required premium for the issued policy of insurance. **Members** agree to the admission of future **members** in accordance with provisions of the current **JPA** and acknowledge that they shall have no right to object to the addition of such **members**. The **Board**, or the **Executive Director**, as delegated by the **Board**, is authorized to attach conditions to entry into **ICRMP** membership or to maintenance of membership in **ICRMP** in the interest of protecting the shared interests of participating **members**. Such conditions may include premium surcharges, coverage limitations, reductions of limits or other methods designed to reduce risk exposure or to protect the shared interests of other **ICRMP members**.

ARTICLE III. ATTORNEY-IN-FACT POWERS, EXPENSES AND DUTIES.

- (1) To the extent required by Idaho Code Title 41, Chapter 29, and not inconsistent with applicable constitutional and statutory obligations and prerogatives, *member* hereby appoints *ICRMP*, as its Attorney-in-Fact empowered to take all actions and execute all documents which are necessary or appropriate in carrying on the business of insurance through *ICRMP* on behalf of *member*.
- (2) *Member* agrees that the *Board* of *ICRMP* may delegate powers to an *Executive Director* in accordance with this *JPA*. The *Executive Director's* obligations and liability shall be limited by the terms and conditions of *ICRMP's JPA* and by the Idaho Tort Claims Act. The *Executive Director* appointed by the *Board* is hereby empowered by the undersigned to accept service of process on behalf of *ICRMP*. Such authorization does not supersede the procedural requirements of this *JPA*. The general services to be performed by the *Executive Director* shall include, but not be limited to:
- (a) issuing, underwriting and servicing policies of insurance;
 - (b) contracting with agents for sale and servicing of policies of insurance;
 - (c) executing treaties of reinsurance or contracts of excess insurance;
 - (d) providing risk management services and administering programs to diminish claims for damages; and
 - (e) supervising the investment policy of *ICRMP*.
- (3) The general items of expense to be paid by *ICRMP* shall include, but not be limited to:
- (a) losses and claims payments;
 - (b) allocable claims expense;
 - (c) governmental charges, license fees, and lawful taxes;
 - (d) expenses incurred in auditing *ICRMP's* books and records;
 - (e) premium amount collection costs;
 - (f) *Board* expenses;
 - (g) premiums on reinsurance and excess insurance;
 - (h) fees of investment counsel and direct investment expense;
 - (i) salaries and expenses of officers and employees of *ICRMP*;
 - (j) disbursement of dividends;
 - (k) special expenses authorized by the *Board* of *ICRMP*;
 - (l) broker and producer commissions;
 - (m) indemnity insurance premiums;
 - (n) office expenses;
 - (o) actuarial, auditing, legal, risk management and loss prevention expenses, and
 - (p) awarding grants to *members*.
- (4) The Power of Attorney conveyed herein shall expire upon termination of all obligations of *ICRMP*. The liability of each *member* for the obligations of *ICRMP* shall be an individual, several and proportionate liability and not a joint liability. The liability of each *member* shall be limited as stated in this *JPA* provided, however, that in no event shall any *member* be

required to contribute more than the amount authorized by applicable state statutes and constitutional provisions pursuant to which **ICRMP** is established.

ARTICLE IV. SCOPE OF POLICY OF INSURANCE.

- (1) In accordance with Idaho Code § 41-2921, **member** acknowledges that its policy of insurance transfers risk of loss from the **member** to **ICRMP** subject to the terms, conditions and exclusions addressed by its issued policy of insurance.
- (2) **Member** acknowledges that not all risks are insurable and that any excluded risks or claims will not be transferred to **ICRMP** as a result of this **JPA**.
- (3) In the event that a claim or a series of claims exceeds the amount of coverage provided by the **member's** policy of insurance, payment of claims and expenses are the sole and separate obligation of the individual **member** or **members** against whom the claim was made resulting from litigation or settlement. No **member** shall be entitled to a contribution from other **members** to cover the cost of claims that exceed the coverage or limits of its policy of insurance, or are not covered by its policy of insurance.

ARTICLE V. ICRMP POWERS AND DUTIES.

The powers of **ICRMP** to perform and accomplish the purposes set forth above shall be to:

- (1) Employ agents, employees and independent contractors.
- (2) Purchase, sell, own, encumber and lease real property; to incur obligations on behalf of **ICRMP** to the extent permitted by Idaho statutes and the Idaho Constitution; and to purchase, sell, or lease equipment, machinery, and personal property.
- (3) Invest funds.
- (4) Carry out educational and other programs relating to risk management, including the prerogative to offer discounts or credits upon demonstrating compliance with standards for **Board** approved risk reduction methods or plans.
- (5) Create, collect funds for, and administer an insurance and related risk management program.
- (6) Purchase excess insurance and/or reinsurance to supplement the self-insured retention.
- (7) Provide property and casualty insurance, risk management, underwriting, claims adjustment, training, and consultation, or to contract for such services, including the defense and settlement of claims, subject to specific limitations and/or restrictions, imposed and adopted by the **Board**.

- (8) Carry out such other activities as are necessarily implied or required to carry out the purposes of **ICRMP**, even though such undertakings might not be known at the time of entering into this **JPA** or might not be included within the specific powers enumerated in this article.
- (9) Sue and be sued.
- (10) Enter into contracts.
- (11) Reimburse **Board** members for approved expenses incurred in attending to Board responsibilities.
- (12) Provide security, insurance or bonds regarding the official responsibilities of all officers, Board members and employees of **ICRMP**.
- (13) Borrow funds with approval by the **Board** as necessary for current operating purposes, so long as repayment is achieved before the conclusion of the subsequent fiscal year.
- (14) Establish terms and conditions of initial or continued membership in **ICRMP**.

ARTICLE VI. MEMBERS' RIGHTS AND OBLIGATIONS - DISPUTE RESOLUTION PROCEDURES.

Warranty of Eligibility – Each **member** authorizing participation in **ICRMP** by approval of this **JPA** and execution by an authorized official hereby warrants that it is a political subdivision of the state of Idaho as defined by the Idaho Tort Claims Act and thereby eligible to be a **member** of **ICRMP**. By such warranty each **member** consents to its immediate separation from **ICRMP** participation upon discovery that it is not a qualifying political subdivision. Each **member** also agrees that it will indemnify **ICRMP** for any loss **ICRMP** may suffer by virtue of the inapplicability of privileges and immunities otherwise available to political subdivisions of the state of Idaho by virtue of the mischaracterization of any **member** as a qualified Idaho political subdivision.

- (1) An individual **member** of **ICRMP**, acting through their respective governing boards, shall have the right to:
 - (a) Petition the **Board** to be heard as described below.
 - (b) Request withdrawal of participation. **Members** recognize that **ICRMP** is managed for long-term participation and that **JPA**s that support **ICRMP** operation are of one-year or longer duration. Consequently, withdrawal during the course of a policy of insurance year may be subject to additional financial obligation for the **member** as determined by the **Board**.
 - (c) After its membership in **ICRMP** exceeds one year, to nominate, recommend or vote concerning selection of a representative to serve on the **Board**.

(2) The obligations of *members* of *ICRMP* shall be as follows:

- (a) To pay promptly all premiums of insurance to *ICRMP* at such times and in such amounts as shall be established by the *Board* pursuant to this *JPA*. Any delinquent payments may incur interest, penalties or other financial consequences as determined by resolution of the *Board*.
- (b) To allow *ICRMP*'s agents and employees reasonable access to all premises and records of the *member*, required for the administration of *ICRMP*.
- (c) To cooperate fully with *ICRMP*'s attorneys, claims adjusters and any other employee or officer of *ICRMP* in activities relating to the purposes and powers of *ICRMP*.
- (d) To make good faith efforts to follow the safety, loss reduction, risk management, and loss prevention recommendations made by *ICRMP*.
- (e) To provide *ICRMP* no less frequently than annually, or in accordance with the issued policy of insurance, with information demonstrating the value of insured real and personal properties.
- (f) To utilize procedures regarding a dispute over the application of the terms of the *JPA* or insurance coverage, prior to communicating such dispute to a state or federal administrative agency or official, or prior to initiating legal or equitable proceedings against *ICRMP*. *Members* expressly agree to follow the dispute resolution procedures as described in this *JPA* before filing any claim in law or equity against *ICRMP* or any *ICRMP* employee or *Board* member in any court or before a regulatory agency. *Member* expressly agrees that failure to exhaust the internal dispute resolution procedures described in this *JPA* constitutes a material breach of this *JPA*. *Member* agrees that *ICRMP* may enforce this provision. A *member* that pursues any action or proceeding against *ICRMP* in court or before a regulatory agency agrees to reimburse *ICRMP* its reasonable costs and attorney fees incurred in defense of any such suit or administrative proceeding if the matter has not first been brought to the *Board* pursuant to the dispute resolution procedure as described in this *JPA*. The restrictions contained in this subsection may be waived only upon written agreement of the *Board*.

(3) The procedure of dispute resolution shall be:

- (a) Filing a written statement by the *member* stating the specific basis for disagreement. All written statements must be sent to the *Executive Director* prior to *Board* involvement. Such filing shall be followed by a conference with the *Executive Director*, in person or by electronic means, to attempt to resolve the dispute. The *Executive Director* shall respond to the *member* in writing not more than ten (10) business days after the conference. Such written response shall set forth the basis of the *Executive Director*'s decision concerning the matter.

- (b) Following receipt of the *Executive Director's* written response, *member* may request review of the determination of the *Executive Director* by the *Board*. Any such request shall be made in writing, setting forth the specific basis for the request and the particular reasons for disagreement with the determination of the *Executive Director*.
- (c) The *Board* may hear an oral presentation, not in excess of one hour, by the *member* governing board, or its attorney, or resolve the matter based upon the written request for review. The *Board* will have the option of obtaining a response from *ICRMP* staff. The *Board* shall issue its decision in writing within thirty (30) days of the oral presentation by the *member* or review of the written request for review or reconsideration, unless the *Board* determines good cause to extend the time for issuing its decision. The *Board* may consult with its staff, legal advisers and/or consultants. The written decision of the *Board* shall be final. Until a final decision is made pursuant to the procedures set forth in this Article, no *member* may initiate or institute legal or equitable actions against *ICRMP*, its officers, or employees, arising out of the application of the *JPA*. No claim or complaint shall be initiated by a *member* before a state or federal administrative agency or official without completing the dispute resolution procedure set forth herein.
- (d) The *Board* reserves the right to vary the foregoing procedures as necessary to accommodate the interests of *ICRMP*, its *members*, or others with an interest in the just resolution of differences regarding application of the *JPA* or insurance coverage.

ARTICLE VII. PREMIUM OF INSURANCE.

