



# City Council Regular Meeting Agenda

Monday, July 10, 2023 at 6:30 PM  
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/82478823453?pwd=SmJJZnFycmRZMGMV2VmpyZDZ0cjJxUT09>

Call in: 669-444-9171

Meeting ID: 824 7882 3453

Password: 013780

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

1. Reading of the Mission Statement

## **PUBLIC INPUT**

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

## **PRESENTATION**

### **REPORTS**

2. Mayor's Report
3. Staff Reports
4. Water Project Update

### **TRAINING**

5. Bidding Process - Dick Stubbs

### **DISCUSSION ITEMS**

6. City Code 10-11-2: Fence Height 316 N Heigho: Pearce
7. Water/Sewer Connections for Multi-family Units
8. Budget Review - Sewer Fund

### **ACTION ITEMS**

9. Lot Split - 216 / 300 S Morgan
10. Demolition Bid Award - Old County Shop
11. Resignation Acceptance - Goodwin
12. Integrity Inspection Solutions Quote
13. Intern Contract
14. Water Connection Form

### **CONSENT AGENDA**

15. Paid & Pending Claims
16. June 26, 2023 Meeting Minutes
17. June 2023 Payroll

### **FUTURE MEETING TOPICS**

### **ADJOURNMENT**

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

City of New Meadows Mission Statement:

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

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

July

**TASKS COMPLETED**

- Filing Payroll
- Claims Review
- May Bank Reconciliations
- May Financial Reports
- FY 2022 Quarter 4 Financial Report
- Yearly Local Government Central Registry (LSO)
- Budget Journal Vouchers
- Budget Prep

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

July 2023

**TASKS COMPLETED**

Claims  
Payroll  
Email Billing  
Ach Payments  
Monthly invoices & Will serves.  
Housing Trust, Leadership Academy, Chamber Meetings, Council Meeting Prep  
Letter of intent for workforce development grant,  
Grass and Weeds Letters

**PROJECTS IN PROGRESS**

Water Project Updates /Construction Meetings (Weekly)  
Water Project Budget Meetings  
Planning and Zoning meetings with potential developers/ Builders  
FY 24 Budget  
Website Updates  
Youth Center Grant Research/workforce development grant  
Working with Airbridge and 4 Corners to set up internet and security cameras at the City Park

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Angie Mettie

**DEPARTMENT**

Admin

**MONTH**

June 2023

**TASKS COMPLETED**

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Well Log Records
- Rabies Vacc. updates
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- Flyers
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

**PROJECTS IN PROGRESS**

- Updating / Amending resolutions and ordinances for Council Meetings
- Filing and scanning of old documents
- Water Meter Account updates
- Parks projects: fundraisers, bike-a-thon, softball tournament
- Utility Application scanning/filing
- Baseball – T-ball end of season Parties
- Baseball Team Photos
- Parks & Rec Committee
- Updating well log records
- Filing of sewer test reports
- Building Permit QTRLY reports

**CHALLENGES / ISSUES**

- One grass complaint
- Several dog at large complaints

**COMMUNITY INPUT & COMMENTS**

- Thank you for helping to find leaks!
- Several inquiries about RVs in city limits

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Ivan McDaniel

DEPARTMENT

Public works

MONTH

June

## TASKS COMPLETED

- Cory fisher new meter
- Completed first part of cdl stuff
- Various mowing and weed eating around town
- Pothole repair
- Assist seepage test
- Repaired a broken water saddle

## PROJECTS IN PROGRESS

- Culvert
- Dog pound upgrades
- Industrial park wall
- Exercise valves
- Replace meter receivers
- Repair city hall toilet

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Jessie

DEPARTMENT

Public works

MONTH

June

## TASKS COMPLETED

- Bladed all roads
- Dust abatement applied
- Cold patch asphalt on Norris
- Corey Fisher new service line
- Joe Sullivan new service line
- Hauling Gravel for roads and water lines
- On the phone ordering and organizing for projects

## PROJECTS IN PROGRESS

- New culvert on Norris
- Possible storm drain/culvert collapse on S. Commercial
- Blade alley ways
- Build last part of Cedric
- Make a catch basin for the hole left at the motel
- Cut down irrigation clean out on Taylor
- City Hall sidewalk drainage

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS

# PROCUREMENT MANUAL



ASSOCIATION OF IDAHO CITIES  
3100 S VISTA AVE #201  
BOISE, IDAHO 83705

(208) 344-8594  
IDAHO CITIES.ORG



# 2023



# Procurement

*July 2023*

**Association of Idaho Cities**  
**3100 S. Vista Ave. Ste. 201**  
**Boise, ID 83705**  
**Tel. (208) 344-8594 or (800) 344-8594**  
**Fax (208) 344-8677**  
**[www.idahocities.org](http://www.idahocities.org)**

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This manual is intended to acquaint Idaho’s city officials with procedures and requirements for the acquisition of goods, services and public works construction in compliance with Idaho law. Procedures vary for bidding on public works; for purchasing materials and supplies unrelated to public works; and for purchasing architectural, engineering or landscape architectural services. There are also different thresholds that determine whether a city can make purchases without going out for bid. Cities should establish sound policies and processes in the pursuit of efficient and cost-effective procurement that will result in the most beneficial outcome for the city. The overarching theme is practicing good stewardship of public resources.

## **PURCHASES EXEMPT FROM COMPETITIVE BIDDING [I.C. 67-2803](#)**

Cities may participate in cooperative purchasing agreements competitively bid by the federal government, state of Idaho, or another Idaho unit of local government. Other exemptions from competitive bidding include:

- (1) The acquisition of personal property when the procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the state of Idaho, one (1) of its political subdivisions, or an agency of the federal government;
- (2) Contracts or purchases where expenditures to procure public works construction are less than fifty thousand dollars (\$50,000) or where expenditures to procure services or personal property are less than seventy-five thousand dollars (\$75,000), provided such contracts or purchases shall be guided by the best interests of the political subdivision procuring the goods and services as determined by the governing board;
- (3) Disbursement of wages or compensation to any employee, official or agent of a political subdivision for the performance of personal services for the political subdivision;
- (4) Procurement of personal or professional services to be performed by an independent contractor for the political subdivision;
- (5) Procurement of an interest in real property;
- (6) Procurement of insurance;
- (7) Costs of participation in a joint powers agreement with other units of government;
- (8) Procurement of used personal property;
- (9) Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS);
- (10) Procurement of personal property or services through contracts entered into by the division of purchasing of the department of administration of the state of Idaho;
- (11) Procurement of goods for direct resale;
- (12) Procurement of travel and training;
- (13) Procurement of goods and services from Idaho correctional industries;
- (14) Procurement of repair for heavy equipment;
- (15) Procurement of software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law;
- (16) Procurement of public utilities;
- (17) Procurement of food for use in jails or detention facilities; or
- (18) Procurement of used equipment at an auction if authorized by the governing board.

## **PURCHASING SERVICES AND PERSONAL PROPERTY**

Purchasing of services (e.g. janitorial services, landscape maintenance) and personal property (e.g., automobiles, equipment, supplies) follows the process outlined below:

**a) For Purchases Under \$75,000**

If the price of the contract or purchase is estimated to be under \$75,000, the city has the discretion to purchase from any vendor believed to provide the best value. Internal procedures can guide conduct.

**b) For Purchases Between \$75,000 & \$150,000**

- The city must make a written request for bids (by electronic or physical delivery) to at least three vendors. The request should describe: the personal property or services to be purchased or leased; the method(s) for vendors to submit their bids (again, by either electronic or physical delivery); the date and time by which bids must be received by the clerk or other authorized official; and a reasonable time to respond, with a minimum of at least three business days except in an emergency.
- Written objections to specifications or bid procedures must be received by the clerk or other authorized official at least one business day before the bids are scheduled to be received.
- When the bids are received, they are compiled and submitted to the city council (or an official authorized by the council) for approval of the lowest responsive bid or all bids are rejected, and the process starts over again.
- If the city determines that it is impractical or impossible to obtain three bids, the city may acquire the property in any manner the city deems best from the qualified vendor quoting the lowest price. When fewer than three bids are considered, the city must document its efforts to obtain three bids and maintain this documentation, along with the written trail from solicitation to acceptance of bids, for at least six months after the purchase. If two or more vendors tie for the lowest bid, the council or its authorized official may select either vendor at its discretion.

- For Purchases Greater than \$150,000:** The purchase or lease must be made following a competitive sealed bid process from the qualified vendor submitting the lowest bid in compliance with bidding procedures and meeting the city's specifications.

The process begins when the city publishes two notices soliciting bids in the official city newspaper, with the first notice at least two weeks before bid opening and the second notice at least a week prior to bid opening. The notice must succinctly describe the personal property or services to be procured and must state that specifications, bid forms, instructions, contract documents and other information are available upon request to any interested bidder.

Written objections by bidders concerning specifications or bidding procedures must be received by the clerk or other authorized official at least three business days before the scheduled bid opening. The city may require bid security of at least five percent of the amount of the bid. If security is required, a bid may not be considered unless security is provided in the form required by the city, including:

- Cash,
- Cashier's check payable to the city,
- Certified check payable to the city, or
- Bidder's bond executed by a qualified surety company payable to the city.

Any bid received by the city may not be withdrawn after the time set for opening of bids. The sealed bids are opened in public at the date, time and place specified in the published notices and thereafter are compiled and submitted to the city council.

The city council may award the contract to the vendor submitting the lowest responsive bid, reject all bids and go through the process again, or it may decide that the goods or services can be purchased more economically on the open market. If two or more bids are the same and are the lowest responsive bids, the city council may accept either in its discretion. The city council may also preauthorize the purchase of equipment at public auction.

If the city council chooses to award to a bidder other than the apparent low bidder, the council must declare its reasons on the record and must communicate these reasons in writing to all vendors submitting bids. Participating bidders have seven calendar days from the date of transmittal of the notice to respond in writing with their objections. If objections are received, the purchase is stayed while the city council reviews its decision and determines whether to affirm its prior award, modify the award or choose to re-bid, stating its reasons. After completion of the review process, the city may proceed as it determines is in the public interest.

If the successful bidder fails to execute the contract, the bid security may be forfeited to the city at the discretion of the council and the proceeds deposited in a designated fund out of which reasonable expenses of procuring substitute performance are paid. Upon failure or refusal of the successful bidder to execute the contract, the city may award to the next lowest qualified bidder. The lowest bidder's security may be applied by the city to the difference between the two bids. The surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent of the amount of the bidder's security. [I.C. §67-2806](#)

The city may utilize a request for proposal process as an alternative to the competitive bid process for procurement of goods or services for which fixed specifications might preclude discovery of a cost-effective solution, or where a problem may be amenable to several solutions, or price is not the sole determining factor.

Evaluation of vendors can be based on a variety of factors including innovative solutions, unique product features, price, experience, financial stability, the ability to perform contract requirements in a timely or efficient manner, the ability to meet product specifications, product quality or performance records, past vendor performance, future product maintenance or service requirements, and product warranties.

The request for proposal should describe the instructions of the process, the scope of work, the selection criteria, contract terms and the scoring methodology to be applied.

Notification, solicitation and consideration of contests concerning the award of procurement pursuant to a request for proposal shall be in accordance with the minimum requirements established in section 67-2806. Records compiled during the scoring process shall be made available for public inspection when the purchasing recommendation is made to the city council. [I.C. §67-2806A](#)

## **JOINT PURCHASING AGREEMENTS**

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A city may participate in cooperative purchasing agreements with the state of Idaho, other Idaho political subdivisions, other government entities, or associations thereof. Political subdivisions may also participate in

cooperative purchasing programs established by any association that offers its goods or services as a result of competitive solicitation processes. [I.C. §67-2807](#)

## **PURCHASING PUBLIC WORKS CONSTRUCTION – I.C. Title 67, Chapter 28**

Cities are granted express authority to prequalify public works contractors, thus ensuring that contractors have the requisite experience, equipment and personnel to undertake a particular project. Cities are required to use a licensed public works contractor for jobs over \$50,000. The competitive bidding thresholds for public works construction are described below:

- **For Construction Projects Under \$50,000:** The city can purchase from any public works contractor believed to provide the best value. [I.C. §54-1903](#)
- **For Construction Projects Between \$50,000 & \$200,000:** The city must submit a written request (by electronic or physical delivery) for bids, describing the work to be done, to at least three licensed public works contractors selected by the city. The request should also specify the method for contractors to submit their bids (either by electronic or physical delivery) and the date, time and place by which bids must be received. The city must allow a reasonable time for bidders to respond: at least three business days, except in an emergency. Prospective bidders may submit objections to the bidding procedures or specifications up to one business day before bids are scheduled to be received. The city must accept the lowest responsive bid of the licensed public works contractors chosen by the city to submit bids or reject all bids and go through the process again.

If the city finds it is impractical or impossible to obtain three bids, the city may acquire the work in the manner it deems best from the qualified public works contractor quoting the lowest price. When fewer than three bids are considered, the city needs to document its efforts to obtain three bids, along with the written trail from solicitation to acceptance of bids and must keep the documentation for at least six months after the contract is awarded. If two or more contractors submit the same low bid, the city council or its authorized official may select whichever contractor it desires.

- **For Construction Projects Over \$200,000:** There are two options:

Category A: Under this category, the city must accept bids from any licensed public works contractor, and the city may only consider:

- a. The amount of the bid.
- b. The bidder's compliance with administrative requirements.
- c. Whether the bidder holds the requisite public works contractors license.

The city must publish two notices soliciting bids in the official city newspaper, the first at least two weeks before bid opening and the second at least a week before bid opening. The notices must succinctly describe the project to be constructed and inform prospective bidders that specifications, bid forms, instructions, contract documents and other materials are available upon request for a reasonable copying fee.

Written objections to specifications or bidding procedures must be received by the clerk or other authorized official at least three business days before scheduled bid opening. The clerk/authorized official or city council must respond, in writing, to the objector and all other prospective bidders, adjusting the timeframe for submission of bids if necessary.

The city may require bid security of at least five percent of the amount of the bid. If security is required, a bid may not be considered unless security is provided in the form required by the city, which may include:

- Cash,
- Cashier's check payable to the city,
- Certified check payable to the city, or
- Bidder's bond executed by a qualified surety company payable to the city.

Submitted bids must be sealed, with an indication on the outside identifying the project. Any bid received by the city may not be withdrawn after the date and time of bid opening. The sealed bids are opened in public at the date, time and place specified in the published notices and thereafter are compiled and submitted to the city council.

The city council awards the contract to the qualified bidder submitting the lowest responsive bid or may reject all bids and re-bid the project. The city council may also, after determining it to be true, declare that the project can be performed more economically by purchasing goods and services on the open market. If identical bids are submitted and are the low bid, the city council may choose the bidder it prefers. If no bids are received, the city council may procure without further competitive bidding procedures.

If the city council chooses to award to a bidder other than the apparent low bidder, the city council must declare its reasons on the record and must communicate these reasons in writing to all those submitting bids. Participating bidders have seven calendar days from the date of transmittal of the notice to respond in writing with their objections. The procurement is stayed while the city council reviews its decision and determines whether to affirm its prior award, modify the award or choose to re-bid, as it deems to be in the public interest.

If the successful bidder fails to execute the contract, the bid security may be forfeited to the city and the proceeds may be deposited in a designated fund out of which the expenses of procuring substitute performance are to be paid. If the successful bidder refuses or fails to execute the contract, the city may award the contract to the qualified bidder submitting the next lowest responsive bid. If this occurs, the original contractor's security may be applied to the difference between the two bids, and any surplus remaining must be returned to the original contractor if cash or check is used or to the surety on the bidder's bond if a bond is used (less reasonable administrative costs not to exceed twenty-five percent of the amount of the security).

Category B: Under Category B, bidding is open only to those licensed public works contractors meeting the required qualifications established by the city. This process consists of two stages: the first establishing a list of prequalified contractors, and the second where sealed bids are submitted from prequalified contractors.

To start the prequalification process, the city publishes notice of prequalification of contractors twice in the official newspaper, providing a date and time by which statements of qualifications must be received and the standards for evaluating qualifications of prospective bidders. The first publication must be at least two weeks before the deadline and the second publication at least one week before the deadline. The city may establish prequalification standards based on the following criteria:

- Demonstrated technical competence;
- Experience constructing similar facilities;
- The contractor's prior experiences with the city;

- The contractor's available non-financial resources, equipment and personnel as they relate to the particular project; and
- The contractor's overall performance history.

Licensed contractors desiring to be prequalified must submit a written response to the city's request for qualifications. Written objections to prequalification procedures must be received by the clerk or other authorized official at least three business days before statements of qualifications are due. The clerk/authorized official or city council must respond to the objections in writing, to all those seeking to prequalify, adjusting the timeframe for submission of statements of qualifications if necessary.

After reviewing statements of qualifications, the city may select the licensed contractors meeting its criteria. The city must provide a written explanation to any licensed contractor that fails to meet the prequalification standards. Any licensed contractor that fails the prequalification stage can appeal to the city council within seven days after transmittal of the prequalification results. If the council upholds the decision, it must state its reasons on the record. Decisions of the city council may be appealed to the public works contractor licensing board no more than fourteen days following any decision on appeal made by the council. The board must decide the appeal within thirty-five days after an appeal is filed. The appealing contractor and the city can participate in the hearing by either written or oral communication. The board shall not substitute its judgment for that of the city, and the board's review is limited to determining the following:

- Was the city council's decision consistent with the announced prequalification standards?
- Do the prequalification standards meet the requirements of the law?
- Is the council's decision supported by the entirety of the record?

The board must issue its decision in writing, outlining the reasons for its decision. Any licensed contractor deemed unqualified by a decision of the board may seek judicial review of the decision within twenty-eight days after the board's decision. The prequalification process is stayed during a pending appeal to the board, but in no instance for more than forty-nine days after the council's appellate decision.

After the conclusion of the prequalification stage, the bidding stage commences by a notice of the time, date and place of the public opening of bids. If the city is seeking a prequalified prime contractor, the notice is sent to the prequalified prime contractors at least two weeks prior to bid opening. If the city is seeking a prequalified specialty or subordinate contractor, then the notice is published, with the first publication at least two weeks prior to bid opening and the second publication at least one week prior to bid opening. The notice must succinctly describe the project and indicate that copies of specifications, bid forms, instructions, contract documents and general and special instructions are available upon request and payment of a reasonable copying fee.

Sealed bids must be presented to the clerk or other authorized official, with a concise statement on the outside indicating the particular project.

Written objections to the specifications or bidding procedures must be received by the clerk or other authorized official at least three business days before the scheduled bid opening.

The city may require bid security of at least five percent of the amount of the bid. If security is required, a bid may not be considered unless security is included in the form required by the city, including:

- Cash,
- Cashier's check payable to the city,
- Certified check payable to the city, or
- Bidder's bond executed by a qualified surety company payable to the city.

