



# City Council Regular Meeting Agenda

Monday, December 13, 2021 at 6:30 PM  
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/83366618492?pwd=OW5aSkhOVWZvOSs1dzEzSk0zb0dvdz09>

Call in: 346-248-7799  
Meeting ID: 833 6661 8492  
Password: 878046

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

### **PUBLIC INPUT**

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

### **PRESENTATION**

1. Stibnite Plaque Presentation

### **REPORTS**

2. Staff Reports
3. Mayor's Report

### **DISCUSSION ITEMS**

4. Remaining Heigho Funds
5. Animal Control Ordinance Review - Cats
6. Water Project Update
7. Annual Calendar
8. New E-mail Addresses

### **ACTION ITEMS**

9. Resolution TBD-2021 Sewer Rate Adjustment - \$1.50
10. Approval of Canvassed Election Results
11. Cost Of Living Adjustment
12. RV Use Amendment - Roll Call
13. Park Restrooms

### **CONSENT AGENDA**

14. November 08, 2021 City Council Minutes
15. November 2021 Payroll
16. Paid & Pending Claims

### **FUTURE MEETING TOPICS**

### **ADJOURNMENT**

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

City of New Meadows Mission Statement:

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

# Staff Report

## Angie Mettie

### November 2021

#### At the front desk:

- There were many move-in / move-outs this month as well as new homeowners in New Meadows.
- 1 complete and one partial alcoholic beverage application was received.
- There are many people inquiring about housing.
- There were many calls regarding water/sewer rates.

#### Monthly Tasks completed:

- Minutes for all meetings
- Billing
- Newsletter
- Leak Letters sent
- Filing
- Scanning & filing invoices

#### Other Items of Interest:

- P&R / CAC was not able to meet in November due to lack of members available.
- Meadows Valley Roundup statements and thank you cards will be going out to all community members who have donated this past year. Mayor Good is going to write a thank you note to include with each.
- The water billing policy and the "We Love New Meadows" brochure went out with the water bills to all new customers in November.
- Staff worked with a property owner to find the right of way for snow plowing. The property owner asked for the ordinance that refers to the exact number of feet that the snowplow requires. A specific number could not be found in any ordinance that determines how far off the roadway a car must be located in order to not be in the right of way.
- A new spreadsheet is being developed to ensure that all expenses are included in the budget.
- Worked on Christmas activities for the community tree lighting.
- Worked on updating annual calendars, tasks, and meeting dates for next year.
- Worked with the county to find out the processes for possible upcoming planning and zoning requests.
- Prepared and delivered the upcoming alcoholic beverage license applications to businesses.

Dana Kautz, City Treasurer

Staff Report for City Council Meeting December 13th, 2021

Projects:

- Payroll and payroll liabilities
- Bank Reconciliation
- Monthly Financial Reports
- Street Report

## City Clerk Staff Report December 13<sup>th</sup> 2021

What have I done:

Payment processing, bill pay, claims and payroll.

### Annual Street Report

I have been working on the Children Pedestrian Safety Program Application in order to get a grant to be able to put push button lighted crosswalk signs up. Our hope is to get funding to be able to put them on the corners of Highway 95/ Virginia and Peterson Memorial, Miller Avenue and Heigho Avenue. This would allow our children and pedestrians in town to have a safe place to cross the street. I really appreciate those who submitted a letter of support for the grant.

Thank you to everyone who made the Tree Lighting possible this year. We had a great turn out. Thank you to all of the volunteers you made cookies and brought decorations for City Hall. We hope everyone had a great time.

### From the public:

We recently have had a large influx of people coming into City Hall looking for a place to live. Houses for sale, places to rent, rooms to rent. There is such a need for housing in this community. If you know of any place that is available please don't hesitate to let City Hall know and we can reach out to those people who are in need.

## Public Works Assistant Staff Report

Daniel Potter

Since the last update we have prepared the city for winter by marking and digging out all of the drains. We built new tire chains for the grader, replaced worn chains on the loader. We installed chains on the loader and grader. We installed the blade on the dump truck. We completed the oil change on the last of the equipment to ensure everything is good for winter. We winterized the fuel for the booster station pump and we'll 4. We stockpiled gravel for emergency sewer, water, or road repairs. I put gravel in the holes along Norris, and 95 near city hall. I repaired potholes throughout both sides of town. I passed out the parking notices in reference to snow removal. I cleaned and locked the bathrooms and have kept the trash bins empty. We hired C and N to fix the heat in the booster station since the fan motor blew apart. We have a temporary heater in there now. Lucas from C and N repaired faulty wiring for the fire pump heater we tested the lagoon for a leak and sent the data back to mountain waterworks. I repaired several culverts that had busted and sharp edges on them. We finished the sidewalk project down to Taylor street and will completely finish by summer of next year. We plowed the first snow and it left a pretty good berm. We worked 13 hours non stop to get the town and industrial park taken care of. In the coming days we will conduct maintenance on machines and prepare for our next snow plow night.





December 13, 2021

The Christmas Tree Lighting was a great success with an awesome turnout of adults and children. Thank you to the city's amazing staff for all their hard work to put this event together. Thank You cards have been prepared for all those who donated and volunteered time to help with the event. They will be available at the City Council meeting for each City Council member to sign.

Bids are still being gathered on the energy/heating upgrades at City Hall. Hopefully, there will be something to present at the next City Council meeting.

I continue to have meetings regarding possible housing solutions for our area. At least one application for rezoning is tentatively scheduled for the second meeting in January. There will be a special training at January's first City Council meeting to remind us of the legal process for quasi-judicial decisions. REMEMBER: If you are approached by someone who is considering coming to the City Council to request a land/zoning decision, please remember that you will need to disclose your communication regarding the project to the rest of the City Council before any decisions are made. It is best to forego any such discussions outside of a regular City Council meeting.

The snow storage agreement with Dave Kellogg has been signed. The City Park will also be used, if needed. If there is an extra heavy snowfall, there are several other options that can be explored for other snow storage locations. Notices have gone out to residents who have items on the right of way that would affect snow removal.

The network/computer issues at City Hall have been fixed and a new network backup drive has been installed that will keep the City's data secure, but also accessible by all City office staff in order to allow them to do their jobs efficiently.

I have decided to wait and review the Personnel Policy changes after the new year. This will be a process that will take several meetings and it will be beneficial for the new City Council member to be part of the entire process.

Angie and I will be working on putting together brief informational videos to place online to educate city residents regarding city policies. Each City Council member will also be interviewed for a short video to let the community know a little more about the people who represent them. If you are interested in helping with the informational videos, please let Angie know.

This year, again, I will be putting together Christmas gift bags for each of the City staff members. If you would like to give something to place in the bags, please let me know. This is a great way to show our appreciation for the great job the City's employees do every day.

*"You can tell a lot about a person by the way they handle three things:  
a rainy day, lost luggage and tangled Christmas tree lights." Maya Angelou*

## **Chapter 3 Animal Control**

### **5-3-1 Definitions**

### **5-3-2 Dog Licensing Requirements**

### **5-3-3 Number Of Dogs Restricted; Commercial Kennels**

### **5-3-4 Animals At Large**

### **5-3-5 Disturbing The Peace**

### **5-3-6 Nuisance Animals; Exceptions**

### **5-3-7 Excrement Removal Required**

### **5-3-8 Animals In Public Parks**

### **5-3-9 Leash Law**

### **5-3-10 Horses Prohibited On Sidewalks And Certain Streets**

### **5-3-11 Impoundment And Redemption Provisions**

### **5-3-12 Freeing Of Impounded Animals And Poultry Prohibited**

### **5-3-13 Rabies Control**

### **5-3-14 Treatment Of Animals**

### **5-3-15 Vicious Animals**

### **5-3-16 Administration And Enforcement**

## **5-3-1 Definitions**

As used in this chapter, each of the terms defined herein shall have the meanings given in this section unless a different meaning is clearly required by the context. The word "shall" is mandatory, not directory.

**ABUSE:** Any case in which an animal has been the victim of intentional or negligent conduct resulting in the animal's bruising, bleeding, malnutrition, dehydration, burns, fractures or breaks of any bones, subdural hematoma, soft tissue swelling or death.

**ANIMAL:** Any organism, other than a human being, needing food to maintain and sustain its life which generally has mobility and a developed central nervous system.

**AT LARGE:** Off the premises of the owner, and not under the control of the owner or assigned handler either by leash, cord, chain or otherwise provided for in this chapter.

**CRUELTY:** See definition of abuse.

**DOG:** Shall be intended to mean a domesticated canine either male or female.

**ENCLOSURE:** A fence or structure of at least six feet (6') in height, forming or causing containment suitable to prevent the entry of young children, and suitable to confine an animal in conjunction with other measures which may be taken by the owner such as tethering of the animal. Such enclosure shall be securely enclosed and locked and designed with secure sides, top and bottom and shall be designed to prevent the animal from escaping from the enclosure and which is designed to keep unauthorized persons from releasing the animals enclosed therein.

**IMPOUNDED:** Taken into custody of the City Pound, animal shelter, or other approved impoundment facility.

**KENNEL, COMMERCIAL:** See definition in the Zoning Code.

LARGE ANIMAL: Shall be intended to mean both male and female. Large animals shall include:

Item 5.

A. Ruminants:

1. Bovine (cattle).
2. Caprine (goat).
3. Ovine (sheep), etc.

B. Equine (horses, mules).

C. Porcine (swine).

D. Feline (large exotic cats).

E. Other unscheduled animals with adult weight over one hundred (100) pounds.

OWNER: Any person or persons keeping, harboring, possessing, caring for, or having custodial duties over any animal.

SENIOR CITIZEN: Any person who has attained the age of sixty five (65) or older.

SMALL ANIMALS: Shall be intended to include both male and female. Small animals shall include:

A. Canine (dog, fox, coyote, wolf, etc.).

B. Feline (domestic and small exotic cats).

C. Primates.

D. Avian (chickens, turkeys, water fowl and exotic birds).

E. Reptiles.

F. Rodents (rabbits, hamsters, etc.).

TATTOO: Permanent numbering or lettering by means of indelible or permanent ink with said numbering or lettering designated by the licensing authority.

VICIOUS ANIMAL:

- A. Any animal which, when unprovoked, in a vicious or terrorizing manner approaches any person in apparent attitude of attack upon the streets, sidewalks, any public grounds or places, or private property not owned or possessed by the owner of the animal; or
- B. Any animal with a known propensity, tendency or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals;
- C. Any animal which bites, inflicts injury to, assaults or otherwise attacks a human being or domestic animal without provocation; or
- D. Any animal owned or harbored primarily or in part for the purpose of fighting or any animal trained for fighting; or
- E. Guard dog.

Notwithstanding the definition of a "vicious animal" above, no animal may be declared vicious if any

injury or damage is sustained by a person who, at the time of such injury or damage was sustained, was committing a wilful trespass or other tort upon the premises occupied by the owner of the animal, or was teasing, tormenting, abusing or assaulting the animal or was committing or attempting to commit a crime.

No animal may be declared vicious if the injury or damage was sustained as a result of teasing, tormenting, abusing or assaulting the animal.

No animal may be declared vicious if the animal was protecting or defending a human being within the immediate vicinity of the animal from an unjustified attack or assault.

There is a rebuttable presumption that a child of less than seven (7) years of age is not capable of teasing, tormenting, abusing or assaulting or provoking an animal or wilfully trespassing. (Ord. 358-2019, 5-20-2019)

### **5-3-2 Dog Licensing Requirements**

A. License Required; Exemptions: It shall be unlawful for any person to own, harbor, keep or possess a dog within the City without first procuring a license therefor, as provided by this section; provided, however, that the provisions of this section shall not apply to any person visiting in the City for a period not exceeding thirty (30) days and owning or possessing an animal, if such animal is:

1. Currently licensed and bearing the license issued by another municipality.
2. If such person is a permanent resident where no such license is required.
3. New residents of the City shall license animals in their possession within thirty (30) days of establishing residency.

B. Application For License; License Fees:

1. All dogs over six (6) months old shall be licensed. The owner or person having charge of any dog within the City limits shall make application to the City Clerk-Treasurer and pay a license fee as established by resolution of the City. At the time of application, evidence must be provided of proof of spaying or neutering from a licensed and qualified veterinarian. Senior citizens will receive licenses for their spayed or neutered dog for a reduced fee as established by resolution of the City. Licensing fees shall be waived for any guide dog that has been properly trained for the purpose of and is used to guide a blind or partially blind person, a person with impaired hearing, or any other severely disabled person who requires a guide dog.
2. The owner shall state at the time application is made for such license, upon printed forms provided for such purpose, his name and address, and shall describe the dog to be licensed in such a manner that the dog may be identified with reasonable certainty.
3. All dogs shall be licensed annually for and by the licensing date as established by resolution of the City. Any application for a license for any animal over six (6) months old must have proof of rabies vaccination.

C. Collar And Tag:

1. Every dog shall wear at all times a substantial and durable collar, to which shall be securely attached the required license tag. The shape and color of the tag shall be

changed each year and shall have stamped thereon a number that will correspond with the number on the certificate.

2. Upon satisfactory proof that a license tag has been lost, a new tag of a different number may be issued by the City Clerk- Treasurer upon payment of a fee as set by resolution, and the transaction shall be noted upon the City office files for the number that was originally issued.
3. It shall be unlawful for any person to allow any dog owned, kept or harbored by him to wear a license tag received on accounts for any other licensed animal or to wear any imitation of a license tag issued by the City for that year, or any other tag marked on the plate or collar similar to that required by the City at that time and calculated to deceive. (Ord. 358-2019, 5-20-2019)

### **5-3-3 Number Of Dogs Restricted; Commercial Kennels**

- A. It shall be unlawful to keep, maintain or possess upon the premises of any one household more than three (3) dogs. Provided, that in the event the number of dogs upon the premises of any one household exceeds the number of three (3) for the reason that newborn offspring have been born to a dog living on said premises, then and in that event, it shall be lawful to keep, maintain and possess upon said premises said offspring until they reach the age of three (3) months.
- B. The keeping of any commercial kennel within the City limits is regulated by the Zoning Ordinance of the City. (Ord. 358-2019, 5-20-2019)

### **5-3-4 Animals At Large**

- A. It shall be unlawful for any animal to be off the owner's property unless in compliance with the Leash Law in section 5-3-9 of this chapter.
- B. Any officer observing an animal running at large in violation of this section shall have the authority to issue a citation to the animal's owner without first impounding the animal.
- C. It shall be no defense that a person has exchanged animals since the date of the last offense. (Ord. 358-2019, 5-20-2019)

### **5-3-5 Disturbing The Peace**

No person owning any dog or animal shall suffer or permit any such animal to disturb the peace and quiet of a neighborhood by howling, barking, whining or otherwise vocalizing, making loud or unusual noises, or by running through or across cultivated gardens or fields. (Ord. 358-2019, 5-20-2019)

### **5-3-6 Nuisance Animals; Exceptions**

- A. Any animal is a public nuisance if it:
  1. Bites a person.
  2. Chases vehicles or persons.
  3. Damages or destroys property of persons other than the owner of the animal.