The *Board* shall institute methods to establish annual or periodic premium of insurance amounts for *members*. *ICRMP* may change such amounts charged to any *member* from year to year to reflect changes in *ICRMP* operating costs, changes in risk resulting from operational changes, changes in property values or ownership, reevaluation of operating risks, *member* conduct, or refusal to participate in safety, loss prevention, or risk management programs, or for other reasons established by the *Board*. Conversely, *ICRMP* may offer premium discounts to any *member* that faithfully participates in loss prevention, risk management, and safety programs or for other reasons established by *ICRMP*. Each *member's* premium for the policy of insurance amount shall be calculated in accordance with rate determination methods approved by the *Board* for any policy of insurance year. It is agreed that the *Board's* rate determination will not be inadequate, excessive, or unfairly discriminatory, relative to the assessable risk of each *member* as determined by the *ICRMP Board*. *Members* acknowledge that rate-setting involves risk and exposure assumptions that rely upon the professional judgment of the *Board* and its staff and advisors. No *member* may be further assessed during a policy of insurance year unless in response to a material change in property or activities not disclosed or addressed at the time of annual renewal. Additional premium for the policy of insurance amounts may be charged when changes are made to covered property or activities during the course of a policy of insurance year. *ICRMP* reserves the right to condition continued participation by any *member* upon compliance with specific performance requirements, payment of modified deductible amounts and such other measures as *ICRMP* deems necessary or appropriate. *ICRMP* reserves, the right to cancel or refuse to renew insurance coverage, in accordance with Idaho law.

ARTICLE VIII. BOARD OF TRUSTEES – ELECTION, APPOINTMENT AND REMOVAL.

The **Board** shall be comprised of nine (9) elected public officials, six (6) of whom shall be county commissioners, two (2) city mayors, and one (1) special purpose district governing board member. The electoral/appointive boundaries for the **Board** shall be organized as follows as long as they are **members** of this **JPA**:

- (1) County District I: Counties of Boundary, Bonner, Kootenai, Benewah and Shoshone.
- (2) County District II: Counties of Latah, Clearwater, Nez Perce, Lewis and Idaho.
- (3) County District III: Counties of Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, and Owyhee.
- (4) County District IV: Counties of Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls and Cassia.
- (5) County District V: Counties of Bingham, Power, Bannock, Caribou, Oneida, Franklin and Bear Lake.
- (6) County District VI: Counties of Lemhi, Custer, Clark, Fremont, Butte, Jefferson, Madison, Teton and Bonneville
- (7) Region I: Mayor of a city from within Districts I, II, and III.
- (8) Region II: Mayor of a city from within Districts IV, V and VI.
- (9) Special District Member: Elected official of any **member** other than a county or city, selected by a vote of the **Board**, chosen from nominees submitted by elected officials for **member** Special Districts.

Each member of the **Board** shall serve for a period of two (2) years, or until a successor is elected or appointed. Four (4) members of the **Board** (even-numbered County Districts and the Region II seat) shall be elected for two (2) year terms in the final months of odd-numbered years, while another five (5) members of the **Board** (odd-numbered County Districts and the Region I seat plus the Special District Member) shall be elected/appointed for two (2) year terms in the final months of even-numbered years. The **Executive Director** shall administer the election process so as to allow election results to be canvassed by the **Board** prior to undertaking official **Board** business in the succeeding calendar year. The respective boards of county commissioners of each **member** county may vote for their District **member** of the **Board**; governing boards of cities may vote for regional City representatives; and Special District **member** candidates may be nominated by governing boards of **member** Special Districts. Incumbent **Board** trustees may qualify for inclusion on a subsequent election ballot by expressing a desire to do so in writing to the **Executive Director**. Ballots must be received by **ICRMP** at a time and place specified by the **Executive Director**. Each trustee of the **Board** shall serve from the date of the first **Board** meeting in the year succeeding

his/her election/appointment through the conclusion of his/her term unless re-elected/reappointed. Should any seat on the **Board** become vacant, the **Board** may fill such vacancy for the remainder of the former official's term by appointment of another official.

At any time during the term of a trustee, such trustee may be removed by either of two (2) methods. The first method by which an elected trustee may be removed is by **Board** receipt of a declaration of no confidence by the governing boards of the previously voting **member** entities equal to at least one-half (1/2) plus one of the number of votes received by the trustee when the trustee was most recently elected to the **Board**.

The second method is a vote by a majority of members of the **Board**, excluding the trustee that is the subject of the declaration. After a majority vote, the **Board** shall submit a declaration to the trustee's constituent electors, stating the reasons therefore.

Any trustee holding an appointive or *ex-officio* non-voting position may be removed by majority vote of the **Board**.

ARTICLE IX. POWERS AND DUTIES OF THE BOARD OF TRUSTEES.

The **Board** shall have the following powers and duties to:

- (1) Annually elect a chair and vice-chair.
- (2) Establish procedures for determining premium amounts for policies of insurance for **members**.
- (3) Establish the insurance and risk management program design.
- (4) Select an **Executive Director**, to supervise the business of **ICRMP** and carry out other functions delegated by the **Board** and the **Executive Director** may in turn select all personnel and contractors necessary for the administration of **ICRMP**.
- (5) Establish a schedule for **Board** meetings and set a place for such meetings. All Idaho law applicable to public meetings shall be observed. A majority of seated trustees (as opposed to unfilled seats) shall constitute a quorum to do business. All decisions of the quorum shall require a majority vote of the trustees present and voting at a meeting, unless otherwise required by law.
- (6) Exercise all powers of **ICRMP**, except powers reserved to the **members**.
- (7) Adopt, and oversee **ICRMP's** budget.
- (8) Receive reports concerning **ICRMP** activities and to make reports to the **members**.

- (9) Provide for underwriting, claims and risk management procedures.
- (10) Provide for the investment and disbursement of funds.
- (11) Enact resolutions establishing procedures governing its own conduct and the powers and duties of its officers, not inconsistent with this *JPA* and applicable provisions of law.
- (12) Approve all *ICRMP* internal policies.
- (13) Form committees and determine the method of appointment and terms of members of committees.
- (14) Submit to *members* an amended *JPA* upon adoption and at the date of periodic renewal, for re-adoption, express acceptance, or payment of a premium for a policy of insurance by *members*.
- (15) Dissolve *ICRMP* when *Board* action is accompanied by a two-thirds (2/3) vote of the entire then-current *members*, provided that a notice of intent to dissolve *ICRMP* shall be given to the Director of the Department of Insurance of the State of Idaho at least ninety (90) days prior to the proposed effective date. Like notice of such intent shall be provided to all *members* at least thirty (30) days before any such vote regarding dissolution in compliance with title 41, Idaho Code and other applicable statutes. Assets remaining after discharge of its indebtedness and policy of insurance obligations, the return of any surplus made and the return of any unused premium, savings or credits then standing on *members* accounts, shall be distributed to its *members* who were such within the twelve (12) months prior to the last termination of its certificate of authority, according to such reasonable formula as the Director of the Department of Insurance may approve pursuant to Idaho law.
- (16) Appoint or remove non-voting *ex-officio* members of the *Board*.
- (17) Do or delegate all acts necessary and proper for the implementation of this *JPA*.
- (18) Maintain available funds in amounts reasonably sufficient to annually provide the resources necessary to fund *ICRMP's* general and administrative expenses, any reinsurance or excess insurance requirements, to pay the current year's claims and claims expenses and to sustain the financial stability of *ICRMP*, in addition to funds necessary to meet *ICRMP's* obligation to satisfy the requirements of any regulatory authority.
- (19) Approve all non-renewals or cancellations of policies of insurance.

ARTICLE X. LIABILITY OF BOARD TRUSTEES and EMPLOYEES

The *Board* trustees of *ICRMP* must use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. *Board* trustees shall not be personally liable for any mistake of judgment or other action made, taken, or omitted by them in

good faith; nor for any action taken or omitted by any producer, agent, employee, or independent contractor selected with reasonable care. No **Board** trustee shall be personally liable for any action taken or omitted by any other trustee. The assets of **ICRMP** may be used to defend and indemnify any trustee, officer, or employee for actions taken by each such person in good faith within the scope of his or her authority for **ICRMP**. **ICRMP** may purchase insurance providing coverage for trustees, officers, and employees.

ARTICLE XI. VOLUNTARY MEMBER WITHDRAWAL.

Any **member** may request withdrawal from this **JPA**, by giving notice to the **Executive Director**, in writing, of its desire to withdraw. Any **member** may withdraw from **ICRMP** within thirty (30) days after the date that **ICRMP** gives notice in writing of an amendment to this **JPA** or its accompanying policy of insurance by tendering to the **Executive Director** written notice of its intent to withdraw. A voluntarily withdrawing **member** shall be deemed to have forfeited any claim of right or equity to any portion of **ICRMP** reserves or surplus or to any credit or dividend, should any be declared by the **Board** and will be deemed a cancellation request of the currently issued policy of insurance.

ARTICLE XII. BINDING CONTRACTUAL OBLIGATION.

This document shall constitute a **JPA**, a binding contract, among those political subdivisions that are **members** of **ICRMP**. The terms of this **JPA** may be enforced in court by **ICRMP** itself or by any of its **members** subject to the terms and conditions of applicable laws and this **JPA**. The consideration for the duties herewith imposed upon the **members** to take certain actions and to refrain from certain other actions is based upon the mutual promises and agreements of the **members** set forth herein. **Member** asserts that it has complied with relevant laws and that it waives its ability to object to the binding nature of this **JPA** by virtue of informalities in its approval. Except to the extent of the premium for the policy of insurance paid to **ICRMP** agreed to, or such additional obligations as may come about through amendments to this **JPA**, no **member** agrees or contracts herein to be held responsible for any claims in tort or contract made against any other **member**. The contracting parties intend in the creation of **ICRMP** to establish an organization for joint insurance and related risk management only within the scope herein set out and have not herein created as between **member** and **member** any relationship of general surety or indemnitor, nor by participating herein does any **member** otherwise assume responsibility for the debts of or claims against any other **member**.

ARTICLE XIII. DISTRIBUTION OF PROPERTY, FUNDS AND SUPPLIES UPON DISSOLUTION OF ICRMP.

In the event that **ICRMP** is dissolved, all property or assets acquired by **ICRMP** shall be liquidated in a manner permissible by law, and the proceeds of such liquidation shall be disbursed to the then-current **members** at a rate proportionate to each **member's pro rata** share of the cumulative premium of insurance paid to **ICRMP** for the most recent five (5) fiscal years. Said determination

of net asset distribution shall be by the **Board** subject to application of the business judgment rule under Idaho law.

ARTICLE XIV. SEVERABILITY.

In the event that any article, provision, clause or other part of this **JPA** is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect to other articles, provisions, clauses, applications or occurrences, and this **JPA** is expressly declared to be severable.

