



# City Council Regular Meeting Agenda

Tuesday, October 14, 2025 at 6:30 PM  
City Council Chambers, 101 S. Commercial Avenue, New Meadows, ID  
83654

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## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/87075877636?pwd=MZQe7aDrkzVlsvjFbCcPF2ZAjhSr5R.1>

Call in: 346-248-7799

Meeting ID: 870 7587 7636

Password: 194722

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

1. Reading of the Mission Statement

## **PUBLIC INPUT**

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

## **REPORTS**

2. Mayor's Report
3. Staff Reports

## **DISCUSSION ITEMS**

4. Old City Hall Building

## **ACTION ITEMS**

5. Approval of rules for the Mehen Memorial Skatepark
6. Approval of Closing City Hall 10/15/2025 from 8am-11am for Training
7. Approval of Closing US bank Credit Card Accounts and Opening Idaho First Credit Card Account
8. Resolution TBD-2025 City of New Meadows Personnel Policy
9. Industrial Park Lease - Salmon River Mobile Vet
10. Meadows Valley Days Trailer Parking
11. IdWARN Mutual Aid Agreement
12. Bench in Front of City Hall
13. Law Enforcement Agreement FY25/26

## **CONSENT AGENDA**

14. Paid & Pending Claims
15. September 22 & 29, 2025 Meeting Minutes
16. September 2025 Payroll

## **FUTURE MEETING TOPICS**

## **ADJOURNMENT**

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

City of New Meadows Mission Statement:

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

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

September 2025

### TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- IP Invoices
- Monthly Financials

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council, Parks & Rec and Road/Street Meetings
- Completed monthly financials
- Added new FY budget in budget Prep so that the new FY budget was ready on Oct. 1.
- I was able to attend Planning and Zoning training that was very informative.

### PROJECTS IN PROGRESS

- Attended PAWG meeting Working on new FY LHTAC Grants.
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- Creating Reimbursement applications for Youth Center Project and completing quarterly reports required for the grant. (monthly)
- Childcare Advisory Committee meeting and planning for future meetings (weekly meetings and walk throughs)
- Correspondence with Justin Walker –Keeping him updated on all City Projects and Status/ Working in providing his team will all documents needed for the Wastewater Facility Plan. (Working weekly on reimbursement requests)
- Working with developers and answering daily planning and zoning questions (there have been a lot of Right of Way permit requests, building permits and digline requests.)

### CHALLENGES / ISSUES

Not having a dropbox at the Depot.

### COMMUNITY INPUT & COMMENTS

# EMPLOYEE MONTHLY STATUS REPORT

<b>EMPLOYEE</b> Sonya Brodhecker	<b>DEPARTMENT</b> Admin-Deputy Clerk	<b>MONTH</b> October 2025
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### TASKS COMPLETED

<ul style="list-style-type: none"><li>• Answering phones &amp; assisting the public with inquiries</li><li>• Filing &amp; organizing records &amp; documents</li><li>• Data entry &amp; maintaining database</li><li>• Getting the mail from post office &amp; Old City Hall</li><li>• Preparing Minutes from City Council meetings</li><li>• Move In move out</li></ul>	<ul style="list-style-type: none"><li>• Collecting &amp; Posting payments from customers</li><li>• Issuing Licenses &amp; permits</li><li>• Balancing cash drawer &amp;reconciling receipts</li><li>• Scanning Invoices</li><li>• Red Door Notices &amp; collection calls</li><li>• Load meters &amp; unload</li><li>• Biling</li><li>• Close Batch's Make deposit</li></ul>
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### PROJECTS IN PROGRESS

<ul style="list-style-type: none"><li>• Updating claims folders for upcoming fiscal year</li><li>• To start working on the process to become a Notary/ still have not found time to start this process</li></ul>
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### CHALLENGES / ISSUES

Still Need drop box at new City Hall
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### COMMUNITY INPUT & COMMENTS

Complaints about the water Leak on Cedric
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## Employee Status Report

**Employee:** Hunter Brown

**Department:** Public Works

**Month:** September

### Tasks:

#### *Equipment and Shop:*

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual servicing –
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Equipment: Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.
- Maintain Industrial Park in accordance with nearby construction projects

#### *Streets:*

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall
- Retain awareness of Ziple Fiber operations (Comms with John Stone)
- Ensure other tasks, e.g. Hydrant Flushing, do not compromise gravel streets
- Winter Prep snow removal equipment and install reflective barriers, markers, and other damage prevention

#### *Sewer:*

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Ki
- Maintain WRRF seasonal functions & records
- Proctor Finite Solutions contractor while tapping into City Sewer Main on Peterson Memorial Ave.
- Maintain Headworks Unit and associated labors e.g. changing strained solids collection
- Attend Relevant Wastewater Classes. (Online) (IRWA)
- Fully winterize WRRF and surrounding components.
- Fully winterize Land Application site, facilities and specialized equipment.