Any bid received by the city may not be withdrawn after the date and time of bid opening. The sealed bids are opened in public at the date, time and place specified in the notice, and are then compiled and submitted to the city council for award. The council awards to the prequalified bidder submitting the lowest bid; rejects all bids and re-bids the project; or declares that the project can be performed more economically by purchasing goods and services on the open market. If identical low bids are received, the city council may choose the bidder it prefers. If no bids are received, the council may purchase without further competitive bidding.

If the city council chooses to award to a bidder other than the apparent low bidder, the council must declare its reasons on the record and communicate these reasons in writing to those submitting bids.

Participating bidders have seven calendar days from the date of transmittal of the notice to respond in writing with their objections. The procurement must be stayed while the city council reviews its decision and determines whether to affirm its prior award, modify the award or choose to re-bid, as it deems in the public interest, stating its reasons.

If the successful bidder fails to execute the contract, the bid security may be forfeited to the city and the proceeds may be deposited in a designated fund out of which the expenses of procuring substitute performance are paid. The city may thereafter award the contract to the qualified bidder submitting the next lowest responsive bid. If this occurs, the original contractor's security may be applied to the difference between the two bids, and any surplus remaining must be returned to the original contractor if cash or check is used or to the surety on the bidder's bond if a bond is used (less reasonable administrative costs not to exceed twenty-five percent of the amount of the security). [I.C. §67-2805](#)

If a bidder has made a clerical or mathematical mistake on a bid, the bidder may be eligible to be released from the bid provided the city receives written notice within five calendar days of the opening of the bids. The city must be satisfied that a material mistake has actually been made. The bidder will not be allowed to rebid on that project. Any bid security will be returned by the city. Bidders failing to execute a contract and not satisfying the conditions of a mistake shall forfeit any bid security. If the city determines that a bidder is entitled to relief, it shall prepare a written report documenting the facts. The report is to be available for inspection as a public record and filed with the city. If the second lowest responsible bidder fails or refuses to execute the contract, the city may likewise award it to the next lowest responsible bidders. On the failure or refusal of the second or next lowest responsible bidders to execute a contract, their bidder's security shall be likewise forfeited. A city may determine it is in its best interests to cancel and rebid the public works project and retain any forfeited bid security. [I.C. §54-1904B, §54-1904C, §54-1904D and §54-1904E](#)

Cities which contract for public works construction may not require that a contractor, subcontractor, material supplier or carrier pay its employees a predetermined wage rate or specific employee benefits unless required by state or federal law. Cities shall ensure that neither they nor any agent working on their behalf require or prohibit bidders to enter into or adhere to any agreement with labor organizations. [I.C. §67-2809](#)

## Required Use of Licensed Public Works Contractors

Idaho law requires state and local governments to use licensed public works contractors for public works construction projects over \$50,000.

*“Public works construction” includes any or all of the following branches:*

*(i) Heavy construction, which is defined as constructing substantially in its entirety any fixed works and structures (not including “building construction”), without limitation, for any or all of the following divisions of subjects: irrigation, drainage, sanitation, sewage, water power, water supply, reservoirs, flood control, reclamation, inland waterways, railroads, grade separations, track elevation, elevated highways, hydroelectric developments, aqueducts, transmission lines, duct lines, pipelines, locks, dams, dikes, levees, revetments, channels, channel cutoffs, intakes, drainage, excavation and disposal of earth and rocks, foundations, piers, abutments, retaining walls, viaducts, shafts, tunnels, airports, air bases and airways, and other facilities incidental to the same;*

*(ii) Highway construction, which is defined as all work included in highway construction contracts, including, without limitation, highways, roads, streets, bridges, tunnels, sewer and street grading, street paving, curb setting, surfacing and other facilities incidental to any of the same;*

*(iii) Building construction, which is defined as all work in connection with any structure now built, being built, or hereafter built, for the support, shelter and enclosure of persons, chattels, personal and movable property of any kind, requiring in its construction the use of more than two (2) unrelated building trades or crafts.*

*(iv) Specialty construction, which is defined as any work in connection with any public works construction, requiring special skill and the use of specially skilled trades or crafts. [I.C. §54-1901\(2\)\(c\)](#)*

## Public Works Contracts for Less than \$50,000

Use of a licensed public works contractor has increased from \$10,000 to \$50,000 giving public owners more flexibility, but also more responsibility to be sure that everyone who contracts understands the implications. Because public property is not subject to lien laws that protect contractors from owners who won't pay, the contracting parties need to engage their city attorneys or use payment and performance bonds on small contracts. Payment and performance bonds exist as a substitute for lien remedies in public construction.

For public works construction contracts with a value less than \$50,000, lien authority should be expressly disclaimed. An alternative method to resolve performance and payment disputes should be incorporated in the contracts for smaller public works projects. The types of projects we are highlighting include building remodeling, small paving jobs, landscaping, etc.

## Naming of Subcontractors

General contractors must include in their bids the names and addresses of the subcontractors responsible for plumbing, heating and air conditioning, and electrical work under the contract. Subcontractors named by the general contractor must possess the appropriate licenses or certificates of competency issued by the state of Idaho covering the contractor work classification in which each respective subcontractor is named. Failure of a general contractor to name subcontractors renders any bid submitted by the contractor unresponsive and void.

In the event the general contractor secures the contract and is unable to finalize the terms of agreement with a subcontractor for any reason other than cost, the general contractor names another subcontractor within 10 days of being awarded the contract. The general contractor must disclose to the city the cost of work to be performed by the substitute subcontractor, and if less than the original subcontractor's bid, the reduction in cost must be passed on to the city. [I.C. §67-2310](#)

## Payment and Performance Bonds

Idaho law requires contractors selected for public works construction projects equal to or greater than \$50,000 to provide performance and payment bonds:

- Performance bond of at least 85 percent of the contract amount, conditioned upon the faithful performance of the contract in accordance with plans, specifications and conditions, solely for the protection of the city.
- Payment bond of at least 85 percent of the contract amount, solely for the protection of persons supplying labor, materials or renting, leasing or otherwise supplying equipment to the contractor or subcontractors.
- Cities requiring performance or payment bonds in excess of 50% of total contract amount shall not withhold from the contractor or subcontractor any amount exceeding 5% of the total amount payable as retainage. The city shall release to the contractor any retainage for those portions of the project accepted by the city and the contractors as complete within 30 days after such acceptance. Bonds shall be executed by a surety company or companies authorized to do business in Idaho, or the contractor may deposit any of the type of government obligations listed in [I.C. §54-1901\(2\)\(h\)](#), in lieu of furnishing a surety company performance or payment bond or bonds.
- It shall be illegal for the invitation for bids, or any person acting or purporting to act, on behalf of the city to require that such bonds be furnished by or through a particular source. [I.C. §54-1926](#)

Any city that fails to obtain the necessary payment bond is required to make payment, upon demand, to all persons supplying materials or labor under the contract and such persons have a right of action against the city for up to one year after the materials and/or labor were furnished. [I.C. §54-1928](#)

## Use of City Employees for Public Works Construction Projects

Idaho law does not restrict cities' ability to undertake public works construction projects with city employees (whether permanent or temporary). City employees are exempt from the requirements for public works contractor licensing. Since the local government purchasing law expressly exempts "disbursement of wages" to any city employee from the requirements for competitive bidding, the city is only required to go through the competitive bidding process for any materials or equipment purchased for the project. [I.C. §67-2803](#)

## PENALTIES FOR PUBLIC OFFICIALS VIOLATING THE LAW

- There is a civil penalty of up to \$5,000 for public agencies who willfully or knowingly avoid compliance with the competitive bidding law by contracting with unlicensed or improperly licensed contractors (the fine is paid by the city). [I.C. §54-1914](#)

- A criminal penalty of up to one year in jail and a \$5,000 fine exists for officials who knowingly let a public works contract to an unlicensed contractor, unless, however, there is no qualified bidder willing to undertake the public works covered by the contract. [I.C. §54-1920](#)
- There is a civil penalty of up to \$5,000 for officials who willfully or knowingly avoid compliance with the competitive bidding law by willfully or knowingly splitting or separating purchases or work projects with the intent of avoiding compliance with such statutes (the fine is paid by the city). [I.C. §59-1026](#)

## **EMERGENCY AND SOLE SOURCE PROCUREMENT**

In the case of emergency expenditures, the city council declares that an emergency exists (reciting with some detail why that is the case) and that public interest and necessity demand the immediate expenditure of public money, as a result of:

- A great public calamity, such as an extraordinary fire, flood, storm, epidemic or other disaster.
- It is necessary to do emergency work to prepare for the national or local defense.
- It is necessary to do emergency work to safeguard life, health or property.

Once the council declares an emergency, the city may proceed to purchase without competitive bidding.

In the case of sole source procurement, the council must declare that there is only one (1) source reasonably available for the public works construction, services or personal property to be acquired, which includes:

- Where public works construction, services or personal property is required to respond to a life-threatening situation or a situation that is immediately detrimental to the public welfare or property.
- Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
- Where a sole supplier's item is needed for trial use or testing.
- The purchase of mass-produced movies, videos, books or other copyrighted materials.
- The purchase of public works construction, services or personal property for which it is determined there is no functional equivalent.
- The purchase of public utility services.
- The purchase of products, merchandise or trademarked goods for resale at a local government facility.
- Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances.

For sole source procurement, the city council declares that there is only one (1) vendor for the public works construction, services or personal property to be acquired, and then publishes notice of the sole source procurement in the official newspaper at least fourteen (14) days before awarding the contract (publication is

not required in the case of a life-threatening situation or a situation that is immediately detrimental to public welfare or property). [I.C. §67-2808](#)

## **RECIPROCAL PURCHASING PREFERENCE LAW**

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Several states have “purchasing preference” laws, providing that bids from out-of-state vendors/contractors automatically have a specified percentage added to the bid for the purpose of determining the low bidder. Idaho operates under a “reciprocal preference” system that adds to the bids of out-of-state bidders the same percentage that the bidder’s home state provides as preference for in-state vendors. This applies to bids for procurement of public works, materials, supplies, services or equipment. [I.C. §67-2348](#), [I.C. §67-2349](#)

For the purposes of this section, any bidder domiciled outside the boundaries of the state of Idaho may be considered as an Idaho domiciled bidder, provided that there exists for a period of one (1) year preceding the date of the bid a significant Idaho economic presence as defined herein. A significant economic presence shall consist of the following:

- (a) That the bidder maintain in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other necessary related property; and
- (b) If a corporation be registered and licensed to do business in the state of Idaho with the office of the secretary of state.

For paper product bids, those items that meet recycled content standards may be given not more than a five percent (5%) purchasing preference. As such, those qualifying paper products may be considered to cost five percent (5%) less when choosing the lowest responsible bidder. [I.C. §67-2349](#)

There are several important considerations to keep in mind when examining purchasing preferences:

- Purchasing preferences only apply to purchases of materials, supplies, equipment, services and public works construction that are competitively bid (anything over \$50,000 and any other purchases that the city decides to competitively bid).
- Preferences do not apply to sole source or emergency purchases.
- State of domicile means: where a corporation is chartered or incorporated, or where a sole proprietor or partnership is located or has its permanent headquarters.
- The purchasing preference is only added to the amount of the bid for the purpose of determining the low bidder, and the city does not pay that amount to the low bidder.

## **UNDERSTANDING P-CARDS**

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P-Cards (short for “purchasing cards”) are credit cards used by government agencies typically for small purchases. They function just like a credit card and may be used wherever credit cards are accepted. P-Cards help streamline the requisitioning, purchasing and payment process for small transactions. Instead of dealing with piles of purchase orders and invoices, the city gets one statement that shows the total amount due for all cardholders and each cardholder gets an individual statement that includes all their purchases for the month.

P-Cards provide a great degree of flexibility, control and accountability over purchasing activities. In setting up a P-Card system, cities determine who gets a card, and can establish specific products/services which may

be purchased (and block merchant categories, such as bars, golf courses, etc.) and dollar limits for each card (including monthly, daily, and per transaction dollar limits).

## **SALES & USE TAX EXEMPTION**

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The State of Idaho and local governments are exempt from Idaho sales and use tax. Tax-exempt entities must provide merchants with a completed Sales Tax Resale or Exemption Certificate (ST-101). Merchants are required to keep a copy of this form in their records to verify the tax-exempt status of the governmental entity. Once this form is on file with the merchant, it covers all of the city's future purchases. In addition to filling out the buyer and seller information in the boxes on the top of this form, the buyer must checkmark the "Government (U.S./Idaho)" box in Section 3, "Exempt Buyers." Finally, the buyer must sign, indicate a title, fill in the city's Federal EIN and date the form at the bottom. For tax-exempt cash purchases, a form ST-104G must be filled out for the vendor and must be signed by the purchasing agent as well as the buyer. Costs of hotel rooms for city officials on city business are exempt from sales tax when the hotel is charged to a city credit card (form ST-104HM is required)—cash payments, payments with personal credit cards and payments reimbursed to the traveler are subject to sales tax.

Purchases made by cities from out-of-state vendors that are delivered within Idaho are tax-exempt. If the out-of-state vendor is registered to collect Idaho state sales tax, the city must provide a valid, completed ST-101 to the vendor. Under no circumstances should a city pay sales tax to another state when the product is delivered in Idaho by the out-of-state vendor or a common carrier. If items are purchased in another state and possession is taken in that state, then the tax laws of that state determine what tax, if any, is owed. For example, Oregon and Montana have no sales tax, but Washington allows no tax exemptions for government agencies.

A prime or subcontractor is not exempt from sales and use tax simply because it is performing a service for a government agency. The contractor must pay sales tax to the vendor upon purchase of supplies or equipment or must pay use tax to the state if items are purchased without paying tax or materials are directly received from a governmental entity.

## **QUALIFICATIONS-BASED SELECTION OF DESIGN PROFESSIONALS**

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Idaho law requires "qualifications-based selection" (QBS) of design professionals, including architects, engineers, landscape architects, land surveyors, and construction managers. The QBS process differs from competitive bidding in that selection is based on qualifications and demonstrated competence, not merely submission of the lowest bid. For projects over \$50,000, the city is required to use the QBS process outlined below. For projects under \$50,000, the city may use the process outlined below or establish its own guidelines for selection based on demonstrated competence and qualifications, followed by negotiation of the fee determined to be fair and reasonable considering the value, scope, complexity, schedule and nature of services required.

- First, the city establishes the criteria, procedures and qualifications for the services being sought.
- The city publishes a Request for Qualifications (RFQ) twice, the first publication at least two (2) weeks before the deadline for submission of statements of qualifications, the second publication at least one (1) week before the deadline, in the official newspaper. The RFQ does not include price information, since this is negotiated with the top-ranked firm once the scope of the project has been fully defined. The RFQ includes the following:
  - A brief description specifying the type, scope and location of the project, along with the projected project completion date.

- A description of the professional services required.
  - The criteria used to evaluate firms submitting statements of qualifications, specifically: prior experience in similar projects, familiarity with federal and state laws and regulations, experience with certain types of grants, etc.
  - That specifications, instructions and other documents are available to interested persons.
  - That interested persons should submit statements of qualifications including: a brief history of the firm; experience in similar projects; capability to undertake the project; the names and qualifications of the project team; familiarity with the city; project approach and preliminary schedule.
  - The deadline for submission of statements of qualifications, the address to which statements should be sent and the name of a contact person to answer questions and provide specifications and instructions.
  - The city may request information regarding a person's or firm's rates, overhead and multipliers, if any, but shall not use the information provided for the purpose of ranking in order of preference.
- The city selects the individual or firm it determines to be best qualified to provide the required services, ranked in order of preference, according to the established criteria.
  - The city negotiates with the highest-ranking individual/firm to perform the services at a price determined by the city.
  - If the city and the preferred individual/firm are unable to agree on contract terms, including price, the city may repeat the process with the second ranked individual/firm. If necessary, the process is repeated by continuing down the list until the city reaches an agreement.

Cities are also permitted to establish a list of prequalified individuals/firms for different types of projects. The list must have at least two or more prequalified individuals/firms, and the city is required to provide public notice of the prequalification process in the same manner as for the RFQ process (outlined above). When a project comes up, the city can choose the top ranked individual/firm from the prequalified list, rather than going through the public notice and RFQ process each time. The prequalification list is good for only five years, and may be cancelled earlier by the city if it determines that to be in the public interest. [I.C. §67-2320](#)

## **ADDITIONAL CONSIDERATIONS**

Cities should also be aware of the follow Idaho Code provisions when purchasing:

- [67-2359. CONTRACT WITH A COMPANY OWNED OR OPERATED BY THE GOVERNMENT OF CHINA PROHIBITED.](#)
- [67-2346. ANTI-BOYCOTT AGAINST ISRAEL ACT.](#)
- [67-2347. PROHIBITION OF ENVIRONMENTAL, SOCIAL, AND GOVERNANCE STANDARDS IN PUBLIC CONTRACTS.](#)

### 10-11-2 Yards

In addition to all yard regulations specified in a district setback requirement and in other sections of this title, the following provisions shall be adhered to:

1. **Visibility At Intersections:** On a corner lot in any district, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision between a height of three feet (3') and eight feet (8') above the centerline grades of the intersecting streets in the area bounded by the right-of-way lines of such corner lots and a line joining points along said street right-of-way twenty five feet (25') from the point of intersection.
2. **Fences And Walls In Front Yards:** In any required front yard, no fence or wall shall be permitted that is taller than three feet (3').
3. **Yard Requirements For Multi-Family Dwellings:** Multi-family dwellings shall be considered as one building for the purpose of determining front, side and rear yard requirements. The entire group as a unit shall require one front, one rear and two (2) side yards as specified for dwellings in the appropriate district.
4. **Architectural Projections:** Open structures such as porches, canopies, balconies, platforms, carports, covered patios and similar architectural projections shall be considered parts of the building to which attached and shall not project into the required minimum front, side or rear yard setback areas. (Ord. 313-08, 6-9-2008)

**ORDINANCE 364-2019**

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO AMENDING TITLE 10, *ZONING REGULATIONS*, OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 10-6-3, AGRICULTURAL USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-7A-3 R-1 RESIDENTIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-7B-3 R-2 MEDIUM DENSITY RESIDENTIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-7C-3 R-3 HIGH DENSITY RESIDENTIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN 10-8A-3 C GENERAL COMMERCIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-8B-3 CBD CENTRAL BUSINESS DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-8C-3 BRD BUSINESS/RESIDENTIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; IN SECTION 10-9-3 I INDUSTRIAL DISTRICT USES PERMITTED, ADDING CITY PUBLIC UTILITY FACILITIES; AND IN SECTION 10-2-2 AMENDING YARD DEFINITIONS.