ARTICLE XV. MISCELLANEOUS PROVISIONS

- (1) The provisions of this **JPA** shall be interpreted pursuant to the laws of the State of Idaho.
- (2) The parties hereto consent that courts in the State of Idaho shall have jurisdiction over any dispute arising under this **JPA** after exhaustion of the dispute resolution procedures provided for herein.
- (3) No waiver of any breach of this **JPA** or any provision herein contained shall be deemed a waiver of any preceding or succeeding breach thereof or of any of the other provisions herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligations or acts.
- (4) In the event that any provision of this **JPA** is in conflict with or is incompatible with the **member's** policy of insurance issued hereunder, the terms and conditions of the **member** policy of insurance shall prevail and take precedence.
- (5) This **JPA** may be modified or amended in writing as authorized by the **Board**. Provided, however, no such modification shall be effective retroactively, or as to any insurance or coverage issued prior thereto. Said modifications may be made effective during a policy of insurance year only to comply with applicable laws respecting operation of **ICRMP** or with express consent of the **member**. Changes may be made to the policy of insurance issued by **ICRMP** at any time during the policy year in accordance with rules or statutes governing the business of insurance within the State of Idaho.
- (6) **Member** agrees to hold **ICRMP**, its employees, contractors, and/or legal counsel, harmless and without liability to **member** from any claims arising out of risk management or related administrative activities undertaken for **member's** benefit. **ICRMP** assumes no responsibility for the operation of **member's** political subdivision. **Member** further agrees that communications with attorneys on the **ICRMP** staff or retained by **ICRMP** to assist a **member** to resolve or avoid claims will remain confidential pursuant to the Attorney-Client privilege and that written materials generated as a consequence of such effort to assist **member** shall constitute attorney work product. **Member** further agrees that the employees, contractors and/or legal counsel of **ICRMP** when acting in a risk management capacity are representing

ICRMP, not **members**, and that information obtained in such risk management capacity may be provided to **ICRMP** in order to carry out the purposes of this **JPA**.

- (7) All notices required to be given under this **JPA** shall be delivered in writing. Notices by a **member** to **ICRMP** shall be sent to **ICRMP'S** principal place of business. Notices to any **member** shall be sent to the **member's** last known address. In the event that any party to this **JPA** desires to change its address, notice of change of address shall be sent to the other party by United States Mail, or e-mail to intake@icrmp.org.
- (8) Other procedural requirements may be established by applicable state law. Additionally, nothing contained in this **JPA** shall prohibit the **ICRMP Board** from adopting procedural standards or guidelines for the conduct of **Board** business or from authorizing administrative policies to guide **ICRMP's** internal affairs.
- (9) Confidentiality - **ICRMP** agrees to keep **member** information received confidential under the law of the state of Idaho or federal law. However, in cases of electronic breach of confidential information of a **member** or of **ICRMP**, it is agreed that **ICRMP** may share **member** confidential information with any governmental entity that will attempt to terminate, alleviate, or rectify the electronic breach, as well as to any appropriate state or federal law enforcement agency.
- (10) This **JPA** shall be automatically renewed, annually or periodically, consistent with **Board** established policy of insurance terms, absent withdrawal, cancellation or nonrenewal.

ARTICLE XVI. EXECUTION AND ATTEST.

In Witness hereof, this **JPA** is executed on the ____ day of _____ 20____, by the undersigned who are duly authorized officer(s) of the political subdivision indicated below and by **ICRMP**, pursuant to action taken by the governing Board of the **member** on the ____ day of _____ 20____ or by payment of the required premium of insurance. Such payment of premium for the policy of insurance, execution upon this **JPA** or upon execution of a prior counterpart accompanied by continuing renewal shall constitute agreement by the political subdivision to the terms and conditions of membership in **ICRMP** until proper written notice of withdrawal is provided as provided herein, or upon cancelation or nonrenewal of insurance under Idaho law.

POLITICAL SUBDIVISION: _____

By: _____
CHAIRMAN OF THE BOARD, MAYOR, OR OTHER
EXPRESSLY AUTHORIZED OFFICER

Title: _____

Attest/Witness: _____
CLERK OR OTHER AUTHORIZED OFFICER

ACCEPTED FOR THE IDAHO COUNTIES RISK MANAGEMENT
PROGRAM, UNDERWRITERS (ICRMP)

By: _____
EXECUTIVE DIRECTOR

Hunter Brown

Pay Period

11/1/2023 to

11/16/2023

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	11/1/2023	8.50							8.50	
Thursday	11/2/2023	8.50							8.50	
Friday	11/3/2023	8.50							8.50	
Saturday	11/4/2023								0.00	
Total Week		25.50	0.00	0.00	0.00	0.00	0.00	0.00	25.50	
Sunday	11/5/2023								0.00	
Monday	11/6/2023	8.50							8.50	
Tuesday	11/7/2023	8.42							8.42	
Wednesday	11/8/2023	9.00							9.00	
Thursday	11/9/2023	8.50							8.50	
Friday	11/10/2023					8.00			8.00	
Saturday	11/11/2023								0.00	
Total Week		34.42	0.00	0.00	0.00	8.00	0.00	0.00	42.42	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	9.28							9.28	
Tuesday	11/14/2023	8.50							8.50	
Wednesday	11/15/2023	8.50							8.50	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		26.28	0.00	0.00	0.00	0.00	0.00	0.00	26.28	
Total Pay Period		86.20	0.00	0.00	0.00	8.00	0.00	0.00	94.20	

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:

Hunter Brown

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
83.45	0.00	2.75	0.00	86.20	

Time in	Time out	Duration	
November 1, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	9:32am (MST)	0.53	STRTS > STRTS - Road Hazard NOTES: Reflective Tape on John's ditch block
9:32am (MST)	10:00am (MST)	0.47	PARK > PARK - Irrigation NOTES: Assist Ivan with irrigation draining
10:00am (MST)	10:23am (MST)	0.38	PARK > PARK - Maintenance NOTES: Assess keosk damage
10:23am (MST)	11:37am (MST)	1.23	WTR > WTR - Water Testing NOTES: Assist Ivan with hydrant flushing and chlorine testing.
11:37am (MST)	12:45pm (MST)	1.13	STRTS > STRTS - Sign Maintenance / Replacement NOTES: Install "engine brakes prohibited" signs
12:45pm (MST)	4:00pm (MST)	3.25	STRTS > Train - Streets NOTES: Truck road mix
November 2, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	9:37am (MST)	0.62	WTR > WTR - Booster Station & Well Logs NOTES: Examine equipment, explore manuals, research displays, and attempt to gain a basic understanding of the new booster station and it's normal operating status.
9:37am (MST)	4:00pm (MST)	6.38	STRTS > STRTS - Storm Drainage
November 3, 2023			8.50
7:30am (MST)	4:00pm (MST)	8.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
November 6, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	10:00am (MST)	1.00	STRTS > STRTS - Storm Drainage NOTES: Drive town and check for issues.
10:00am (MST)	10:16am (MST)	0.27	PARK > PARK - Maintenance NOTES: C&M to order plexi glass and appropriate skill saw blade.
10:16am (MST)	11:00am (MST)	0.73	EQP > EQP - S10 Truck Maintenance NOTES: Ask Johnny Brown to assess Death Wobble.

11:00am (MST) 4:00pm (MST) 5.00 EQP > EQP - MACK Dump Maintenance
NOTES: Full annual maintenance.

November 7, 2023**8.42**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 9:25am (MST) 0.42 PW > PW - City Shop > Shop
NOTES: Swap storage buckets for land app chains.

9:25am (MST) 3:55pm (MST) 6.50 EQP > EQP - S10 Truck Maintenance
NOTES: Clean and Annual maintenance Make appointment with Les Schwab for tires.

November 8, 2023**9.00**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 1:00pm (MST) 4.00 IND > IND - Industrial Park Maintenance
NOTES: Assist Ivan with dog pound

1:00pm (MST) 4:30pm (MST) 3.50 SWR > Train - Sewer
NOTES: Attend NRWA class

November 9, 2023**8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 WTR > WTR- Fire Hydrants
NOTES: Flush chloramines

November 13, 2023**9.28**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 10:08am (MST) 1.13 EQP > EQP - Parts Run
NOTES: C&M for: "I" Bolts - Hydra sling Daylight sensor - West equ. bays Replacement Tail light bulb - S10 X2 hardhat - PW Shop Check on: plexi glass - kiosk Window - storage building

10:08am (MST) 3:08pm (MST) 5.00 IND > IND - Industrial Park Maintenance
NOTES: Resume installing UpRights for Hydra Sling.

3:08pm (MST) 4:47pm (MST) 1.65 IND > IND - Industrial Park Maintenance
NOTES: Install daylight sensor and run extension cords.

November 14, 2023**8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 IND > IND - Industrial Park Maintenance

NOTES: Finish UpRights for Hydra-Sling. Bring gravel to Jessie while grading. Assist John with faulty meter on Kathrin. Clean north bays in prep for skid steer.

November 15, 2023

8.50

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 IND > IND - Industrial Park Maintenance

NOTES: Resume cleaning in prep for skid-steer

Kyla Gardner

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	7.63							7.63	
Thursday	11/2/2023	7.70							7.70	
Friday	11/3/2023	1.73							1.73	
Saturday	11/4/2023								0.00	
Total Week		17.06	0.00	0.00	0.00	0.00	0.00	0.00	17.06	
Sunday	11/5/2023								0.00	
Monday	11/6/2023						8.00		8.00	
Tuesday	11/7/2023	7.60							7.60	
Wednesday	11/8/2023	7.68							7.68	
Thursday	11/9/2023	6.80							6.80	
Friday	11/10/2023								0.00	
Saturday	11/11/2023								0.00	
Total Week		22.08	0.00	0.00	0.00	0.00	8.00	0.00	30.08	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	9.35							9.35	
Tuesday	11/14/2023	8.17							8.17	
Wednesday	11/15/2023	7.77							7.77	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		25.29	0.00	0.00	0.00	0.00	0.00	0.00	25.29	
Total Pay Period		64.43	0.00	0.00	0.00	0.00	8.00	0.00	72.43	