4. Scatters garbage.
5. Trespasses on private property of persons other than the owner of the animal.
6. Barks, howls, whines, or otherwise vocalizes for five (5) or more total minutes in any fifteen (15) consecutive minutes and thereby disturbs one or more persons not then residing in the residence of the owner, possessor or keeper of the animal; provided, however, an initial occurrence shall result in the issuance of a warning only with any subsequent occurrence within a seven (7) day calendar period of the initial occurrence being subject to all penalties provided herein.
7. Is kept in an open area during the time said animal is in heat and thereby attracts other animals to the area. All animals shall be kept in an enclosure, as defined in section 5-3-1 of this chapter, for the entire period of time during which said animal is in heat.
8. Makes unprovoked attacks on other animals.
9. Any biting animal may be declared vicious by the animal control officer, law enforcement officer, or other City official.

B. An animal shall not be considered a public nuisance if the animal bites:

1. A person battering an animal's owner or the owner's spouse or children or persons legally residing with the owner; or
2. A person wrongfully assaulting the animal; or
3. A person entering a fully fenced area, regardless of where located, if that area is conspicuously posted with signs warning of the presence of the animal within the fenced area. (Ord. 358-2019, 5-20-2019)

### **5-3-7 Excrement Removal Required**

It shall be unlawful for a person owning or keeping an animal to allow the animal to deposit solid waste matter on any property other than that of the person owning or keeping the animal, but it shall be a defense to this section if the owner or keeper removes the solid waste and properly disposes of it. At no time shall the owner of any animal allow such solid waste matter to (on their own property) build up to a point where it:

- A. Attracts flies and insects.
- B. Causes an offensive odor at neighboring properties.
- C. Becomes a health risk to people in the area. (Ord. 358-2019, 5-20-2019)

### **5-3-8 Animals In Public Parks**

No animal of any kind shall be allowed within any public park within the City except when such animal is kept upon the regularly traveled motor vehicle public rights-of-way within the park, or in designated pet areas. (Ord. 358-2019, 5-20-2019)

### **5-3-9 Leash Law**

- A. It shall be unlawful for any owner to allow or permit any animal, whether licensed or not, to be

or remain upon the streets or alleys of the City or in a public place in the City or off the owner's premises unless:

1. Such animal is in the charge of a person and controlled by a leash not exceeding six feet (6') in length.
2. Such animal is confined to a motor vehicle.

B. Animals are prohibited on private property without consent of the property owner. (Ord. 358-2019, 5-20-2019)

### **5-3-10 Horses Prohibited On Sidewalks And Certain Streets**

Horse drawn vehicles or the riding of horses shall be unlawful and prohibited on all sidewalks of all streets and upon any street or alley which has been newly oiled. (Ord. 358-2019, 5-20-2019)

### **5-3-11 Impoundment And Redemption Provisions**

A. City Pound: The City is hereby authorized and empowered to secure and maintain a suitable pound for the purpose of carrying out the provisions of this section. The animal control officer or other City official will be the judge of how animals are to be segregated and penned.

B. Impoundment Of Animals; Recordkeeping:

1. It shall be the duty of the City animal control officer to apprehend any animal found running at large contrary to the provisions of this chapter, and to impound such animal in the City Pound or other suitable place; provided, that if a fierce, dangerous or vicious animal found running at large cannot be safely taken up and impounded, such animal may be slain by any law enforcement officer or the City animal control officer.
2. The animal control officer or law enforcement officer so impounding or slaying any animal shall record a description of the animal, whether licensed or not, in a book kept for that purpose.
3. If the animal is licensed and shall be wearing a license tag when apprehended or slain, the law enforcement officer or animal control officer shall also record the name and address of the owner and the number of the tag.

C. Redemption And Disposition Procedures:

1. Redemption Generally:

- a. The owner or owners of any animals impounded may redeem the same by paying all the costs, charges and penalties assessed, if any, that have accrued up to the time of making the redemption, and when the same are paid, it shall be the duty of the animal control officer or other City official to release the animal from the pound to the owner thereof. The owner of the animal shall pay a fee for impoundment set by resolution from time to time by the City Council and for the care and feeding of such animal and any actual veterinary or hospital costs incurred by the City in caring for such animal while impounded.
- b. All fees and boarding services for the taking up of such animals shall be payable to and collected by the City Clerk- Treasurer or other City official.

2. Licensed Dogs: It shall be the duty of the animal control officer to cause notice to be served either in person or by mail upon the registered owner of any licensed dog impounded under the provisions of this section. Any dog not redeemed is declared to be a public nuisance and may be disposed of in a humane manner under the direction of the City within three (3) days of notification. The owner shall be responsible for all expenses incurred by the City for the care and/or disposal of said animal.
  3. Unlicensed Dogs: It shall be the duty of the animal control officer to hold for a period of three (3) working days any unlicensed dog impounded under the provisions of this section. Any such unlicensed dog not redeemed within said three (3) day period shall be declared to be a stray dog and a public nuisance and may be disposed of in a humane manner under the direction of the City. The owner, if located, shall be responsible for all costs incurred by the City for the care and/or disposal of said animal.
- D. Voluntary Small Animal Disposal: The animal control officer, at the request of any owner, may pick up and dispose of any small animal. The owner of said animal shall be responsible for all costs incurred by the City for this service.
- E. Sale Of Large Animals: If the owner or person entitled to the possession of any large animal does not pay the charges and does not take said animal away within five (5) days from the time it is taken into custody, the City may sell such animal at public auction after having given at least five (5) days' notice of the time and place of such sale by publishing or by posting said notice in three (3) public places in the City, as well as serving a copy of said notice upon the owner or possessor, if known, of said animal. Such animal may be redeemed at any time before the date of sale by the payment to the City of any fees, expenses and charges herein provided. All revenue from sale shall become part of the General Fund of the City. (Ord. 358-2019, 5-20-2019)

### **5-3-12 Freeing Of Impounded Animals And Poultry Prohibited**

- A. It shall be unlawful for any person except those responsible for the enforcement of this chapter to release any animal from the City Pound or from any other place where an animal may be held for observation.
- B. It shall be unlawful to break open or in any manner, directly or indirectly, aid or assist in the breaking open of any pen or enclosure with intent of releasing any animal or poultry. (Ord. 358-2019, 5-20-2019)

### **5-3-13 Rabies Control**

The animal control officer or any other law enforcement officer of the City shall have the authority to order the owner of any dog or animal which has bitten any person in such a manner so as to cause an abrasion of the skin to subject such dog to the City Pound, a licensed veterinary hospital, animal shelter or other impoundment facility approved by the City for quarantine for a period of ten (10) days. If such animal shall be determined free from rabies, the same shall be returned to the owner upon payment of a fee as set by resolution for each day the animal has been impounded and any actual veterinary or hospital costs incurred by the City in caring for the animal while impounded. If such fee is not paid, the animal shall be subject to disposal after proper notice is given to the owner; provided, that the owner can be located. The owner shall be responsible for all expenses incurred by the City for the care and/or disposal of said animal. (Ord. 358-2019, 5-20-2019)

### **5-3-14 Treatment Of Animals**

- A. Cruelty To Animals: It shall be unlawful for any person to torture or beat cruelly, starve, or otherwise ill-treat any animal in his care or charge, whether belonging to himself or any other person.
- B. Dog Or Cock Fights: It shall be unlawful for any person to participate in any dog or cock fights within the limits of the City. (Ord. 358-2019, 5-20-2019)

### **5-3-15 Vicious Animals**

#### A. Determination Of Vicious Animal:

1. In the event that the animal control officer or other law enforcement officer of the City has declared an animal vicious, the owner of the animal shall be notified in writing of this determination. If the owner of the animal contests the determination, he or she may, within five (5) days of such determination, bring a petition to the Mayor and City Council. The City Council shall conduct a hearing and make its own determination as to viciousness. Said hearing shall be conducted within fourteen (14) days of the petition. The City Council may decide all issues for or against the owner of the animal regardless of the fact that said owner fails to appear at the hearing.
2. The determination of the City Council shall be final and conclusive upon all parties thereto. However, the animal control officer, any law enforcement officer, or any City official shall have the right to declare an animal to be vicious for any subsequent actions of the animal.
3. In the event the animal control officer or law enforcement officer has probable cause to believe that the animal in question is vicious and may pose a threat of serious harm to human beings or other domestic animals, he may seize and impound the animal pending the aforesaid hearings. The owner of the animal shall be liable to the City for the costs and expenses of impoundment and care of such animal.

#### B. Registration And Other Requirements:

1. Registration Requirements: No animal which has been declared vicious pursuant to this section shall be licensed by the City for any licensing period commencing after March 1, 2012, unless the owner or keeper of such vicious animal shall meet the following requirements:
  - a. The owner shall present to the City Clerk-Treasurer or other licensing authority proof that the owner or keeper has procured liability insurance in the amount of not less than one hundred thousand dollars (\$100,000.00), covering any damage or injury which may be caused by such vicious animal during the twelve (12) month period for which licensing is sought, which policy shall contain a provision requiring the City to be named as additional insured for the sole purpose of the City Clerk-Treasurer or other licensing authority where such animal is licensed to be notified by the insurance company of any cancellation, termination or expiration of the liability insurance policy.
  - b. The owner shall, at his own expense, have the licensing number assigned to such vicious animal, or such other identification number as the City Clerk-

Treasurer or other licensing authority shall determine, tattooed upon such vicious animal by a licensed veterinarian or person trained as a tattooist and authorized as such by any state, county, city or town law enforcement agency. The tattoo shall be placed either on the upper inner lip or upper left rear thigh of the vicious animal. The animal control officer may, in his discretion, designate the particular location of the tattoo. The number shall be noted on the City licensing files for the vicious animal if it is different from the licensing number of the vicious animal. For the purpose of this subsection, "tattoo" shall be defined as any permanent numbering of a vicious animal by means of indelible or permanent ink with the number designated by the licensing authority, or any other permanent, acceptable method of tattooing or microchipping.

2. Signs Posted: The owner shall display a sign on his or her premises warning that there is a vicious animal on the premises. Said sign shall be visible and capable of being read from all public highways, streets, or alleys adjacent to the premises.
3. Owner's Signed Statement: The owner shall sign a statement attesting that:
  - a. The owner shall maintain and not voluntarily cancel the liability insurance required by this subsection B during the twelve (12) month period for which licensing is sought, unless the owner shall cease to own or keep the vicious animal prior to expiration of the license.
  - b. The owner shall, on or prior to the effective date of the license for which application is being made, have an enclosure for the vicious animal on the property where the vicious animal will be kept or maintained.
  - c. The owner shall notify the licensing authority, the animal control officer, and the City within twenty four (24) hours if a vicious animal is on the loose, is unconfined, has attacked another animal, has attacked a human being, has died or has been sold or given away. If the vicious animal has been sold or given away, the owner shall also provide the licensing authority with the name, address and telephone number of the new owner of the vicious animal.

#### C. Control Of Vicious Animals:

1. All vicious animals shall be confined in an enclosure. It shall be unlawful for any owner to maintain a vicious animal upon any premises which does not have a locked enclosure, secured by a padlock or childproof lock.
2. It shall be unlawful for any owner to allow any vicious animal to be outside of the dwelling of the owner or outside of the enclosure unless it is necessary for the owner to obtain veterinary care for the vicious animal or to sell or give away the vicious animal or to comply with commands or directions of the animal control officer, law enforcement officer, or other City official with respect to the vicious animal, or to comply with the provisions of this section. In such event, the vicious animal shall be securely muzzled and restrained with a chain having minimum tensile strength of three hundred (300) pounds and not exceeding three feet (3') in length, and shall be under the direct control and supervision of the owner of the vicious animal.

#### D. Impoundment Of Vicious Animal:

1. An animal control officer, law enforcement officer, or other City official is hereby empowered to make whatever inquiry is deemed necessary to ensure compliance with the provisions of this section, and any such animal control officer is hereby empowered to seize and impound any vicious animal whose owner fails to comply with the provisions hereof.
2. In the event that the owner of the animal refuses to surrender the animal to the animal control officer, the animal control officer may request a law enforcement officer to obtain a search warrant from a Justice of the District Court and to seize the animal upon execution of the warrant.

E. Harboring For Certain Purposes And Selling Prohibited:

1. No person shall own or harbor any animal for the purpose of animal fighting, or train, torment, badger, bait or use any animal for the purpose of causing or encouraging said animal to make unprovoked attacks upon human beings or domestic animals.
2. No person shall possess with intent to sell, or offer for sale, breed or buy or attempt to buy within the State any vicious animal.

F. Commanding An Animal To Attack Prohibited: Except where great bodily harm or death is likely to immediately ensue, it shall be unlawful for any person to command, encourage or aid by word or conduct, any animal to bite, chase, attack or attempt to bite, chase or attack, another person or animal.

G. Action For Damages; Destruction Of Offending Vicious Animal: If any vicious animal shall, when unprovoked, kill or wound, or assist in killing or wounding, any sheep, lamb, cattle, horse, hog, swine, fowl or other domestic animal belonging to or in the possession of any person, or shall, when unprovoked, attack, assault, bite or otherwise injure any human being or assist in attacking, assaulting, biting or otherwise injuring any human being while out of or within the enclosure of the owner or keeper of such vicious animal, or while otherwise on or off the property of the owner, whether or not such vicious animal was on a leash and securely muzzled or whether the vicious animal escaped without fault of the owner or keeper, the owner or keeper of such animal shall be liable to the person aggrieved as aforesaid for all damages sustained, to be recovered in a civil action, with costs of suit. It is reputedly presumed as a matter of law that the owning, keeping or harboring of a vicious animal in violation of this section is a nuisance. It shall not be necessary, in order to sustain any such action, to prove that the owner of such vicious animal knew that the vicious animal possessed the propensity to cause the damage or that the vicious animal had a vicious nature. Upon such attack or assault, the City animal control officer is hereby empowered to confiscate and destroy the vicious animal if the conduct of the vicious animal or its owner constituted a violation of the provisions of this section, punishable by the confiscation and destruction of the animal. The owner shall be responsible for all costs incurred by the City for the care and/or destruction of the animal.

H. Liability Of Parents Or Guardian For Damages By Animal Owned By Minor: In the event that the owner of the vicious animal is a minor, the parent or guardian of such minor shall be liable for all injuries and property damage sustained by any person or domestic animal abused by an unprovoked attack by the vicious animal.