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

**Section 1:** That Title 10, Zoning Regulations, of the New Meadows City Code be, and the same is hereby AMENDED as follows, to-wit:

Adding in each "Uses Permitted Section" of all Agricultural, Residential, Commercial, Industrial; City Public Utility Facilities as a permitted use.

**Section 2:** That Title 10, Zoning Regulations definitions, of the New Meadows City Code be, and the same is hereby AMENDED as follows, to-wit:

~~YARD, FRONT: The yard extending across the full width of the lot adjacent to the front street line.~~

YARD, FRONT: The yard extending across the face of the building where the main entrance is located, adjacent to the street.

~~YARD, REAR: The yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.~~

YARD, REAR: The yard extending most nearly parallel to and most remote from the front yard.

~~YARD, SIDE: The yard lying between the nearest wall of the principal building, accessory building and the side lot line, and extending from the front yard or the front lot line to the rear yard.~~

YARD, SIDE: All yards not including the front and rear yard.

**Section 3:** 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 9<sup>th</sup> DAY OF DECEMBER 2019.

Attest:

By: \_\_\_\_\_  
Darbey Edwards, Mayor

By: \_\_\_\_\_  
Jacob M Qualls, City Clerk / Treasurer

## Water Code

### 8-1-3 User Classifications

All users of the City water system are hereby classified as follows:

1. Class A: Residential.
2. Class B: Industrial.
3. Class C: Mobile home parks, recreational vehicle parks, commercial, tiny homes/park models, cottages and all others. (Ord. 309-07, 8-13-2007), (Ord. 384-2022; 11-14-2022)

### HISTORY

*Amended by Ord. [384-2022](#) on 11/14/2022*

### 8-1-4 Water Service Connections

1. Permit Required: It shall be unlawful for any person to deny access to, uncover, make any connections with, disconnect from, make any opening into, use, alter or disturb, or turn on or off any connection to the waterworks system or appurtenance thereof without first obtaining a written permit therefor from the City. (Ord. 309-07, 8-13-2007; amd. 2018 Code)
2. Responsibility For Installation Costs:
  1. Customer: The customer shall be responsible for installation costs incurred by the City for installing the hookup to the water main, and the City shall place the water service to the end of public right-of-way, at which point, it becomes the customer's responsibility who is requesting said connection to install and maintain the service line from that point downstream to the building(s) requiring the service connection.
  2. Developer: In the case of subdivisions, PUDs and like developments in which a parcel of land is to be further divided into two (2) or more lots or parcels, the developer shall be responsible for all costs incurred and construction of the public water system, plus an additional assessed fee for hooking on to the City's water system. All public water lines shall be constructed and inspected to City standards, with all lines and equipment of the public water system, together with permanent easements for operation and maintenance, to be conveyed to the City upon completion and acceptance.
3. Easements Required: It shall further be the responsibility of the customer requesting the service connection to secure all easements necessary for them to maintain said service connections from the edge of public right-of-way downstream to the point of use.
4. Availability Of System For Connection; Specifications:
  1. Connection Required: Every building, structure or other use in existence prior to the construction of a public water system which is available and within three hundred feet (300') of the lot, tract or parcel of land on which said building or structure stands shall, upon the construction of the public water system, be connected to the water main not later than twelve (12) months from the date said system or main is certified and accepted by the City Public Works Director as being completed and ready for use.

2. Specifications:
  1. A water service line shall be a minimum of forty eight inches (48") below ground level.
  2. Whenever a water service line must cross a sewer line, there shall be no joints within ten feet (10') of the sewer line. A continuous line is recommended in these instances without a joint in the pipe.
  3. No backfill shall be done until inspected by the City Public Works Director or by an approved agent of the City.
  4. A backflow device (minimum of pressure vacuum breaker) shall be installed on all lines with a sprinkling system, or any medical building, or business where backflow would cause a risk to public health or safety.
5. Additional Separate Connections: All requests for an additional separate connection to the water system, temporary in nature or not, shall be viewed as a request for a separate equivalent residential unit service and shall be charged as an additional connection, if another residential unit is allowable by zoning regulations. (Ord. 309-07, 8-13-2007)

#### 8-1-5 Water Connection And Capitalization Fees

For all properties, there shall be connection and capitalization fees as follows:

1. For all Class A and C users, the connection and capitalization charges shall be in an amount fixed by resolution from time to time by the City Council. Class B user connection and capitalization fees shall be determined on a case by case basis by the City Council. All fees shall be the responsibility of the property owner and shall be paid in full prior to installation and at the time of purchasing a building permit for new construction.
2. All capitalization fees shall be placed in a Capitalization Fund, plus all other fees as recommended by the Board of Appraisers and approved by the Council, and are to be spent only upon system expansion and upgrade projects as authorized by the City Council. (Ord. 309-07, 8-13-2007)

#### 8-1-6 Water Meters

1. Metering Service Requirements: For all user classes, the requirements for adequate metering services shall be as follows: (Ord. 309-07, 8-13-2007)
  1. Class A:
    1. A meter shall be required for each dwelling unit; except all mobile dwelling units sharing service with a permanent or existing dwelling for less than thirty (30) consecutive days shall receive service through the permanent dwelling's master meter. (Ord. 309-07, 8-13-2007; amd. 2018 Code)
    2. Multi-family dwellings that are serviced by one meter shall receive one bill that will be the responsibility of the building owner or the Homeowner's/Property Owner's Association. The monthly billing shall be the multiple of the residential base rate, based on the number of units being served, plus any overages used.
  2. Class B: To be determined by the City Council. (Ord. 309-07, 8-13-2007)

3. Class C: Where multiple service connections exist in Class C applications, a minimum of one master meter shall be required for all services downstream or a meter for each unit or entity. Each unit or entity shall be considered an equivalent dwelling unit (EDU). For the master meter situation, the monthly billing shall be the multiple of the residential base rate based on the number of units being served (EDUs), plus any overages used, and will be billed to a Property Owner's Association for payment. For the individual meter per individual unit situation, each unit will be billed separately. For dormitories, each room will be considered one-half (1/2) an equivalent dwelling unit (EDU). For dormitories with eight (8) or less rooms, the kitchen will be considered one-half (1/2) an equivalent dwelling unit. Kitchens in dormitories with nine (9) to sixteen (16) rooms will be considered one equivalent dwelling unit (EDU). (Ord. 309-07, 8-13-2007; 2018 Code) (Ord. 383-2022; 10-11-2022)
2. Access To Meters:
  1. Purpose: It is hereby determined to be necessary and conducive to and for the protection of the health, safety and welfare of the public and inhabitants of the City to ensure access by authorized employees of the City to meters on premises served or benefited by the water system of the City for maintenance, operation, upkeep, and repair.
  2. Scope: The provisions of this subsection B shall apply to all properties within the corporate limits of the City and any special users outside of the corporate limits of the City, including all properties owned or occupied by the United States of America, Adams County, and the State of Idaho. (Ord. 218-94-A03, 11-10-2003)
  3. Obstruction Of Meters Prohibited: It shall be unlawful for any person other than authorized City staff to obstruct or cover, in any manner, any meter and/or meter lid which is a part of the waterworks of the City. (Ord. 218-94-A03, 11-10-2003; amd. 2018 Code)
  4. Penalties: Any person, firm or corporation violating this subsection B shall be deemed to be in violation of this Code and shall be fined as follows:
    1. First offense: Written warning shall be issued by a law enforcement officer or other authorized official of the City.
    2. Second offense: A twenty five dollar (\$25.00) fine.
    3. Third offense: A fifty dollar (\$50.00) fine. (Ord. 218-94-A03, 11-10-2003)
    4. After the third offense, any person, firm or corporation in further violation of this subsection B shall be fined one hundred dollars (\$100.00) or deemed guilty of a misdemeanor and, upon conviction thereof, shall be punishable as provided in subsection 1-4-1A of this Code for each subsequent violation. Each day after warning or service of citation in which any violation shall continue shall be deemed a separate offense. (Ord. 218-94-A03, 11-10-2003; amd. 2018 Code)
  5. Violations; Liability For Costs: Any person, firm or corporation violating any of the provisions of this subsection B shall become liable to the City for any expense, loss, or damage occasioned the City by reason of such violation, including, but not limited to, removal of the obstruction, service of warning or citation, and attorney fees for the prosecution of any criminal offense pursuant to this chapter and/or this subsection B. (Ord. 218-94-A03, 11-10-2003)

## HISTORY

Amended by Ord. [383-2022](#) on 10/11/2022

### 8-1-7 Rate Structure; User Fees

The fees hereinafter imposed shall be reviewed annually and revised periodically as required, and the fees provided by this section are hereby levied and assessed against each lot, tract or parcel of land, or against each building, structure or other property having any water connection with the City. (Ord. 309-07, 8-13-2007)

1. Rate Structure:
  1. Every water user shall be charged a per gallon charge based on the total number of gallons used. (Ord. 309-07, 8-13-2007; amd. 2018 Code)
2. Rates Set By Resolution: All rates determined shall be officially set by resolution of the City Council.
3. Payment Of Fees; Delinquencies: All service and user fees are due and payable, in advance, by the tenth of each month and delinquent and subject to a delinquency fee by the end of the twenty sixth day of each month. Delinquency fees shall be officially set by resolution of the City Council. Services will be discontinued if not paid by the tenth of the following month. (Ord. 309-07, 8-13-2007)

## Sewer Code:

### 8-2-3-1 Requirements No.1

1. Responsibility For Costs: Responsibility for the cost of constructing a service connection shall be the property owners whose property is being connected to the public sewer system or the person causing said connection to be made. The property owner is responsible for the service connection from his building to the sewer system main.
2. Installation:
  1. Request for installation must be made to the City at least two (2) weeks prior to the proposed service connection. In accordance with section 8-2-4 of this chapter, the service connection must be installed by the City Public Works Director.
  2. The City Public Works Director will install said service connection from the sewer main to end of public right-of-way, at which point it becomes the customer's responsibility to install said service connection from that point on to the building requiring the service connection.
3. Easements Required: It shall further be the responsibility of the customer requesting the service connection to secure all easements necessary to maintain said service connections from the point of origin to the edge of public right-of-way.
4. Connection Required: Every building, structure or other use in existence prior to the construction of the sewer main line which is available and within three hundred feet (300') of the lot, tract or parcel of land on which said building or structure stands shall, upon the construction of the public sewer line or main line, be connected to the sewer not later than twelve (12) months from the date the line or main is certified and accepted by the City Public Works Director as being completed and ready for use.
5. Specifications:

1. Sewer service lines shall be installed at a grade of not less than one-eighth inch (1/8") per linear foot nor more than one-fourth inch (1/4") per linear foot. No backfill shall be done prior to final inspection and approval by the City Public Works Department or authorized agent of the City.
2. Any dwelling or structure with a basement or floor level below grade shall have a check valve installed on the service line.
3. The minimum requirement for four inch (4") service lines shall be at least one cleanout for service lines of one hundred feet (100') or less. Lines over one hundred feet (100') shall require one additional cleanout for every seventy five feet (75') above the initial one hundred feet (100'). (Ord. 310-07, 8-13-2007)

#### 8-2-3-2 Requirements No.2

1. Every building, structure or other sewer user within the corporate limits of the City shall be connected by a sewer service line to a public sewer line or main line where such sewer line or main line is available and within three hundred feet (300') of the property line of the lot, tract or parcel of land on which such building or structure exists. In the case of subdivisions, PUDs and like developments in which a parcel of land is to be further divided into two (2) or more lots or parcels, the developer shall be responsible for all costs incurred and construction of the public sewer system, plus an additional assessed fee for hooking on to the City's sewer system. All lines shall be constructed and inspected to City standards, with all lines and equipment of the public sewer system, together with permanent easements for operation and maintenance, to be conveyed to the City upon completion of acceptance. (Ord. 310-07, 8-13-2007)
2. No permit shall be issued for the construction of any building or structure in the City on any lot, tract or parcel of land where:
  1. The lot or parcel of land lays within the 100-year floodplain area as identified on the FEMA floodplain map.
  2. The lot, tract or parcel of land contains wetlands, unless the potential user has obtained proper section 404 permits from the U.S. Army Corps of Engineers.
  3. There is a public sewer line available and within three hundred feet (300') of such lot, tract or parcel of land, unless the plans and specifications show connections in compliance with this chapter. (Ord. 310-07, 8-13-2007; amd. 2018 Code)

#### 8-2-4 Sewer Service Connection And Capitalization Fee

1. A person constructing a sewer service line by which to attach and connect the property to any sewer system transporting sewage, industrial wastewater or other wastes and liquids to the City treatment plant shall pay a sewer service connection and capitalization charge prior to hookup, and such charge shall be made and imposed upon and collected from such sewer users. The rate for each connection charge shall be fixed and established by resolution of the City Council.
2. All capitalization fees shall be placed in a Capitalization Fund by the City Clerk-Treasurer, plus all other fees as recommended by the Board of Appraisers and approved by the City Council, and is to be spent only upon system expansion and upgrading projects as authorized by the City Council.

3. Commercial, industrial, and institutional fees shall be fixed and determined by the City Council on a basis of equivalent single-family residential unit, and the determination of such equivalence shall include the volume, type and content of liquid effluent and/or industrial wastewater discharged into the sewer system.
4. Upon payment of the fees provided in this section and thereafter, such connection to the City sewer system shall be made the expense of the person desiring such connection, and the same shall be made under the supervision of the City Public Works Director. Such connection shall not be covered until final inspection and approval by the City Public Works Director. (Ord. 310-07, 8-13-2007)

#### 8-2-5 Service Charges And Fees

The charges and fees hereinafter imposed shall be reviewed annually and revised periodically as required, and the charges and fees provided by this chapter are hereby levied and assessed against each lot, tract or parcel of land, or against each building, structure or other property having any sewer connection within the City service area, or intercepting sewers or otherwise discharging sewage, industrial wastewater or other liquids, directly or indirectly, into the sewer system or treatment facilities of the City.

1. User Classifications: All users of the sewer system of the City are hereby classified as follows:
  1. Class A: Private residences.
  2. Class B: Industrial users.
  3. Class C: All other users.
2. Sewer Charges: The City shall charge and the user shall pay monthly for sewer service the following rates:
  1. For each Class A user: As recommended by the Board of Appraisers.
  2. For each Class B and Class C user: As recommended by the Board of Appraisers.
  3. For each Class A, B, and C user: A surcharge fee, to be deposited into a Capital Improvement Fund, as deemed necessary and recommended by the Board of Appraisers.
  4. Class B and C users providing an RV waste dump shall pay an additional surcharge as recommended by the Board of Appraisers.
  5. A minimum charge, as set by resolution, will be assessed for sewer service provided for periods of less than a full calendar month.
  6. A minimum monthly charge to cover the servicing of the sewer system's bonded indebtedness, as set by resolution by the City Council, will be assessed to all properties with sewer service connections, whether the connection is in use or not.
3. Payment Of Fees; Delinquencies: All service and user fees are due and payable, in advance, by the tenth of each month and delinquent and subject to a delinquency fee by the end of the twenty sixth day of each month. Delinquency fees shall be officially set by resolution of the City Council. Services will be discontinued if not paid by the tenth of the following month.
4. Rates Set By Resolution: All rates determined shall be officially set by resolution of the City Council.

5. Billing For Service: All charges for monthly sewer service furnished by the City shall be billed directly to the record title holder or contract purchaser of the premises to which the sewer service is furnished, according to the official records in the Office of the Recorder, Adams County, Idaho. (Ord. 310-07, 8-13-2007)

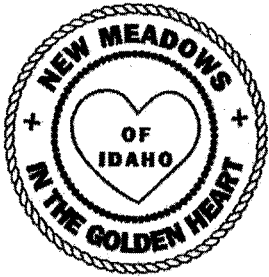
#### 8-2-6 Change Of Use; Calculating Charges

Each sewer user changing use of his property now connected to the sanitary sewer system of the City shall pay the difference between the connection charges applicable to the use to which the property is being charged and the use to which the property had been previously applied. If, for example, a single-family dwelling situated upon property now connected to the sewer is demolished and a duplex, triplex, multi-family mobile home park or commercial/industrial/institutional use is thereon constructed, the charge to be made for sewer service connection charges shall be the difference between the total of the charges provided by section 8-2-5 of this chapter. (Ord. 310-07, 8-13-2007)