#### *Water:*

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- **Assess Leaking Valve - Cedric / S.Miller**
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Train new hire from McCall - Note differences in operation and strive to accommodate.
- Maintain Vigilance for emergencies
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible
- Perform System Chlorination to prepare for sampling
- Assist operator to collect drinking water Samples
- Hydrant Flushing, Seal check, Greasing, and annual maintenance

## Challenges / Issues

Item 3.

### *Equipment and Shop:*

Overhauling existing Organisational structure due to inability to adhere to outdated practices.

Note: Michael has great ideas and has been exceedingly quick witted and helpful regarding this issue

### *Sewer:*

Continuing to hold until allotted discharge date as per discharge permit.

### *Water:*

Currently battling a faulted isolation valve on Cedric / S. Miller - Is under control and awaiting replacement parts. Will prove to be a grand learning opportunity and an excellent introduction for the new hire

## Community Comments / Input

“Will the continued storm drainage issues persist?”

Response: The Public Works Dept. and City Mayor are working closely to obtain contact with the needed intellect and equipment necessary to resolve one of our City’s most relentless issues. Location, grade, and soil makeup basing our town combined with the naturally high water table creates a difficulty in directing spring thaw, and annual over run towards removal though the Little Salmond river.

New Meadows Skate Park Committee's suggestions for rules at the Mehen Memorial Skate Park

Park Hours Dawn to Dusk

Ride at Your own Risk. Helmets and pads are highly recommended.

Children under 12 must be accompanied by an adult.

No drinking alcohol, vaping or smoking.

No motorized or electric vehicles – including RC cars.

No metal pegs or metal pedals on bicycles.

No waxing park features.

No dogs inside the skatepark.

18"



P: 208-342-2251 F: 208-345-0015  
511 Highland Ave, Boise, Idaho 83706  
E-mail: craig@advancedsign.com  
sales@advancedsign.com



## RHODES SKATE PARK

### Boise City Parks and Recreation Guidelines

Help Us Make Boise The Most Livable City In The Country!

**HOURS** - Rhodes Skate Park can be enjoyed from sunrise until 11pm. When the lights go down in the park, and the stars are out, it's time to find a new hangout. Also, overnight camping is prohibited.

**PARKING** - If your car is parked in a no parking zone, it will be towed. 

**DOGS** - Dogs, leashes and skating are not a good combination. Dogs are not permitted in the skate park.

**SMOKING** - When thinking of smoking in City parks: Save a cigarette and your health, smoking is not permitted in City parks.

**ALCOHOL** - Skating and alcohol don't mix - don't take the risk, no alcohol permitted.

**SKATING** - Please keep the following in mind:  
Protect yourself - wear proper protective equipment.  
Try cool new tricks, but you use this park at your own risk, so know your limits, be careful and stay within your ability.  
Pay attention to your surroundings, varying skill levels and ages of other riders and weather conditions.  
Children under 12 - have your parents tag along.

**ETIQUETTE** - Please keep the following in mind:  
Wait your turn. Respect other users and park neighbors.  
All ages use this park, watch your language.  
Protect the park for all to enjoy - no metal pegs or pedals.  
Pick up your trash.  
Be a good role model. Help others.  
Keep stickers and paint on your boards - no vandalism.  
This park was conceived, advocated for and built by skateboarders! Please take care of it!

**BE A SMART PARK USER** -  
Smile and be nice to your fellow park pals.  
Make memories without getting arrested.  
Always pick up after yourself, kids, pets, or any other living organism who may be with you.  
Respect the park and your abilities.  
Take it easy and enjoy the park!

All park users are required to abide by Boise City Ordinances -  
[cityclerk.cityofboise.org/city-code/](http://cityclerk.cityofboise.org/city-code/)

**More Questions? Why not park them here!**  
[parks.cityofboise.org](http://parks.cityofboise.org) • [bpr@cityofboise.org](mailto:bpr@cityofboise.org) • 208-608-7600 or TDD/TTY: 800-377-3529

BOIP-813

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Project Name

1/1

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Drawing Number

7-19-16

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Date

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.080 aluminum  
non-reflective  
Qty. 15

24"

NOTE: THE COLORS DEPICTED IN THIS DRAWING ARE ONLY REPRESENTATIONS OF THE ACTUAL COLORS. FINAL COLOR SAMPLES CAN BE PROVIDED UPON REQUEST.