I. Penalties:

1. Any vicious animal:
  - a. Which does not have a valid license in accordance with the provisions of this chapter; and
  - b. Whose owner does not secure the liability insurance coverage required in accordance with subsection B1a of this section; and
  - c. Which is not maintained on property with an enclosure; and
  - d. Which shall be outside of the dwelling of the owner or outside of an enclosure; and
  - e. Which is not tattooed or microchipped;

shall be confiscated by the animal control officer and destroyed in an expeditious and humane manner after the expiration of a three (3) day waiting period, exclusive of Sundays and holidays. In addition, the owner shall pay a three hundred dollar (\$300.00) fine, or be sentenced to up to a maximum of six (6) months in jail, or both. The owner shall be responsible for all costs incurred by the City for the care and/or destruction of the animal.
2. If any vicious animal shall, when unprovoked, kill, wound, or assist in killing or wounding any animal described in this section, the owner of said animal shall pay a three hundred dollar (\$300.00) fine and the animal control officer is empowered to confiscate and, after the expiration of a three (3) day waiting period, exclusive of Sundays and holidays, shall destroy the vicious animal. The owner shall be responsible for all costs incurred by the City for the care and/or destruction of the animal. For each subsequent violation, the same owner of another vicious animal shall pay a fine of three hundred fifty dollars (\$350.00).
3. If any vicious animal shall, when unprovoked, attack, assault, wound, bite or otherwise injure or kill a human being, the owner shall pay a five hundred dollar (\$500.00) fine plus all legal and other costs incurred by the City for such action. The animal control officer is empowered to and shall confiscate and, after the expiration of a three (3) day waiting period, exclusive of Sundays and holidays, shall destroy the vicious animal. The owner shall be responsible for all costs incurred by the City for the care and/or destruction of the animal.
4. If any animal owner objects to the destruction of an animal pursuant to this subsection I, he shall file a petition with the Mayor or City Clerk-Treasurer, and a hearing on the merits shall be had before the City Council within fourteen (14) days. The decision of the City Council shall be final and binding on all parties. (Ord. 358-2019, 5-20-2019)

### **5-3-16 Administration And Enforcement**

#### A. Enforcement Official:

1. The enforcement of this chapter shall be the responsibility of the City, and the City may designate an animal control officer and give him the authority of a police officer in regard to animal control issues. Such officer shall be responsible to the City for the enforcement of all animal control regulations.

2. It shall be unlawful for any person to hinder, molest or in any way interfere with the animal control officer, or any person authorized and acting through him, while he is lawfully engaged in the performance of his duties pursuant to this chapter.

B. Fees To Clerk-Treasurer: All fees collected shall be turned over to the City Clerk-Treasurer.

C. Administrative Procedure:

1. In order to eliminate burdening the court system with violations of this chapter, and as a convenience to the public, a law enforcement officer or animal control officer may, in addition to or in lieu of impounding an animal running at large or being unlicensed, or in lieu of issuing a misdemeanor criminal citation for a violation of this chapter, issue to any person who is in violation of this chapter a notice of ordinance violation.
2. Any person receiving a notice of ordinance violation may pay, in addition to any required license fee or impound fees, a fixed penalty as set forth by resolution of the City Council from time to time. Such penalty and/or license fee and impound fees shall be paid to the City Clerk-Treasurer, in person or by mail, within ten (10) days of the issuance of the notice of ordinance violation.
3. In the event that a person does not make payment of the penalty and/or license and impound fees as set forth in this subsection C, a misdemeanor citation for violation of this chapter for which the notice of ordinance violation was given shall be issued.
4. No fine and/or tattooing requirement shall be suspended by any court of competent jurisdiction.

D. Misdemeanor Violation: Any violation of this chapter shall be a misdemeanor punishable as provided in subsection 1-4-1A of this Code. (Ord. 358-2019, 5-20-2019)

CITY OF NEW MEADOWS  
 CONSOLIDATED FEE & PENALTY RESOLUTION #TBD-2021

Item 9.

| <b>Utility Rates &amp; Fees</b>      |   |                 |
|--------------------------------------|---|-----------------|
| <b>Utility Miscellaneous Charges</b> |   |                 |
| Utilities – Misc.                    | Residential Refundable Utility Deposit (Non-owner occupy)                     | \$150.00        |
| Utilities – Misc.                    | Special Assessment Filing Fee* <sup>1</sup>                                   | \$100.00        |
| Utilities – Misc.                    | Water Residential Customer Connection / EDU                                   | \$3,000.00      |
| Utilities – Misc.                    | Sewer Residential Customer Connection / EDU                                   | \$6,000.00      |
| Utilities – Misc.                    | Water Delinquency Fee   | \$4.00          |
| Utilities – Misc.                    | Sewer Delinquency Fee   | \$4.00          |
| Utilities – Misc.                    | Water Service Call  | \$15.00         |
| Utilities – Misc.                    | Water Service Call – After Hours  | \$50.00         |
| Utilities – Misc.                    | Sewer Service Call  | \$15.00         |
| Utilities – Misc.                    | Sewer Service Call – After Hours  | \$50.00         |
| <b>Water Bulk Charges</b>            |   |                 |
| Utilities – BULK                     | Water – Bulk Up to 2,499 gallons  | \$50.00         |
| Utilities – BULK                     | Water – Bulk Over 2,500 gallons   | \$100.00        |
| Utilities – BULK                     | Bulk H2O / Gallon (Fire Suppression outside of city limits or for fire camps) | \$0.02          |
| <b>Water Charges</b>                 |   |                 |
| Utilities – Water                    | <b>Monthly Water Fees / EDU</b>   |                 |
|                                      | Water per gallon  | \$0.01          |
|                                      | Water Admin Fee   | \$3.25          |
|                                      | Water Capitalization  | \$1.05          |
|                                      | Water Depreciation  | \$0.25          |
|                                      | Water Dept Repayment  | \$6.75          |
|                                      | Water Debt Reserve  | \$1.00          |
|                                      | Water Short-Lived Assets  | \$2.00          |
| Utilities – Water Annual             | <b>Water Annual WILL SERVE / EDU</b>  |                 |
|                                      | Water Annual Admin Fee  | \$35.75         |
|                                      | Water Annual Depreciation   | \$3.00          |
|                                      | Water Annual Debt Reserve   | \$12.00         |
|                                      | Water Annual Debt Repayment   | \$81.00         |
|                                      | Water Annual Short-Lived Asset  | \$24.00         |
|                                      | Water Annual Capitalization   | \$12.60         |
|                                      | Water Annual Will Serve Discount (if paid within 45 days of billing)          | \$33.00         |
| Utilities – Sewer                    | <b>Monthly Sewer Fees / EDU</b>   |                 |
|                                      | Sewer Flat Fee  | (+1.50) \$43.50 |
|                                      | Sewer Admin Fee   | \$3.25          |
|                                      | Sewer Capitalization  | \$1.05          |
|                                      | Sewer Depreciation  | \$0.35          |
|                                      | Sewer Debt Repayment  | \$11.25         |
|                                      | Sewer Debt Reserve  | \$0.35          |
|                                      | Sewer Short Lived Assets  | \$2.00          |

CITY OF NEW MEADOWS  
CONSOLIDATED FEE & PENALTY RESOLUTION #TBD-2021

Item 9.

|  |  |   |                           |
|--|--|---|---------------------------|
| <b>Utilities – Sewer Annual</b>                    |  | <b>Sewer Annual Will Serve / EDU</b>                                    |                           |
|  |  | Sewer Annual Admin Fee  | \$36.00                   |
|  |  | Sewer Annual Depreciation Fee   | \$4.20                    |
|  |  | Sewer Annual Debt Repayment   | \$135.00                  |
|  |  | Sewer Annual Debt Reserves  | \$4.20                    |
|  |  | Sewer Annual Short-Lived Asset  | \$24.00                   |
|  |  | Sewer Annual Capitalization Fee   | \$12.60                   |
|  |  | Sewer Annual Will Serve Discount<br>(if paid within 45 days of billing) | \$33.00                   |
| <b>Land Use / Planning &amp; Zoning Fees</b>       |  |   |                           |
| Land Use - Airport                                 |  | Airport Zoning Application  | \$125.00                  |
| Land Use – CUP                                     |  | Residential CUP Application   | \$125.00                  |
| Land Use – CUP / NR                                |  | Non-Residential CUP Application   | \$300.00                  |
| Land Use – Variance                                |  | Variance Application  | \$125.00                  |
| Land Use – Zone Change                             |  | Zone Change   | \$1,000.00                |
| Land Use – Annexation                              |  | Annexation Application  | \$1,000.00                |
| Land Use – Subdivision/PUD                         |  | Pre-Application Meeting / Review  | \$100.00                  |
| Land Use – Preliminary Plat                        |  | Preliminary Plat – Less than 10 Lots                                    | \$750.00 + \$10/Lot       |
| Land Use – Preliminary Plat                        |  | Preliminary Plat – 10 Lots or more                                      | \$1,500.00 + \$10/Lot     |
| Land Use – Preliminary Plat                        |  | Preliminary Plat Extension  | \$300.00                  |
| Land Use – Final Plat                              |  | Final Plat  | \$750.00 + \$10/Lot       |
| Land Use – Billable Costs                          |  | Legal Publication   | Cost + 10%                |
| Land Use – Billable Costs                          |  | Public Notice Mailings  | \$1.50 / Envelope         |
| Land Use – Billable Costs                          |  | Engineering Review  | Cost + 10%                |
| Land Use – Billable Costs                          |  | Legal Review  | Cost + 10%                |
| <b>Recreation Vehicle Use Fee</b>                  |  |   |                           |
| RV Vacation Use                                    |  | 30 Day Permit (Annually)  | \$100.00                  |
|  |  | Single night permit   | \$5.00                    |
| RV Displacement Use                                |  | <del>90-180</del> Day Permit (Per <del>90</del> 180 Days)               | (previously \$300) \$0.00 |
| <b>RV Penalties &amp; Fines – Outlined in Code</b> |  |   |                           |
| 1 <sup>st</sup> Offense                            |  | Written Warning + Education   | WRITTEN WARNING           |
| 2 <sup>nd</sup> Offense                            |  | Civil Penalty up to 15 Days   | \$25.00 / Day             |
| Continued Offense                                  |  | Civil Penalty from 16 Days to 30 Days                                   | \$50.00 / Day             |
| 31 Day Offense                                     |  | Misdemeanor 31 Days and every day after that                            | \$1,000.00 / Day          |
| <b>Administrative Fees</b>                         |  |   |                           |
| Notary Fee   |  |   | \$5.00 / Notarial Act     |
| Dishonored Check Fee                               |  |   | \$35.00 / Item            |
| Public Records                                     |  | 1-100 Pages   | FREE                      |
| Public Records                                     |  | 100 + Pages   | 10¢ / Page                |
| Public Records                                     |  | Certified   | \$1.50 / Page             |
| Public Records                                     |  | Electronic Copy CD  | \$5.00 / CD               |
| Public Records Search                              |  | 1 <sup>st</sup> TWO Hours   | FREE                      |
| Public Records Search                              |  | OVER 2 Hours  | \$18.00 / Hour            |

CITY OF NEW MEADOWS  
 CONSOLIDATED FEE & PENALTY RESOLUTION #TBD-2021

Item 9.

|  |  |                       |
|--|--|-----------------------|
| Public Records Redactions                          | Attorney Redactions                        | \$140.00 / Hour       |
| <b>Right-Of-Way Permitting</b>                     |  |                       |
| Application  | Written Application                        | \$100.00              |
| Bond   | ROW Bond                                   | \$50,000 / Project    |
| Initial Inspection Fee                             | Public Works Director Inspection – Initial | \$50.00 / Hour        |
| Additional Inspection Fee                          | Additional PWD Inspections                 | \$100.00 / Hour       |
| Outside Special Inspection Fee                     | Engineering, Soil Compaction               | Cost + 10%            |
| <b>Burn Permits</b>                                |  |                       |
| Burn Permit Fee                                    | Burn Permit Application Fee                | \$10.00               |
| Burn Permit Fee – Discount                         | Burn Permit Application Fee Discount       | \$2.00                |
| <b>Youth Sports</b>                                |  |                       |
| Youth Sports Sponsor                               | Per Team                                   | \$200.00              |
| Youth Sports Participation                         | T-Ball                                     | \$25.00 / Participant |
| Youth Sports Participation                         | Baseball or Softball                       | \$25.00 / Participant |
| Youth Sports Participation                         | Wee Soccer                                 | \$25.00 / Participant |
| <b>Beer, Wine and Liquor Licensing Annual Fees</b> |  |                       |
| Catering Permit                                    | Within the City                            | \$20.00 / Day         |
| Beer License Off-Premise                           | Not to be consumed on premise              | \$50.00 / Year        |
| Beer License On-Premise                            | To be consumed on premise                  | \$100.00 / Year       |
| Retail Wine Off-Premise                            | Not be consumed on premise                 | \$100.00 / Year       |
| Wine by the Drink On-Premise                       | To be consumed on premise                  | \$100.00 / Year       |
| Liquor by the Drink On-Premise                     | To be consumed on premise                  | \$225.00 / Year       |
| <b>Animal Control Fees &amp; Penalty</b>           |  |                       |
| Animal Control - License                           | Annual Dog License – Altered               | \$10.00               |
| Animal Control - License                           | Annual Dog License – Non-Altered           | \$30.00               |
| Animal Control - License                           | Late Annual Dog License – Altered          | \$20.00               |
| Animal Control - License                           | Late Annual Dog License – Non-Altered      | \$60.00               |
| Animal Control - License                           | Senior Discount on Annual-Altered          | \$5.00                |
| Animal Control – License                           | Replacement Tag                            | \$2.00                |
| Animal Control – Penalty                           | Unlicensed 1 <sup>st</sup> Offense         | \$25.00               |
| Animal Control – Penalty                           | Unlicensed 2nd Offense                     | \$50.00               |
| Animal Control – Penalty                           | Unlicensed 3rd Offense                     | \$100.00              |
| Animal Control – Penalty                           | Nuisance – At Large 1st Offense            | \$25.00               |
| Animal Control – Penalty                           | Nuisance – At Large 2nd Offense            | \$50.00               |
| Animal Control – Penalty                           | Nuisance – At Large 3rd Offense            | \$100.00              |
| Animal Control – Penalty                           | Nuisance – Barking 1st Offense             | \$25.00               |
| Animal Control – Penalty                           | Nuisance – Barking 2nd Offense             | \$50.00               |
| Animal Control – Penalty                           | Nuisance – Barking 3rd Offense             | \$100.00              |
| Animal Control – Penalty                           | Initial Impound Fee                        | \$25.00               |
| Animal Control – Penalty                           | Daily Impound Fee                          | \$25.00 / Day         |

CITY OF NEW MEADOWS  
 CONSOLIDATED FEE & PENALTY RESOLUTION #TBD-2021

Item 9.