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
65 SEWER FUND							
43200 SEWER OPERATIONS							
43210 Sewer Personnel Services							
110 Wages		3,215.14	30,830.53	42,000.00	42,000.00	11,169.47	73 %
210 Social Security		199.23	1,908.32	2,606.00	2,606.00	697.68	73 %
211 Medicare		46.59	446.31	609.00	609.00	162.69	73 %
212 Retirement		383.66	3,679.10	4,825.00	4,825.00	1,145.90	76 %
213 Unemployment Compensation		0.00	0.00	500.00	500.00	500.00	0 %
215 Medical Insurance		620.34	7,117.06	9,320.00	9,320.00	2,202.94	76 %
217 State Insurance		0.00	1,239.00	1,250.00	1,250.00	11.00	99 %
<b>Account Total:</b>		<b>4,464.96</b>	<b>45,220.32</b>	<b>61,110.00</b>	<b>61,110.00</b>	<b>15,889.68</b>	<b>74 %</b>
43220 Sewer Operating Expenses							
308 Telephone & Internet Services		189.01	1,696.01	3,307.00	3,307.00	1,610.99	51 %
309 Advertising		31.22	59.56	250.00	250.00	190.44	24 %
310 Contract Services		1,400.00	9,450.00	13,800.00	13,800.00	4,350.00	68 %
311 Audit		0.00	1,500.00	1,500.00	1,500.00	0.00	100 %
312 Attorney Fees (Professional)		350.00	350.00	350.00	350.00	0.00	100 %
319 Engineering Fees (Professional)		222.50	2,864.42	1,650.00	1,650.00	-1,214.42	174 %
324 M&O (Materials)		3,856.76	25,925.92	37,500.00	37,500.00	11,574.08	69 %
325 SWR Line Cleaning & CCTV		0.00	0.00	9,033.00	9,033.00	9,033.00	0 %
326 Manhole Rehabilitation		0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
327 Information Technology Fees		153.34	1,589.20	1,900.00	1,900.00	310.80	84 %
329 Utilities - Electric - Land App Site		0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
330 Utilities - Electric		665.45	3,865.55	4,900.00	4,900.00	1,034.45	79 %
331 Utilities - W/S		0.00	0.00	300.00	300.00	300.00	0 %
336 Utilities - Electric SWR Plant		1,015.14	4,509.80	6,000.00	6,000.00	1,490.20	75 %
337 Utilities - Electric - SWR Lift		15.83	57.40	120.00	120.00	62.60	48 %
338 Utilities - W/S - Auger Room		103.04	871.46	1,800.00	1,800.00	928.54	48 %
339 Utilities - W/S - Chlorinator Room		14.65	130.36	600.00	600.00	469.64	22 %
350 Shared Equip Maintenance		0.00	1,539.46	3,015.00	3,015.00	1,475.54	51 %
511 Municipal Insurance		0.00	2,342.75	2,342.00	2,342.00	-0.75	100 %
520 Training		135.00	815.83	1,000.00	1,000.00	184.17	82 %
521 Travel Expenses		78.60	595.64	1,000.00	1,000.00	404.36	60 %
610 Office Supplies		0.00	0.00	200.00	200.00	200.00	0 %
620 Postage		200.00	941.95	1,000.00	1,000.00	58.05	94 %
630 Fuel		203.40	1,304.19	1,000.00	1,000.00	-304.19	130 %
701 Equipment Rental		0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
709 Equipment and Software		89.11	4,013.09	4,600.00	4,600.00	586.91	87 %
745 Testing		0.00	8,250.10	13,000.00	13,000.00	4,749.90	63 %
<b>Account Total:</b>		<b>8,723.05</b>	<b>72,672.69</b>	<b>124,667.00</b>	<b>124,667.00</b>	<b>51,994.31</b>	<b>58 %</b>
43222 Sewer Equipment Replacement							
324 M&O (Materials)		0.00	0.00	500.00	500.00	500.00	0 %
350 Shared Equip Maintenance		0.00	0.00	5,500.00	5,500.00	5,500.00	0 %
<b>Account Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
65 SEWER FUND							
43230	Sewer Improvement						
	324 M&O (Materials)	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	820 Bond Payment - USDA	0.00	0.00	32,995.00	32,995.00	32,995.00	0 %
	821 Bond Payment #2 (92-05)	0.00	4,570.00	4,570.00	0.00	0.00	100 %
	822 Bond Payment #3 (92-07)	0.00	0.00	5,850.00	5,850.00	5,850.00	0 %
	824 Short Lived Asset Expense	0.00	0.00	4,342.00	4,342.00	4,342.00	0 %
	827 SWR USDA Buildup Reserve 92-05	0.00	0.00	457.00	457.00	457.00	0 %
	828 SWR USDA Buildup Reserve 92-07	0.00	0.00	585.00	585.00	585.00	0 %
	846 Land App Infrastructure	0.00	405.29	26,216.00	26,216.00	25,810.71	2 %
	858 Lagoon Testing Setback	4,366.00	4,366.00	5,000.00	5,000.00	634.00	87 %
	<b>Account Total:</b>	<b>4,366.00</b>	<b>9,341.29</b>	<b>82,015.00</b>	<b>82,015.00</b>	<b>72,673.71</b>	<b>11 %</b>
43231	Sewer Capital Projects						
	886 Land App, Irrigation Well	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0 %</b>
	<b>Account Group Total:</b>	<b>17,554.01</b>	<b>127,234.30</b>	<b>373,792.00</b>	<b>373,792.00</b>	<b>246,557.70</b>	<b>34 %</b>
43300	WATER						
	43320 Water Operating Expenses						
	324 M&O (Materials)	0.00	31.72	0.00	0.00	-31.72	*** %
	<b>Account Total:</b>	<b>0.00</b>	<b>31.72</b>	<b>0.00</b>	<b>0.00</b>	<b>-31.72</b>	<b>*** %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>31.72</b>	<b>0.00</b>	<b>0.00</b>	<b>-31.72</b>	<b>*** %</b>
43400	Depreciation						
	43400 Depreciation						
	457 Depreciation Expense	0.00	0.00	2,984.00	2,984.00	2,984.00	0 %
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2,984.00</b>	<b>2,984.00</b>	<b>2,984.00</b>	<b>0 %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2,984.00</b>	<b>2,984.00</b>	<b>2,984.00</b>	<b>0 %</b>
	<b>Fund Total:</b>	<b>17,554.01</b>	<b>127,266.02</b>	<b>376,776.00</b>	<b>376,776.00</b>	<b>249,509.98</b>	<b>34 %</b>
	<b>Grand Total:</b>	<b>17,554.01</b>	<b>127,266.02</b>	<b>376,776.00</b>	<b>376,776.00</b>	<b>249,509.98</b>	<b>34 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
65 SEWER FUND						
33000 STATE SOURCES						
33317	Land App Irrigation Well Grant	0.00	0.00	100,000.00	100,000.00	0 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0 %</b>
34000 FRANCHISE FEES						
34710	Sewer Collection Fees	13,960.50	124,689.00	156,884.00	32,195.00	79 %
34711	Sewer Admin Fees	1,160.25	10,351.25	14,255.00	3,903.75	73 %
34712	Sewer Capital Improvement Fees	374.85	3,344.25	4,628.00	1,283.75	72 %
34713	Sewer Depreciation Fees	122.50	1,090.95	1,490.00	399.05	73 %
34714	Sewer Debt Reserve Fees	122.50	1,095.15	1,469.00	373.85	75 %
34715	Sewer Debt Repayment	3,858.75	34,435.05	48,060.00	13,624.95	72 %
34716	Sewer Short Lived Asset Fees	694.00	6,204.00	8,572.00	2,368.00	72 %
34740	Sewer Delinquency Fees	260.00	2,380.00	2,000.00	-380.00	119 %
34760	Sewer Connection Fee	0.00	23,490.00	6,000.00	-17,490.00	392 %
34796	Sewer Refunds/Discounts	0.00	-214.50	1,000.00	1,214.50	-21 %
	<b>Account Group Total:</b>	<b>20,553.35</b>	<b>206,865.15</b>	<b>244,358.00</b>	<b>37,492.85</b>	<b>85 %</b>
37000 OTHER REVENUE						
37110	Interest	0.00	2,713.00	500.00	-2,213.00	543 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>2,713.00</b>	<b>500.00</b>	<b>-2,213.00</b>	<b>543 %</b>
39000 OTHER FINANCING SOURCES						
39002	USDA Project Grant/Loan	0.00	19,665.22	31,918.00	12,252.78	62 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>19,665.22</b>	<b>31,918.00</b>	<b>12,252.78</b>	<b>62 %</b>
	<b>Fund Total:</b>	<b>20,553.35</b>	<b>229,243.37</b>	<b>376,776.00</b>	<b>147,532.63</b>	<b>61 %</b>
	<b>Grand Total:</b>	<b>20,553.35</b>	<b>229,243.37</b>	<b>376,776.00</b>	<b>147,532.63</b>	<b>61 %</b>



# City of New Meadows LAND CHANGE REQUEST

Item 9.

RECEIVED  
6.27.23

## 1. APPLICANT INFORMATION

Name: Luane Page Phor: \_\_\_\_\_  
Address: PO Box 195  
City: New Meadows State: Idaho Zip: 83654  
Email: none

## 2. REQUEST DETAILS

Split  Combine  Lot Line Adjustment  Other: \_\_\_\_\_

Parcel Number(s): R.P M0250003005D 216/300 S Morgan

Is there a water right associated with this property?  YES  NO *I still owe a small amount*  
Is there a lien holder on this property?  YES  NO *(may require approval from lienholder) on my mortgage,*

Describe the proposed changes, including resulting parcel size(s). I would like the option to sell each Duplex separately. My Renter wishes to purchase his half and his daughter may purchase my half.

Describe any impact this change will have on neighboring properties.  
NONE

By my signature below, I acknowledge that I have requested the action to be considered by the New Meadows Planning & Zoning Committee. I understand that all requests will be reviewed and evaluated for compliance with the zoning and building regulations of the City of New Meadows.

Owner Signature: H. Luane Page Date: June 27, 2023  
Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. PLANNING & ZONING APPROVAL  Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. NEW MEADOWS CITY COUNCIL APPROVAL  Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

23 June 2023

City of New Meadows e

RE: Resignation

Dear Mayor,

It is with a heavy heart I am writing this letter to inform you that I will be resigning from my seat on the New Meadows City Council effective August 15th, 2023.

An opportunity to move back to Oklahoma to be closer to my family, and raise Bradyn near all of his cousins has presented itself. I have thought long and hard about this decision, and this has been by far the most difficult decision I have ever had to make. I will be teaching Secondary Science at a school that is dedicated to serving Native American students. Being a Native American, and connected to my culture, I am hoping this opportunity continues to grow my passion for education.

I have truly enjoyed my time on the council, and wished I could finish my term. I have always held a deep passion for giving back to my community. Thank you for allowing me this amazing opportunity to serve my community! I hope nothing but the best for the continued growth and development of New Meadows and the surrounding community.

Sincerely,

Kaytlyn Gilliam



Contract between the City of New Meadows and Marcus Sarno

WHEREAS the City of New Meadows desire to offer an independent contractor position to Marcus Sarno, a person of the age of majority and college student majoring in political science;

WHEREAS under such independent contractor position Mr. Sarno will not be an employee of the City of New Meadows;

WHEREAS the City of New Meadows will not exercise the right of control over Mr. Sarno, in that he will not be subject to the right of control by the City;

WHEREAS the City of New Meadows will pay Mr. Sarno a flat fee for his internship, for which Mr. Sarno will be responsible for any personal tax liability;

WHEREAS the City of New Meadows will not furnish Mr. Sarno with major items of equipment; and

WHEREAS the term of Mr. Sarno's internship will be fixed from July 5 to August 31, 2023.

IT IS HEREBY UNDERSTOOD AND AGREED:

The City of New Meadows shall pay Mr. Sarno the flat fee of \$2,500 for his internship, which is based on the expectation that Mr. Sarno performs 112 to 115 hours of work on the internship;

The period of Mr. Sarno's internship shall be July 5 to August 31, 2023;

Mr. Sarno will not work on a set schedule, but is expected to devote two days a week, preferably Mondays and Thursdays to the internship;

Mr. Sarno will use his personal laptop computer for research and reports;

Mr. Sarno will be available for projects assigned by the Mayor of the City of New Meadows, including but not limited to: 1) surveys of visitors and local residents regarding upcoming events and projects; 2) assistance with data collection for upcoming events and projects; 3) attendance at meetings relating to City events and projects; research as assigned by the Mayor; and other duties as assigned by the Mayor.

Failure by Mr. Sarno to complete the contract will result in a decreased contract amount based on the percentage of the contract completed.

The parties agree that any lawsuit arising out of this contract will be brought in Adams County, Idaho.

The parties affirm that they have read this contract and fully understand this.

DATED this \_\_ day of July, 2023

\_\_\_\_\_  
Mayor Julie Good

\_\_\_\_\_  
Marcus Sarno

# City of New Meadows Water Connection Relinquishment

## APPLICANT INFORMATION

APPLICANT NAME	
MAILING ADDRESS	
PHONE NUMBER	

## CONNECTION INFORMATION

ADDRESS OF CONNECTION		
WILL-SERVE PAID / ACCOUNT #	<input type="checkbox"/> WILL SERVE	<input type="checkbox"/> ACCT # _____
CONNECTION REMOVAL	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> BY CITY
REMOVAL DATE:	PERMIT EXPIRES:	
FEE	<input type="checkbox"/> \$100 PRIVATE *	<input type="checkbox"/> \$1200 BY CITY

\* for inspection by City

## CONTRACTOR INFORMATION, IF REMOVING PRIVATELY

NAME	
PHONE	
LICENSE NUMBER	
INSURANCE	<input type="checkbox"/> COPY OF INSURANCE CERTIFICATE IS PROVIDED

I UNDERSTAND THAT BY MAKING THIS REQUEST, I RELINQUISH MY RIGHTS TO A WATER CONNECTION ON SAID LOT. IF PROPERTY OWNER OR FUTURE OWNER REQUESTS THE REINSTALLATION OF A HOOKUP, CAPITALIZATION AND HOOKUP FEES SHALL BE PAID AT THE TIME OF THE REQUEST.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Signature—Inspected & Approved

\_\_\_\_\_  
Date

# City of New Meadows Water/Sewer Connection & Installation Process

## Connections for Empty Lots / Additional Connections:

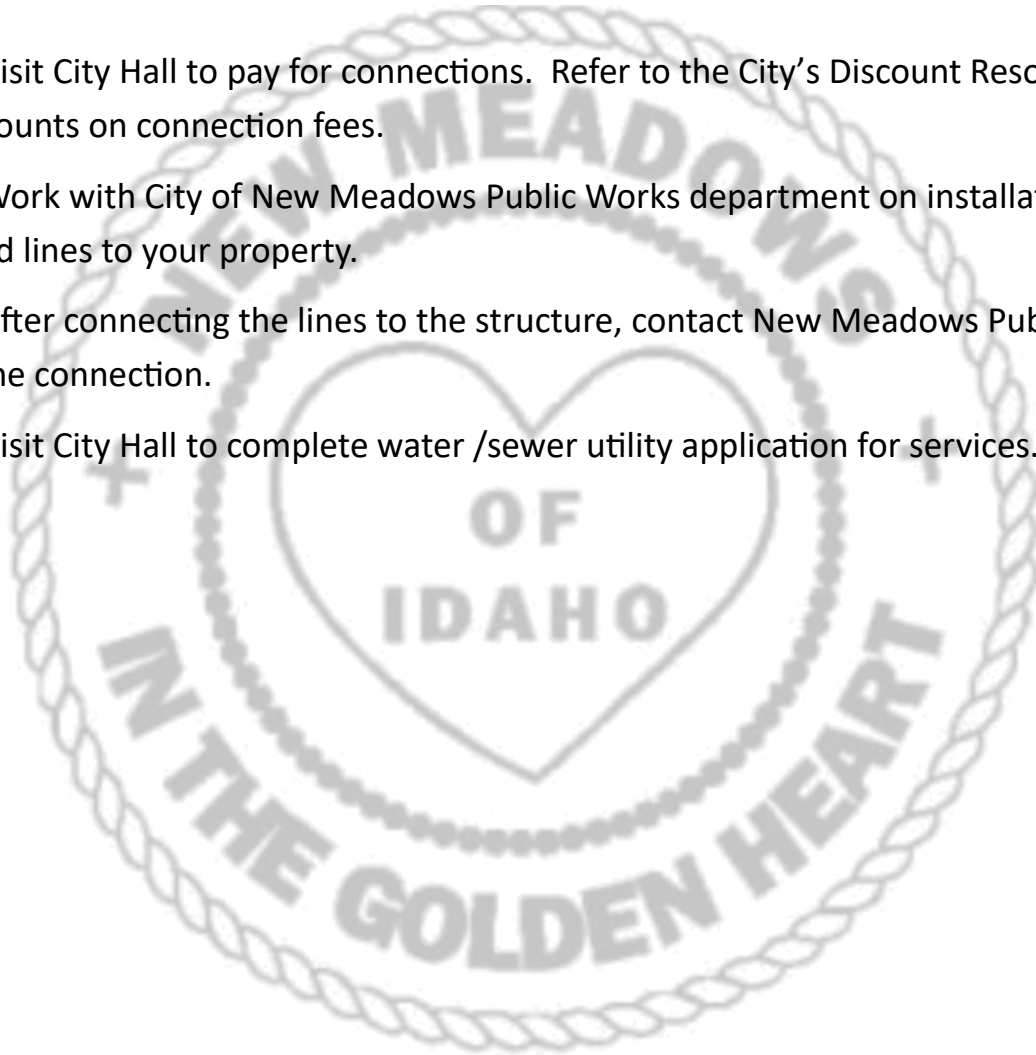
Step 1: Meet with City of New Meadows Water Operator to determine type of connection and number of connections required for your project. Call City Hall to set up an appointment.

Step 2: Visit City Hall to pay for connections. Refer to the City's Discount Resolution for possible discounts on connection fees.

Step 3: Work with City of New Meadows Public Works department on installation of water meter and lines to your property.

Step 4: After connecting the lines to the structure, contact New Meadows Public Works to inspect the connection.

Step 5: Visit City Hall to complete water /sewer utility application for services.



# City of New Meadows Water/Sewer Connection & Installation

## OWNER INFORMATION

NAME	
MAILING ADDRESS	
PHONE NUMBER	

## CONNECTION INFORMATION

ADDRESS OF CONNECTION:	
SERVICES PAID FOR:	<input type="checkbox"/> WATER <input type="checkbox"/> SEWER
TYPE OF CONNECTION:	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER: _____
NUMBER OF EDUS:	
FEE PAID	<input type="checkbox"/> AMOUNT:\$ _____

## CITY AUTHORIZATION / INSPECTION

WATER OPERATOR APPROVAL:	Signature:
DATE OF INSTALLATION:	
METER ID:	
METER LOCATION:	

I UNDERSTAND THAT BY PURCHASING A WATER/SEWER CONNECTION, MY PROPERTY WILL BE BILLED FOR WATER AND SEWER UNDER THE CITY'S CURRENT CONTINUOUS BILLING POLICY AND I WILL BE RESPONSIBLE FOR WATER/SEWER UTILITY BILLS FOR THIS PROPERTY UNLESS CONNECTIONS ARE RELINQUISHED.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Signature—Inspected & Approved

\_\_\_\_\_  
Date

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5813		580 4 Corner Communications									
IT: MSP-T1 - Basic June 2023											
		3456 07/01/23 IT Professional Support	153.33			1	41100	327			10102
		3456 07/01/23 IT Professional Support (W)	153.33			60	43320	327			10102
		3456 07/01/23 IT Professional Support (SWR)	153.34			65	43220	327			10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
*** Claim from another period ( 6/23) **** 3,367.65											
5817	E	292 Adams County Building Dept.									
FY 22/23 - Quarters 2/3 (Jan-June 2023)											
		Q3 22/23 07/01/23 22/23 Q3 PERMIT FEES	2,724.05*			1	41100	321			10102
		Q3 22/23 07/01/23 20/21 Q3 SOLID WASTE FEES	643.60*			1	41100	321			10102
		<b>Total for Vendor:</b>	<b>3,367.65</b>								
*** Claim from another period ( 6/23) **** 1,500.00											
5804		563 Adams County Prosecuting									
July 2023 Prosecutions											
		1057 07/05/23 Municipal Prosecutions- July	1,500.00			1	41400	312			10102
		<b>Total for Vendor:</b>	<b>1,500.00</b>								
*** Claim from another period ( 6/23) **** 8,415.00											
5812		48 Adams County Sheriff									
April 1- June 30, 2023 Quarterly Payment											
		06/30/23 Payment for QTR 3 FY 22/23	8,415.00			1	41400	313			10102
		<b>Total for Vendor:</b>	<b>8,415.00</b>								
*** Claim from another period ( 6/23) **** 193.90											
5824		25 Analytical Labs, Inc.									
		2304577 06/30/23 Water Sampling / Testing	71.10*			60	43320	745			10102
		2304577 06/30/23 CCR	122.80*			60	43320	324			10102
		<b>Total for Vendor:</b>	<b>193.90</b>								
*** Claim from another period ( 6/23) **** 157.20											
5818		686 Brown, Hunter									
Mileage reimbursement for travel to ITD district 3 meeting in Meridian, ID											
		06/14/23 Travel Mileage Reim (H20)	78.60			60	43320	521			10102
		06/14/23 Travel Mileage Reim (SWR)	78.60			65	43220	521			10102
		<b>Total for Vendor:</b>	<b>157.20</b>								