City of McCall  
Parks & Recreation

## Welcome to Harshman Skate Park

Please Enjoy the Park  
Open Sunrise-Sunset

*(NOISE ORDINANCE IN EFFECT AT 10PM)*

- USE PARK AT YOUR OWN RISK, KNOW YOUR ABILITY.
- HELMETS, ELBOW, & KNEE GUARDS ARE HIGHLY RECOMMENDED.
- AMPLIFIED MUSIC, ALCOHOL & PROFANITY ARE PROHIBITED IN THE PARK.
- NO GLASS IN THE PARK
- PLEASE RESPECT OUR NEIGHBORS, DON'T BE LOUD, DON'T LITTER AND ONLY USE PUBLIC PARKING.
- NO PETS ALLOWED

*Thank you for helping to keep McCall's Parks Clean and Safe!*

MCCALL CITY CODE, VIOLATORS CAN BE TICKETED



**ADOPTED BY NEW MEADOWS RESOLUTION TBD-2025**

**October 14, 2025**

CITY 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.”*

PURPOSE OF MANUAL

The purpose of this handbook is to provide all employees with general information relating to personnel rules, employee benefits, and general obligations. This handbook applies to all employees.

The manual is intended to be used as a guide. There may be occasions when the City must change the rules or give current rules a different interpretation than previously made. The City of New Meadows has the right to modify policies, both written and unwritten, as business requires.

This manual is not an employment contract and both the employee and the City understand that this handbook may be changed with notice to the employee.

This manual and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated / given, even if such prior representations covered areas not addressed in this guide.

**THIS PERSONNEL POLICY IS NOT A CONTRACT. NO CONTRACT OF EMPLOYMENT WILL BE VALID UNLESS IT IS SIGNED IN ACCORDANCE WITH PROPER PROCEDURES BY A SPECIFICALLY AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL OF NEW MEADOWS AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED BY THE CONTRACT. CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. CHANGES MAY BE MADE AT THE SOLE DISCRETION OF THE CITY COUNCIL OF NEW MEADOWS.**

**HIRING POLICIES**

1. All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin,

or non-job-related disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.

2. All objections to hiring or other employment practices will be brought to the attention of the Mayor, department head or supervisor or in the case of objection to actions undertaken by any of them, to legal counsel for the City.

3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

4. The City will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the department head or supervisor if he/she requires an accommodation to enable the employee to perform the essential tasks of the job.

5. The City will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the department head or supervisor if he/she requires accommodation for religious reasons.

#### VETERAN'S PREFERENCE AND RIGHTS

1. The City will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

2. Employees who are qualified veterans returning to employment with the City following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the veteran will not be discharged from his/her position without cause for a period of 1 year after the restoration of his/her employment with the City.

#### NEPOTISM / HIRING OF RELATIVE

1. No person will be employed by the City when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited:

a. No person related to the Mayor or a City Council member by blood or marriage within the second degree will be appointed to any compensated office, position, employment or duty; and

b. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.

2. An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

### THE ORGANIZATION FOR WHICH YOU WORK

The City is a political subdivision of the state of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as required by law. The City Council is the general policymaker for the City and has primary authority to establish terms and conditions of employment with the City. The Mayor may appoint personnel to help carry out administrative responsibilities. As with all elected public officials, the Mayor and City Council are ultimately responsible to the voters of the City of New Meadows.

Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department head, he/she remains an employee of the City, and not an employee of the official who supervises his/her work. The terms and conditions set forth in this Policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official, without the express written authorization of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

### YOUR EMPLOYMENT RELATIONSHIP WITH THE CITY

This Policy is designed to introduce you to the City, familiarize you with various policies, practices and procedures currently in effect at the City, and help answer many of the questions that may arise in connection with your employment.

This Policy is not a contract of employment and does not create a contract of employment. This Policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the City.

All employees of the City are at-will and are employed at the discretion of the Mayor and/or the head of the department in which the employee works. Only a signed written contract authorized by the City Council can alter the at-will nature of employment regardless of anything written or spoken by the Mayor or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the City

Council. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The City reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this Policy, at any time, without prior notice to, and consent of, city employees. Changes may be made at the sole discretion of the City Council.