|  |  |  |
|--|--|--|
| <b>Intentionally Left Blank</b>                |  |  |
| <b>Building Permit Fees</b>                    |  |  |
| Building Permit Fee                            | \$1.00 to \$500.00                     | \$23.50  |
| Building Permit Fee                            | Over \$500.00 to \$2,000.00            | \$23.50 for the first \$500.00 Plus \$3.05 for each \$100 or fraction thereof including \$2,000.00                       |
| Building Permit Fee                            | Over \$2,000.00 to \$25,000.00         | \$69.25 for the first \$2,000.00 PLUS \$14.00 for each \$1,000.00 or fraction thereof including \$25,000.00              |
| Building Permit Fee                            | Over \$25,000.00 to \$50,000.00        | \$391.75 for the first \$25,000.00 PLUS \$10.10 for each additional \$1,000.00 or fraction thereof including \$50,000.00 |
| Building Permit Fee                            | Over \$50,000.00 to \$100,000.00       | \$643.75 for the first \$50,000.00 PLUS \$7.00 for each \$1,000.00 or fraction thereof including \$100,000.00            |
| Building Permit Fee                            | Over \$100,000.00 to \$500,000.00      | \$993.75 for the first \$100,000.00 PLUS \$5.60 for each \$1,000.00 or fraction thereof including \$500,000.00           |
| Building Permit Fee                            | Over \$500,000.00 to \$1,000,000.00    | \$3,233.75 for the first \$500,000.00 PLUS \$4.75 for each \$1,000.00 or fraction thereof including \$1,000,000.00       |
| Building Permit Fee                            | Over \$1,000,000.00 to \$5,000,000.00  | \$5,608.75 for the first \$1,000,000.00 PLUS \$3.65 for each \$1,000.00 or fraction thereof including \$5,000,000.00     |
| Building Permit Fee                            | Over \$5,000,000.00 to \$10,000,000.00 | \$20,208.75 for the first \$5,000,000.00 PLUS \$2.75 for each \$1,000.00 or fraction thereof including \$10,000,000.00   |
| Building Permit Fee                            | Over \$10,000,000.00                   | \$33,958.75 for the first \$10,000,000.00 PLUS \$2.00 for each \$1,000.00 or fraction thereof                            |
| <b>Other Inspections &amp; Fees</b>            |  |  |
| Plan Check Fee                                 |  | 65% of Building Permit Fee   |
| Mobile Home Permit Fee (Foundation Inspection) |  | \$125.00   |
| Mobile Home Solid Waste Fee                    |  | 5¢ / Square Foot   |
| Solid Waste Fee All Stick Built Structures     |  | 15¢ / Square Foot  |

CITY OF NEW MEADOWS  
 CONSOLIDATED FEE & PENALTY RESOLUTION #TBD-2021

Item 9.

|   |                          |                                 |           |
|---|--------------------------|---------------------------------|-----------|
| Re-Inspection Fee   |                          | \$85.00 / Additional Inspection |           |
| Outside consultant for specialty plan checking, inspections or both         |                          | Actual cost-plus 10%            |           |
| <b>Intentionally Left Blank</b>   |                          |                                 |           |
| <b>City Owned / Leased Equipment &amp; Vehicle Hourly Operational Costs</b> |                          |                                 |           |
|   |                          | Regular                         | Emergency |
| Streets / Water / Sewer   | Backhoe w/Operator       | \$100                           | \$200     |
|   | Dump Truck w/Operator    | \$100                           | \$200     |
|   | Road Grader w/Operator   | \$100                           | \$200     |
|   | Water Truck w/Operator   | \$100                           | \$200     |
|   | Jetter w/Operator        | \$100                           | \$200     |
|   | Pumps w/Operator         | \$100                           | \$200     |
|   | Generator w/Operator     | \$100                           | \$200     |
|   | Service Truck w/Operator | \$100                           | \$200     |
|   | Welder w/Operator        | \$100                           | \$200     |
| Parks   | Lawnmower w/Operator     | \$100                           | \$200     |
|   | Trimmer w/Operator       | \$100                           | \$200     |
|   |                          |                                 |           |

RESOLUTION NO. TBD-2021, SETTING FEES, PASSED AND APPROVED this 13<sup>th</sup> day of November 2021, shall be EFFECTIVE and reflected in the billing received on or after January 1, 2022.

**City of New Meadows**

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

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



STATE OF IDAHO

} ss.

COUNTY OF Adams

I, Sherry Ward, County Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the candidates therein named and/or the questions as they appeared on the election ballot on November 2nd, 2021 for the City of New Meadows District as shown by the record of the Board of Canvassers filed in my office this 8<sup>th</sup> day of November, 2021.

Kate Van  
County Clerk

Katie Vander Linden  
Deputy clerk

(County Seal)

STATE OF IDAHO

}

ss.

COUNTY OF Adams

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, convened on November 8<sup>th</sup>, 2021, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 2nd, 2021, as shown by the records now on file in the County Clerk's office.

Joe Clowson

Mike F. Panslo

County Board of Canvassers

Attest: Katie Vander Linden  
County Clerk

Katie Vander Linden  
Deputy clerk

11/02/2021 21:06:50 VT013 KATE VANDERLINDEN ADAMS COUNTY PAGE 1  
 ELECTION NIGHT ABSTRACT  
 Date: NOVEMBER 02, 2021  
 Election: NM/CITY20 2021 NM/CITY  
 Number of Entities Reporting: 2

| Cont # | Name           | Party | Yates Cost |
|--------|----------------|-------|------------|
| 1      | GOOD, JULIE    |       | 48         |
| 2      | STEINER, BRADY |       | 21         |

\*\*\*\*\*END OF REPORT\*\*\*\*\*

TRUSTEE

Number of Entities Reporting: 2

Date: NOVEMBER 02, 2021  
Election: MDAS02021 2021 MD JS0 ZN 8

TRUSTEE

| Cand # | Name            | Party | Percent |
|--------|-----------------|-------|---------|
| 1      | GRIFFIN, JEREMY |       | 19      |
| 2      | GRIFFIN, RACHEL |       | 7       |

\*\*\*\*\*END OF REPORT\*\*\*\*\*

# Ordinance TBD-2021

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 4, CHAPTER 5 OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 4-5-4, REMOVING THE LICENSE AND REGISTRTRION REQUIREMENT FOR ALL RECREATIONAL VEHICLES; IN SECTION 4-5-6, REMOVING THE REGISTRATION REQUIREMENT; IN SECTION 4-5-7, ADDING THAT “DISPLACEMENT” PERMITS SHALL NOT HAVE A FEE.

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

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

## 4-5-4 License Requirements

~~All recreational vehicles located in the City limits must have a valid license and registration.~~  
(Ord. 357-2019, 5-20-2019)

## 4-5-6 Permit Process

Landowners are required to complete an application process prior to a permit being issued. The permit shall include the location of the land where the RV is to be placed and where on the land it will be placed, the permit type desired, photos and exhibits as necessary, ~~a copy of the registration of the RV~~, photo identification of the property owner, a copy of the deed for the property or other proof of ownership and a signed affidavit indicating the truth and correctness of the application along with all fees necessary or being charged.

Recreational vehicles will comply with city code for the zone in which they reside. Generators shall only be in operation between the hours of 7 A.M. and 9 P.M.

Permits may be issued by the City Clerk's Office for emergency RV use, transitional RV use and vacation RV use.

The City Clerk may deny a permit based only on lack of required information.

Displacement RV use permits will be issued by the New Meadows City Council after being reviewed by the New Meadows Planning and Zoning Commission (or City Council if P&Z is not active) and compared to the current or adopted New Meadows Zoning Code. The New Meadows City Council decision is final.

When an application is approved, a permit shall be issued that bears the type of permit being issued, the date in which it is valid and its expiration date. The permit shall be displayed in the window of the RV that can be seen from the abutting street. (Ord. 357-2019, 5-20-2019)

# Ordinance TBD-2021

## 4-5-7 Fees

Fees will be set by New Meadows City Council by resolution from time to time. Transitional RV use, **displacement RV use**, and the emergency RV use permit shall not have a fee for the permit. All fees shall be paid into the City of New Meadows Treasury. (Ord. 357-2019, 5-20-2019)

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

PASSED AND APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF NEW MEADOWS, IDAHO THIS 13<sup>TH</sup> DAY OF DECEMBER 2021.

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

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

*I move to introduce Ordinance TBD-2021, amending Title 4, Chapter 5 of the New Meadows City Code, and suspend the rules requiring three separate readings on three separate days and read by title only once; seconded. ROLL CALL VOTE*

City Clerk reads the ordinance by title only.

Kyla reads:

AN ORDINANCE OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO, AMENDING TITLE 4, CHAPTER 5 OF THE NEW MEADOWS CITY CODE AS FOLLOWS: IN SECTION 4-5-4, REMOVING THE LICENSE AND REGISTRTION REQUIREMENT FOR ALL RECREATIONAL VEHICLES; IN SECTION 4-5-6, REMOVING THE REGISTRATION REQUIREMENT; IN SECTION 4-5-7, ADDING THAT “DISPLACEMENT” PERMITS SHALL NOT HAVE A FEE.

*I move to approve Ordinance TBD-2021, amending Title 4, Chapter 5 of the New Meadows City Code; seconded. ROLL CALL VOTE*

## **Roll Call / Pledge of Allegiance**

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

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

Public present at City Hall were Kirk Kundrick, Daniel Hendley, and Jon Kheener. Pierce Ramsay was present via Zoom.

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

## **Public Input**

There was no public input.

## **Presentation**

Daniel Hendley presented his idea for a Veterans Memorial project. He would like to begin with the bulb out at the corner of Virginia and South Commercial. He presented a drawing of the bulb out with the gravel being replaced by engraved pavers. Community members could purchase the pavers and have the names of Veterans engraved on them. A light post would also be added to the bulb out. Daniel will look into the cost of various light posts and will contact additional businesses for costs on pavers and engraving.

## **Reports**

### Meet Backup Water/Sewer Operator Kirk Kundrick

Kirk Kundrick attended to meet the Council. Kundrick is currently the Meadow Creek water/sewer operator. He will meet with Public Works Director Wallace every six months to review the system and also is available to cover Wallace when needed.

### Staff Reports

Staff reports were reviewed from Gardner, Wallace, and Mettie. Wallace stated in her report that vandalism occurred in the park restrooms. Mayor Good stated that there is a Tic Toc challenge to vandalize public restrooms. Council Member Gilliam suggested a new challenge for students to do something helpful in their communities. She will talk with the school.

### Mayor's Report

Mayor Good stated that Mr. Kellogg will allow the city to store snow near the Subway restaurant this winter. The Personnel Policy is ready for review and will be sent to Council Members for review at the December meeting.

## Discussion Items

### Cat Population – Jon Keehner

Jon Keehner shared his knowledge with the Council regarding feral cat populations. He provided five mitigation methods and links to research studies on the issue. He stated that there is disease risk to humans from cat populations and stated that as long as the cats have food and shelter, they will remain in the area. However, if food becomes non-existent, the cats can spread to an even larger area.

The Council discussed ideas to lower the stray/feral cat population including registering cats, chipping cats, placing collars on cats, and educating the public on the consequences of feeding the cats. Council Member Gilliam suggested the students might do a community impact project to identify the regions and populations of the cats. Council Member Parnett would like to review the Animal Control Ordinance and see how cats might fit in. This item will be added to the next agenda.

### Local Option Tax

No information was available on the Local Option Tax, and it will be added to a future agenda.

### City Hall Network Issues

Mayor Good stated that the NAS, which holds all of the city's documents is slowly going out and a new solid state drive has been ordered, which will have more stability.

### Sewer Rates

Mayor Good reviewed the sewer rates and noted that wages are lower and that payout for vacation last year caused inflated totals. Therefore, she would like to suggest the sewer rate be increased by \$1.50 instead of the \$3 the Council was considering. This item will be added to the December 13th agenda.

## Action Items

### Displacement RV Permit Application – 510 S Commercial

Pierce Ramsay submitted an application for an RV Displacement permit. Mayor Good stated that she looked at the property and the RV has skirting around it and has a parking space. Ramsay stated that the RV sits on a 4" gravel pad and is currently not licensed. It is hooked up to separate water and sewer.

Mayor Good asked the Council to consider removing the license requirement from the application, as it was preventing applicants from receiving approval. Also, the RVs will be used as housing and will not be traveling on the road. City Attorney Stubbs stated that there was no legal reason that the City must require registration. Mayor Good stated that the displacement permit would be good for 180 days, and then could be extended 180 days if necessary. She stated that a reminder would be sent to applicants.

- Council Member Gilliam moved to approve the Displacement RV Permit application for 510 S Commercial; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Displacement RV Permit Application – 501 S Heigho

The Council reviewed two applications for 501 S Heigho. Mayor Good stated that this property was previously set up for RVs and has separate water/sewer hookups. Both RVs are registered, are in residential zones, and comply with setbacks.

- Council Member Ryker moved to approve the Displacement RV Permit applications for 501 S Heigho; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Displacement RV Permit Application – 509 S Miller

Mayor Good stated that the property owner created a hookup for an RV and purchased an RV specifically to be used as housing. The RV is not registered.

- Council Member Parnett moved to approve the Displacement RV Permit application for 509 S Miller; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Mayor Good stated that the RV Use ordinance might be revised to remove the registration requirement and add more detail regarding enforcement.

F/Y 21-22 Prosecuting Attorney Contract

Mayor Good stated that Prosecuting Attorney Chris Boyd had previously stated that an increase in cost was not necessary. The contract had no changes from the previous year.

- Council Member Parnett moved to approve the Fiscal Year 21/22 Prosecuting Attorney's Contract; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

The contract will be sent to the county for approval and signatures.

F/Y 21-22 Law Enforcement Agreement

No changes were made to the Law Enforcement Agreement.

- Council Member Parnett moved to approve the Fiscal Year 21/22 Law Enforcement Contract; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

The contract will be sent to the county for approval and signatures.

Snow Removal Contract

Mayor Good presented a contract between the City and David Kellogg for snow storage in the area behind Subway.

- Council Member Ryker moved to approve the snow removal contract with David Kellogg of Granite View LLC; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Idaho Power Recommendations

The Council reviewed the energy audit completed by Idaho Power. It was determined that the priority should be heating at City Hall, and lighting and windows should be secondary. Mayor Good asked City Clerk Gardner to have local electricians provide bids to install an energy efficient heating system. After bids are received, Mayor Good will talk with Idaho Power regarding available rebates.

Park Restroom Closures

Mayor Good asked that the park restrooms remain closed until repairs can be made due to vandalism and until a working security system can be put in place.

**Consent Agenda**

The Council reviewed the Consent Agenda which included October 25, 2021, City Council meeting minutes, paid and pending claims, and October 2021 Payroll.

- Council Member Gilliam 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 the cat population, personnel policy review, local option tax, election results, water project update, and a budget from Daniel Hendley.

**Adjournment**

Mayor Good adjourned the meeting at 8:21 P.M.