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

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
64.43	0.00	0.00	0.00	64.43	

Time in	Time out	Duration	
November 1, 2023			7.63
7:51am	3:29pm	7.63	ADM > ADM - Customer Relations
November 2, 2023			7.70
7:52am	3:34pm	7.70	ADM > ADM - Customer Relations
November 3, 2023			1.73
10:16am	12:00pm	1.73	ADM > ADM - Customer Relations
NOTES: Catch up on work			
November 7, 2023			7.60
7:49am	3:25pm	7.60	ADM > ADM - Customer Relations
November 8, 2023			7.68
7:51am	3:32pm	7.68	ADM > ADM - Customer Relations
November 9, 2023			6.80
8:45am	3:33pm	6.80	ADM > ADM - Customer Relations
November 13, 2023			9.35
7:49am	3:33pm	7.73	ADM > ADM - Customer Relations
5:52pm	7:29pm	1.62	MTG > MTG - Council Meeting
November 14, 2023			8.17
7:50am	4:00pm	8.17	ADM > ADM - Customer Relations
November 15, 2023			7.77
7:46am	3:32pm	7.77	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	0.88							0.88	
Thursday	11/2/2023	4.00							4.00	
Friday	11/3/2023								0.00	
Saturday	11/4/2023								0.00	
Total Week		4.88	0.00	0.00	0.00	0.00	0.00	0.00	4.88	
Sunday	11/5/2023								0.00	
Monday	11/6/2023								0.00	
Tuesday	11/7/2023								0.00	
Wednesday	11/8/2023	0.18							0.18	
Thursday	11/9/2023	0.08							0.08	
Friday	11/10/2023	0.10							0.10	
Saturday	11/11/2023								0.00	
Total Week		0.36	0.00	0.00	0.00	0.00	0.00	0.00	0.36	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	6.70							6.70	
Tuesday	11/14/2023	4.55							4.55	
Wednesday	11/15/2023	3.36							3.36	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		14.61	0.00	0.00	0.00	0.00	0.00	0.00	14.61	
Total Pay Period		19.85	0.00	0.00	0.00	0.00	0.00	0.00	19.85	

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

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
19.85	0.00	0.00	0.00	19.85	

Time in	Time out	Duration	
November 1, 2023			0.88
11:59am (MST)	12:52pm (MST)	0.88	PW > PW - City Shop > Shop
NOTES: Skid steer/post holes			
November 2, 2023			4.00
8:00am (MST)	12:00pm (MST)	4.00	STRTS > Train - Streets
NOTES: Lhtac ttc			
November 8, 2023			0.18
6:01pm (MST)	6:12pm (MST)	0.18	PARK > PARK - Restroom
November 9, 2023			0.08
6:02pm (MST)	6:07pm (MST)	0.08	PARK > PARK - Restroom
November 10, 2023			0.10
5:58pm (MST)	6:04pm (MST)	0.10	PARK > PARK - Restroom
November 13, 2023			6.70
9:06am (MST)	3:43pm (MST)	6.62	STRTS > STRTS - Grading / Blading
6:09pm (MST)	6:14pm (MST)	0.08	PARK > PARK - Restroom
November 14, 2023			4.55
9:07am (MST)	1:33pm (MST)	4.43	STRTS > STRTS - Grading / Blading
6:15pm (MST)	6:22pm (MST)	0.12	PARK > PARK - Restroom
November 15, 2023			3.35
10:17am (MST)	1:32pm (MST)	3.25	STRTS > STRTS - Grading / Blading
6:02pm (MST)	6:08pm (MST)	0.10	PARK > PARK - Restroom

Brianna Hoxie

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	7.57							7.57	
Thursday	11/2/2023	7.28							7.28	
Friday	11/3/2023								0.00	
Saturday	11/4/2023								0.00	
Total Week		14.85	0.00	0.00	0.00	0.00	0.00	0.00	14.85	
Sunday	11/5/2023								0.00	
Monday	11/6/2023	5.10							5.10	
Tuesday	11/7/2023	7.55							7.55	
Wednesday	11/8/2023	7.43							7.43	
Thursday	11/9/2023	6.32							6.32	
Friday	11/10/2023								0.00	
Saturday	11/11/2023								0.00	
Total Week		26.40	0.00	0.00	0.00	0.00	0.00	0.00	26.40	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	8.48							8.48	
Tuesday	11/14/2023	7.40							7.40	
Wednesday	11/15/2023	7.04							7.04	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		22.92	0.00	0.00	0.00	0.00	0.00	0.00	22.92	
Total Pay Period		64.17	0.00	0.00	0.00	0.00	0.00	0.00	64.17	

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:

Brianna Hoxie

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
64.17	0.00	0.00	0.00	64.17	

Time in	Time out	Duration	
November 1, 2023			7.57
7:41am	3:15pm	7.57	ADM > ADM - Customer Relations
November 2, 2023			7.28
7:56am	3:13pm	7.28	ADM > ADM - Customer Relations
November 6, 2023			5.10
7:50am	12:56pm	5.10	ADM > ADM - Customer Relations
November 7, 2023			7.55
7:48am	3:21pm	7.55	ADM > ADM - Customer Relations
November 8, 2023			7.43
7:51am	3:17pm	7.43	ADM > ADM - Customer Relations
November 9, 2023			6.32
7:50am	2:09pm	6.32	ADM > ADM - Customer Relations
November 13, 2023			8.48
7:53am	3:15pm	7.37	ADM > ADM - Customer Relations
6:20pm	7:27pm	1.12	MTG > MTG - Council Meeting
November 14, 2023			7.40
7:50am	3:14pm	7.40	ADM > ADM - Customer Relations
November 15, 2023			7.03
8:06am	3:08pm	7.03	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	2.85							2.85	
Thursday	11/2/2023								0.00	
Friday	11/3/2023								0.00	
Saturday	11/4/2023								0.00	
Total Week		2.85	0.00	0.00	0.00	0.00	0.00	0.00	2.85	
Sunday	11/5/2023								0.00	
Monday	11/6/2023	2.95							2.95	
Tuesday	11/7/2023	2.48							2.48	
Wednesday	11/8/2023	2.82							2.82	
Thursday	11/9/2023	2.63							2.63	
Friday	11/10/2023								0.00	
Saturday	11/11/2023								0.00	
Total Week		10.88	0.00	0.00	0.00	0.00	0.00	0.00	10.88	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	2.73							2.73	
Tuesday	11/14/2023								0.00	
Wednesday	11/15/2023	2.96							2.96	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		5.69	0.00	0.00	0.00	0.00	0.00	0.00	5.69	
Total Pay Period		19.42	0.00	0.00	0.00	0.00	0.00	0.00	19.42	

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

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
19.42	0.00	0.00	0.00	19.42	

Time in	Time out	Duration	
November 1, 2023			2.85
12:34pm (MST)	3:25pm (MST)	2.85	ADM > ADM - Customer Relations
November 6, 2023			2.95
12:33pm (MST)	3:30pm (MST)	2.95	ADM > ADM - Customer Relations
November 7, 2023			2.48
12:52pm (MST)	3:21pm (MST)	2.48	ADM > ADM - Customer Relations
November 8, 2023			2.82
12:35pm (MST)	3:24pm (MST)	2.82	ADM > ADM - Customer Relations
November 9, 2023			2.63
12:43pm (MST)	3:21pm (MST)	2.63	ADM > ADM - Customer Relations
November 13, 2023			2.73
12:40pm (MST)	3:24pm (MST)	2.73	ADM > ADM - Customer Relations
November 15, 2023			2.95
12:34pm (MST)	3:31pm (MST)	2.95	ADM > ADM - Customer Relations

Ivan McDaniel

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	8.15							8.15	
Thursday	11/2/2023	7.87							7.87	
Friday	11/3/2023	5.28							5.28	
Saturday	11/4/2023								0.00	
Total Week		21.30	0.00	0.00	0.00	0.00	0.00	0.00	21.30	
Sunday	11/5/2023								0.00	
Monday	11/6/2023	7.88							7.88	
Tuesday	11/7/2023	7.82							7.82	
Wednesday	11/8/2023	8.98							8.98	
Thursday	11/9/2023	6.62							6.62	
Friday	11/10/2023					8.00			8.00	
Saturday	11/11/2023								0.00	
Total Week		31.30	0.00	0.00	0.00	8.00	0.00	0.00	39.30	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	8.00							8.00	
Tuesday	11/14/2023	8.10							8.10	
Wednesday	11/15/2023	7.98							7.98	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		24.08	0.00	0.00	0.00	0.00	0.00	0.00	24.08	
Total Pay Period		76.68	0.00	0.00	0.00	8.00	0.00	0.00	84.68	

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:

Ivan McDaniel

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	To	Item 14.
76.68	0.00	0.00	0.00	76.68	76.68

Time in	Time out	Duration	
November 1, 2023			8.15
7:52am (MST)	8:01am (MST)	0.15	PARK > PARK - Restroom
8:01am (MST)	8:32am (MST)	0.52	WTR > WTR - Booster Station & Well Logs
8:32am (MST)	9:32am (MST)	1.00	SWR > SWR - Auger Room Maintenance
9:32am (MST)	10:09am (MST)	0.62	PW > PW - City Shop > Shop
10:09am (MST)	11:25am (MST)	1.27	WTR > WTR- Fire Hydrants
NOTES: flush chlorine out of the system			
11:25am (MST)	11:37am (MST)	0.20	WTR > WTR - Service Call
11:37am (MST)	1:24pm (MST)	1.78	PW > PW - City Shop > Shop
1:24pm (MST)	2:26pm (MST)	1.03	STRTS > STRTS - Sign Maintenance / Replacement
2:26pm (MST)	2:29pm (MST)	0.05	IND > IND - Industrial Park Maintenance
NOTES: trying to get post holes dug			
2:29pm (MST)	2:54pm (MST)	0.42	SWR > SWR - Auger Room Maintenance
2:54pm (MST)	4:01pm (MST)	1.12	IND > IND - Industrial Park Maintenance
November 2, 2023			7.87
7:48am (MST)	7:59am (MST)	0.18	PARK > PARK - Restroom
7:59am (MST)	8:03am (MST)	0.07	SWR > SWR - Sewer Logs
8:03am (MST)	8:53am (MST)	0.83	SWR > SWR - Auger Room Maintenance
8:53am (MST)	9:30am (MST)	0.62	WTR > WTR - Booster Pump Maintenance
9:30am (MST)	10:30am (MST)	1.00	PARK > PARK - Maintenance
NOTES: moving picnic tables			
10:30am (MST)	1:51pm (MST)	3.35	PW > PW - City Shop > Shop
1:51pm (MST)	3:02pm (MST)	1.18	PARK > PARK - Maintenance
NOTES: urinal			
3:02pm (MST)	3:40pm (MST)	0.63	STRTS > Train - Streets
NOTES: grader course			
November 3, 2023			5.28
7:47am (MST)	7:58am (MST)	0.18	PARK > PARK - Restroom
7:58am (MST)	8:13am (MST)	0.25	WTR > WTR - Booster Station & Well Logs
8:13am (MST)	9:09am (MST)	0.93	SWR > SWR - Auger Room Maintenance
9:09am (MST)	12:35pm (MST)	3.43	PARK > PARK - Maintenance
NOTES: kiosk			
12:35pm (MST)	1:04pm (MST)	0.48	STRTS > STRTS - Sign Maintenance / Replacement
November 6, 2023			7.88
7:52am (MST)	8:00am (MST)	0.13	PARK > PARK - Restroom
8:00am (MST)	8:12am (MST)	0.20	WTR > WTR - Booster Station & Well Logs