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5807			1 C & M Lumber Co, Inc	1,047.43	****							
	06/25/23		Youth Sports	56.48			1	45200		324		10102
	06/25/23		Water	269.26*			60	43320		324		10102
	06/25/23		Park	71.15*			1	41600		324		10102
	06/25/23		Shop - Water	146.82*			60	43320		324		10102
	06/25/23		Shop - Sewer	148.82			65	43220		324		10102
	06/25/23		Shop - Streets	148.82			1	41500		324		10102
	06/25/23		Sewer	23.98			65	43220		324		10102
	06/25/23		Streets	182.10			1	41500		324		10102
			<b>Total for Vendor:</b>	<b>1,047.43</b>								
5800			E 253 Christensen Inc. dba United Oil	225.25	****							
	1023245	06/30/23	Fuel -Streets	24.13			1	41500		630		10102
	1023245	06/30/23	Fuel - Sewer	24.13*			65	43220		630		10102
	1023245	06/30/23	Fuel - Water	24.13*			60	43320		630		10102
	1023245	06/30/23	Fuel - Parks	57.75			1	41600		630		10102
	1023245	06/30/23	Fuel - Backhoe - Water	31.70*			60	43320		630		10102
	1023245	06/30/23	Fuel -Backhoe - Sewer	31.70*			65	43220		630		10102
	1023245	06/30/23	Fuel -Backhoe - Streets	31.71			1	41500		630		10102
			<b>Total for Vendor:</b>	<b>225.25</b>								
5810			29 City of New Meadows	642.65	****							
	025-00	06/29/23	Chlorinator Room	14.65			65	43220		339		10102
	310-00	06/29/23	Park Irrigation	14.30			1	41600		332		10102
	309-00	06/29/23	Park Restrooms	93.06			1	41600		331		10102
	014-00	06/29/23	Industrial Park	234.84			63	43100		331		10102
	364-00	06/29/23	Auger Room	103.04			65	43220		338		10102
	126-00	06/29/23	City Hall	78.11*			1	41100		331		10102
	015-00	06/29/23	Skate Park	14.30			1	41600		332		10102
	012-00	06/29/23	Recycle Center	14.30			1	41600		332		10102
	060-00	06/29/23	Ambulance Shed	76.05*			1	41100		331		10102
			<b>Total for Vendor:</b>	<b>642.65</b>								

For dates posted from 06/28/23 to 07/10/23  
 \* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5803		690 Clearwater Financial, LLC June Hours Worked on Comprehensive Financial Plan 3015 07/03/23 Comp Fac Plan	1,150.00 1,150.00	****		1	43318	324			10102
		<b>Total for Vendor:</b>	<b>1,150.00</b>								
5808	E	405 CORE & MAIN LP Subsurface mag locator T122572 06/28/23 Locator (W) T122572 06/28/23 Locator (S)	591.44 591.44	****		60 65	43320 43220	324 324			10102 10102
5825	E	405 CORE & MAIN LP Water Parts T149241 07/03/23 Water Parts T149213 07/03/23 Sewer Saddle T103138 06/23/23 Water Meters	1,174.97 381.43 489.54 304.00	****		60 65 60	43320 43220 43320	324 324 324			10102 10102 10102
		<b>Total for Vendor:</b>	<b>2,357.85</b>								
5799		415 Crestline Engineers Project 15001	187.50	****		60	43320	319			10102
5820	E	367 Custom Works / Barron Loper Street Sweeper rental 07/06/23 Street Sweeper Rental 5/11 07/06/23 Street Sweeper Rental 6/16	187.50 189.00 168.00	****		1 1	41500 41500	324 324			10102 10102
		<b>Total for Vendor:</b>	<b>357.00</b>								
5802		495 Drake Diversified LLC Monthly Back-up Operator June 2023 1683 07/01/23 June 2023 H2O Back-up Operator 1683 07/01/23 June 2023 SWR Back-up Operator	400.00 200.00 200.00	****		60 65	43320 43220	310 310			10102 10102
		<b>Total for Vendor:</b>	<b>400.00</b>								

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
5805	E	594 DUBOIS CHEMICAL, INC		410.38	****					
	IN-3009624	02/24/23 SODIUM THIOSULFATE		199.00			65	43220	324	10102
	IN-3009624	02/24/23 SHIPPING		211.38			65	43220	324	10102
		<b>Total for Vendor:</b>		<b>410.38</b>						
5815		634 Great West Engineering, Inc		4,366.00	****					
	Seepage Testing for Lagoon Cell 3									
	29630	06/26/23 Seepage Testing for Lagoon 3		4,366.00			65	43230	858	10102
		<b>Total for Vendor:</b>		<b>4,366.00</b>						
5806		641 High Mountain Cleaning &		87.50	****					
	OFFICE CLEANING / CITY HALL	06/09/23, 06/24/23								
	10449	06/11/23 OFFICE CLEANING / CITY HALL		87.50*			1	41100	324	10102
		<b>Total for Vendor:</b>		<b>87.50</b>						
5814		602 Idaho Dept of Environmental		360.18	****					
	For Fiscal Year 22/23									
	23POT0023A	07/01/23 IPDES Coverage		360.18			65	43220	324	10102
		<b>Total for Vendor:</b>		<b>360.18</b>						
5826	E	4 Idaho Power		2,559.90						
	0032879986	07/07/23 Street Lights (Electricity)		649.69			1	41500	330	10102
	0032879987	07/07/23 City Shop (Electricity) Wa		27.28			60	43320	330	10102
	0032879987	07/07/23 City Shop (Electricity) Se		27.29			65	43220	330	10102
	0032879987	07/07/23 City Shop (Electricity) Str		27.29			1	41500	330	10102
	0032879959	07/07/23 Parks (Electricity)		41.35			1	41600	330	10102
	0032879967	07/07/23 sewer Lift Station (Electr		5.70			65	43220	337	10102
	0032879945	07/07/23 Well #3 (Electric)		41.04			60	43320	334	10102
	0032879933	07/07/23 Well #4 (Electric)		649.06			60	43320	335	10102
	0032879940	07/07/23 Booster Station (Electric)		0.00			60	43320	333	10102
	0032879919	07/07/23 Sewer Plant (Electricity)		535.54			65	43220	336	10102
	0030309892	07/07/23 City Hall (Electricity) Ge		32.97			1	41100	330	10102
	0030309892	07/07/23 City Hall (Electricity) H2O		32.97			60	43320	330	10102
	0030238986	07/07/23 City Hall (Electricity) SWR		32.97			65	43220	330	10102
	0032880160	07/07/23 Sewer Land Ap		202.94			65	43220	330	10102
	0033198570	07/07/23 Recycling Center		13.36			63	43100	330	10101

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
0033232987	07/07/23	Well #5 (Electric)		240.45			60 43320	348		10102
		<b>Total for Vendor:</b>		<b>2,559.90</b>						
		*** Claim from another period ( 6/23) ****		391.58						
5822		279 J.I. Morgan, Inc.		130.53*			60 43320	324		10102
		0000312 06/30/23 Road Mix - Water		130.53			65 43220	324		10102
		0000312 06/30/23 Road Mix - Streets		130.52			1 41500	324		10102
		<b>Total for Vendor:</b>		<b>391.58</b>						
		*** Claim from another period ( 6/23) ****		275.20						
5821		E 150 Lake Shore Disposal		68.80*			1 41100	324		10102
		26274083s2 07/01/23 Garbage - General		68.80*			60 43320	324		10102
		26274083s2 07/01/23 Garbage - Water		68.80			65 43220	324		10102
		26274083s2 07/01/23 Garbage - Sewer		68.80*			63 43100	324		10102
		26274083s2 07/01/23 Garbage - Industrial Park		68.80*						
		<b>Total for Vendor:</b>		<b>275.20</b>						
		*** Claim from another period ( 6/23) ****		32.99						
5809		277 May Hardware		32.99*			63 43100	324		10102
		Key & ID Tag Wiring								
		73405 06/25/23 Key & Wiring		32.99*						
		<b>Total for Vendor:</b>		<b>32.99</b>						
		*** Claim from another period ( 6/23) ****		12.30						
5823		E 162 Norco Inc.		4.10			1 41500	324		10102
		38099842 06/30/23 Cylinder Rental		4.10*			60 43320	324		10102
		38099842 06/30/23 Cylinder Rental		4.10			65 43220	324		10102
		38099842 06/30/23 Cylinder Rental		4.10						
		<b>Total for Vendor:</b>		<b>12.30</b>						
		*** Claim from another period ( 6/23) ****		114.00						
5801		659 SMS Inc.		31.00			65 43220	620		10102
		361256 06/07/23 Shipping (SWR)		27.00			65 43220	620		10102
		361257 06/08/23 Shipping (SWR)		29.00			65 43220	620		10102
		361258 06/14/23 Shipping (SWR)		27.00			65 43220	620		10102
		361259 06/29/23 Shipping (SWR)		27.00			65 43220	620		10102
		<b>Total for Vendor:</b>		<b>114.00</b>						

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5827	E	500 SPARKLIGHT formerly Cable One Internet Services	95.35								
		07/10/23 Internet - General	31.78			1		41100	308		10102
		07/10/23 Internet - Water	31.78			60		43320	308		10102
		07/10/23 Internet - Sewer	31.79			65		43220	308		10102
		<b>Total for Vendor:</b>	<b>95.35</b>								
		*** Claim from another period ( 6/23) ****	800.00								
5811		514 Stubbs, Richard L. April - June 2023 QTR 2									
		QTR2 07/01/23 City Matters - QTR 2	50.00*			1		41100	312		10102
		QTR2 07/01/23 City Matters - QTR 2	400.00			60		43320	312		10102
		QTR2 07/01/23 City Matters - QTR 2	350.00			65		43220	312		10102
		<b>Total for Vendor:</b>	<b>800.00</b>								
5819		697 U.S. Bank Equipment Finance Photocopier Lease	148.72								
		505301994 07/01/23 Photocopier Lease	49.57*			1		41100	324		10102
		505301994 07/01/23 Photocopier Lease	49.58*			60		43320	324		10102
		505301994 07/01/23 Photocopier Lease	49.57			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>148.72</b>								
		*** Claim from another period ( 6/23) ****	1,521.20								
5816	E	436 US Bank GOOGLE 06/26/23 Email (Gen)	63.78*			1		41100	709		10102
		GOOGLE 06/26/23 Email (IND)	63.78*			63		43100	709		10102
		GOOGLE 06/26/23 Email (WTR)	63.79			60		43320	709		10102
		GOOGLE 06/26/23 Email (SWR)	63.78			65		43220	709		10102
		TSHEETS 06/26/23 TSHEETS (GEN)	25.33*			1		41100	709		10102
		TSHEETS 06/26/23 TSHEETS (WTR)	25.34			60		43320	709		10102
		TSHEETS 06/26/23 TSHEETS (SWR)	25.33			65		43220	709		10102
		phones 06/26/23 8x8 phones (GEN)	33.46			1		41100	308		10102
		phones 06/26/23 8x8 phones (WTR)	33.47			60		43320	308		10102
		phones 06/26/23 8x8 phones (SWR)	33.47			65		43220	308		10102
		supplies 06/26/23 ADOBE	19.99*			1		41100	324		10102
		supplies 06/26/23 Amazon	97.23			1		41100	610		10102
		domain 06/26/23 land1 Domain	3.00*			1		41100	709		10102
		postage 06/26/23 FP Mailing	207.00*			1		41100	620		10102

For dates posted from 06/28/23 to 07/10/23  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ #/Inv Date/Description	Invoice	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	YSE	06/26/23 Amazon YS Equip		492.45			1		45200	340		10102
	CDL	06/26/23 CDL Course Hunter		135.00			60		43320	520		10102
	CDL	06/26/23 CDL Course Ivan		135.00			65		43220	520		10102
		<b>Total for Vendor:</b>		<b>1,521.20</b>								
		<b># of Claims</b>	<b>29</b>	<b>Total:</b>								
		<b>Total Electronic Claims</b>		<b>31,636.73</b>			<b># of Vendors</b>	<b>18</b>				
		<b>Total Non-Electronic Claims</b>		<b>11,182.08</b>								
				<b>20454.65</b>								

## Roll Call / Pledge of Allegiance

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

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

Public present at City Hall were Brad Steiner, Staci Albers, Fred & Becky McFadden, Kristi Scott, Kayrene Brown, and Jake Howard.

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

City Clerk Gardner read the mission statement.

## Public Input

There was no public input.

## Reports

### Mayor's Report

Mayor Good stated that a camera system will be placed at the park to cover the water project. A letter was delivered to the fire station regarding water usage from hydrants. A couple of saddles have been broken due to high pressure in the system. The pressure needs to be monitored to stop this from occurring. Emergency water use is permitted. The mud drags will not use city water for the event.

The farmers market will begin July 2<sup>nd</sup> at the park. Also, sixteen grass and weeds letters went out this month.

### Skate Park Update

A skate park groundbreaking event will be held August 11<sup>th</sup> from 5:00-10:00pm. Tentatively scheduled will be live music, food trucks, and possibly free helmets for the kids.

## Discussion Items

### Budget Review

The Council reviewed the proposed budget items for the water fund for fiscal year 2023/2024. They projected 8 connections would be sold next year. Electricity and insurance costs were projected to rise.

### Cat Population

There continues to be feral cats on the north side of town. Most cats have been spayed/neutered, and are then returned to the area. Several community members feed the cats. It was suggested that a PSA be produced advising against the feeding of feral cats.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY, JUNE 26, 2023 AT 6:30 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 16.

Cedric Street Change

A portion of Cedric Street on the East side of South Heigho has not been maintained in the past. Community Member Jake Howard was concerned that his property at the end of Cedric might not be able to be developed if it were determined that the street would not have 2-way access. Suggestions included changing the designation to an alley or making it a one-way street. Mayor Good stated that a surveyor should be contacted, and all parties involved would meet with him to determine the best route for moving forward.

SRMV Sewer Line / Annexation

Salmon River Mobile Vet is requesting sewer service to their property on Highway 55. The closest sewer connection is behind Subway. An easement across private property would have to be established prior to the connection being installed. Mayor Good will work with Attorney Stubbs on this easement request.

**Action Items**

Surplus Item Bid Opening – Water Truck

No Bids were received for the water truck.

Surplus Building Demolition Bid Opening – 112 N Heigho

One bid was received and opened for the demolition project.

The Council chose to extend the bid request from July 6<sup>th</sup> to August 3<sup>rd</sup>, with the bid opening date being August 14<sup>th</sup>.

Industrial Park Lease Review

The Council reviewed the expired lease for S&S Enterprises. The lease expired in 2019. The Council reviewed their last rate based on information they provided in 2019. No current information was given. They chose to raise the rate to a fair market value of \$600. Tenants may review the discount resolution and come to the Council with information for a reduced rate. They chose to renew the lease for one year.

The Council reviewed the expired lease for Salmon River Mobile Vet. Their lease will also be for one year. They will have the same rate and may update their information for a discount, if applicable.

Well #5 Address

Fire Chief Buys suggested that well #5 have an official address, as it was previously known as xx S Norris. The official address will be 504 Katherine Street.

- Council Member Goodwin moved to authorize a street address of 504 Katherine Street for Well #5; Council Member Ryker seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Ryker – yes, Goodwin – yes. Motion carried.

**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY, JUNE 26, 2023 AT 6:30 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Single Audit

A single audit for the water project is required. Zwygart, John & Associates have agreed to complete this audit along with their regular audit.

- Council Member Ryker moved to approve the single audit by Zwygart, John & Associates; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Carr – yes, Ryker – yes, Goodwin – yes. Motion carried.

City Hall Plumbing Quote

A plumber was called to repair a leak in the toilet in the men’s restroom at City Hall. He repaired two of the leaks and stated that a third leak was not repairable and that a new tank would be necessary. The cost was \$790 for the specialized tank. Mayor Good stated that a new toilet could be purchased for approximately \$400. Council Member Goodwin stated that a student is looking for volunteer opportunities for a senior project and may be able to help. The Council agreed that public works could install a new toilet.

Executive Session 74-206 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

- Council Member Ryker moved to go into Executive Session under 74-206 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Executive Session began at 7:46 P.M. and ended at 7:54 P.M.

Roll was called and all Council Members and Mayor were present.

**Consent Agenda**

The Consent Agenda included May 2023 Financials, Paid and Pending Claims, and June 12, 2023 Meeting Minutes. City Clerk Gardner polled the Council and all stated that they had read the minutes.

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

**Future Meeting Topics**

Future meeting topics included budget review for sewer, sewer annexation, staff reports, water project update, development projects, and Cedric Street review.

CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES  
HELD MONDAY, JUNE 26, 2023 AT 6:30 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

**Adjournment**

Mayor Good adjourned the meeting at 7:58 P.M.