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

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

**Kyla Gardner**

**Pay Period**

**10/16/2021 to**

**10/31/2021**

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC         | Total        |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|-------------|--------------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |             |              |
| Sunday                  | 10/31/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Tuesday                 |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Wednesday               |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Thursday                |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Friday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Saturday                | 10/16/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |
| Sunday                  | 10/17/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/18/2021 | 6.75         |             |                             |                       |  |             |             |             | 6.75         |
| Tuesday                 | 10/19/2021 | 7.03         |             |                             |                       |  |             |             |             | 7.03         |
| Wednesday               | 10/20/2021 | 6.18         |             |                             |                       |  |             |             |             | 6.18         |
| Thursday                | 10/21/2021 | 6.58         |             |                             |                       |  |             |             |             | 6.58         |
| Friday                  | 10/22/2021 | 4.94         |             |                             |                       |  |             |             |             | 4.94         |
| Saturday                | 10/23/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>31.48</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>31.48</b> |
| Sunday                  | 10/24/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/25/2021 | 9.23         |             |                             |                       |  |             |             |             | 9.23         |
| Tuesday                 | 10/26/2021 | 7.18         |             |                             |                       |  |             |             |             | 7.18         |
| Wednesday               | 10/27/2021 | 7.03         |             |                             |                       |  |             |             |             | 7.03         |
| Thursday                | 10/28/2021 | 6.85         |             |                             |                       |  |             |             |             | 6.85         |
| Friday                  | 10/29/2021 | 5.73         |             |                             |                       |  |             |             |             | 5.73         |
| Saturday                | 10/30/2021 |              |             |                             |                       |  |             |             |             | 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>0.00</b> | <b>36.02</b> |
| <b>Total Pay Period</b> |            | <b>67.50</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>0.00</b> | <b>67.50</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

10/16/2021 to 10/31/2021

|              |             |             |             |              |          |
|--------------|-------------|-------------|-------------|--------------|----------|
| Regular      | PTO         | OT          | DT          | To           | Item 15. |
| <b>67.50</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>67.50</b> |          |

| Time in                 | Time out | Duration |                                   |             |
|-------------------------|----------|----------|-----------------------------------|-------------|
| <b>October 18, 2021</b> |          |          |                                   | <b>6.75</b> |
| 8:28am                  | 9:26am   | 0.97     | MTG > MTG - Staff Meeting         |             |
| 9:26am                  | 3:13pm   | 5.78     | ADM > ADM - Customer Relations    |             |
| <b>October 19, 2021</b> |          |          |                                   | <b>7.03</b> |
| 8:36am                  | 3:38pm   | 7.03     | ADM > ADM - Customer Relations    |             |
| <b>October 20, 2021</b> |          |          |                                   | <b>6.18</b> |
| 8:50am                  | 3:01pm   | 6.18     | ADM > ADM - Customer Relations    |             |
| <b>October 21, 2021</b> |          |          |                                   | <b>6.58</b> |
| 8:33am                  | 3:08pm   | 6.58     | ADM > ADM - Customer Relations    |             |
| <b>October 22, 2021</b> |          |          |                                   | <b>4.93</b> |
| 8:38am                  | 1:34pm   | 4.93     | ADM > ADM - Customer Relations    |             |
| <b>October 25, 2021</b> |          |          |                                   | <b>9.23</b> |
| 8:26am                  | 9:06am   | 0.67     | MTG > MTG - Staff Meeting         |             |
| 9:06am                  | 3:03pm   | 5.95     | ADM > ADM - Customer Relations    |             |
| 5:57pm                  | 8:34pm   | 2.62     | MTG > MTG - Council Meeting       |             |
| <b>October 26, 2021</b> |          |          |                                   | <b>7.18</b> |
| 8:43am                  | 10:58am  | 2.25     | ADM > Train - Travel for Training |             |
| 10:58am                 | 3:18pm   | 4.33     | MTG > MTG - Other Government      |             |
| 3:18pm                  | 3:47pm   | 0.48     | ADM > Train - Travel for Training |             |
| 3:47pm                  | 3:54pm   | 0.12     | ADM > ADM - Customer Relations    |             |
| <b>October 27, 2021</b> |          |          |                                   | <b>7.03</b> |
| 8:15am                  | 3:17pm   | 7.03     | ADM > ADM - Customer Relations    |             |
| <b>October 28, 2021</b> |          |          |                                   | <b>6.85</b> |
| 8:39am                  | 3:30pm   | 6.85     | ADM > ADM - Customer Relations    |             |
| <b>October 29, 2021</b> |          |          |                                   | <b>5.72</b> |
| 8:30am                  | 2:13pm   | 5.72     | ADM > ADM - Customer Relations    |             |

Angie Mettie

Pay Period

11/1/2021 to

11/15/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/1/2021  | 4.33         |             |                             |                       |  |             |             | 4.33         |       |
| Tuesday                 | 11/2/2021  |              |             |                             |                       |  | 8.00        |             | 8.00         |       |
| Wednesday               | 11/3/2021  | 6.50         |             |                             |                       |  |             |             | 6.50         |       |
| Thursday                | 11/4/2021  | 7.42         |             |                             |                       |  |             |             | 7.42         |       |
| Friday                  | 11/5/2021  | 8.07         |             |                             |                       |  |             |             | 8.07         |       |
| Saturday                | 11/6/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>26.32</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>8.00</b> | <b>0.00</b> | <b>34.32</b> |       |
| Sunday                  | 11/7/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/8/2021  | 8.72         |             |                             |                       |  |             |             | 8.72         |       |
| Tuesday                 | 11/9/2021  | 6.68         |             |                             |                       |  |             |             | 6.68         |       |
| Wednesday               | 11/10/2021 | 6.32         |             |                             |                       |  |             |             | 6.32         |       |
| Thursday                | 11/11/2021 |              |             |                             |                       | 8.00                                   |             |             | 8.00         |       |
| Friday                  | 11/12/2021 | 4.04         |             |                             |                       |  |             |             | 4.04         |       |
| Saturday                | 11/13/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>25.76</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>33.76</b> |       |
| Sunday                  | 11/14/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/15/2021 | 5.85         |             |                             |                       |  |             |             | 5.85         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>5.85</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>5.85</b>  |       |
| <b>Total Pay Period</b> |            | <b>57.93</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>8.00</b> | <b>0.00</b> | <b>73.93</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

11/01/2021 to 11/15/2021

Regular **57.93**    PTO **0.00**    OT **0.00**    DT **0.00**    To Item 15. **57.93**

| Time in                  | Time out | Duration |                                |
|--------------------------|----------|----------|--------------------------------|
| <b>November 1, 2021</b>  |          |          | <b>4.33</b>                    |
| 8:04am                   | 8:30am   | 0.43     | ADM > ADM - Customer Relations |
| 8:30am                   | 9:15am   | 0.75     | MTG > MTG - Staff Meeting      |
| 9:15am                   | 10:33am  | 1.30     | ADM > ADM - Customer Relations |
| 2:45pm                   | 3:57pm   | 1.20     | ADM > ADM - Customer Relations |
| 5:24pm                   | 6:03pm   | 0.65     | ADM > ADM - Customer Relations |
| <b>November 3, 2021</b>  |          |          | <b>6.50</b>                    |
| 11:35am                  | 6:05pm   | 6.50     | ADM > ADM - Customer Relations |
| <b>November 4, 2021</b>  |          |          | <b>7.42</b>                    |
| 7:50am                   | 3:15pm   | 7.42     | ADM > ADM - Customer Relations |
| <b>November 5, 2021</b>  |          |          | <b>8.07</b>                    |
| 7:51am                   | 3:55pm   | 8.07     | ADM > ADM - Customer Relations |
| <b>November 8, 2021</b>  |          |          | <b>8.72</b>                    |
| 7:49am                   | 8:34am   | 0.75     | ADM > ADM - Customer Relations |
| 8:34am                   | 9:27am   | 0.88     | MTG > MTG - Staff Meeting      |
| 9:27am                   | 10:26am  | 0.98     | ADM > ADM - Customer Relations |
| 2:33pm                   | 6:30pm   | 3.95     | ADM > ADM - Customer Relations |
| 6:30pm                   | 8:39pm   | 2.15     | MTG > MTG - Council Meeting    |
| <b>November 9, 2021</b>  |          |          | <b>6.68</b>                    |
| 7:55am                   | 10:27am  | 2.53     | ADM > ADM - Customer Relations |
| 2:43pm                   | 6:52pm   | 4.15     | ADM > ADM - Customer Relations |
| <b>November 10, 2021</b> |          |          | <b>6.32</b>                    |
| 11:46am                  | 6:05pm   | 6.32     | ADM > ADM - Customer Relations |
| <b>November 12, 2021</b> |          |          | <b>4.05</b>                    |
| 12:02pm                  | 4:05pm   | 4.05     | ADM > ADM - Customer Relations |
| <b>November 15, 2021</b> |          |          | <b>5.85</b>                    |
| 7:56am                   | 8:34am   | 0.63     | ADM > ADM - Customer Relations |
| 8:34am                   | 9:12am   | 0.63     | MTG > MTG - Staff Meeting      |
| 9:12am                   | 10:26am  | 1.23     | ADM > ADM - Customer Relations |
| 2:48pm                   | 5:05pm   | 2.28     | ADM > ADM - Customer Relations |
| 5:11pm                   | 6:15pm   | 1.07     | ADM > ADM - Customer Relations |

**Kyla Gardner**

**Pay Period**

**11/1/2021 to**

**11/15/2021**

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/1/2021  | 6.73         |             |                             |                       |  |             |             | 6.73         |       |
| Tuesday                 | 11/2/2021  | 6.87         |             |                             |                       |  |             |             | 6.87         |       |
| Wednesday               | 11/3/2021  | 6.53         |             |                             |                       |  |             |             | 6.53         |       |
| Thursday                | 11/4/2021  | 6.63         |             |                             |                       |  |             |             | 6.63         |       |
| Friday                  | 11/5/2021  | 10.12        |             |                             |                       |  |             |             | 10.12        |       |
| Saturday                | 11/6/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>36.88</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>36.88</b> |       |
| Sunday                  | 11/7/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/8/2021  | 9.45         |             |                             |                       |  |             |             | 9.45         |       |
| Tuesday                 | 11/9/2021  | 6.53         |             |                             |                       |  |             |             | 6.53         |       |
| Wednesday               | 11/10/2021 | 6.38         |             |                             |                       |  |             |             | 6.38         |       |
| Thursday                | 11/11/2021 |              |             |                             |                       | 8.00                                   |             |             | 8.00         |       |
| Friday                  | 11/12/2021 | 5.04         |             |                             |                       |  |             |             | 5.04         |       |
| Saturday                | 11/13/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>27.40</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>35.40</b> |       |
| Sunday                  | 11/14/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/15/2021 | 6.72         |             |                             |                       |  |             |             | 6.72         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>6.72</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>6.72</b>  |       |
| <b>Total Pay Period</b> |            | <b>71.00</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>79.00</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:**

# Kyla Gardner

11/01/2021 to 11/15/2021

|              |             |             |             |              |          |
|--------------|-------------|-------------|-------------|--------------|----------|
| Regular      | PTO         | OT          | DT          | To           | Item 15. |
| <b>71.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>71.00</b> |          |

| Time in                  | Time out | Duration |                                |
|--------------------------|----------|----------|--------------------------------|
| <b>November 1, 2021</b>  |          |          | <b>6.73</b>                    |
| 8:29am                   | 9:18am   | 0.82     | MTG › MTG - Staff Meeting      |
| 9:18am                   | 3:13pm   | 5.92     | ADM › ADM - Customer Relations |
| <b>November 2, 2021</b>  |          |          | <b>6.87</b>                    |
| 8:30am                   | 3:22pm   | 6.87     | ADM › ADM - Customer Relations |
| <b>November 3, 2021</b>  |          |          | <b>6.53</b>                    |
| 8:43am                   | 3:15pm   | 6.53     | ADM › ADM - Customer Relations |
| <b>November 4, 2021</b>  |          |          | <b>6.63</b>                    |
| 8:37am                   | 3:15pm   | 6.63     | ADM › ADM - Customer Relations |
| <b>November 5, 2021</b>  |          |          | <b>10.12</b>                   |
| 9:04am                   | 7:11pm   | 10.12    | MTG › MTG - Other Government   |
| <b>November 8, 2021</b>  |          |          | <b>9.45</b>                    |
| 8:19am                   | 9:25am   | 1.10     | MTG › MTG - Staff Meeting      |
| 9:25am                   | 3:05pm   | 5.67     | ADM › ADM - Customer Relations |
| 6:00pm                   | 8:41pm   | 2.68     | MTG › MTG - Council Meeting    |
| <b>November 9, 2021</b>  |          |          | <b>6.53</b>                    |
| 8:38am                   | 3:10pm   | 6.53     | ADM › ADM - Customer Relations |
| <b>November 10, 2021</b> |          |          | <b>6.38</b>                    |
| 8:46am                   | 3:09pm   | 6.38     | ADM › ADM - Customer Relations |
| <b>November 12, 2021</b> |          |          | <b>5.03</b>                    |
| 8:43am                   | 1:45pm   | 5.03     | ADM › ADM - Customer Relations |
| 1:45pm                   | 1:45pm   | 0.00     | ADM › ADM - Customer Relations |
| <b>November 15, 2021</b> |          |          | <b>6.72</b>                    |
| 8:15am                   | 9:00am   | 0.75     | MTG › MTG - Staff Meeting      |
| 9:00am                   | 2:58pm   | 5.97     | ADM › ADM - Customer Relations |

Angie Mettie

Pay Period

10/16/2021 to

10/31/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  | 10/31/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                | 10/16/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |       |
| Sunday                  | 10/17/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 10/18/2021 | 5.20         |             |                             |                       |  |             |             | 5.20         |       |
| Tuesday                 | 10/19/2021 | 5.87         |             |                             |                       |  |             |             | 5.87         |       |
| Wednesday               | 10/20/2021 | 6.12         |             |                             |                       |  |             |             | 6.12         |       |
| Thursday                | 10/21/2021 | 3.57         |             |                             |                       |  |             |             | 3.57         |       |
| Friday                  | 10/22/2021 | 5.86         |             |                             |                       |  |             |             | 5.86         |       |
| Saturday                | 10/23/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>26.62</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>26.62</b> |       |
| Sunday                  | 10/24/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 10/25/2021 | 7.00         |             |                             |                       |  |             |             | 7.00         |       |
| Tuesday                 | 10/26/2021 | 5.75         |             |                             |                       |  |             |             | 5.75         |       |
| Wednesday               | 10/27/2021 | 5.40         |             |                             |                       |  |             |             | 5.40         |       |
| Thursday                | 10/28/2021 | 6.02         |             |                             |                       |  |             |             | 6.02         |       |
| Friday                  | 10/29/2021 | 5.91         |             |                             |                       |  |             |             | 5.91         |       |
| Saturday                | 10/30/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>30.08</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>30.08</b> |       |
| <b>Total Pay Period</b> |            | <b>56.70</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>56.70</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