8:12am (MST)	8:54am (MST)	0.70	SWR > SWR - Auger Room Maintenance
8:54am (MST)	12:51pm (MST)	3.95	STRTS > STRTS - Pot Hole Repair
NOTES: hauling gravel			
12:51pm (MST)	3:45pm (MST)	2.90	EQP > EQP - MACK Dump Maintenance

November 7, 2023 **7.82**

7:53am (MST)	8:00am (MST)	0.12	PARK > PARK - Restroom
8:00am (MST)	8:04am (MST)	0.07	SWR > SWR - Sewer Logs
8:04am (MST)	8:48am (MST)	0.73	SWR > SWR - Auger Room Maintenance
8:48am (MST)	9:38am (MST)	0.83	IND > IND - Industrial Park Maintenance
9:38am (MST)	9:59am (MST)	0.35	EQP > EQP - S10 Truck Maintenance
9:59am (MST)	10:27am (MST)	0.47	WTR > WTR - Service Call
NOTES: turn on water on s commercial			
10:27am (MST)	11:55am (MST)	1.47	EQP > EQP - S10 Truck Maintenance
11:55am (MST)	3:42pm (MST)	3.78	WTR > WTR - Service Call

November 8, 2023 **8.98**

7:49am (MST)	7:56am (MST)	0.12	PARK > PARK - Restroom
7:56am (MST)	8:11am (MST)	0.25	WTR > WTR - Booster Station & Well Logs
8:11am (MST)	8:40am (MST)	0.48	SWR > SWR - Auger Room Maintenance
8:40am (MST)	9:43am (MST)	1.05	SWR > SWR - System Maintenance
9:43am (MST)	3:16pm (MST)	5.55	IND > IND - Industrial Park Maintenance
3:16pm (MST)	4:48pm (MST)	1.53	SWR > SWR - System Maintenance

November 9, 2023 **6.62**

7:50am (MST)	8:06am (MST)	0.27	PARK > PARK - Restroom
8:06am (MST)	8:09am (MST)	0.05	SWR > SWR - Sewer Logs
8:09am (MST)	8:45am (MST)	0.60	SWR > SWR - Auger Room Maintenance
8:45am (MST)	9:32am (MST)	0.78	IND > IND - Industrial Park Maintenance
NOTES: pound			
9:32am (MST)	9:42am (MST)	0.17	PARK > PARK - Maintenance
9:42am (MST)	10:24am (MST)	0.70	WTR > WTR - Service Call
NOTES: pressure check for a customer			
10:24am (MST)	1:18pm (MST)	2.90	PW > PW - City Shop > Shop
1:18pm (MST)	2:27pm (MST)	1.15	WTR > WTR- Fire Hydrants

November 13, 2023 **8.00**

7:51am (MST)	8:00am (MST)	0.15	PARK > PARK - Restroom
8:00am (MST)	8:13am (MST)	0.22	WTR > WTR - Booster Station & Well Logs
8:13am (MST)	9:03am (MST)	0.83	SWR > SWR - Auger Room Maintenance
9:03am (MST)	9:16am (MST)	0.22	EQP > EQP - Grader Maintenance
NOTES: putting wing on			

9:16am (MST) 3:51pm (MST) 6.58 IND > IND - Industrial Park Maintenance
NOTES: water tank holder

November 14, 2023 **8.10**

7:52am (MST) 7:59am (MST) 0.12 PARK > PARK - Restroom
 7:59am (MST) 8:01am (MST) 0.03 SWR > SWR - Sewer Logs
 8:01am (MST) 9:00am (MST) 0.98 SWR > SWR - Auger Room Maintenance
 9:00am (MST) 9:14am (MST) 0.23 WTR > WTR - Booster Pump Maintenance
 9:14am (MST) 10:09am (MST) 0.92 IND > IND - Industrial Park Maintenance
 10:09am (MST) 11:11am (MST) 1.03 WTR > WTR - Service Call
NOTES: help find water line for 310 Katherine
 11:11am (MST) 12:10pm (MST) 0.98 IND > IND - Industrial Park Maintenance
 12:10pm (MST) 1:12pm (MST) 1.03 WTR > WTR - Service Call
 1:12pm (MST) 3:46pm (MST) 2.57 IND > IND - Industrial Park Maintenance
 3:46pm (MST) 3:58pm (MST) 0.20 WTR > WTR - Service Call

November 15, 2023 **7.98**

7:49am (MST) 7:58am (MST) 0.15 PARK > PARK - Restroom
 7:58am (MST) 8:21am (MST) 0.38 WTR > WTR - Booster Station & Well Logs
 8:21am (MST) 9:15am (MST) 0.90 SWR > SWR - Auger Room Maintenance
 9:15am (MST) 12:00pm (MST) 2.75 IND > IND - Industrial Park Maintenance
NOTES: clean up
 12:00pm (MST) 1:20pm (MST) 1.33 WTR > WTR - Service Call
 1:20pm (MST) 3:12pm (MST) 1.87 IND > IND - Industrial Park Maintenance
 3:12pm (MST) 3:48pm (MST) 0.60 WTR > WTR - Service Call

Hunter Brown

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	8.50							8.50	
Friday	11/17/2023	7.50							7.50	
Saturday	11/18/2023								0.00	
Total Week		16.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	
Sunday	11/19/2023								0.00	
Monday	11/20/2023	8.22							8.22	
Tuesday	11/21/2023	8.50							8.50	
Wednesday	11/22/2023	8.50							8.50	
Thursday	11/23/2023					8.00			8.00	
Friday	11/24/2023	8.50							8.50	
Saturday	11/25/2023								0.00	
Total Week		33.72	0.00	0.00	0.00	8.00	0.00	0.00	41.72	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	8.50							8.50	
Tuesday	11/28/2023	8.50							8.50	
Wednesday	11/29/2023	8.50							8.50	
Thursday	11/30/2023	8.50							8.50	
Friday									0.00	
Saturday									0.00	
Total Week		34.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	
Total Pay Period		83.72	0.00	0.00	0.00	8.00	0.00	0.00	91.72	

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:

Hunter Brown

11/16/2023 to 11/30/2023

Regular	PTO	OT	DT	To	Item 14.
81.43	0.00	2.28	0.00	83.72	

Time in	Time out	Duration	
November 16, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	4:00pm (MST)	7.00	IND > IND - Industrial Park Maintenance NOTES: Clean and sort EQU bays
November 17, 2023			7.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	3:00pm (MST)	6.00	EQP > EQP - Grader Maintenance NOTES: Install wing
November 20, 2023			8.22
8:30am (MST)	9:20am (MST)	0.83	MTG > MTG - Staff Meeting
9:20am (MST)	12:00pm (MST)	2.67	IND > IND - Industrial Park Maintenance NOTES: Collect I-Bolts Make City Hall Key for Kirk
12:00pm (MST)	4:43pm (MST)	4.72	SWR > SWR - System Maintenance NOTES: Replace air line from north east bypass plug.
November 21, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	12:00pm (MST)	3.00	EQP > EQP - S10 Truck Maintenance NOTES: To Les Schwab in McCall for APPROVED tires.
12:00pm (MST)	4:00pm (MST)	4.00	IND > IND - Industrial Park Maintenance NOTES: Hydra Sling I-Bolts and bracket install
November 22, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	4:00pm (MST)	7.00	IND > IND - Industrial Park Maintenance NOTES: Completely finish Hydra-Sling and hang tank. Post project cleanup.
November 24, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 PARK > PARK - Maintenance

NOTES: Keosk hangers and plexiglass fixtures.

November 27, 2023

8.50

7:30am (MST) 8:30am (MST) 1.00 PARK > PARK - Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

8:30am (MST) 9:00am (MST) 0.50 MTG > MTG - Staff Meeting

9:00am (MST) 4:00pm (MST) 7.00 PARK > PARK - Maintenance

NOTES: Repair and hang lights.

November 28, 2023

8.50

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 EQP > EQP - Grader Maintenance

November 29, 2023

8.50

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 EQP > EQP - Loader Maintenance

NOTES: Tire chains + facilitate Integrity inspection and maintenance.

November 30, 2023

8.50

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 EQP > EQP - Grader Maintenance

NOTES: Tire chains

Ivan McDaniel

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	8.08							8.08	
Friday	11/17/2023	6.18							6.18	
Saturday	11/18/2023								0.00	
Total Week		14.26	0.00	0.00	0.00	0.00	0.00	0.00	14.26	
Sunday	11/19/2023								0.00	
Monday	11/20/2023	8.30							8.30	
Tuesday	11/21/2023	8.23							8.23	
Wednesday	11/22/2023	8.22							8.22	
Thursday	11/23/2023					8.00			8.00	
Friday	11/24/2023	3.77							3.77	
Saturday	11/25/2023								0.00	
Total Week		28.52	0.00	0.00	0.00	8.00	0.00	0.00	36.52	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	8.07							8.07	
Tuesday	11/28/2023	8.43							8.43	
Wednesday	11/29/2023	9.17							9.17	
Thursday	11/30/2023	8.07							8.07	
Friday									0.00	
Saturday									0.00	
Total Week		33.74	0.00	0.00	0.00	0.00	0.00	0.00	33.74	
Total Pay Period		76.52	0.00	0.00	0.00	8.00	0.00	0.00	84.52	

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:

Ivan McDaniel

11/16/2023 to 11/30/2023

Regular	PTO	OT	DT	To Item 14.
76.52	0.00	0.00	0.00	76.52

Time in	Time out	Duration	
November 16, 2023			8.08
7:50am (MST)	7:59am (MST)	0.15	PARK > PARK - Restroom
7:59am (MST)	8:05am (MST)	0.10	SWR > SWR - Sewer Logs
8:05am (MST)	9:00am (MST)	0.92	SWR > SWR - Auger Room Maintenance
9:00am (MST)	3:55pm (MST)	6.92	IND > IND - Industrial Park Maintenance
November 17, 2023			6.18
7:48am (MST)	8:01am (MST)	0.22	PARK > PARK - Restroom
8:01am (MST)	8:17am (MST)	0.27	WTR > WTR - Booster Station & Well Logs
8:17am (MST)	9:15am (MST)	0.97	SWR > SWR - Auger Room Maintenance
9:15am (MST)	1:59pm (MST)	4.73	EQP > EQP - Grader Maintenance
NOTES: put wing on			
November 20, 2023			8.30
7:54am (MST)	8:02am (MST)	0.13	PARK > PARK - Restroom
8:02am (MST)	8:16am (MST)	0.23	WTR > WTR - Booster Station & Well Logs
8:16am (MST)	8:29am (MST)	0.22	SWR > SWR - Auger Room Maintenance
8:29am (MST)	9:09am (MST)	0.67	MTG > MTG - Staff Meeting
9:09am (MST)	11:43am (MST)	2.57	WTR > WTR - Meter Reading
11:43am (MST)	1:20pm (MST)	1.62	SWR > SWR - System Maintenance
1:20pm (MST)	3:17pm (MST)	1.95	PW > PW - City Shop > Shop
NOTES: odd jobs			
3:17pm (MST)	4:12pm (MST)	0.92	SWR > SWR - System Maintenance
NOTES: get pressure gauge and hose connected to the new Ball			
November 21, 2023			8.23
7:46am (MST)	7:57am (MST)	0.18	PARK > PARK - Restroom
7:57am (MST)	8:00am (MST)	0.05	SWR > SWR - Sewer Logs
8:00am (MST)	8:03am (MST)	0.05	SWR > SWR - Sewer Testing
8:03am (MST)	9:11am (MST)	1.13	SWR > SWR - Auger Room Maintenance
9:11am (MST)	9:33am (MST)	0.37	STRTS > STRTS - Pot Hole Repair
9:33am (MST)	10:08am (MST)	0.58	WTR > WTR - Meter Reading
NOTES: meter troubleshooting			
10:08am (MST)	10:19am (MST)	0.18	SWR > SWR - Auger Room Maintenance
NOTES: prepping for integrity			
10:19am (MST)	10:57am (MST)	0.63	WTR > WTR - Meter Reading
10:57am (MST)	12:14pm (MST)	1.28	IND > IND - Industrial Park Maintenance
12:14pm (MST)	1:09pm (MST)	0.92	SWR > SWR - Sewer Testing