\_\_\_\_\_  
Julie A. Good, Mayor

ATTEST: \_\_\_\_\_  
Kyla Gardner, City Clerk

DRAFT

**Hunter Brown**

**Pay Period**

**5/16/2023 to**

**5/31/2023**

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	5/16/2023	8.00							8.00	
Wednesday	5/17/2023	8.00							8.00	
Thursday	5/18/2023	8.00							8.00	
Friday	5/19/2023	8.00							8.00	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>32.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.00</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023	8.00							8.00	
Tuesday	5/23/2023	8.00							8.00	
Wednesday	5/24/2023	8.00							8.00	
Thursday	5/25/2023	8.00							8.00	
Friday	5/26/2023	8.00							8.00	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023					8.00			8.00	
Tuesday	5/30/2023	8.00							8.00	
Wednesday	5/31/2023	8.00							8.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	
<b>Total Pay Period</b>		<b>88.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96.00</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Hunter Brown

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 17.</span>
<b>86.90</b>	<b>0.00</b>	<b>1.10</b>	<b>0.00</b>	<b>88.00</b>

Time in	Time out	Duration	
<b>May 16, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	12:50pm (MDT)	4.33	PW > PW - City Shop > Shop
<b>NOTES:</b> bench: Build forms and excavate hole			
12:50pm (MDT)	4:00pm (MDT)	3.17	PW > PW - City Shop > Shop
<b>NOTES:</b> collect Pitrun, fill hole, place fabric, place form, fill to bottom of form with crushed rock, level form, place and cover bench.			
<b>May 17, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	12:16pm (MDT)	3.77	PW > PW - City Shop > Shop
<b>NOTES:</b> collect tools, concrete, and ready-bar. pour and level concrete.			
12:16pm (MDT)	4:00pm (MDT)	3.73	PW > PW - City Shop > Shop
<b>NOTES:</b> post concrete project cleanup.			
<b>May 18, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:05am (MDT)	0.58	PW > PW - City Shop > Shop
<b>NOTES:</b> set and clean bench.			
9:05am (MDT)	12:45pm (MDT)	3.67	STRTS > STRTS - Pot Hole Repair
<b>NOTES:</b> Norris quikcrete			
12:45pm (MDT)	1:15pm (MDT)	0.50	PARK > PARK - Maintenance
<b>NOTES:</b> measure for proposed volly ball pit			
1:15pm (MDT)	2:00pm (MDT)	0.75	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> install new batteries.			
2:00pm (MDT)	2:25pm (MDT)	0.42	STRTS > STRTS - Pot Hole Repair
<b>NOTES:</b> get more quikcrete from C&M			
2:25pm (MDT)	2:49pm (MDT)	0.40	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> road watering lesson with Jessie.			
2:49pm (MDT)	3:18pm (MDT)	0.48	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> tighten leaking support bolt nuts.			
3:18pm (MDT)	4:00pm (MDT)	0.70	EQP > EQP - MACK Dump Maintenance
<b>NOTES:</b> repair electric hose roller.			
<b>May 19, 2023</b>			<b>8.00</b>
8:00am (MDT)	9:30am (MDT)	1.50	SWR > SWR - Sewer Logs
9:30am (MDT)	1:14pm (MDT)	3.73	STRTS > STRTS - Pot Hole Repair
1:14pm (MDT)	4:00pm (MDT)	2.77	SWR > SWR - Land Application Project
<b>NOTES:</b> install and/or adjust wheel line chains.			
<b>May 22, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting

9:00am (MDT)	10:00am (MDT)	1.00	MTG > MTG - Other Government
<b>NOTES:</b> water mtg			
10:00am (MDT)	12:05pm (MDT)	2.08	PW > PW - City Shop > Shop
<b>NOTES:</b> remove air compressor from county shop.			
12:05pm (MDT)	2:27pm (MDT)	2.37	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> move old water truck and clean east section of north shed.			
2:27pm (MDT)	4:00pm (MDT)	1.55	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> piece up fallen wall on north shed.			

**May 23, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:00am (MDT)	0.50	SWR > SWR - Service Call
9:00am (MDT)	1:15pm (MDT)	4.25	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> clean Tuff Shed and prep for relocation.			
1:15pm (MDT)	4:00pm (MDT)	2.75	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> prep new shed location.			

**May 24, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	8:40am (MDT)	0.17	PW > PW - City Shop > Shop
<b>NOTES:</b> call Aaron Ingal about moving a memorial for the school.			
8:40am (MDT)	9:12am (MDT)	0.53	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> prep new shed location.			
9:12am (MDT)	12:35pm (MDT)	3.38	PW > PW - City Shop > Shop
<b>NOTES:</b> move memorial at school.			
12:35pm (MDT)	4:00pm (MDT)	3.42	SWR > SWR - Service Call
<b>NOTES:</b> assist Ivan with John Smith's sewer replacement.			

**May 25, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	4:00pm (MDT)	7.50	STRTS > Train - Streets
<b>NOTES:</b> learn street maintenance with Jessie.			

**May 26, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	10:03am (MDT)	1.55	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> built and install skids on shed. trial and error - understand to to best move shed.			
10:03am (MDT)	12:04pm (MDT)	2.02	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> repair damaged hood noise shielding caused by mice.			
12:04pm (MDT)	2:00pm (MDT)	1.93	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> blow out evidence of mice nesting. pressure wash with degreaser.			
2:00pm (MDT)	2:35pm (MDT)	0.58	SWR > Train - Sewer
<b>NOTES:</b> move sample equipment for Kirk.			
2:35pm (MDT)	4:00pm (MDT)	1.42	PW > PW - City Shop > Shop
<b>NOTES:</b> post project cleanup - John Smith sewer.			

**May 30, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:55am (MDT)	0.92	MTG > MTG - Other Government
<b>NOTES:</b> water project meeting			
9:55am (MDT)	10:15am (MDT)	0.33	PW > PW - City Shop > Shop
<b>NOTES:</b> copy storage keys for T ball coaches.			
10:15am (MDT)	12:22pm (MDT)	2.12	PW > PW - City Shop > Shop
<b>NOTES:</b> adjust shed skids and reinstall.			
12:22pm (MDT)	3:00pm (MDT)	2.63	PW > PW - City Shop > Shop
<b>NOTES:</b> have Jessie assist with moving shed.			
3:00pm (MDT)	4:00pm (MDT)	1.00	PW > PW - City Shop > Shop
<b>NOTES:</b> post project cleanup. make list of needed repairs.			

**May 31, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	11:28am (MDT)	2.97	PW > PW - City Shop > Shop
<b>NOTES:</b> shed: remove damaged floor			
11:28am (MDT)	1:30pm (MDT)	2.03	PW > PW - City Shop > Shop
<b>NOTES:</b> shed: lift and install pressure treated foundation in parallel.			
1:30pm (MDT)	4:00pm (MDT)	2.50	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> find oil leak and tighten components as necessary.			

**Kyla Gardner**

**Pay Period**

**6/1/2023 to**

**6/15/2023**

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									0.00	
Thursday	6/1/2023	9.28							9.28	
Friday	6/2/2023								0.00	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>9.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.28</b>	
Sunday	6/4/2023								0.00	
Monday	6/5/2023	8.88							8.88	
Tuesday	6/6/2023	7.38							7.38	
Wednesday	6/7/2023	8.57							8.57	
Thursday	6/8/2023	7.49							7.49	
Friday	6/9/2023								0.00	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>32.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.32</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023	10.58							10.58	
Tuesday	6/13/2023	8.03							8.03	
Wednesday	6/14/2023	7.52							7.52	
Thursday	6/15/2023	7.34							7.34	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>33.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.47</b>	
<b>Total Pay Period</b>		<b>75.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.07</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Kyla Gardner

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 17.</span>
<b>75.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.07</b>

Time in	Time out	Duration	
<b>June 1, 2023</b>			<b>9.28</b>
7:33am	10:04am	2.52	ADM > ADM - Customer Relations
10:04am	4:50pm	6.77	MTG > MTG - Other Government
<b>NOTES:</b> Leadership Academy			
<b>June 5, 2023</b>			<b>8.88</b>
7:47am	3:13pm	7.43	ADM > ADM - Customer Relations
5:54pm	7:21pm	1.45	MTG > MTG - Council Meeting
<b>June 6, 2023</b>			<b>7.38</b>
7:49am	3:12pm	7.38	ADM > ADM - Customer Relations
<b>June 7, 2023</b>			<b>8.57</b>
7:51am	3:10pm	7.32	ADM > ADM - Customer Relations
5:53pm	7:08pm	1.25	MTG > MTG - Other Government
<b>NOTES:</b> Little Salmon River WAG			
<b>June 8, 2023</b>			<b>7.48</b>
7:47am	3:16pm	7.48	ADM > ADM - Customer Relations
<b>June 12, 2023</b>			<b>10.58</b>
7:45am	3:26pm	7.68	ADM > ADM - Customer Relations
5:44pm	8:38pm	2.90	MTG > MTG - Council Meeting
<b>June 13, 2023</b>			<b>8.03</b>
7:54am	3:56pm	8.03	ADM > ADM - Customer Relations
<b>June 14, 2023</b>			<b>7.52</b>
7:46am	3:17pm	7.52	ADM > ADM - Customer Relations
<b>June 15, 2023</b>			<b>7.33</b>
7:48am	3:08pm	7.33	ADM > ADM - Customer Relations

Jessica Gerke

Pay Period

5/16/2023 to

5/31/2023

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	5/16/2023	6.38							6.38	
Wednesday	5/17/2023								0.00	
Thursday	5/18/2023	6.75							6.75	
Friday	5/19/2023	6.17							6.17	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>19.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.30</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023								0.00	
Tuesday	5/23/2023	5.73							5.73	
Wednesday	5/24/2023								0.00	
Thursday	5/25/2023	5.32							5.32	
Friday	5/26/2023	4.95							4.95	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023								0.00	
Tuesday	5/30/2023	4.31							4.31	
Wednesday	5/31/2023								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>4.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.31</b>	
<b>Total Pay Period</b>		<b>39.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.61</b>	

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

# Jessica Gerke

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 17.</span>
39.61	0.00	0.00	0.00	39.61

Time in	Time out	Duration	
<b>May 16, 2023</b>			<b>6.38</b>
9:42am (MDT)	10:23am (MDT)	0.68	PW > PW - City Shop > Shop
10:23am (MDT)	11:56am (MDT)	1.55	EQP > EQP - Parts Run
11:56am (MDT)	3:26pm (MDT)	3.50	EQP > EQP - Grader Maintenance
3:26pm (MDT)	4:05pm (MDT)	0.65	EQP > EQP - MACK Dump Maintenance
<b>May 18, 2023</b>			<b>6.75</b>
9:55am (MDT)	11:13am (MDT)	1.30	EQP > EQP - MACK Dump Maintenance
11:13am (MDT)	12:20pm (MDT)	1.12	EQP > EQP - Parts Run
<b>NOTES:</b> Batteries			
12:20pm (MDT)	4:40pm (MDT)	4.33	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> Watering and blading			
<b>May 19, 2023</b>			<b>6.17</b>
9:36am (MDT)	3:46pm (MDT)	6.17	STRTS > STRTS - Grading / Blading
<b>May 23, 2023</b>			<b>5.73</b>
9:16am (MDT)	10:44am (MDT)	1.47	PW > PW - Office Time
<b>NOTES:</b> Cdl			
11:44am (MDT)	3:10pm (MDT)	3.43	STRTS > STRTS - Grading / Blading
3:10pm (MDT)	4:00pm (MDT)	0.83	PW > PW - City Shop > Shop
<b>May 25, 2023</b>			<b>5.32</b>
9:40am (MDT)	10:27am (MDT)	0.78	STRTS > STRTS - Pot Hole Repair
10:27am (MDT)	12:06pm (MDT)	1.65	WTR > WTR - Service Call
1:07pm (MDT)	2:04pm (MDT)	0.95	STRTS > STRTS - Pot Hole Repair
2:04pm (MDT)	2:55pm (MDT)	0.85	PW > PW - City Shop > Shop
2:55pm (MDT)	4:00pm (MDT)	1.08	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Blading			
<b>May 26, 2023</b>			<b>4.95</b>
10:33am (MDT)	3:30pm (MDT)	4.95	EQP > EQP - VOLVO Dump Maintenance
<b>May 30, 2023</b>			<b>4.31</b>
11:56am (MDT)	3:47pm (MDT)	3.85	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Gravel			
3:47pm (MDT)	4:15pm (MDT)	0.46	STRTS > STRTS - Pot Hole Repair
<b>NOTES:</b> Gravel			

Ivan McDaniel

Pay Period

5/16/2023 to

5/31/2023

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	5/16/2023	8.10							8.10	
Wednesday	5/17/2023	8.13							8.13	
Thursday	5/18/2023	8.37							8.37	
Friday	5/19/2023	8.27							8.27	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>32.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.87</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023	8.02							8.02	
Tuesday	5/23/2023	9.48							9.48	
Wednesday	5/24/2023	8.60							8.60	
Thursday	5/25/2023	9.00							9.00	
Friday	5/26/2023	4.40							4.40	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>39.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39.50</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023					8.00			8.00	
Tuesday	5/30/2023	8.23							8.23	
Wednesday	5/31/2023	8.00							8.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>16.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.23</b>	
<b>Total Pay Period</b>		<b>88.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96.60</b>	

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

# Ivan McDaniel

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 17.</span>
<b>86.80</b>	<b>0.00</b>	<b>1.80</b>	<b>0.00</b>	<b>88.60</b>

Time in	Time out	Duration	
<b>May 16, 2023</b>			<b>8.10</b>
7:57am (MDT)	8:07am (MDT)	0.17	PARK > PARK - Restroom
8:07am (MDT)	8:13am (MDT)	0.10	SWR > SWR - Sewer Logs
8:13am (MDT)	9:20am (MDT)	1.12	PW > PW - City Shop > Shop
<b>NOTES:</b> clean up around shop			
9:20am (MDT)	2:24pm (MDT)	5.07	PW > PW - City Shop > Shop
<b>NOTES:</b> bench work			
2:24pm (MDT)	4:03pm (MDT)	1.65	EQP > EQP - Grader Maintenance
<b>May 17, 2023</b>			<b>8.13</b>
7:55am (MDT)	8:07am (MDT)	0.20	PARK > PARK - Restroom
8:07am (MDT)	8:40am (MDT)	0.55	WTR > WTR - Booster Station & Well Logs
8:40am (MDT)	9:23am (MDT)	0.72	PW > PW - City Shop > Shop
<b>NOTES:</b> bench work			
9:23am (MDT)	9:29am (MDT)	0.10	SWR > SWR - Sewer Testing
9:29am (MDT)	12:27pm (MDT)	2.97	PW > PW - City Shop > Shop
<b>NOTES:</b> bench work			
12:27pm (MDT)	1:21pm (MDT)	0.90	SWR > SWR - Land Application Project
1:21pm (MDT)	1:34pm (MDT)	0.22	WTR > WTR-WELL PROJECT
<b>NOTES:</b> well 5 learning			
1:34pm (MDT)	4:03pm (MDT)	2.48	PARK > PARK - Mowing / Trimming
<b>May 18, 2023</b>			<b>8.37</b>
7:50am (MDT)	7:56am (MDT)	0.10	PARK > PARK - Restroom
7:56am (MDT)	8:10am (MDT)	0.23	SWR > SWR - Sewer Logs
8:10am (MDT)	8:32am (MDT)	0.37	SWR > SWR - Land Application Project
<b>NOTES:</b> more chains on wheel lines			
8:32am (MDT)	9:35am (MDT)	1.05	PW > PW - City Shop > Shop
<b>NOTES:</b> finish bench			
9:35am (MDT)	1:23pm (MDT)	3.80	STRTS > STRTS - Pot Hole Repair
<b>NOTES:</b> figuring out quickcrete			
1:23pm (MDT)	3:55pm (MDT)	2.53	PARK > PARK - Mowing / Trimming
3:55pm (MDT)	4:12pm (MDT)	0.28	SWR > SWR - System Maintenance
<b>May 19, 2023</b>			<b>8.27</b>
7:51am (MDT)	7:57am (MDT)	0.10	PARK > PARK - Restroom
7:57am (MDT)	8:16am (MDT)	0.32	WTR > WTR - Booster Station & Well Logs
8:16am (MDT)	8:25am (MDT)	0.15	SWR > SWR - Auger Room Maintenance
8:25am (MDT)	10:54am (MDT)	2.48	WTR > WTR - Meter Reading

10:54am (MDT)	11:35am (MDT)	0.68	WTR > WTR - Service Call
11:35am (MDT)	1:38pm (MDT)	2.05	STRTS > Train - Streets
<b>NOTES:</b> water truck training			
1:38pm (MDT)	4:07pm (MDT)	2.48	PW > PW - City Shop > Shop
<b>NOTES:</b> moving stuff out of the old county shed			

**May 22, 2023****8.02**

7:52am (MDT)	8:03am (MDT)	0.18	PARK > PARK - Restroom
8:03am (MDT)	8:31am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:31am (MDT)	9:02am (MDT)	0.52	MTG > MTG - Staff Meeting
9:02am (MDT)	10:24am (MDT)	1.37	PW > PW - City Shop > Shop
<b>NOTES:</b> deliver water heater, CDL practice			
10:24am (MDT)	12:56pm (MDT)	2.53	PW > PW - City Shop > Shop
<b>NOTES:</b> finish county shed			
12:56pm (MDT)	2:14pm (MDT)	1.30	WTR > WTR - Service Call
2:14pm (MDT)	3:44pm (MDT)	1.50	PW > PW - City Shop > Shop
<b>NOTES:</b> wall stuff			
3:50pm (MDT)	3:59pm (MDT)	0.15	WTR > WTR - Service Call

**May 23, 2023****9.48**

7:53am (MDT)	8:08am (MDT)	0.25	PARK > PARK - Restroom
8:08am (MDT)	8:14am (MDT)	0.10	SWR > SWR - Sewer Logs
8:14am (MDT)	9:41am (MDT)	1.45	SWR > SWR - Land Application Project
9:41am (MDT)	2:54pm (MDT)	5.22	SWR > SWR - System Maintenance
<b>NOTES:</b> working on sewer main			
2:54pm (MDT)	5:22pm (MDT)	2.47	PARK > PARK - Mowing / Trimming

**May 24, 2023****8.00**

7:56am (MDT)	8:03am (MDT)	0.12	PARK > PARK - Restroom
8:03am (MDT)	8:31am (MDT)	0.47	WTR > WTR - Booster Station & Well Logs
8:31am (MDT)	8:59am (MDT)	0.47	WTR > WTR- Fire Hydrants
<b>NOTES:</b> learning with John			
8:59am (MDT)	10:42am (MDT)	1.72	PW > PW - City Shop > Shop
<b>NOTES:</b> school help			
10:42am (MDT)	4:32pm (MDT)	5.83	SWR > SWR - System Maintenance
<b>NOTES:</b> main repair			

**May 25, 2023****9.00**

7:53am (MDT)	8:01am (MDT)	0.13	PARK > PARK - Restroom
8:01am (MDT)	8:20am (MDT)	0.32	SWR > SWR - Sewer Logs
8:20am (MDT)	10:17am (MDT)	1.95	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> working on the wall, also shed moving stuff			
10:17am (MDT)	10:52am (MDT)	0.58	WTR > WTR - Booster Pump Maintenance
<b>NOTES:</b> checking water tank level			

10:52am (MDT)	11:30am (MDT)	0.63	PW > PW - City Shop > Shop
<b>NOTES:</b> spraying Weeds around town			
11:30am (MDT)	1:47pm (MDT)	2.28	SWR > SWR - System Maintenance
<b>NOTES:</b> spraying around lagoons			
1:47pm (MDT)	2:52pm (MDT)	1.08	PARK > PARK - Maintenance
<b>NOTES:</b> stick removal			
2:52pm (MDT)	3:08pm (MDT)	0.27	SWR > Train - Sewer
3:08pm (MDT)	4:53pm (MDT)	1.75	WTR > Train - Water
<b>NOTES:</b> helping Kirk with well stuff			