10/16/2021 to 10/31/2021

|              |             |             |             |              |          |
|--------------|-------------|-------------|-------------|--------------|----------|
| Regular      | PTO         | OT          | DT          | To           | Item 15. |
| <b>56.70</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>56.70</b> |          |

| Time in                 | Time out | Duration |                                |
|-------------------------|----------|----------|--------------------------------|
| <b>October 18, 2021</b> |          |          | <b>5.20</b>                    |
| 8:33am                  | 9:23am   | 0.83     | MTG › MTG - Staff Meeting      |
| 9:23am                  | 10:25am  | 1.03     | ADM › ADM - Customer Relations |
| 2:43pm                  | 6:03pm   | 3.33     | ADM › ADM - Customer Relations |
| <b>October 19, 2021</b> |          |          | <b>5.87</b>                    |
| 7:54am                  | 10:27am  | 2.55     | ADM › ADM - Customer Relations |
| 2:43pm                  | 6:02pm   | 3.32     | ADM › ADM - Customer Relations |
| <b>October 20, 2021</b> |          |          | <b>6.12</b>                    |
| 11:55am                 | 6:02pm   | 6.12     | ADM › ADM - Customer Relations |
| <b>October 21, 2021</b> |          |          | <b>3.57</b>                    |
| 12:33pm                 | 4:07pm   | 3.57     | ADM › ADM - Customer Relations |
| <b>October 22, 2021</b> |          |          | <b>5.87</b>                    |
| 12:09pm                 | 6:01pm   | 5.87     | ADM › ADM - Customer Relations |
| <b>October 25, 2021</b> |          |          | <b>7.00</b>                    |
| 8:05am                  | 8:30am   | 0.42     | ADM › ADM - Customer Relations |
| 8:30am                  | 9:09am   | 0.65     | MTG › MTG - Staff Meeting      |
| 9:09am                  | 10:24am  | 1.25     | ADM › ADM - Customer Relations |
| 2:53pm                  | 3:04pm   | 0.18     | ADM › ADM - Customer Relations |
| 4:03pm                  | 6:25pm   | 2.37     | ADM › ADM - Customer Relations |
| 6:25pm                  | 8:33pm   | 2.13     | MTG › MTG - Council Meeting    |
| <b>October 26, 2021</b> |          |          | <b>5.75</b>                    |
| 7:59am                  | 10:26am  | 2.45     | ADM › ADM - Customer Relations |
| 2:45pm                  | 6:03pm   | 3.30     | ADM › ADM - Customer Relations |
| <b>October 27, 2021</b> |          |          | <b>5.40</b>                    |
| 11:41am                 | 3:27pm   | 3.77     | ADM › ADM - Customer Relations |
| 4:28pm                  | 6:06pm   | 1.63     | ADM › ADM - Customer Relations |
| <b>October 28, 2021</b> |          |          | <b>6.02</b>                    |
| 12:00pm                 | 6:01pm   | 6.02     | ADM › ADM - Customer Relations |
| <b>October 29, 2021</b> |          |          | <b>5.92</b>                    |
| 12:20pm                 | 6:15pm   | 5.92     | ADM › ADM - Customer Relations |

Dana Kautz

Pay Period

11/1/2021 to

11/15/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/1/2021  | 1.83         |             |                             |                       |  |             |             | 1.83         |       |
| Tuesday                 | 11/2/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               | 11/3/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                | 11/4/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  | 11/5/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                | 11/6/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>1.83</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>1.83</b>  |       |
| Sunday                  | 11/7/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/8/2021  | 7.60         |             |                             |                       |  |             |             | 7.60         |       |
| Tuesday                 | 11/9/2021  | 5.72         |             |                             |                       |  |             |             | 5.72         |       |
| Wednesday               | 11/10/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                | 11/11/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  | 11/12/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                | 11/13/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>13.32</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>13.32</b> |       |
| Sunday                  | 11/14/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/15/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |       |
| <b>Total Pay Period</b> |            | <b>15.15</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>15.15</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

11/01/2021 to 11/15/2021

|         |      |      |      |       |
|---------|------|------|------|-------|
| Regular | PTO  | OT   | DT   | To    |
| 15.15   | 0.00 | 0.00 | 0.00 | 15.15 |

Item 15.

| Time in                 | Time out     | Duration |                                |
|-------------------------|--------------|----------|--------------------------------|
| <b>November 1, 2021</b> |              |          | <b>1.83</b>                    |
| 11:40am (MST)           | 1:30pm (MST) | 1.83     | ADM > ADM - Customer Relations |
| <b>November 8, 2021</b> |              |          | <b>7.60</b>                    |
| 9:30am (MST)            | 3:24pm (MST) | 5.90     | ADM > ADM - Customer Relations |
| 6:40pm (MST)            | 8:22pm (MST) | 1.70     | Shift Total                    |
| <b>November 9, 2021</b> |              |          | <b>5.72</b>                    |
| 9:52am (MST)            | 3:35pm (MST) | 5.72     | ADM > ADM - Customer Relations |

Daniel Potter

Pay Period

10/16/2021 to

10/31/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  | 10/31/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                | 10/16/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |       |
| Sunday                  | 10/17/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 10/18/2021 | 8.03         |             |                             |                       |  |             |             | 8.03         |       |
| Tuesday                 | 10/19/2021 | 10.17        |             |                             |                       |  |             |             | 10.17        |       |
| Wednesday               | 10/20/2021 | 9.13         |             |                             |                       |  |             |             | 9.13         |       |
| Thursday                | 10/21/2021 | 6.07         |             |                             |                       |  |             |             | 6.07         |       |
| Friday                  | 10/22/2021 | 6.60         |             | 2.73                        |                       |  |             |             | 9.33         |       |
| Saturday                | 10/23/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>40.00</b> | <b>0.00</b> | <b>2.73</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>42.73</b> |       |
| Sunday                  | 10/24/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 10/25/2021 | 9.93         |             |                             |                       |  |             |             | 9.93         |       |
| Tuesday                 | 10/26/2021 | 9.35         |             |                             |                       |  |             |             | 9.35         |       |
| Wednesday               | 10/27/2021 | 8.75         |             |                             |                       |  |             |             | 8.75         |       |
| Thursday                | 10/28/2021 | 9.07         |             |                             |                       |  |             |             | 9.07         |       |
| Friday                  | 10/29/2021 | 2.90         |             | 5.22                        |                       |  |             |             | 8.12         |       |
| Saturday                | 10/30/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>40.00</b> | <b>0.00</b> | <b>5.22</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>45.22</b> |       |
| <b>Total Pay Period</b> |            | <b>80.00</b> | <b>0.00</b> | <b>7.95</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>87.95</b> |       |

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

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

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

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

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

Payperiod Notes:

# Daniel Potter

10/16/2021 to 10/31/2021

|              |             |             |             |   |
|--------------|-------------|-------------|-------------|---|
| Regular      | PTO         | OT          | DT          | To <span style="border: 1px solid black; padding: 2px;">Item 15.</span> |
| <b>80.00</b> | <b>0.00</b> | <b>7.95</b> | <b>0.00</b> | <b>87.95</b>  |

| Time in  | Time out      | Duration |   |
|--|---------------|----------|---|
| <b>October 18, 2021</b>                        |               |          | <b>8.03</b>                             |
| 8:00am (MDT)                                   | 8:30am (MDT)  | 0.50     | WTR > WTR - Booster Station & Well Logs |
| 8:30am (MDT)                                   | 9:11am (MDT)  | 0.68     | MTG > MTG - Staff Meeting               |
| 9:11am (MDT)                                   | 9:23am (MDT)  | 0.20     | STRTS > STRTS - Peterson Pathway        |
| 9:23am (MDT)                                   | 4:02pm (MDT)  | 6.65     | STRTS > STRTS - Heigho Project          |
| <b>October 19, 2021</b>                        |               |          | <b>10.17</b>                            |
| 8:19am (MDT)                                   | 12:20pm (MDT) | 4.02     | WTR > WTR - Booster Station & Well Logs |
| 12:20pm (MDT)                                  | 6:29pm (MDT)  | 6.15     | ADM > ADM - Customer Relations          |
| <b>NOTES:</b> Cutting grass at old county shed |               |          |   |
| <b>October 20, 2021</b>                        |               |          | <b>9.13</b>                             |
| 8:08am (MDT)                                   | 9:18am (MDT)  | 1.17     | WTR > WTR - Booster Station & Well Logs |
| 9:18am (MDT)                                   | 12:40pm (MDT) | 3.37     | WTR > WTR - Meter Reading               |
| 12:40pm (MDT)                                  | 5:16pm (MDT)  | 4.60     | WTR > Train - Water                     |
| <b>October 21, 2021</b>                        |               |          | <b>6.07</b>                             |
| 7:42am (MDT)                                   | 1:46pm (MDT)  | 6.07     | WTR > WTR - Booster Station & Well Logs |
| <b>October 22, 2021</b>                        |               |          | <b>9.33</b>                             |
| 8:28am (MDT)                                   | 9:39am (MDT)  | 1.18     | WTR > WTR - Booster Station & Well Logs |
| 9:39am (MDT)                                   | 5:48pm (MDT)  | 8.15     | STRTS > STRTS - Storm Drainage          |
| <b>October 25, 2021</b>                        |               |          | <b>9.93</b>                             |
| 8:30am (MDT)                                   | 8:49am (MDT)  | 0.32     | MTG > MTG - Staff Meeting               |
| 8:49am (MDT)                                   | 4:28pm (MDT)  | 7.65     | EQP > EQP - Loader Maintenance          |
| 6:30pm (MDT)                                   | 8:28pm (MDT)  | 1.97     | MTG > MTG - Council Meeting             |
| <b>October 26, 2021</b>                        |               |          | <b>9.35</b>                             |
| 8:06am (MDT)                                   | 9:57am (MDT)  | 1.85     | WTR > WTR - Booster Station & Well Logs |
| 9:57am (MDT)                                   | 5:27pm (MDT)  | 7.50     | EQP > EQP - Grader Maintenance          |
| <b>October 27, 2021</b>                        |               |          | <b>8.75</b>                             |
| 8:28am (MDT)                                   | 9:34am (MDT)  | 1.10     | WTR > WTR - Booster Station & Well Logs |
| 9:34am (MDT)                                   | 12:37pm (MDT) | 3.05     | EQP > EQP - Parts Run                   |
| 12:37pm (MDT)                                  | 5:13pm (MDT)  | 4.60     | EQP > EQP - Grader Maintenance          |
| <b>October 28, 2021</b>                        |               |          | <b>9.07</b>                             |
| 8:03am (MDT)                                   | 5:07pm (MDT)  | 9.07     | EQP > EQP - MACK Dump Maintenance       |
| <b>October 29, 2021</b>                        |               |          | <b>8.12</b>                             |
| 8:13am (MDT)                                   | 4:20pm (MDT)  | 8.12     | WTR > WTR - Booster Station & Well Logs |

Jessie Gerke

Pay Period

11/1/2021 to

11/15/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/1/2021  | 8.00         |             |                             |                       |  |             |             | 8.00         |       |
| Tuesday                 | 11/2/2021  | 8.00         |             |                             |                       |  |             |             | 8.00         |       |
| Wednesday               | 11/3/2021  | 8.17         |             |                             |                       |  |             |             | 8.17         |       |
| Thursday                | 11/4/2021  | 7.00         |             |                             |                       |  |             |             | 7.00         |       |
| Friday                  | 11/5/2021  | 8.83         |             | 0.17                        |                       |  |             |             | 9.00         |       |
| Saturday                | 11/6/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>40.00</b> | <b>0.00</b> | <b>0.17</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>40.17</b> |       |
| Sunday                  | 11/7/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/8/2021  | 8.50         |             |                             |                       |  |             |             | 8.50         |       |
| Tuesday                 | 11/9/2021  | 8.00         |             |                             |                       |  |             |             | 8.00         |       |
| Wednesday               | 11/10/2021 | 7.00         |             |                             |                       |  |             |             | 7.00         |       |
| Thursday                | 11/11/2021 |              |             |                             |                       | 8.00                                   |             |             | 8.00         |       |
| Friday                  | 11/12/2021 | 8.00         |             |                             |                       |  |             |             | 8.00         |       |
| Saturday                | 11/13/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>31.50</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>39.50</b> |       |
| Sunday                  | 11/14/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/15/2021 | 8.00         |             |                             |                       |  |             |             | 8.00         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>8.00</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>8.00</b>  |       |
| <b>Total Pay Period</b> |            | <b>79.50</b> | <b>0.00</b> | <b>0.17</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>87.67</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

11/01/2021 to 11/15/2021

Regular  
**79.50**

PTO  
**0.00**

OT  
**0.17**

DT  
**0.00**

To **Item 15.**  
**79.67**

| Time in                 | Time out      | Duration |   |
|-------------------------|---------------|----------|---|
| <b>November 1, 2021</b> |               |          | <b>8.00</b>                               |
| 8:00am (MST)            | 8:30am (MST)  | 0.50     | SWR > SWR - Sewer Logs                    |
| 8:30am (MST)            | 9:30am (MST)  | 1.00     | MTG > MTG - Staff Meeting                 |
| 9:30am (MST)            | 10:30am (MST) | 1.00     | PW > PW - Office Time                     |
| 10:30am (MST)           | 12:00pm (MST) | 1.50     | WTR > Train - Water                       |
| 12:00pm (MST)           | 3:00pm (MST)  | 3.00     | STRTS > STRTS - Grading / Blading         |
| 3:00pm (MST)            | 4:00pm (MST)  | 1.00     | PW > PW - Office Time                     |
| <b>November 2, 2021</b> |               |          | <b>8.00</b>                               |
| 8:00am (MST)            | 8:40am (MST)  | 0.67     | SWR > SWR - Sewer Logs                    |
| 8:40am (MST)            | 12:00pm (MST) | 3.33     | PW > PW - City Shop > Shop                |
| 12:00pm (MST)           | 4:00pm (MST)  | 4.00     | EQP > EQP - Grader Maintenance            |
| <b>November 3, 2021</b> |               |          | <b>8.17</b>                               |
| 8:00am (MST)            | 8:30am (MST)  | 0.50     | PW > PW - Office Time                     |
| 10:20am (MST)           | 11:00am (MST) | 0.67     | SWR > SWR - Sewer Logs                    |
| 11:00am (MST)           | 2:00pm (MST)  | 3.00     | EQP > EQP - Grader Maintenance            |
| 2:00pm (MST)            | 4:00pm (MST)  | 2.00     | WTR > WTR - Service Call                  |
| 4:00pm (MST)            | 6:00pm (MST)  | 2.00     | PW > PW - City Shop > Shop                |
| <b>November 4, 2021</b> |               |          | <b>7.00</b>                               |
| 11:00am (MST)           | 12:00pm (MST) | 1.00     | SWR > SWR - Sewer Logs                    |
| 12:00pm (MST)           | 1:30pm (MST)  | 1.50     | Animal Control > Animal Control Complaint |
| 1:30pm (MST)            | 6:00pm (MST)  | 4.50     | PW > PW - City Shop > Shop                |
| <b>November 5, 2021</b> |               |          | <b>9.00</b>                               |
| 8:00am (MST)            | 9:30am (MST)  | 1.50     | MTG > MTG - Staff Meeting                 |
| 9:30am (MST)            | 10:30am (MST) | 1.00     | SWR > SWR - Sewer Logs                    |
| 10:30am (MST)           | 1:00pm (MST)  | 2.50     | WTR > WTR - Service Call                  |
| 1:00pm (MST)            | 5:00pm (MST)  | 4.00     | SWR > Train - Sewer                       |
| <b>November 8, 2021</b> |               |          | <b>8.50</b>                               |
| 8:30am (MST)            | 9:30am (MST)  | 1.00     | MTG > MTG - Staff Meeting                 |
| 9:30am (MST)            | 10:10am (MST) | 0.67     | SWR > SWR - Sewer Logs                    |
| 10:10am (MST)           | 12:00pm (MST) | 1.83     | PW > PW - Office Time                     |
| 12:00pm (MST)           | 5:00pm (MST)  | 5.00     | SWR > SWR - System Maintenance            |
| <b>November 9, 2021</b> |               |          | <b>8.00</b>                               |
| 8:00am (MST)            | 9:00am (MST)  | 1.00     | SWR > SWR - Sewer Logs                    |
| 9:00am (MST)            | 11:00am (MST) | 2.00     | MTG > MTG - Staff Meeting                 |
| 11:00am (MST)           | 1:00pm (MST)  | 2.00     | SWR > SWR - Service Call                  |