## **EMPLOYMENT STARTUP**

### **EMPLOYMENT FORMS TO BE COMPLETED**

The following pre-employment forms must be completed before the employee may begin work for The City of New Meadows:

1. Employment application form.
2. State and Federal Withholding Certificates.
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about self & dependents (if applicable).
6. Any other benefit forms necessary for employee information.
7. Any and all Drug & Alcohol Testing Forms (if applicable).

### **PAYROLL REPORTING SYSTEM**

Reports of hours worked and time on and off the job must be completed in a timely manner in accordance with procedures established by the City Clerk or Treasurer. Each report of employee time must be signed by both the supervisor and by the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

Each employee may be required to maintain an accurate and detailed record of work performed and hours worked. Other information may also be required. All employees are required to submit monthly status reports to the City Council at their scheduled meeting.

### **DISTRIBUTION OF POLICY**

At time of employment each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. Periodic updates or changes should be distributed and acknowledged.

### **INTRODUCTORY PERIOD**

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee’s supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed. **The length of the introductory period may be shortened, if deemed appropriate by the Mayor.**

Employees who transfer or promote to another position within the City of New Meadows will be subject to a three-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after (3) months of employment. Review of the job description and the employee’s adherence to the parameters of the employee’s responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after (6) months of employment will be made if there are any deficiencies noted during this evaluation, an employee’s introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

**GENERAL POLICIES**

FAMILY MEDICAL LEAVE ACT ELIGIBILITY REQUIREMENTS

Since the City does not employ at least 50 employees, FMLA DOES NOT apply to City employees, and they are not entitled to 12 weeks of job-protected FMLA leave

SAFE WORKING ENVIRONMENT COMMITMENT

The City is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

CONDITIONS FOR FIT FOR DUTY EXAMS

The City may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee’s physical, mental and emotional readiness to perform the essential

functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;
2. prior to returning to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee cannot safely perform the functions of his/her job.

## **IDAHO WHISTLEBLOWER PROTECTION**

### **SCOPE**

Idaho Code, Title 6, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the City, state of Idaho or the United States of America.

### **REPORTING**

Any such report must be made at a time, and in a manner, which gives the City a reasonable opportunity to correct the waste or violation.

### **PROTECTION**

The City may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

### **ENFORCEMENT OF RIGHTS**

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in District Court within 180 days of the occurrence of the violation of the Act.

## **CANDIDACY FOR ELECTIVE OFFICE**

### **FIRST AMENDMENT**

While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.

## REASONABLE PREDICTION OF DISRUPTION

1. If an employee initiates candidacy against an Elected Official and there is a reasonable prediction of disruption, the employee must resign or face possible employment action, including being placed on an unpaid leave of absence or termination.
2. A reasonable prediction of disruption is based upon any of the following factors:
  0. The size of the department in which the employee works—the smaller the department, the greater the likelihood of disruption;
  1. Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption;
  2. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor—in such circumstances the likelihood of disruption would be greater; or
  3. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.
  4. Not all of the above factors must be met to find a reasonable prediction of disruption.

## EVALUATION AND ACTION

1. The Elected Official should consult with legal counsel for the City in determining whether there exists a reasonable prediction of disruption and the appropriate employment action to take.
2. The Elected Official should set out in writing the factual basis for finding that there exists a reasonable prediction of disruption using the above factors and his reasoning for taking the specific action. The written findings should be provided to the employee and placed in the employee's personnel file.
3. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

## ATTENDANCE AND PUNCTUALITY

It is important for employees to report to work on time and to avoid unnecessary absences. The City recognizes that illness or other circumstances beyond an employee's control may cause him/her to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the City.

Employees are expected to report to work when scheduled. Whenever an employee knows in advance that he/she is going to be absent, the employee should notify his/her immediate supervisor. If the absence is unexpected, the employee should attempt to reach his/her immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. In the event the immediate supervisor is unavailable, the employee must speak with the

Mayor or department head. If the employee must leave a voicemail, he/she must provide a phone number where the employee may be reached if need be.

### RELATIONSHIP POLICY

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

### NO SMOKING POLICY

The City buildings and facilities are non-smoking in accordance with state and federal requirements. Use of tobacco products of any kind or e-cigarettes is not allowed within all indoor spaces of the City's buildings and facilities or in City vehicles. Smoking is only permitted outside of City buildings and facilities at least 50 feet away from entrances.

### AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the City.

Employees should contact their supervisor or the City Clerk's Office with any questions or requests for accommodation.