1:09pm (MST)	1:35pm (MST)	0.43	WTR > WTR - Meter Reading
1:35pm (MST)	4:00pm (MST)	2.42	IND > IND - Industrial Park Maintenance

November 22, 2023**8.22**

7:43am (MST)	8:03am (MST)	0.33	PARK > PARK - Restroom
8:03am (MST)	8:18am (MST)	0.25	WTR > WTR - Booster Station & Well Logs
8:18am (MST)	8:49am (MST)	0.52	SWR > SWR - Auger Room Maintenance
8:49am (MST)	3:09pm (MST)	6.33	IND > IND - Industrial Park Maintenance
NOTES: build water tank holder			
3:09pm (MST)	3:56pm (MST)	0.78	PW > PW - City Shop > Shop
NOTES: moving decorations			

November 24, 2023**3.77**

7:58am (MST)	8:09am (MST)	0.18	PARK > PARK - Restroom
8:09am (MST)	8:29am (MST)	0.33	WTR > WTR - Booster Station & Well Logs
8:29am (MST)	9:32am (MST)	1.05	SWR > SWR - Auger Room Maintenance
11:53am (MST)	2:05pm (MST)	2.20	PARK > PARK - Maintenance

November 27, 2023**8.07**

7:47am (MST)	7:53am (MST)	0.10	PARK > PARK - Restroom
7:53am (MST)	8:04am (MST)	0.18	WTR > WTR - Booster Station & Well Logs
8:04am (MST)	8:20am (MST)	0.27	SWR > SWR - Auger Room Maintenance
8:20am (MST)	9:12am (MST)	0.87	MTG > MTG - Staff Meeting
9:12am (MST)	9:58am (MST)	0.77	WTR > WTR - Meter Reading
NOTES: meter troubleshooting			
9:58am (MST)	10:51am (MST)	0.88	WTR > WTR - Leak Letters
NOTES: Red door notice			
10:51am (MST)	11:06am (MST)	0.25	STRTS > STRTS - Sign Maintenance / Replacement
11:06am (MST)	3:51pm (MST)	4.75	PARK > PARK - Maintenance

November 28, 2023**8.43**

7:51am (MST)	8:02am (MST)	0.18	PARK > PARK - Restroom
8:02am (MST)	8:05am (MST)	0.05	SWR > SWR - Sewer Logs
8:05am (MST)	8:58am (MST)	0.88	SWR > SWR - Auger Room Maintenance
8:58am (MST)	10:20am (MST)	1.37	PARK > PARK - Maintenance
NOTES: moving bench			
10:20am (MST)	12:18pm (MST)	1.97	EQP > EQP - Grader Maintenance
12:18pm (MST)	12:42pm (MST)	0.40	WTR > WTR - Service Call
NOTES: shut off			
12:42pm (MST)	4:17pm (MST)	3.58	EQP > EQP - Grader Maintenance

November 29, 2023**9.17**

7:50am (MST)	8:14am (MST)	0.40	PARK > PARK - Restroom
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8:14am (MST)	8:33am (MST)	0.32	WTR > WTR - Booster Station & Well Logs
8:33am (MST)	9:33am (MST)	1.00	SWR > SWR - Auger Room Maintenance
NOTES: prep for integrity			
9:33am (MST)	5:00pm (MST)	7.45	EQP > EQP - Grader Maintenance

November 30, 2023 **8.07**

7:48am (MST)	7:57am (MST)	0.15	PARK > PARK - Restroom
7:57am (MST)	8:00am (MST)	0.05	SWR > SWR - Sewer Logs
8:00am (MST)	8:36am (MST)	0.60	SWR > SWR - Auger Room Maintenance
8:36am (MST)	8:58am (MST)	0.37	WTR > WTR - Leak Letters
NOTES: Red door notice			
8:58am (MST)	9:31am (MST)	0.55	PARK > PARK - Maintenance
NOTES: lights			
9:31am (MST)	12:09pm (MST)	2.63	EQP > EQP - Loader Maintenance
NOTES: chains			
12:09pm (MST)	2:59pm (MST)	2.83	EQP > EQP - Grader Maintenance
NOTES: chains			
2:59pm (MST)	3:52pm (MST)	0.88	EQP > EQP - Loader Maintenance

Jessica Gerke

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	2.52							2.52	
Friday	11/17/2023	3.43							3.43	
Saturday	11/18/2023								0.00	
Total Week		5.95	0.00	0.00	0.00	0.00	0.00	0.00	5.95	
Sunday	11/19/2023								0.00	
Monday	11/20/2023								0.00	
Tuesday	11/21/2023								0.00	
Wednesday	11/22/2023								0.00	
Thursday	11/23/2023								0.00	
Friday	11/24/2023								0.00	
Saturday	11/25/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	5.54							5.54	
Tuesday	11/28/2023							4.08	4.08	
Wednesday	11/29/2023						4.78		4.78	
Thursday	11/30/2023				5.81				5.81	
Friday									0.00	
Saturday									0.00	
Total Week		5.54	0.00	0.00	5.81	0.00	4.78	4.08	20.21	
Total Pay Period		11.49	0.00	0.00	5.81	0.00	4.78	4.08	26.16	

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

11/16/2023 to 11/30/2023

Regular	PTO	OT	DT	To	Item 14.
11.49	0.00	0.00	0.00	11.49	

Time in	Time out	Duration	
November 16, 2023			2.52
10:37am (MST)	1:08pm (MST)	2.52	STRTS > STRTS - Grading / Blading
November 17, 2023			3.43
10:19am (MST)	1:45pm (MST)	3.43	EQP > EQP - Grader Maintenance
November 27, 2023			5.54
11:04am (MST)	2:51pm (MST)	3.78	STRTS > STRTS - Grading / Blading
2:51pm (MST)	4:36pm (MST)	1.75	EQP > EQP - Parts Run

Dana Kautz

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	2.58							2.58	
Friday	11/17/2023								0.00	
Saturday	11/18/2023								0.00	
Total Week		2.58	0.00	0.00	0.00	0.00	0.00	0.00	2.58	
Sunday	11/19/2023								0.00	
Monday	11/20/2023								0.00	
Tuesday	11/21/2023								0.00	
Wednesday	11/22/2023								0.00	
Thursday	11/23/2023								0.00	
Friday	11/24/2023								0.00	
Saturday	11/25/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	2.77							2.77	
Tuesday	11/28/2023								0.00	
Wednesday	11/29/2023	2.68							2.68	
Thursday	11/30/2023	1.35							1.35	
Friday									0.00	
Saturday									0.00	
Total Week		6.80	0.00	0.00	0.00	0.00	0.00	0.00	6.80	
Total Pay Period		9.38	0.00	0.00	0.00	0.00	0.00	0.00	9.38	

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

11/16/2023 to 11/30/2023

Regular	PTO	OT	DT	To
9.38	0.00	0.00	0.00	9.38

Item 14.

Time in	Time out	Duration	
November 16, 2023			2.58
12:40pm (MST)	3:15pm (MST)	2.58	ADM > ADM - Customer Relations
November 27, 2023			2.77
12:34pm (MST)	3:20pm (MST)	2.77	ADM > ADM - Customer Relations
November 29, 2023			2.68
1:10pm (MST)	3:51pm (MST)	2.68	ADM > ADM - Customer Relations
November 30, 2023			1.35
12:50pm (MST)	2:11pm (MST)	1.35	ADM > ADM - Customer Relations

Kyla Gardner

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	7.88							7.88	
Friday	11/17/2023								0.00	
Saturday	11/18/2023								0.00	
Total Week		7.88	0.00	0.00	0.00	0.00	0.00	0.00	7.88	
Sunday	11/19/2023								0.00	
Monday	11/20/2023	7.58							7.58	
Tuesday	11/21/2023	7.38							7.38	
Wednesday	11/22/2023	7.37							7.37	
Thursday	11/23/2023					8.00			8.00	
Friday	11/24/2023								0.00	
Saturday	11/25/2023								0.00	
Total Week		22.33	0.00	0.00	0.00	8.00	0.00	0.00	30.33	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	10.38							10.38	
Tuesday	11/28/2023	7.77							7.77	
Wednesday	11/29/2023	7.73							7.73	
Thursday	11/30/2023	8.25							8.25	
Friday									0.00	
Saturday									0.00	
Total Week		34.13	0.00	0.00	0.00	0.00	0.00	0.00	34.13	
Total Pay Period		64.34	0.00	0.00	0.00	8.00	0.00	0.00	72.34	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Kyla Gardner

11/16/2023 to 11/30/2023

Regular	PTO	OT	DT	To	Item 14.
64.35	0.00	0.00	0.00	64.35	

Time in	Time out	Duration	
November 16, 2023			7.88
7:42am	3:35pm	7.88	ADM > ADM - Customer Relations
November 20, 2023			7.58
7:44am	3:19pm	7.58	ADM > ADM - Customer Relations
November 21, 2023			7.38
7:44am	3:07pm	7.38	ADM > ADM - Customer Relations
November 22, 2023			7.37
7:43am	3:05pm	7.37	ADM > ADM - Customer Relations
November 27, 2023			10.38
7:47am	3:35pm	7.80	ADM > ADM - Customer Relations
5:50pm	8:25pm	2.58	MTG > MTG - Council Meeting
November 28, 2023			7.77
7:41am	3:27pm	7.77	ADM > ADM - Customer Relations
November 29, 2023			7.73
7:44am	3:28pm	7.73	ADM > ADM - Customer Relations
November 30, 2023			8.25
7:40am	3:55pm	8.25	ADM > ADM - Customer Relations

Brianna Hoxie

Pay Period

11/16/2023 to

11/30/2023

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	11/16/2023	7.35							7.35	
Friday	11/17/2023								0.00	
Saturday	11/18/2023								0.00	
Total Week		7.35	0.00	0.00	0.00	0.00	0.00	0.00	7.35	
Sunday	11/19/2023								0.00	
Monday	11/20/2023	7.42							7.42	
Tuesday	11/21/2023	7.55							7.55	
Wednesday	11/22/2023	7.45							7.45	
Thursday	11/23/2023					8.00			8.00	
Friday	11/24/2023								0.00	
Saturday	11/25/2023								0.00	
Total Week		22.42	0.00	0.00	0.00	8.00	0.00	0.00	30.42	
Sunday	11/26/2023								0.00	
Monday	11/27/2023	2.43							2.43	
Tuesday	11/28/2023	7.42							7.42	
Wednesday	11/29/2023	7.37							7.37	
Thursday	11/30/2023	7.43							7.43	
Friday									0.00	
Saturday									0.00	
Total Week		24.65	0.00	0.00	0.00	0.00	0.00	0.00	24.65	
Total Pay Period		54.42	0.00	0.00	0.00	8.00	0.00	0.00	62.42	

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:

Brianna Hoxie

11/16/2023 to 11/30/2023

Regular **54.42** PTO **0.00** OT **0.00** DT **0.00** To **54.42** Item 14.