|                          |               |      |                                  |
|--------------------------|---------------|------|----------------------------------|
| 1:00pm (MST)             | 4:00pm (MST)  | 3.00 | SWR > Train - Sewer              |
| <b>November 10, 2021</b> |               |      | <b>7.00</b>                      |
| 8:00am (MST)             | 8:40am (MST)  | 0.67 | PW > PW - Office Time            |
| 10:40am (MST)            | 11:30am (MST) | 0.83 | SWR > SWR - Sewer Logs           |
| 11:30am (MST)            | 12:30pm (MST) | 1.00 | MTG > MTG - Staff Meeting        |
| 12:30pm (MST)            | 3:30pm (MST)  | 3.00 | STRTS > STRTS - Peterson Pathway |
| 3:30pm (MST)             | 5:00pm (MST)  | 1.50 | PW > PW - City Shop > Shop       |
| <b>November 12, 2021</b> |               |      | <b>8.00</b>                      |
| 8:00am (MST)             | 8:40am (MST)  | 0.67 | SWR > SWR - Sewer Logs           |
| 8:40am (MST)             | 4:00pm (MST)  | 7.33 | SWR > Train - Sewer              |
| <b>November 15, 2021</b> |               |      | <b>8.00</b>                      |
| 8:30am (MST)             | 9:40am (MST)  | 1.17 | MTG > MTG - Staff Meeting        |
| 9:40am (MST)             | 10:30am (MST) | 0.83 | SWR > SWR - Sewer Logs           |
| 10:30am (MST)            | 12:00pm (MST) | 1.50 | PW > PW - Office Time            |
| 12:00pm (MST)            | 1:00pm (MST)  | 1.00 | MTG > MTG - Staff Meeting        |
| 1:00pm (MST)             | 4:30pm (MST)  | 3.50 | SWR > Train - Sewer              |

**Dana Kautz**

**Pay Period**

**10/16/2021 to**

**10/31/2021**

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC         | Total        |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|-------------|--------------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |             |              |
| Sunday                  | 10/31/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Tuesday                 |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Wednesday               |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Thursday                |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Friday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Saturday                | 10/16/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |
| Sunday                  | 10/17/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/18/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Tuesday                 | 10/19/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Wednesday               | 10/20/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Thursday                | 10/21/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Friday                  | 10/22/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Saturday                | 10/23/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |
| Sunday                  | 10/24/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/25/2021 | 8.27         |             |                             |                       |  |             |             |             | 8.27         |
| Tuesday                 | 10/26/2021 | 5.80         |             |                             |                       |  |             |             |             | 5.80         |
| Wednesday               | 10/27/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Thursday                | 10/28/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Friday                  | 10/29/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Saturday                | 10/30/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>14.07</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>0.00</b> | <b>14.07</b> |
| <b>Total Pay Period</b> |            | <b>14.07</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>0.00</b> | <b>14.07</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:**

# Dana Kautz

10/16/2021 to 10/31/2021

|              |             |             |             |              |          |
|--------------|-------------|-------------|-------------|--------------|----------|
| Regular      | PTO         | OT          | DT          | To           | Item 15. |
| <b>14.07</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>14.07</b> |          |

| Time in                 | Time out     | Duration |                                |
|-------------------------|--------------|----------|--------------------------------|
| <b>October 25, 2021</b> |              |          |                                |
| 9:32am (MDT)            | 3:40pm (MDT) | 6.13     | ADM > ADM - Customer Relations |
| 6:25pm (MDT)            | 8:33pm (MDT) | 2.13     | Shift Total                    |
| <b>October 26, 2021</b> |              |          |                                |
| 9:20am (MDT)            | 3:08pm (MDT) | 5.80     | ADM > ADM - Customer Relations |

Jessie Gerke

Pay Period

10/16/2021 to

10/31/2021

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC         | Total        |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|-------------|--------------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |             |              |
| Sunday                  | 10/31/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Tuesday                 |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Wednesday               |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Thursday                |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Friday                  |            |              |             |                             |                       |  |             |             |             | 0.00         |
| Saturday                | 10/16/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>  |
| Sunday                  | 10/17/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/18/2021 | 8.00         |             |                             |                       |  |             |             |             | 8.00         |
| Tuesday                 | 10/19/2021 | 8.33         |             |                             |                       |  |             |             |             | 8.33         |
| Wednesday               | 10/20/2021 | 8.17         |             |                             |                       |  |             |             |             | 8.17         |
| Thursday                | 10/21/2021 | 6.50         |             |                             |                       |  |             |             |             | 6.50         |
| Friday                  | 10/22/2021 | 8.00         |             |                             |                       |  |             |             |             | 8.00         |
| Saturday                | 10/23/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>39.00</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>39.00</b> |
| Sunday                  | 10/24/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| Monday                  | 10/25/2021 | 7.67         |             |                             |                       |  |             |             |             | 7.67         |
| Tuesday                 | 10/26/2021 | 8.00         |             |                             |                       |  |             |             |             | 8.00         |
| Wednesday               | 10/27/2021 | 8.00         |             |                             |                       |  |             |             |             | 8.00         |
| Thursday                | 10/28/2021 | 8.66         |             |                             |                       |  |             |             |             | 8.66         |
| Friday                  | 10/29/2021 | 8.00         |             |                             |                       |  |             |             |             | 8.00         |
| Saturday                | 10/30/2021 |              |             |                             |                       |  |             |             |             | 0.00         |
| <b>Total Week</b>       |            | <b>40.33</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>40.33</b> |
| <b>Total Pay Period</b> |            | <b>79.33</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>79.33</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

10/16/2021 to 10/31/2021

Regular **79.00**    PTO **0.00**    OT **0.33**    DT **0.00**    To Item 15. **79.33**

| Time in                         | Time out      | Duration |   |
|---------------------------------|---------------|----------|---|
| <b>October 18, 2021</b>         |               |          | <b>8.00</b>                             |
| 8:00am (MDT)                    | 8:30am (MDT)  | 0.50     | STRTS > STRTS - Heigho Project          |
| 8:30am (MDT)                    | 9:10am (MDT)  | 0.67     | MTG > MTG - Staff Meeting               |
| 9:10am (MDT)                    | 4:00pm (MDT)  | 6.83     | STRTS > STRTS - Heigho Project          |
| <b>October 19, 2021</b>         |               |          | <b>8.33</b>                             |
| 8:00am (MDT)                    | 8:40am (MDT)  | 0.67     | MTG > MTG - Staff Meeting               |
| 8:40am (MDT)                    | 9:20am (MDT)  | 0.67     | SWR > SWR - Sewer Logs                  |
| 9:20am (MDT)                    | 11:00am (MDT) | 1.67     | PW > PW - City Shop > Shop              |
| 11:00am (MDT)                   | 1:20pm (MDT)  | 2.33     | STRTS > STRTS - Grading / Blading       |
| 3:00pm (MDT)                    | 4:00pm (MDT)  | 1.00     | MTG > MTG - Staff Meeting               |
| 4:00pm (MDT)                    | 6:00pm (MDT)  | 2.00     | EQP > EQP - Backhoe Maintenance         |
| <b>October 20, 2021</b>         |               |          | <b>8.17</b>                             |
| 8:20am (MDT)                    | 9:10am (MDT)  | 0.83     | SWR > SWR - Sewer Logs                  |
| 9:10am (MDT)                    | 2:20pm (MDT)  | 5.17     | PW > PW - City Shop > Shop              |
| <b>NOTES:</b> Dig for airbridge |               |          |   |
| 2:20pm (MDT)                    | 4:00pm (MDT)  | 1.67     | STRTS > STRTS - Grading / Blading       |
| 4:00pm (MDT)                    | 4:30pm (MDT)  | 0.50     | PW > PW - Office Time                   |
| <b>October 21, 2021</b>         |               |          | <b>6.50</b>                             |
| 8:30am (MDT)                    | 9:40am (MDT)  | 1.17     | SWR > SWR - Sewer Logs                  |
| 9:40am (MDT)                    | 12:00pm (MDT) | 2.33     | SWR > SWR - System Maintenance          |
| 12:00pm (MDT)                   | 1:00pm (MDT)  | 1.00     | PW > PW - City Shop > Shop              |
| 2:30pm (MDT)                    | 4:30pm (MDT)  | 2.00     | IND > IND - Industrial Park Maintenance |
| <b>October 22, 2021</b>         |               |          | <b>8.00</b>                             |
| 8:30am (MDT)                    | 9:30am (MDT)  | 1.00     | SWR > SWR - Sewer Logs                  |
| 9:30am (MDT)                    | 1:00pm (MDT)  | 3.50     | STRTS > Train - Streets                 |
| 1:00pm (MDT)                    | 4:30pm (MDT)  | 3.50     | STRTS > STRTS - Grading / Blading       |
| <b>October 25, 2021</b>         |               |          | <b>7.67</b>                             |
| 8:00am (MDT)                    | 8:30am (MDT)  | 0.50     | SWR > SWR - Sewer Logs                  |
| 8:30am (MDT)                    | 8:50am (MDT)  | 0.33     | MTG > MTG - Staff Meeting               |
| 9:50am (MDT)                    | 12:00pm (MDT) | 2.17     | EQP > EQP - Parts Run                   |
| 12:00pm (MDT)                   | 1:00pm (MDT)  | 1.00     | WTR > WTR - Service Call                |
| 1:00pm (MDT)                    | 2:00pm (MDT)  | 1.00     | STRTS > STRTS - Storm Drainage          |
| 2:00pm (MDT)                    | 4:40pm (MDT)  | 2.67     | STRTS > STRTS - Sidewalk Maintenance    |
| <b>October 26, 2021</b>         |               |          | <b>8.00</b>                             |
| 8:00am (MDT)                    | 8:40am (MDT)  | 0.67     | SWR > SWR - Sewer Logs                  |

|              |              |      |                                |
|--------------|--------------|------|--------------------------------|
| 8:40am (MDT) | 1:00pm (MDT) | 4.33 | EQP > EQP - Loader Maintenance |
| 1:00pm (MDT) | 2:30pm (MDT) | 1.50 | SWR > SWR - Sewer Testing      |
| 2:30pm (MDT) | 4:00pm (MDT) | 1.50 | EQP > EQP - Loader Maintenance |

**October 27, 2021**

**8.00**

|              |              |      |                                |
|--------------|--------------|------|--------------------------------|
| 8:00am (MDT) | 8:40am (MDT) | 0.67 | SWR > SWR - Sewer Logs         |
| 8:40am (MDT) | 2:40pm (MDT) | 6.00 | EQP > EQP - Grader Maintenance |
| 2:40pm (MDT) | 4:00pm (MDT) | 1.33 | PW > PW - City Shop > Shop     |

**October 28, 2021**

**8.67**

|               |               |      |                                |
|---------------|---------------|------|--------------------------------|
| 8:00am (MDT)  | 8:40am (MDT)  | 0.67 | SWR > SWR - Sewer Logs         |
| 8:40am (MDT)  | 10:30am (MDT) | 1.83 | PW > PW - Office Time          |
| 10:30am (MDT) | 1:00pm (MDT)  | 2.50 | STRTS > STRTS - Storm Drainage |
| 1:00pm (MDT)  | 3:00pm (MDT)  | 2.00 | PW > PW - City Shop > Shop     |
| 3:00pm (MDT)  | 4:40pm (MDT)  | 1.67 | SWR > SWR - Service Call       |

**October 29, 2021**

**8.00**

|              |              |      |                        |
|--------------|--------------|------|------------------------|
| 8:00am (MDT) | 8:40am (MDT) | 0.67 | SWR > SWR - Sewer Logs |
| 8:40am (MDT) | 4:00pm (MDT) | 7.33 | SWR > Train - Sewer    |

**Daniel Potter**

**Pay Period**

**11/1/2021 to**

**11/15/2021**

| Day                     | Date       | Regular      | Paid OT     | Comp Time                   |                       |  | Holiday     | PTO         | VAC          | Total |
|-------------------------|------------|--------------|-------------|-----------------------------|-----------------------|--|-------------|-------------|--------------|-------|
|                         |            |              |             | Comp Time Earned (Straight) | Earned Comp Time Used | Comp Conversion Earned (Not in totals) |             |             |              |       |
| Sunday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/1/2021  | 10.17        |             |                             |                       |  |             |             | 10.17        |       |
| Tuesday                 | 11/2/2021  | 10.28        |             |                             |                       |  |             |             | 10.28        |       |
| Wednesday               | 11/3/2021  | 10.00        |             |                             |                       |  |             |             | 10.00        |       |
| Thursday                | 11/4/2021  | 9.17         |             |                             |                       |  |             |             | 9.17         |       |
| Friday                  | 11/5/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                | 11/6/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>39.62</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>39.62</b> |       |
| Sunday                  | 11/7/2021  |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/8/2021  |              |             |                             | 8.00                  |  |             |             | 8.00         |       |
| Tuesday                 | 11/9/2021  |              |             |                             | 8.00                  |  |             |             | 8.00         |       |
| Wednesday               | 11/10/2021 |              |             |                             | 8.00                  |  |             |             | 8.00         |       |
| Thursday                | 11/11/2021 |              |             |                             |                       | 8.00                                   |             |             | 8.00         |       |
| Friday                  | 11/12/2021 |              |             |                             | 8.00                  |  |             |             | 8.00         |       |
| Saturday                | 11/13/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>32.00</b>          | <b>0.00</b>                            | <b>8.00</b> | <b>0.00</b> | <b>40.00</b> |       |
| Sunday                  | 11/14/2021 |              |             |                             |                       |  |             |             | 0.00         |       |
| Monday                  | 11/15/2021 | 5.55         |             |                             |                       |  |             |             | 5.55         |       |
| Tuesday                 |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Wednesday               |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Thursday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |             |             | 0.00         |       |
| Saturday                |            |              |             |                             |                       |  |             |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>5.55</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>0.00</b> | <b>0.00</b> | <b>5.55</b>  |       |
| <b>Total Pay Period</b> |            | <b>45.17</b> | <b>0.00</b> | <b>0.00</b>                 | <b>32.00</b>          | <b>0.00</b>                            | <b>8.00</b> | <b>0.00</b> | <b>85.17</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:**