**May 26, 2023** **4.40**

7:53am (MDT)	8:04am (MDT)	0.18	PARK > PARK - Restroom
8:04am (MDT)	8:21am (MDT)	0.28	WTR > WTR - Booster Station & Well Logs
8:21am (MDT)	9:31am (MDT)	1.17	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> move shed			
9:31am (MDT)	10:05am (MDT)	0.57	PW > PW - City Shop > Shop
<b>NOTES:</b> sprayer maintenance			
10:05am (MDT)	10:09am (MDT)	0.07	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> move shed			
10:09am (MDT)	11:18am (MDT)	1.15	PW > PW - City Shop > Shop
<b>NOTES:</b> sprayer maintenance			
11:18am (MDT)	12:00pm (MDT)	0.70	EQP > EQP - MACK Dump Maintenance
9:54pm (MDT)	10:11pm (MDT)	0.28	SWR > SWR - Service Call
<b>NOTES:</b> investigate intrusion alarm			

**May 30, 2023** **8.23**

7:42am (MDT)	7:48am (MDT)	0.10	PARK > PARK - Restroom
7:48am (MDT)	7:52am (MDT)	0.07	SWR > SWR - Sewer Logs
7:52am (MDT)	8:28am (MDT)	0.60	SWR > SWR - Auger Room Maintenance
8:28am (MDT)	9:00am (MDT)	0.53	MTG > MTG - Staff Meeting
9:00am (MDT)	10:02am (MDT)	1.03	WTR > WTR - Leak Letters
<b>NOTES:</b> red door notice			
10:02am (MDT)	10:58am (MDT)	0.93	PW > PW - City Shop > Shop
<b>NOTES:</b> measure ambulance shed and secure old county shed			
10:58am (MDT)	12:30pm (MDT)	1.53	PARK > PARK - Mowing / Trimming
12:30pm (MDT)	1:08pm (MDT)	0.63	WTR > WTR-WELL PROJECT
1:08pm (MDT)	1:46pm (MDT)	0.63	PARK > PARK - Mowing / Trimming
1:46pm (MDT)	3:11pm (MDT)	1.42	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> moving shed			
3:11pm (MDT)	3:56pm (MDT)	0.75	PARK > PARK - Maintenance
<b>NOTES:</b> clean up mess I made			

**May 31, 2023** **8.00**

7:43am (MDT)	7:51am (MDT)	0.13	WTR > WTR - Booster Pump Maintenance
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**NOTES:** learning stuff

7:51am (MDT)            7:55am (MDT)            0.07

PARK > PARK - Restroom

7:55am (MDT)            8:19am (MDT)            0.40

WTR > WTR - Booster Station & Well Logs

8:19am (MDT)            9:02am (MDT)            0.72

PARK > PARK - Restroom

9:02am (MDT)            9:30am (MDT)            0.47

WTR > WTR - Service Call

**NOTES:** finding and opening valve

9:30am (MDT)            11:02am (MDT)            1.53

PW > PW - City Shop > Shop

**NOTES:** doing errands for well people, kirk, and gals at city hall

11:02am (MDT)            12:23pm (MDT)            1.35

PARK > PARK - Restroom

12:23pm (MDT)            12:28pm (MDT)            0.08

PW > PW - City Shop > Shop

**NOTES:** making a plan for the dog pound.

12:28pm (MDT)            1:44pm (MDT)            1.27

WTR > WTR - Reporting

**NOTES:** trying to figure out if the leak at 216 1/2 is our issue

1:44pm (MDT)            2:15pm (MDT)            0.52

WTR > WTR - Well #4 Maintenance

**NOTES:** figuring out well depth

2:15pm (MDT)            3:43pm (MDT)            1.47

WTR > WTR-WELL PROJECT

**NOTES:** mowing wells

Jessica Gerke

Pay Period

6/1/2023 to

6/15/2023

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									0.00	
Thursday	6/1/2023								0.00	
Friday	6/2/2023								0.00	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	6/4/2023								0.00	
Monday	6/5/2023	2.30							2.30	
Tuesday	6/6/2023								0.00	
Wednesday	6/7/2023								0.00	
Thursday	6/8/2023								0.00	
Friday	6/9/2023								0.00	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>2.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.30</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023	7.55							7.55	
Tuesday	6/13/2023	6.63							6.63	
Wednesday	6/14/2023								0.00	
Thursday	6/15/2023	7.24							7.24	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>21.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21.42</b>	
<b>Total Pay Period</b>		<b>23.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.72</b>	

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

# Jessica Gerke

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To	Item 17.
<b>23.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.72</b>	

Time in	Time out	Duration	
<b>June 5, 2023</b>			<b>2.30</b>
2:04pm (MDT)	4:22pm (MDT)	2.30	PW > PW - Office Time
<b>NOTES:</b> Dan, Kirk, jack, Julie, cdls			
<b>June 12, 2023</b>			<b>7.55</b>
8:44am (MDT)	4:17pm (MDT)	7.55	STRTS > STRTS - Grading / Blading
<b>June 13, 2023</b>			<b>6.63</b>
10:40am (MDT)	1:21pm (MDT)	2.68	WTR > WTR - Service Call
1:21pm (MDT)	2:14pm (MDT)	0.88	MTG > MTG - Staff Meeting
<b>NOTES:</b> Dan core&main			
2:14pm (MDT)	5:18pm (MDT)	3.07	STRTS > STRTS - Grading / Blading
<b>June 15, 2023</b>			<b>7.23</b>
9:55am (MDT)	5:09pm (MDT)	7.23	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> Gravel, water, and blading			

**Angie Mettie**

**Pay Period**

**6/1/2023 to**

**6/15/2023**

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									0.00	
Thursday	6/1/2023	7.70							7.70	
Friday	6/2/2023								0.00	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>7.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.70</b>	
Sunday	6/4/2023								0.00	
Monday	6/5/2023	9.90							9.90	
Tuesday	6/6/2023	8.53							8.53	
Wednesday	6/7/2023	8.45							8.45	
Thursday	6/8/2023	8.43							8.43	
Friday	6/9/2023								0.00	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>35.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.31</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023	11.33							11.33	
Tuesday	6/13/2023	8.38							8.38	
Wednesday	6/14/2023	7.92							7.92	
Thursday	6/15/2023	8.39							8.39	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>36.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.02</b>	
<b>Total Pay Period</b>		<b>79.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79.03</b>	

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Angie Mettie

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To	Item 17.
<b>79.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79.03</b>	

Time in	Time out	Duration	
<b>June 1, 2023</b>			<b>7.70</b>
7:00am	8:50am	1.83	ADM > ADM - Customer Relations
9:28am	3:20pm	5.87	ADM > ADM - Customer Relations
<b>June 5, 2023</b>			<b>9.90</b>
7:08am	3:55pm	8.78	ADM > ADM - Customer Relations
6:14pm	7:21pm	1.12	MTG > MTG - Council Meeting
<b>June 6, 2023</b>			<b>8.53</b>
7:10am	3:42pm	8.53	ADM > ADM - Customer Relations
<b>June 7, 2023</b>			<b>8.45</b>
7:03am	3:30pm	8.45	ADM > ADM - Customer Relations
<b>June 8, 2023</b>			<b>8.43</b>
7:13am	3:39pm	8.43	ADM > ADM - Customer Relations
<b>June 12, 2023</b>			<b>11.33</b>
6:55am	3:36pm	8.68	ADM > ADM - Customer Relations
5:52pm	8:31pm	2.65	MTG > MTG - Council Meeting
<b>June 13, 2023</b>			<b>8.38</b>
7:12am	3:35pm	8.38	ADM > ADM - Customer Relations
<b>June 14, 2023</b>			<b>7.92</b>
7:07am	9:53am	2.77	ADM > ADM - Customer Relations
10:40am	3:49pm	5.15	ADM > ADM - Customer Relations
<b>June 15, 2023</b>			<b>8.38</b>
7:13am	3:36pm	8.38	ADM > ADM - Customer Relations

**Dana Kautz**

**Pay Period**

**6/1/2023 to**

**6/15/2023**

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									0.00	
Thursday	6/1/2023	4.95							4.95	
Friday	6/2/2023								0.00	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>4.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.95</b>	
Sunday	6/4/2023								0.00	
Monday	6/5/2023	0.73							0.73	
Tuesday	6/6/2023								0.00	
Wednesday	6/7/2023	5.05							5.05	
Thursday	6/8/2023								0.00	
Friday	6/9/2023								0.00	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>5.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.78</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023								0.00	
Tuesday	6/13/2023								0.00	
Wednesday	6/14/2023								0.00	
Thursday	6/15/2023								0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>10.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.73</b>	

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Dana Kautz

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To	Item 17.
10.73	0.00	0.00	0.00	10.73	

Time in	Time out	Duration	
<b>June 8, 2023</b>			<b>4.95</b>
10:04am (MDT)	3:01pm (MDT)	4.95	ADM > ADM - Customer Relations
<b>June 12, 2023</b>			<b>0.73</b>
6:28pm (MDT)	7:12pm (MDT)	0.73	Shift Total
<b>June 14, 2023</b>			<b>5.05</b>
10:03am (MDT)	3:06pm (MDT)	5.05	ADM > ADM - Customer Relations

**Kyla Gardner**

**Pay Period**

**5/16/2023 to**

**5/31/2023**

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	5/16/2023	7.57							7.57	
Wednesday	5/17/2023	7.47							7.47	
Thursday	5/18/2023	7.57							7.57	
Friday	5/19/2023								0.00	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>22.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22.61</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023	10.87							10.87	
Tuesday	5/23/2023	7.88							7.88	
Wednesday	5/24/2023	6.42					1.00		7.42	
Thursday	5/25/2023	5.47					3.00		8.47	
Friday	5/26/2023								0.00	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>30.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>34.64</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023					8.00			8.00	
Tuesday	5/30/2023	7.48							7.48	
Wednesday	5/31/2023	7.54							7.54	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>15.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.02</b>	
<b>Total Pay Period</b>		<b>68.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>4.00</b>	<b>0.00</b>	<b>80.27</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Kyla Gardner

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To	Item 17.
<b>68.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.27</b>	

Time in	Time out	Duration	
<b>May 16, 2023</b>			<b>7.57</b>
7:54am	3:28pm	7.57	ADM > ADM - Customer Relations
<b>May 17, 2023</b>			<b>7.47</b>
7:55am	3:23pm	7.47	ADM > ADM - Customer Relations
<b>May 18, 2023</b>			<b>7.57</b>
7:43am	3:17pm	7.57	ADM > ADM - Customer Relations
<b>May 22, 2023</b>			<b>10.87</b>
7:47am	3:26pm	7.65	ADM > ADM - Customer Relations
5:50pm	9:03pm	3.22	MTG > MTG - Council Meeting
<b>May 23, 2023</b>			<b>7.88</b>
7:51am	3:44pm	7.88	ADM > ADM - Customer Relations
<b>May 24, 2023</b>			<b>6.42</b>
7:51am	2:16pm	6.42	ADM > ADM - Customer Relations
<b>May 25, 2023</b>			<b>5.47</b>
7:34am	1:02pm	5.47	ADM > ADM - Customer Relations
<b>May 30, 2023</b>			<b>7.48</b>
7:44am	3:13pm	7.48	ADM > ADM - Customer Relations
<b>May 31, 2023</b>			<b>7.55</b>
7:47am	3:20pm	7.55	ADM > ADM - Customer Relations

**Dana Kautz**

**Pay Period**

**5/16/2023 to**

**5/31/2023**

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	5/16/2023								0.00	
Wednesday	5/17/2023								0.00	
Thursday	5/18/2023	4.42							4.42	
Friday	5/19/2023								0.00	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>4.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.42</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023								0.00	
Tuesday	5/23/2023								0.00	
Wednesday	5/24/2023	0.95							0.95	
Thursday	5/25/2023								0.00	
Friday	5/26/2023								0.00	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>0.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.95</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023								0.00	
Tuesday	5/30/2023								0.00	
Wednesday	5/31/2023								0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>5.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.37</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Dana Kautz

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To
<b>5.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.37</b>

Item 17.

Time in	Time out	Duration	
<b>May 18, 2023</b>			<b>4.42</b>
10:33am (MDT)	2:58pm (MDT)	4.42	ADM > ADM - Customer Relations
<b>May 24, 2023</b>			<b>0.95</b>
1:15pm (MDT)	2:12pm (MDT)	0.95	ADM > ADM - Customer Relations

**Angie Mettie**

**Pay Period**

**5/16/2023 to**

**5/31/2023**

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	5/16/2023	10.22							10.22	
Wednesday	5/17/2023	8.52							8.52	
Thursday	5/18/2023	8.92							8.92	
Friday	5/19/2023								0.00	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>27.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.66</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023	10.95							10.95	
Tuesday	5/23/2023	8.80							8.80	
Wednesday	5/24/2023	8.58							8.58	
Thursday	5/25/2023	8.38							8.38	
Friday	5/26/2023								0.00	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>36.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.71</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023	1.52				8.00			9.52	
Tuesday	5/30/2023	9.08							9.08	
Wednesday	5/31/2023	9.46							9.46	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>20.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.06</b>	
<b>Total Pay Period</b>		<b>84.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92.43</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Angie Mettie

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	To	Item 17.
<b>84.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>84.43</b>	

Time in	Time out	Duration	
<b>May 16, 2023</b>			<b>10.22</b>
7:03am	8:25am	1.37	ADM > ADM - Customer Relations
8:25am	8:38am	0.22	Other
8:38am	4:30pm	7.87	ADM > ADM - Customer Relations
<b>NOTES:</b> 3:30-4:30: Hello Spring setup 5-5:45- baseball sign ups 6:36-6:54- baseball sign ups			
5:06pm	5:47pm	0.68	ADM > ADM - Customer Relations
6:36pm	6:54pm	0.30	ADM > ADM - Customer Relations
<b>May 17, 2023</b>			<b>8.52</b>
7:03am	3:34pm	8.52	ADM > ADM - Customer Relations
<b>May 18, 2023</b>			<b>8.92</b>
7:08am	4:03pm	8.92	ADM > ADM - Customer Relations
<b>May 22, 2023</b>			<b>10.95</b>
7:34am	12:57pm	5.38	ADM > ADM - Customer Relations
1:08pm	3:38pm	2.50	ADM > ADM - Customer Relations
6:00pm	9:04pm	3.07	MTG > MTG - Council Meeting
<b>May 23, 2023</b>			<b>8.80</b>
6:59am	3:47pm	8.80	ADM > ADM - Customer Relations
<b>May 24, 2023</b>			<b>8.58</b>
7:11am	3:46pm	8.58	ADM > ADM - Customer Relations
<b>May 25, 2023</b>			<b>8.38</b>
7:04am	3:27pm	8.38	ADM > ADM - Customer Relations
<b>May 29, 2023</b>			<b>1.52</b>
5:55pm	7:26pm	1.52	MTG > MTG - Parks Meeting
<b>May 30, 2023</b>			<b>9.08</b>
6:53am	3:58pm	9.08	ADM > ADM - Customer Relations
<b>May 31, 2023</b>			<b>9.47</b>
7:02am	4:30pm	9.47	ADM > ADM - Customer Relations

**Hunter Brown**

**Pay Period**

**6/1/2023 to**

**6/15/2023**

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									0.00	
Thursday	6/1/2023	8.00							8.00	
Friday	6/2/2023	8.00							8.00	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	
Sunday	6/4/2023	0.83							0.83	
Monday	6/5/2023	8.00							8.00	
Tuesday	6/6/2023	8.00							8.00	
Wednesday	6/7/2023	8.00							8.00	
Thursday	6/8/2023	8.00							8.00	
Friday	6/9/2023	7.17		0.12					7.29	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.12</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023	9.47							9.47	
Tuesday	6/13/2023	9.12							9.12	
Wednesday	6/14/2023	11.84							11.84	
Thursday	6/15/2023	8.00							8.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>38.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.43</b>	
<b>Total Pay Period</b>		<b>94.43</b>	<b>0.00</b>	<b>0.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>94.55</b>	

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

# Hunter Brown

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To <span style="border: 1px solid black; padding: 2px;">Item 17.</span>
<b>94.43</b>	<b>0.00</b>	<b>0.12</b>	<b>0.00</b>	<b>94.55</b>

Time in	Time out	Duration	
<b>June 1, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:51am (MDT)	0.85	WTR > WTR - Booster Station & Well Logs
8:51am (MDT)	10:03am (MDT)	1.20	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> recheck oil leak perform weekly walk-around and PMs.			
10:03am (MDT)	11:00am (MDT)	0.95	MTG > MTG - Other Government
<b>NOTES:</b> camera mtg			
11:00am (MDT)	1:02pm (MDT)	2.03	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> post maintenance - wash and grease			
1:02pm (MDT)	4:00pm (MDT)	2.97	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> reinstall wall framing.			
<b>June 2, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:58am (MDT)	1.47	SWR > SWR - Land Application Project
<b>NOTES:</b> measure monitoring well depth			
9:58am (MDT)	12:20pm (MDT)	2.37	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> straight-bend tin for reuse with vents.			
12:20pm (MDT)	1:00pm (MDT)	0.67	WTR > WTR-WELL PROJECT
<b>NOTES:</b> talk with Kirk about well 5 functions and future operations, as well as well 4 issues and concerns.			
1:00pm (MDT)	1:25pm (MDT)	0.42	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> fill air tank and check depth.			
1:25pm (MDT)	4:00pm (MDT)	2.58	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> shed floor and finishing touches.			
<b>June 4, 2023</b>			<b>0.83</b>
4:35pm (MDT)	5:25pm (MDT)	0.83	EMERGENCY > 1 Emergency - Water
<b>NOTES:</b> heartland hotel: customer side leak.			
<b>June 5, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	1:56pm (MDT)	4.93	WTR > WTR - Service Call
<b>NOTES:</b> 101 S Commercial			
1:56pm (MDT)	4:00pm (MDT)	2.07	PW > PW - City Shop > Shop
<b>NOTES:</b> CDLs: Call Jack Hellbush about validation of given information. Research course offering: Theory, Range, and Over-The-Road. Inform Jessie regarding all of the above. Have Jessie formulate info for Kyla.			
<b>June 6, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:15am (MDT)	0.25	WTR > WTR - Booster Station & Well Logs
8:15am (MDT)	2:34pm (MDT)	6.32	WTR > WTR - Service Call
<b>NOTES:</b> 214 1/2 S Miller - repair meter pit. assess any damage to meter Setter.			
2:34pm (MDT)	4:00pm (MDT)	1.43	PW > PW - City Shop > Shop
<b>NOTES:</b> post project cleanup.			