Time in	Time out	Duration	
November 16, 2023			7.35
7:53am	3:14pm	7.35	ADM > ADM - Customer Relations
November 20, 2023			7.42
7:51am	3:16pm	7.42	ADM > ADM - Customer Relations
November 21, 2023			7.55
7:38am	3:11pm	7.55	ADM > ADM - Customer Relations
November 22, 2023			7.45
7:47am	3:14pm	7.45	ADM > ADM - Customer Relations
November 27, 2023			2.43
5:49pm	8:15pm	2.43	MTG > MTG - Council Meeting
November 28, 2023			7.42
7:50am	3:15pm	7.42	ADM > ADM - Customer Relations
November 29, 2023			7.37
7:46am	3:08pm	7.37	ADM > ADM - Customer Relations
November 30, 2023			7.43
7:52am	3:18pm	7.43	ADM > ADM - Customer Relations

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, October 23, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

ROLL CALL / PLEDGE OF ALLEGIANCE

Present at City Hall were Council Members Jeff Parnett, Josh Carr, Troy Black, Shiloh Ryker, and Mayor Julie Good.

Staff present at City Hall were Kyla Gardner and Brianna Hoxie. City Attorney Dick Stubbs was present via zoom.

Public Present at City Hall were Kristie Scott, Bill & Donna Brown, Dave Elledge, Lawanna Brown, Dollie Black, John Keehner, and Nikki Crogh. Ian Hoffman and Drew Dodson joined via zoom.

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

Kyla Gardner read the mission statement.

PUBLIC INPUT

There was no public input.

REPORTS

Mayor's Report

See Attached

DISCUSSION ITEMS

Short Term RV Use Permit Application

- The City Council went over the short term RV use permit and decided that it was good. No changes needed.

PUBLIC HEARINGS

Public Hearing- Crossroads Lots 4-6- Design Review

Opening of the Hearing

Mayor Good opened the hearing at 6:36 P.M.

Applicant Presentation

David Elledge gave a presentation on the project with changes in the design to fit what the City Council had requested. Ian Hoffman was also present to answer questions about the structure of the building and any landscaping questions.

Testimony

Jon Keehner 3100 Highway 55 New Meadows Idaho spoke on the Crossroads project as to what he would like to see happen with making this project a great place to rent. He would like to see it a pet friendly environment. Jon would also like to see that they are using local equipment and supplies as they start to build so it is giving back to the community in full.

NEW MEADOWS CITY COUNCIL MEETING MINUTES

HELD MONDAY, October 23, 2023 AT 6:30 P.M.

CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Final Questions from Governing Body

Council member Black was concerned with EMS not being able to have an alternate access route to get out, in case of an emergency.

Mayor Good asked about the landscaping barrier and snow cleats.

Close of the Public Hearing

Mayor Good closed Hearing at 7:02 P.M

Public Hearing – 309 S Heigho- Design Review

Opening of the Hearing

Mayor Good opened the hearing at 7:02 P.M.

Applicant Presentation

Bill & Donna Brown presented an update presentation on what the project will look like.

Testimony Opposed to the Application

Nikki Crogh of 217 Peterson Memorial Ave spoke on behalf of her father in law who lives at 308 S Heigho with concerns on where the snow will be stored and if they will be long term or short term rentals.

Final Questions from Governing Body

No Questions

Close of the Public Hearing

Mayor Good Closed the Public Hearing at 7:12 PM

Public Hearing – 309 S Heigho- Conditional Use Permit

Opening of the Hearing

Mayor Good opened the hearing at 7:12 P.M.

Mayor Good gave a review of the Conditional Use Permit.

Testimony

No Public input

Final Questions from Governing Body

No Questions

Close of the Public Hearing

Mayor Good closed the public hearing at 7:14 PM

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, October 23, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

ACTION ITEMS

Design Review- Crossroads Lots 4-6

- Council Member Ryker moved to approve the Design Review for Crossroads Lots 4-6 with the stipulations requiring a landscaping barrier on the part of property that touches Hwy 55 and a secondary exit plan for emergency vehicles which will be confirmed between David Elledge, Mayor Good and Council Member Black. Council Member Parnett seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Design Review- 309 S. Heigho

- Council Member Ryker moved to approve the Design Review for 309 S Heigho with the condition that the garage is painted to match the tiny homes, and the old foundation is removed by October 23, 2024. Removal of the shed, foundations placed around the home and gravel driveways are to be completed within 90 days. Council member Carr seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Conditional Use Permit- 309 S. Heigho

- Council Member Ryker moved to approve the Conditional Use Permit for 309 S Heigho to put tiny homes in the R2 zone with the stipulation that it cannot be rented daily weekly or for less than 30 days and the CUP will expire on October 23, 2027. Council Member Parnett seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Lot Line Adjustment- 309 S Heigho

- Council Member Ryker moved to approve the Lot Line Adjustment at 309 S Heigho making it four fairly even parcels of 78.5 feet by 60 feet. Council member Parnett seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Brown's Mountain Recycling CUP Determination

- Council member Carr moved to acknowledge the violation of the Brown's Mountain Recycling CUP. Council Member Parnett seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Back-up Operator Contract – Warren Drake

- Council Member Parnett moved to approve the Back-up Operator Contract with Warren Drake. Council Member Carr seconded the motion. Roll Call Vote Parnett- yes, Carr- yes, Ryker- yes Black- yes. Motion carried.

Secondary Employment Agreement – Brianna Hoxie

- Council Member Ryker moved to approve a secondary employment agreement for Brianna Hoxie. Council member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Ordinance 397-2023 Bond Ordinance

- Council Member Carr moved to introduce Ordinance 397-2023 Bond Ordinance, and suspend the rules requiring three separate readings on three separate days and read by

NEW MEADOWS CITY COUNCIL MEETING MINUTES

HELD MONDAY, October 23, 2023 AT 6:30 P.M.

CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

title only once. Council member Parnett Seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

- City Clerk Gardner Read by Title only.
- Council Member Carr moved to approve Ordinance 397-2023 Bond Ordinance. Council Member Parnett Seconded. Roll Call Vote Ryker- yes, Black- yes, Parnett-yes Carr-yes. Motion carried.

Ordinance TBD-2023 Zoning Amendment – Tiny Homes

- Council Member Black moved to introduce Ordinance TBD-2023 Zoning Amendment – Tiny Homes, and suspend the rules requiring three separate readings on three separate days and read by title only once and change the verbiage on letter H. Council Member Carr seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.
- City Clerk Gardner Read by Title only.
- Council Member Black moved to approve Ordinance TBD-2023 Zoning Amendment – Tiny Homes and change the verbiage on letter H. Council Member Ryker seconded. Roll Call Vote Ryker- yes, Black- yes, Parnett-yes Carr-yes. Motion carried.

Ordinance TBD-2023 Yard Amendment

- Council Member Parnett moved to introduce Ordinance TBD-2023 Yard Amendment, and suspend the rules requiring three separate readings on three separate days and read by title only once. Council Member Carr seconded. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.
- City Clerk Gardner Read by Title only.
- Council Member Parnett moved to approve Ordinance TBD-2023 Yard Amendment. Council Member Black seconded. Roll Call Vote Ryker- yes, Black- yes, Parnett-yes Carr-yes. Motion carried.

Torch Towing Heaters

- Council Member Carr moved to approve the bid by All Season for Torch Towing Heaters at the Industrial Park. Council Member Ryker seconded the motion. Roll Call Vote Ryker-yes, Parnett-yes Carr-yes. Motion carried.
- Council Member Black abstained from voting due to conflict of interest.

Displacement RV Use Permit- Brown

- Tabled

Surplus Property Declaration & Bid

- Council Member Ryker moved to put the surplus property from the old meat shop and old county shop as a package deal and put it out for bid, Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

CONSENT AGENDA

City Clerk Gardner polled the City Council to confirm they had reviewed the minutes.

The Consent Agenda included September 25th and October 10th, 2023 meeting minutes, Paid & Pending Claims approval list.

NEW MEADOWS CITY COUNCIL MEETING MINUTES

HELD MONDAY, October 23, 2023 AT 6:30 P.M.

CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

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

FUTURE MEETING TOPICS

Future meeting topics included, Water Rate Review, Field trip, RV Use Permit, drawing Industrial park sign Hunters design, flags on Miller and Virginia, Chamber of commerce, definition long term and short term housing.

ADJOURNMENT

The meeting was adjourned at 8:45 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

DRAFT

NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, November 13, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

ROLL CALL / PLEDGE OF ALLEGIANCE

Present at City Hall were Council Members Jeff Parnett, Troy Black, Josh Carr, and Shiloh Ryker. Mayor Julie Good was present via zoom.

Staff present at City Hall were Kyla Gardner, Hunter Brown, and Brianna Hoxie. City Attorney Dick Stubbs was present via zoom.

Public Present at City Hall were Ken & Nikki Crogh, Leandra Smith, Kristi Scott, and Darbey Edwards

Council President Ryker opened the meeting at 6:34 P.M. and led the Pledge of Allegiance.

Kyla Gardner did roll call and read the Mission Statement.

PUBLIC INPUT

- No Public input.

REPORTS

Mayor's Report

- See Attached

Staff Reports

- Staff reports were reviewed by the Council. Hunter Brown was present to tell council members what he was working on for the dump truck.