# Daniel Potter

11/01/2021 to 11/15/2021

Regular  
**45.17**

PTO  
**0.00**

OT  
**0.00**

DT  
**0.00**

To Item 15.  
**45.17**

| Time in                  | Time out      | Duration |   |
|--------------------------|---------------|----------|---|
| <b>November 1, 2021</b>  |               |          | <b>10.17</b>                            |
| 7:34am (MST)             | 8:29am (MST)  | 0.92     | WTR > WTR - Booster Station & Well Logs |
| 8:29am (MST)             | 9:03am (MST)  | 0.57     | MTG > MTG - Staff Meeting               |
| 9:03am (MST)             | 1:18pm (MST)  | 4.25     | WTR > Train - Water                     |
| 1:18pm (MST)             | 5:44pm (MST)  | 4.43     | EQP > EQP - Grader Maintenance          |
| <b>November 2, 2021</b>  |               |          | <b>10.28</b>                            |
| 8:19am (MST)             | 10:47am (MST) | 2.47     | WTR > WTR - Booster Station & Well Logs |
| 10:47am (MST)            | 5:54pm (MST)  | 7.12     | EQP > EQP - Grader Maintenance          |
| 5:54pm (MST)             | 6:36pm (MST)  | 0.70     | PW > PW - City Shop > Shop              |
| <b>November 3, 2021</b>  |               |          | <b>10.00</b>                            |
| 8:06am (MST)             | 6:06pm (MST)  | 10.00    | EQP > EQP - Grader Maintenance          |
| <b>November 4, 2021</b>  |               |          | <b>9.17</b>                             |
| 8:36am (MST)             | 5:46pm (MST)  | 9.17     | PW > PW - City Shop > Shop              |
| <b>November 15, 2021</b> |               |          | <b>5.55</b>                             |
| 10:02am (MST)            | 1:02pm (MST)  | 3.00     | WTR > WTR - Booster Station & Well Logs |
| 1:02pm (MST)             | 3:35pm (MST)  | 2.55     | EQP > EQP - VOLVO Dump Maintenance      |

\* ... Over spent expenditure

| Claim/ | Check | Invoice #/Name/<br>Vendor #/Inv Date/Description                                   | Document \$/<br>Line \$ | Disc \$ | PO # | Fund | Org | Acct  | Object | Proj | Cash  |
|--------|-------|--|-------------------------|---------|------|------|-----|-------|--------|------|-------|
| 5104   |       | 226 A.S.A.P. Septic Inc.<br>LIFT STATION CLEANING                                  | 200.00                  |         |      |      |     |       |        |      |       |
|        |       | 2960 11/08/21 Lift Station - JI Morgan   | 200.00                  |         |      | 65   |     | 43220 | 324    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>200.00</b>           |         |      |      |     |       |        |      |       |
| 5110   | E     | 563 Adams County Prosecuting<br>November 2021 Prosecutions                         | 1,500.00                |         |      |      |     |       |        |      |       |
|        |       | 1036B 11/18/21 Municipal Prosecutions-Nov  | 1,500.00                |         | 1    |      |     | 41400 | 312    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>1,500.00</b>         |         |      |      |     |       |        |      |       |
| 5099   |       | 265 Adams County Treasurer   | 520.00                  |         |      | 63   |     | 43100 | 320    |      | 10102 |
|        |       | 1565 11/12/21 Solid Waste Fee - Industrial P                                       | 520.00                  |         |      |      |     |       |        |      |       |
| 5100   |       | 265 Adams County Treasurer   | 530.04                  |         |      |      |     |       |        |      |       |
| 2021   |       | 1644 11/12/21 Well Land taxes  | 530.04                  |         | 60   |      |     | 43320 | 324    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>1,050.04</b>         |         |      |      |     |       |        |      |       |
| 5096   | E     | 416 De Lage LANDEN FINANCIAL<br>Photocopier Lease                                  | 133.94                  |         |      |      |     |       |        |      |       |
|        |       | 74373064 11/06/21 Photocopier Lease  | 44.64                   |         | 1    |      |     | 41100 | 324    |      | 10102 |
|        |       | 74373064 11/06/21 Photocopier Lease  | 44.65                   |         | 60   |      |     | 43320 | 324    |      | 10102 |
|        |       | 74373064 11/06/21 Photocopier Lease  | 44.65                   |         | 65   |      |     | 43220 | 324    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>133.94</b>           |         |      |      |     |       |        |      |       |
| 5105   |       | 633 DIG WELL IDAHO, LLC<br>Pay Application # 3 / Completed construction of Well #5 | 5,000.00                |         |      |      |     |       |        |      |       |
|        |       | Pay App#3 10/14/21 Well#5 Construction   | 5,000.00                |         | 60   | 67   |     | 43331 | 884    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>5,000.00</b>         |         |      |      |     |       |        |      |       |
|        |       | *** Claim from another period (10/21) ****   |                         |         |      |      |     |       |        |      |       |
| 5103   | E     | 87 Farmers Supply Coop   | 249.69                  |         |      |      |     |       |        |      |       |
|        |       | 2858 10/31/21 Fuel for booster/generator   | 249.69                  |         | 60   |      |     | 43320 | 630    |      | 10102 |
|        |       | <b>Total for Vendor:</b>   | <b>249.69</b>           |         |      |      |     |       |        |      |       |

\* ... Over spent expenditure

| Claim/ | Check      | Invoice #/Name/<br>Vendor #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund | Org | Acct  | Object | Proj | Cash  |
|--------|------------|--|-------------------------|---------|------|------|-----|-------|--------|------|-------|
| 5095   | E          | 4 Idaho Power                                    | 2,650.70                |         |      |      |     |       |        |      |       |
|        | 0032879986 | 11/05/21 Street Lights (Electricity)             | 634.52                  |         |      | 1    |     | 41500 | 330    |      | 10102 |
|        | 0032879987 | 11/05/21 City Shop (Electricity) Wa              | 86.96                   |         |      | 60   |     | 43320 | 330    |      | 10102 |
|        | 0032879987 | 11/05/21 City Shop (Electricity) Se              | 86.95                   |         |      | 65   |     | 43220 | 330    |      | 10102 |
|        | 0032879987 | 11/05/21 City Shop (Electricity) Str             | 86.95                   |         |      | 1    |     | 41500 | 330    |      | 10102 |
|        | 0032879959 | 11/05/21 Parks (Electricity)                     | 79.63                   |         |      | 1    |     | 41600 | 330    |      | 10102 |
|        | 0032879967 | 11/05/21 Sewer Lift Station (Electr              | 5.90                    |         |      | 65   |     | 43220 | 337    |      | 10102 |
|        | 0032879945 | 11/05/21 Well #3 (Electric)                      | 293.54                  |         |      | 60   |     | 43320 | 334    |      | 10102 |
|        | 0032879933 | 11/05/21 Well #4 (Electric)                      | 362.38                  |         |      | 60   |     | 43320 | 335    |      | 10102 |
|        | 0032879940 | 11/05/21 Booster Station (Electric)              | 248.04                  |         |      | 60   |     | 43320 | 333    |      | 10102 |
|        | 0032879919 | 11/05/21 Sewer Plant (Electricity)               | 476.28                  |         |      | 65   |     | 43220 | 336    |      | 10102 |
|        | 0030309892 | 11/05/21 City Hall (Electricity) Ge              | 62.67                   |         |      | 1    |     | 41100 | 330    |      | 10102 |
|        | 0030309892 | 11/05/21 City Hall (Electricity) H2O             | 62.67                   |         |      | 60   |     | 43320 | 330    |      | 10102 |
|        | 0030309892 | 11/05/21 City Hall (Electricity) SWR             | 62.67                   |         |      | 65   |     | 43220 | 330    |      | 10102 |
|        | 0032880160 | 11/05/21 Sewer Land Ap                           | 50.46                   |         |      | 65   |     | 43220 | 330    |      | 10102 |
|        | 0032952904 | 11/05/21 Meat Shop                               | 51.08                   |         |      | 63   |     | 43100 | 330    |      | 10102 |
|        |            | <b>Total for Vendor:</b>                         | <b>2,650.70</b>         |         |      |      |     |       |        |      |       |
| 5108   | E          | 37 Jerry's Auto Parts                            | 869.99                  |         |      |      |     |       |        |      |       |
|        |            | Shared equipment expenses 15W40 55 Gallons       |                         |         |      |      |     |       |        |      |       |
|        | 196773     | 11/10/21 Shared (Streets)                        | 289.99                  |         |      | 1    |     | 41500 | 350    |      | 10102 |
|        | 196773     | 11/10/21 Shared (Water)                          | 290.00                  |         |      | 60   |     | 43320 | 350    |      | 10102 |
|        | 196773     | 11/10/21 Shared (Sewer)                          | 290.00                  |         |      | 65   |     | 43220 | 350    |      | 10102 |
|        |            | <b>Total for Vendor:</b>                         | <b>869.99</b>           |         |      |      |     |       |        |      |       |
|        |            | *** Claim from another period (10/21) ****       |                         |         |      |      |     |       |        |      |       |
| 5101   |            | 642 Kundrick, Kirk                               | 300.00                  |         |      |      |     |       |        |      |       |
|        |            | Monthly Back-up Operator                         |                         |         |      |      |     |       |        |      |       |
|        | CNM-2110   | 11/05/21 OCT 2021 H2O Back-up Operato            | 150.00                  |         |      | 60   |     | 43320 | 310    |      | 10102 |
|        | CNM-2110   | 11/05/21 OCT 2021 SWR Back-up Operato            | 150.00                  |         |      | 65   |     | 43220 | 310    |      | 10102 |
|        |            | <b>Total for Vendor:</b>                         | <b>300.00</b>           |         |      |      |     |       |        |      |       |
|        |            | *** Claim from another period (10/21) ****       |                         |         |      |      |     |       |        |      |       |
| 5102   | E          | 150 Lake Shore Disposal                          | 126.00                  |         |      |      |     |       |        |      |       |
|        | 25540109   | 11/01/21 Garbage - General                       | 31.50                   |         |      | 1    |     | 41100 | 324    |      | 10102 |
|        | 25540109   | 11/01/21 Garbage - Water                         | 31.50                   |         |      | 60   |     | 43320 | 324    |      | 10102 |
|        | 25540109   | 11/01/21 Garbage - Sewer                         | 31.50                   |         |      | 65   |     | 43220 | 324    |      | 10102 |
|        | 25540109   | 11/01/21 Garbage - Industrial Park               | 31.50                   |         |      | 63   |     | 43100 | 324    |      | 10102 |
|        |            | <b>Total for Vendor:</b>                         | <b>126.00</b>           |         |      |      |     |       |        |      |       |

\* ... Over spent expenditure

| Claim/ | Check                              | Invoice #/Name/<br>Vendor #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund | Org | Acct  | Object | Proj | Cash  |
|--------|------------------------------------|--|-------------------------|---------|------|------|-----|-------|--------|------|-------|
| 5109   |                                    | 571 Mountain Waterworks, Inc                     | 7,638.84                |         |      |      |     |       |        |      |       |
|        | Pay request #22                    |  |                         |         |      |      |     |       |        |      |       |
|        | 5982 10/31/21                      | Task 3 - Final Design                            | 1,072.50                |         |      | 60   | 67  | 43331 | 319    |      | 10102 |
|        | 5982 10/31/21                      | Task 4 - Bidding & Negotiations                  | 3,282.59                |         |      | 60   | 67  | 43331 | 319    |      | 10102 |
|        | 5982 10/31/21                      | Task 5 - Construction                            | 18.75                   |         |      | 60   | 67  | 43331 | 319    |      | 10102 |
|        | 5982 10/31/21                      | Task 8 - Additional Services                     | 3,265.00                |         |      | 60   | 67  | 43331 | 319    |      | 10102 |
|        |                                    | <b>Total for Vendor:</b>                         | <b>7,638.84</b>         |         |      |      |     |       |        |      |       |
|        |                                    | *** Claim from another period (10/21) ****       |                         |         |      |      |     |       |        |      |       |
| 5106   | E                                  | 514 PERKINS MITCHELL                             | 143.00                  |         |      |      |     |       |        |      |       |
|        | 27235 11/18/21                     | City Matters                                     | 143.00                  |         |      | 1    |     | 41100 | 312    |      | 10102 |
|        |                                    | <b>Total for Vendor:</b>                         | <b>143.00</b>           |         |      |      |     |       |        |      |       |
| 5097   | E                                  | 500 SPARKLIGHT formerly Cable One                | 93.23                   |         |      |      |     |       |        |      |       |
|        | Internet Services                  |  |                         |         |      |      |     |       |        |      |       |
|        | 11/12/21                           | Internet - General                               | 31.08                   |         |      | 1    |     | 41100 | 308    |      | 10102 |
|        | 11/12/21                           | Internet - Water                                 | 31.07                   |         |      | 60   |     | 43320 | 308    |      | 10102 |
|        | 11/12/21                           | Internet - Sewer                                 | 31.08                   |         |      | 65   |     | 43220 | 308    |      | 10102 |
|        |                                    | <b>Total for Vendor:</b>                         | <b>93.23</b>            |         |      |      |     |       |        |      |       |
| 5094   | E                                  | 13 The Star-News                                 | 48.40                   |         |      |      |     |       |        |      |       |
|        | Industrial Park space for rent     |  |                         |         |      |      |     |       |        |      |       |
|        | 57343 10/31/21                     | IP Space for rent (G)                            | 48.40                   |         |      | 1    |     | 41100 | 309    |      | 10102 |
|        |                                    | <b>Total for Vendor:</b>                         | <b>48.40</b>            |         |      |      |     |       |        |      |       |
| 5098   | E                                  | 617 ZIPLY FIBER                                  | 247.38                  |         |      |      |     |       |        |      |       |
|        | City Shop & Sewer Internet / Phone |  |                         |         |      |      |     |       |        |      |       |
|        | 11/07/21                           | Phone/Internet - Water                           | 123.69                  |         |      | 60   |     | 43320 | 308    |      | 10102 |
|        | 11/07/21                           | Phone/Internet - Sewer                           | 123.69                  |         |      | 65   |     | 43220 | 308    |      | 10102 |
|        |                                    | <b>Total for Vendor:</b>                         | <b>247.38</b>           |         |      |      |     |       |        |      |       |
|        |                                    | # of Claims                                      | 16                      |         |      |      |     |       |        |      |       |
|        |                                    | Total:   | 20,251.21               |         |      |      |     |       |        |      |       |
|        |                                    | Total Electronic Claims                          | 6,062.33                |         |      |      |     |       |        |      |       |
|        |                                    | Total Non-Electronic Claims                      | 14188.88                |         |      |      |     |       |        |      |       |