## June 7, 2023

8.00

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	10:53am (MDT)	2.38	PW > PW - City Shop > Shop
<b>NOTES:</b> assemble new signs. / assist Ivan with sewer camera Data.			
10:53am (MDT)	11:23am (MDT)	0.50	SWR > SWR - Service Call
<b>NOTES:</b> spot Ivan while he works inside manhole, and assist with camera manipulation.			
11:23am (MDT)	1:33pm (MDT)	2.17	SWR > SWR - System Maintenance
<b>NOTES:</b> ask Kirk about missing camera part. then ask Kyla about ordering that part.			
1:33pm (MDT)	4:00pm (MDT)	2.45	SWR > SWR - Land Application Project
<b>NOTES:</b> mow roads and weedeat around monitoring wells.			

## June 8, 2023

8.00

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	11:24am (MDT)	2.90	PW > PW - City Shop > Shop
<b>NOTES:</b> finish assembling remaining new signs. then create storage for new signs.			
11:24am (MDT)	1:25pm (MDT)	2.02	PW > PW - City Shop > Shop
<b>NOTES:</b> assist Ivan with tearing out old kennels for dog pound.			
1:25pm (MDT)	3:08pm (MDT)	1.72	SWR > SWR - Land Application Project
<b>NOTES:</b> measure monitoring wells.			
3:08pm (MDT)	4:00pm (MDT)	0.87	STRTS > Train - Streets
<b>NOTES:</b> clean up road mix pile.			

## June 9, 2023

7.28

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	1:23pm (MDT)	4.88	STRTS > Train - Streets
<b>NOTES:</b> add gravel to listed areas.			
1:23pm (MDT)	1:59pm (MDT)	0.60	STRTS > Train - Streets
<b>NOTES:</b> dig up, and assess damage to, Taylor/Hieghe culvert. east end.			
1:59pm (MDT)	3:17pm (MDT)	1.30	WTR > WTR - Service Call
<b>NOTES:</b> bring Ivan new O rings and assist in stopping leak.			

## June 12, 2023

9.47

8:00am (MDT)	8:31am (MDT)	0.52	SWR > SWR - Sewer Logs
8:31am (MDT)	10:07am (MDT)	1.60	MTG > MTG - Staff Meeting
10:07am (MDT)	11:13am (MDT)	1.10	SWR > SWR - Sewer Testing
<b>NOTES:</b> seepage testing.			
11:13am (MDT)	12:57pm (MDT)	1.73	WTR > WTR - Well #3 Maintenance
<b>NOTES:</b> check for pressure washer hook up call around, learn how to hook pressure washer to water truck.			
12:57pm (MDT)	1:12pm (MDT)	0.25	EQP > EQP - S10 Truck Maintenance
<b>NOTES:</b> coolant refill and fluids check.			
1:12pm (MDT)	4:00pm (MDT)	2.80	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> deliver gravel to select roads for Jessie.			
10:32pm (MDT)	12:00am (MDT)	1.47	EMERGENCY > 1 Emergency - Water
<b>NOTES:</b> 206 S Commercial leak.			

## June 13, 2023

9.12

12:00am (MDT)	12:41am (MDT)	0.68	EMERGENCY > 1 Emergency - Water
<b>NOTES:</b> 206 S Commercial leak.			
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	1:24pm (MDT)	4.90	WTR > WTR - Service Call
<b>NOTES:</b> repair leak at 206 S Commercial.			
1:24pm (MDT)	3:07pm (MDT)	1.72	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> deliver gravel to Jessie			
3:07pm (MDT)	4:26pm (MDT)	1.32	PW > PW - City Shop > Shop
<b>NOTES:</b> post project clean up. pressure wash equipment.			

**June 14, 2023** **11.85**

8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
10:00am (MDT)	1:25pm (MDT)	3.42	MTG > MTG - Travel
1:25pm (MDT)	4:38pm (MDT)	3.22	MTG > MTG - Other Government
<b>NOTES:</b> ITD in Meridian			
4:38pm (MDT)	9:21pm (MDT)	4.72	MTG > MTG - Travel

**June 15, 2023** **8.00**

8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:00am (MDT)	0.50	PW > PW - City Shop > Shop
<b>NOTES:</b> gather notes from ITD Meeting and make presentable.			
9:00am (MDT)	10:20am (MDT)	1.33	PW > PW - City Shop > Shop
<b>NOTES:</b> test pressure wash attachment to water truck.			
10:20am (MDT)	11:00am (MDT)	0.67	EQP > EQP - Grader Maintenance
<b>NOTES:</b> clean windows.			
11:00am (MDT)	4:00pm (MDT)	5.00	STRTS > Train - Streets
<b>NOTES:</b> road crowning with Jessie.			

Ivan McDaniel

Pay Period

6/1/2023 to

6/15/2023

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									0.00	
Thursday	6/1/2023	8.28							8.28	
Friday	6/2/2023	7.89							7.89	
Saturday	6/3/2023								0.00	
<b>Total Week</b>		<b>16.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.17</b>	
Sunday	6/4/2023	0.67							0.67	
Monday	6/5/2023	8.90							8.90	
Tuesday	6/6/2023	8.33							8.33	
Wednesday	6/7/2023	8.28							8.28	
Thursday	6/8/2023	7.23							7.23	
Friday	6/9/2023	6.59		0.35					6.94	
Saturday	6/10/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.35</b>	
Sunday	6/11/2023								0.00	
Monday	6/12/2023	9.38							9.38	
Tuesday	6/13/2023	8.80							8.80	
Wednesday	6/14/2023	8.98							8.98	
Thursday	6/15/2023	8.69							8.69	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>35.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.85</b>	
<b>Total Pay Period</b>		<b>92.02</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92.37</b>	

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

# Ivan McDaniel

06/01/2023 to 06/15/2023

Regular	PTO	OT	DT	To	Item 17.
<b>92.02</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>92.37</b>	

Time in	Time out	Duration	
<b>June 1, 2023</b>			<b>8.28</b>
7:34am (MDT)	7:38am (MDT)	0.07	WTR > WTR - Booster Pump Maintenance
<b>NOTES:</b> opening gate for tcg			
7:38am (MDT)	7:53am (MDT)	0.25	PARK > PARK - Restroom
7:53am (MDT)	7:57am (MDT)	0.07	SWR > SWR - Sewer Logs
7:57am (MDT)	8:16am (MDT)	0.32	SWR > SWR - Auger Room Maintenance
8:16am (MDT)	8:40am (MDT)	0.40	WTR > WTR - Service Call
8:40am (MDT)	10:25am (MDT)	1.75	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> weedeat			
10:25am (MDT)	11:00am (MDT)	0.58	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> weedeat bulbouts			
11:00am (MDT)	1:09pm (MDT)	2.15	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> weedeat wells			
1:09pm (MDT)	3:18pm (MDT)	2.15	IND > IND - Industrial Park Maintenance
3:18pm (MDT)	3:51pm (MDT)	0.55	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> well depth measurement			
<b>June 2, 2023</b>			<b>7.88</b>
7:57am (MDT)	8:09am (MDT)	0.20	PARK > PARK - Restroom
8:09am (MDT)	8:50am (MDT)	0.68	WTR > WTR - Booster Station & Well Logs
8:50am (MDT)	9:25am (MDT)	0.58	SWR > SWR - Land Application Project
<b>NOTES:</b> monitoring Wells			
9:25am (MDT)	1:05pm (MDT)	3.67	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> fixing up shed			
1:05pm (MDT)	1:49pm (MDT)	0.73	PARK > PARK - Mowing / Trimming
1:49pm (MDT)	2:16pm (MDT)	0.45	SWR > SWR - Sewer Testing
2:16pm (MDT)	3:23pm (MDT)	1.12	IND > IND - Industrial Park Maintenance
3:23pm (MDT)	3:50pm (MDT)	0.45	WTR > WTR - Well #4 Maintenance
<b>NOTES:</b> depth measurement			
<b>June 4, 2023</b>			<b>0.67</b>
4:43pm (MDT)	5:23pm (MDT)	0.67	EMERGENCY > 1 Emergency - Water
<b>NOTES:</b> heartland leak			
<b>June 5, 2023</b>			<b>8.90</b>
7:45am (MDT)	8:00am (MDT)	0.25	PARK > PARK - Restroom
<b>NOTES:</b> unlocked stuff for the booster station			
8:00am (MDT)	8:10am (MDT)	0.17	WTR > WTR - Booster Station & Well Logs
8:10am (MDT)	8:28am (MDT)	0.30	WTR > WTR - Service Call
<b>NOTES:</b> getting ready for the depot service line installation			
8:28am (MDT)	9:00am (MDT)	0.53	MTG > MTG - Staff Meeting

9:00am (MDT)	9:29am (MDT)	0.48	WTR > WTR - Service Call
9:29am (MDT)	9:35am (MDT)	0.10	WTR > WTR - Service Call
<b>NOTES:</b> shut off heartland			
9:35am (MDT)	12:48pm (MDT)	3.22	WTR > WTR - Service Call
<b>NOTES:</b> depot			
12:48pm (MDT)	1:05pm (MDT)	0.28	PW > PW - City Shop > Shop
<b>NOTES:</b> figuring out tanker truck info			
1:05pm (MDT)	2:57pm (MDT)	1.87	WTR > WTR - Service Call
<b>NOTES:</b> depot			
2:57pm (MDT)	4:39pm (MDT)	1.70	PARK > PARK - Mowing / Trimming

**June 6, 2023****8.33**

7:47am (MDT)	7:54am (MDT)	0.12	PARK > PARK - Restroom
<b>NOTES:</b> opened gate for tcg			
7:54am (MDT)	8:10am (MDT)	0.27	SWR > SWR - Auger Room Maintenance
8:10am (MDT)	8:25am (MDT)	0.25	SWR > SWR - Sewer Logs
8:25am (MDT)	8:46am (MDT)	0.35	WTR > WTR - Service Call
<b>NOTES:</b> fix leak at 214 1/2 s miller			
8:46am (MDT)	8:53am (MDT)	0.12	PARK > PARK - Restroom
8:53am (MDT)	9:53am (MDT)	1.00	WTR > WTR - Service Call
9:53am (MDT)	10:10am (MDT)	0.28	PARK > PARK - Restroom
10:10am (MDT)	1:51pm (MDT)	3.68	WTR > WTR - Service Call
1:51pm (MDT)	2:14pm (MDT)	0.38	PARK > PARK - Maintenance
<b>NOTES:</b> trying to get a urinal to flush properly			
2:14pm (MDT)	2:35pm (MDT)	0.35	SWR > SWR - Service Call
2:35pm (MDT)	4:07pm (MDT)	1.53	PARK > PARK - Maintenance
<b>NOTES:</b> urinal			

**June 7, 2023****8.28**

7:31am (MDT)	7:38am (MDT)	0.12	WTR > WTR - Service Call
7:38am (MDT)	8:01am (MDT)	0.38	PARK > PARK - Restroom
8:01am (MDT)	8:06am (MDT)	0.08	WTR > WTR - Booster Station & Well Logs
8:06am (MDT)	8:09am (MDT)	0.05	WTR > WTR - Service Call
8:09am (MDT)	8:22am (MDT)	0.22	WTR > WTR - Booster Station & Well Logs
8:22am (MDT)	8:56am (MDT)	0.57	PARK > PARK - Maintenance
<b>NOTES:</b> urinal			
8:56am (MDT)	10:15am (MDT)	1.32	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> meeting with debrah			
10:15am (MDT)	1:36pm (MDT)	3.35	SWR > SWR - Service Call
<b>NOTES:</b> locating service to brick building on Kathrine			
1:36pm (MDT)	3:12pm (MDT)	1.60	PARK > PARK - Mowing / Trimming
<b>NOTES:</b> weedeat			

3:12pm (MDT)	3:19pm (MDT)	0.12	WTR > WTR- Fire Hydrants
<b>NOTES:</b> weedeat hydrant			
3:19pm (MDT)	3:48pm (MDT)	0.48	IND > IND - Industrial Park Maintenance

**June 8, 2023****7.23**

7:36am (MDT)	7:42am (MDT)	0.10	WTR > WTR - Booster Pump Maintenance
<b>NOTES:</b> opening gate			
7:42am (MDT)	7:49am (MDT)	0.12	PARK > PARK - Restroom
7:49am (MDT)	7:53am (MDT)	0.07	SWR > SWR - Sewer Logs
7:53am (MDT)	8:33am (MDT)	0.67	SWR > SWR - Auger Room Maintenance
8:33am (MDT)	10:31am (MDT)	1.97	STRTS > STRTS - Sign Maintenance / Replacement
10:31am (MDT)	10:59am (MDT)	0.47	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> work on dog pound			
10:59am (MDT)	12:39pm (MDT)	1.67	STRTS > STRTS - Sign Maintenance / Replacement
12:39pm (MDT)	1:15pm (MDT)	0.60	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> dog pound			
1:15pm (MDT)	1:23pm (MDT)	0.13	STRTS > STRTS - Sign Maintenance / Replacement
1:23pm (MDT)	1:52pm (MDT)	0.48	SWR > SWR - Land Application Project
<b>NOTES:</b> well depth			
1:52pm (MDT)	2:50pm (MDT)	0.97	SWR > SWR - System Maintenance
<b>NOTES:</b> prep for seepage test			

**June 9, 2023****6.93**

7:38am (MDT)	7:44am (MDT)	0.10	WTR > WTR - Booster Pump Maintenance
<b>NOTES:</b> gate			
7:44am (MDT)	7:53am (MDT)	0.15	PARK > PARK - Restroom
7:53am (MDT)	8:09am (MDT)	0.27	WTR > WTR - Booster Station & Well Logs
8:09am (MDT)	10:08am (MDT)	1.98	PARK > PARK - Mowing / Trimming
10:08am (MDT)	10:33am (MDT)	0.42	WTR > WTR - Service Call
<b>NOTES:</b> making a plan to Lowe a meter			
10:33am (MDT)	12:55pm (MDT)	2.37	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> figuring out keys			
12:55pm (MDT)	2:34pm (MDT)	1.65	WTR > WTR - Service Call
<b>NOTES:</b> attempting to make sure 217 Peterson memorial doesn't freeze			

**June 12, 2023****9.38**

7:31am (MDT)	7:43am (MDT)	0.20	PARK > PARK - Restroom
7:43am (MDT)	8:03am (MDT)	0.33	WTR > WTR - Booster Station & Well Logs
<b>NOTES:</b> opening Gates			
8:03am (MDT)	8:25am (MDT)	0.37	SWR > SWR - Auger Room Maintenance
8:25am (MDT)	9:30am (MDT)	1.08	MTG > MTG - Staff Meeting
9:30am (MDT)	11:21am (MDT)	1.85	SWR > SWR - Sewer Testing
11:21am (MDT)	11:26am (MDT)	0.08	WTR > WTR - Well #3 Maintenance
<b>NOTES:</b> getting power locked down			

11:26am (MDT)	11:35am (MDT)	0.15	WTR > WTR - Service Call
<b>NOTES:</b> Willey trailer park Data log			
11:35am (MDT)	2:29pm (MDT)	2.90	PARK > PARK - Maintenance
2:29pm (MDT)	2:34pm (MDT)	0.08	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weedeat			
2:34pm (MDT)	4:17pm (MDT)	1.72	PARK > PARK - Maintenance
<b>NOTES:</b> urinal			
11:23pm (MDT)	12:00am (MDT)	0.62	EMERGENCY > 1 Emergency - Water

**June 13, 2023** **8.80**

12:00am (MDT)	12:09am (MDT)	0.15	EMERGENCY > 1 Emergency - Water
7:37am (MDT)	7:48am (MDT)	0.18	PARK > PARK - Restroom
7:48am (MDT)	7:54am (MDT)	0.10	SWR > SWR - Sewer Logs
7:54am (MDT)	9:23am (MDT)	1.48	WTR > WTR - Service Call
<b>NOTES:</b> prep for leak repair on commercial			
9:23am (MDT)	11:22am (MDT)	1.98	WTR > WTR - Service Call
<b>NOTES:</b> fixing the leak on commercial			
11:22am (MDT)	2:04pm (MDT)	2.70	WTR > WTR - Service Call
<b>NOTES:</b> clean up			
2:04pm (MDT)	4:16pm (MDT)	2.20	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> taking care of weeds in various places			

**June 14, 2023** **8.98**

7:39am (MDT)	7:50am (MDT)	0.18	PARK > PARK - Restroom
7:50am (MDT)	7:59am (MDT)	0.15	WTR > WTR - Booster Station & Well Logs
7:59am (MDT)	8:07am (MDT)	0.13	WTR > WTR - Booster Pump Maintenance
<b>NOTES:</b> gate			
8:07am (MDT)	9:15am (MDT)	1.13	PARK > PARK - Maintenance
<b>NOTES:</b> urinal			
9:15am (MDT)	9:34am (MDT)	0.32	PW > PW - City Shop > Shop
<b>NOTES:</b> weedeat around town			
9:34am (MDT)	10:16am (MDT)	0.70	SWR > SWR - Land Application Project
<b>NOTES:</b> monitoring well depth			
10:16am (MDT)	10:46am (MDT)	0.50	WTR > WTR - Water Testing
<b>NOTES:</b> helping John figure out stuff			
10:46am (MDT)	11:21am (MDT)	0.58	SWR > SWR - System Maintenance
<b>NOTES:</b> attempting to get a ball in a culvert			
11:21am (MDT)	12:03pm (MDT)	0.70	SWR > SWR - Land Application Project
<b>NOTES:</b> finish well depth			
12:03pm (MDT)	12:42pm (MDT)	0.65	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weedeat around town			
12:42pm (MDT)	1:54pm (MDT)	1.20	SWR > SWR - System Maintenance
<b>NOTES:</b> helping Kirk isolate lagoon 3			
1:54pm (MDT)	2:57pm (MDT)	1.05	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> weedeat			

2:57pm (MDT)	4:38pm (MDT)	1.68	PARK > PARK - Mowing / Trimming
<b>June 15, 2023</b>			<b>8.68</b>
7:46am (MDT) <b>NOTES:</b> gate	7:56am (MDT)	0.17	WTR > WTR - Booster Pump Maintenance
7:56am (MDT)	8:06am (MDT)	0.17	PARK > PARK - Restroom
8:06am (MDT)	8:13am (MDT)	0.12	SWR > SWR - Sewer Logs
8:13am (MDT) <b>NOTES:</b> depth measurement	8:51am (MDT)	0.63	WTR > WTR - Well #4 Maintenance
8:51am (MDT) <b>NOTES:</b> spraying Weeds	9:46am (MDT)	0.92	SWR > SWR - Land Application Project
9:46am (MDT) <b>NOTES:</b> spraying Weeds around town	10:27am (MDT)	0.68	PW > PW - City Shop > Shop
10:27am (MDT)	10:39am (MDT)	0.20	EQP > EQP - MACK Dump Maintenance
10:39am (MDT) <b>NOTES:</b> weedeat around town	1:16pm (MDT)	2.62	PARK > PARK - Mowing / Trimming
1:16pm (MDT)	4:27pm (MDT)	3.18	STRTS > STRTS - Street Sweeping