Parks and Rec Meeting Minutes

- The Council reviewed the minutes from the Parks & Recreation Committee.

ACTION ITEMS

Surplus Property Bid Approval

- Council Member Carr moved to accept the bid from Kristi Scott for the surplus property in the amount of 1,600\$, Council member Parnett seconded the motion. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

Displacement RV Use Permit- Smith

- Council Member Parnett moved to approve the displacement RV use permit for Smith. Council Member Carr seconded the motion. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

Equipment Purchase

- Council Member Carr moved to purchase a 272 C Cat Skid Steer for \$38,000 from Bear Loper. Council Member Parnett seconded the motion. Roll Call Vote Black- Yes, Ryker- yes, Parnett- yes, and Carr- yes. Motion carried.

**NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, November 13, 2023 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

CONSENT AGENDA

The Consent Agenda included October 2023 Payroll, and Paid & Pending Claims and September 2023 Financials.

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

FUTURE MEETING TOPICS

Future meeting topics included Public Hearing for Recycling center CUP, A displacement RV Permit, and transportation plan update resolution. City Council water project tour will take place at the next meeting.

ADJOURNMENT

The meeting was adjourned at 6:58 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

For dates posted from 11/29/23 to 12/07/23
* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6040		580	4 Corner Communications IT: MSP-T1 - Basic November 2023, Icloud for temp park camera, 50% cost for booster cameras and well site security cameras	6,860.38	****							
		3619	12/01/23 IT Professional Support	166.66			1		41100	327		10102
		3619	12/01/23 IT Professional Support (W)	166.67			60		43320	327		10102
		3619	12/01/23 IT Professional Support (SWR)	166.67			65		43220	327		10102
		3598	11/07/23 Well # 3 Camera 50%	1,348.00*			60		43330	826		10102
		3600	11/07/23 Well #5 Camera 50%	2,465.63*			60		43330	826		10102
		3597	11/07/23 Booster Station Cam 50%	2,546.75			60	67	43331	885		10102
			Total for Vendor:	6,860.38								
6023		563	Adams County Prosecuting December 2023 Prosecutions	1,500.00								
		1062	12/05/23 Municipal Prosecutions- Dec	1,500.00			1		41400	312		10102
			Total for Vendor:	1,500.00								
6034		25	Analytical Labs, Inc. 2308703 11/30/23 Water Sampling / Testing	604.05			60		43320	745		10102
		2308704	11/30/23 Sewer Sampling / Testing	171.80			65		43220	745		10102
		2307881	10/31/23 Sewer Sampling/ Testing	1,268.51			65		43220	745		10102
		2307044	09/30/23 Sewer Sampling/Testing	653.40			65		43220	745		10102
		2307043	09/30/23 Water Sampling/Testing	65.40			60		43320	745		10102
		2307880	10/31/23 Water Sampling/Testing	640.15			60		43320	745		10102
			Total for Vendor:	3,403.31								
6025		1	C & M Lumber Co, Inc 11/25/23 Water	1,672.69			60		43320	324		10102
		11/25/23	Shop - Water	70.95			60		43320	324		10102
		11/25/23	Shop - Sewer	105.71			65		43220	324		10102
		11/25/23	Shop - Streets	105.71			1		41500	324		10102
		11/25/23	Streets	105.70			1		41500	324		10102
		11/25/23	Park	248.17			1		41600	324		10102
		11/25/23	Ind Park	854.56*			1		43100	350		10101
		11/25/23	Pound	133.39			63		43100	350		10101
			Total for Vendor:	1,672.69								

For dates posted from 11/29/23 to 12/07/23
* ... Over spent expenditure

For the Accounting Period: 12/23

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6035	E	253	Christensen Inc. dba United Oil	176.61	****							
		1034288	11/30/23 Fuel - Grader - Streets	58.87			1	41500		630		10102
		1034288	11/30/23 Fuel - Grader - Water	58.87			60	43320		630		10102
		1034288	11/30/23 Fuel - Grader - Sewer	58.87			65	43220		630		10102
			Total for Vendor:	176.61								
6032		29	City of New Meadows	627.98								
		025-00	12/01/23 Chlorinator Room	14.31			65	43220		339		10102
		310-00	12/01/23 Park Irrigation	14.30			1	41600		332		10102
		309-00	12/01/23 Park Restrooms	76.05			1	41600		331		10102
		014-00	12/01/23 Industrial Park	233.51			63	43100		331		10102
		364-00	12/01/23 Auger Room	107.48			65	43220		338		10102
		126-00	12/01/23 City Hall	77.68			1	41100		331		10102
		015-00	12/01/23 Skate Park	14.30			1	41600		332		10102
		012-00	12/01/23 Recycle Center	14.30			1	41600		332		10102
		060-00	12/01/23 Ambulance Shed	76.05			1	41100		331		10102
			Total for Vendor:	627.98								
6038		690	Clearwater Financial, LLC	11,600.00	****							
		Annual	retainer, comp facilities plan, Water rate study	10,000.00			1	41150		324		10102
		3065	10/31/23 Annual Retainer	800.00			1	41150		324		10102
		3065	10/31/23 Rate Study	800.00			1	41150		324		10102
			Total for Vendor:	11,600.00								
6036	E	526	Coastline Equipment	19.75	****							
		parts					1	41500		350		10102
		1078043	11/27/23 Backhoe Maint (G)	6.59			60	43320		350		10102
		1078043	11/27/23 Backhoe Maint (W)	6.58			65	43220		350		10102
		1078043	11/27/23 Backhoe Maint (SWR)	6.58								
			Total for Vendor:	19.75								
6033	E	405	CORE & MAIN LP	1,956.16	****							
		Sewer	Parts, Water Parts & Registers	773.04			65	43220		324		10102
		S822591	11/30/23 Sewer Parts (SWR)	507.00			60	43320		324		10102
		T021131	11/30/23 Water Parts (WTR)									

For dates posted from 11/29/23 to 12/07/23
* ... Over spent expenditure

For the Accounting Period: 12/23

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		T155163	11/30/23 Register (WTR)	368.12			60		43332	324		10102
		U011674	11/30/23 Register (WTR)	308.00			60		43332	324		10102
			Total for Vendor:	1,956.16								
			*** Claim from another period (11/23) ****	400.00								
6026			495 Drake Diversified LLC									
			Monthly Back-up Operator November 2023				60		43320	310		10102
		1844	12/01/23 NOV 2023 H2O Back-up Operator	200.00			65		43220	310		10102
		1844	12/01/23 NOV 2023 SWR Back-up Operator	200.00								
			Total for Vendor:	400.00								
6028			641 High Mountain Cleaning &									
			OFFICE CLEANING / CITY HALL 11/10/23, 11/26/23	75.25			1		41100	324		10102
			10704 12/03/23 OFFICE CLEANING / CITY HALL	75.25								
			Total for Vendor:	75.25								
6027	E		150 Lake Shore Disposal	275.20								
		26495444s2	12/01/23 Garbage - General	68.80			1		41100	324		10102
		26495444s2	12/01/23 Garbage - Water	68.80			60		43320	324		10102
		26495444s2	12/01/23 Garbage - Sewer	68.80			65		43220	324		10102
		26495444s2	12/01/23 Garbage - Industrial Park	68.80*			63		43100	324		10102
			Total for Vendor:	275.20								
			*** Claim from another period (11/23) ****	60.00								
6037			277 May Hardware									
			Booster Station and Well Keys									
		88741	11/20/23 Booster/Well Keys	60.00			60		43320	324		10101
			Total for Vendor:	60.00								
			*** Claim from another period (11/23) ****	39,120.61								
6041			571 Mountain Waterworks, Inc									
			Pay request # ARPA 09									
		7539	10/31/23 Task 7 - Prof Services	25,965.26*			60	67	43331	319		10102
		7539	10/31/23 Task 5 - Construction	13,155.35*			60	67	43331	319		10102
			Total for Vendor:	39,120.61								
			*** Claim from another period (11/23) ****	2,000.00								
6030			642 Raven Waterworks, LLC									
			Monthly Operator / Sewer Assistance				60		43320	352		10102
		231203	12/01/23 NOV 2023 H2O Operator	1,000.00			65		43220	352		10102
		231103	12/01/23 NOV 2023 SWR Operator	1,000.00								
			Total for Vendor:	2,000.00								

For dates posted from 11/29/23 to 12/07/23
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Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6024	E	543	Rocky Mountain Print Solutions	101.12	****							
		231116-120	11/27/23 Tax Documents	101.12			1		41100	610		10102
			Total for Vendor:	101.12								
6031		659	SMS Inc.	60.00	****							
		384426	11/17/23 Shipping (WTR)	30.00			60		43320	620		10102
		361266	11/22/23 Shipping (SWR)	30.00			65		43220	620		10102
			Total for Vendor:	60.00								
6042		687	TCG Construction, Inc	146,157.00	****							
		DW1809	Pay request ARPA 9 TCG Pay app # 12	79,072.02			60	67	43331	885		10102
		12	11/08/23 Booster Station				60		43331	829		10102
		12	11/08/23 Distribution lines									
			Total for Vendor:	225,229.02								
6039	E	436	US Bank	983.08	****							
		GOOGLE	11/27/23 Email (Gen)	70.20			1		41100	709		10102
		GOOGLE	11/27/23 Email (IND)	70.20			63		43100	709		10102
		GOOGLE	11/27/23 Email (WTR)	70.20			60		43320	709		10102
		GOOGLE	11/27/23 Email (SWR)	70.20			65		43220	709		10102
		TSHEETS	11/27/23 TSHEETS (GEN)	25.33			1		41100	709		10102
		TSHEETS	11/27/23 TSHEETS (WTR)	25.34			60		43320	709		10102
		TSHEETS	11/27/23 TSHEETS (SWR)	25.33			65		43220	709		10102
		phones	11/27/23 8x8 phones (GEN)	33.46			1		41100	308		10102
		phones	11/27/23 8x8 phones (WTR)	33.47			60		43320	308		10102
		phones	11/27/23 8x8 phones (SWR)	33.47			65		43220	308		10102
		supplies	11/27/23 ADOBE	19.99			1		41100	709		10102
		domain	11/27/23 land1 Domain	3.00			1		41100	709		10102
		PRK	11/27/23 Park rst hrs sign	23.98*			1		41600	324		10102
		PRK	RSTR 11/27/23 Park Bathroom part	315.82*			1		41600	324		10102
		SRTS	11/27/23 Engine Brake Sign	161.50			1		41500	324		10102
		postage	11/27/23 Postage USPS	1.59			1		41100	620		10102
			Total for Vendor:	983.08								
			# of Claims	19								
			Total:	296,121.16								
			Total Electronic Claims	3,511.92								
			Total Non-Electronic Claims	292609.24								
			# of Vendors	13								