### SUBSTANCE ABUSE

The City recognizes alcohol and drug abuse as potential health, safety and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of

prescription drugs on City premises or at any time and any place during working hours. While we cannot control the behavior of employees off the premises on their own time, we certainly encourage employees to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may inform their immediate supervisor, department head, or the City Clerk's Office for assistance in seeking help, including possible coverage under the City's medical insurance plan, to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the City.

### DRUG AND ALCOHOL TESTING / SCREENING POLICY

The City of New Meadows complies with Federal Requirements and State guidelines concerning Drug and Alcohol Testing/Screening of applicants and employees. The City of New Meadows has developed a policy in conformity with the Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration Regulation 49 CFR Part 382.

### SECONDARY EMPLOYMENT

The purpose of this policy is to provide a procedure governing Secondary Employment for City Employees. This policy is an attempt to avoid a conflict with performance of assigned duties and responsibilities in situations when a City Employee wishes to accept Secondary Employment.

Secondary Employment includes:

- Employment with an external employer;
- Performing work on a voluntary basis;
- Engaging in a private business in any capacity;
- Self-employment;
- Undertaking any form of paid activity such as lecture fees, director's fees, consultant fees, etc.

It is the policy of the City of New Meadows to permit employees to engage in Secondary Employment when it does not create a conflict of interest or constitute an incompatible activity. This policy shall be considered to be a permissive policy and shall be liberally construed. Each employee is required to complete a Secondary Employment Agreement before engaging in Secondary Employment, as described above. The agreement shall be reviewed and approved by the Mayor and City Council to ensure that the Secondary Employment is compatible with the employee's job and does not impair the employee's ability to perform his/her job for the city or create a potential conflict of interest.

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;
- Involves working for an employer or doing business with a client who has a contract with the City;
- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

## **EMPLOYEE CODE OF CONDUCT**

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. City employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

### **EXPECTED CONDUCT**

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official and current State/Federal Code.

6. Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.
7. Follow all workplace safety rules whether established formally by the department or by outside agencies.
8. Report all accidents that occur or are observed on the job, or that involve City property, and cooperate as requested in the reconstruction of any such accident.
9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.
10. Adhere to any code of ethics in the employee's profession.

### PROHIBITED CONDUCT

Employees are expected to refrain from behaviors that reflect adversely upon the City, to include:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.
4. Not engage in prolonged visiting with co-workers, children, friends or family members that interferes with work in the department in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to the general public.
6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
7. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.
8. Not have non-City employment, or serve on any board or commission, that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
9. Not knowingly make any false report or complaint regarding behavior of others or participate in such report or complaint.
10. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record and State /Federal Code.
11. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication that may impair the employee's

ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.

12. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. §§ 18-3201 and 18-3202).
13. Not engage in political activities while on duty. This rule does not apply to Elected Officials.
14. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
15. Not engage in conduct that violates the laws of the state of Idaho.
16. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
17. Not engage in criminal conduct of any kind while on or off duty.

### WORKPLACE VIOLENCE

The City seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The City will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a supervisor, department head or the Mayor. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

### UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

The City strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the City prohibits and does not tolerate unlawful workplace discrimination, harassment or retaliation.

The following defined terms are applicable to this section:

**Legally protected class** means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.

**Participation in the workplace** includes all aspects of being an employee at the City, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

### WORKPLACE DISCRIMINATION

Workplace discrimination is when one or more persons in a **legally protected class** are treated adversely with respect to their **participation in the workplace**. Adverse employment actions usually involve decisions made by supervisors, department heads, or Elected Officials that affect the workplace status and benefits of employees.

Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

### WORKPLACE HARASSMENT

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class** that interferes with their **participation in the workplace**. The offensive conduct must be severe or recurring such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of illegality.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

### WORKPLACE SEXUAL HARASSMENT

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so severe or recurring such that it creates a hostile or offensive work environment.

Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, department heads, Elected Officials, or customers of the City.

Sexual harassment may include, but is not limited to:

- Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
- Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
- Verbal or non-verbal unwanted sexual advances or propositions;
- Threatening or making reprisals after a negative response to sexual advances;
- Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
- Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
- Physical interference with normal work or movement including impeding or blocking movement.

### HOSTILE WORK ENVIRONMENT

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a **legally protected class**, unreasonably interferes with **participation in the workplace**. To a reasonable person, the comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances or propositions, frequently receiving sexually explicit emails from a coworker, physical harassment like hitting, pushing, groping and other touching.

### WORKPLACE RETALIATION

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, department head, Elected Official or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

## RESPONSIBILITIES

## EMPLOYEE RESPONSIBILITIES

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made in the following order:

- Legal Counsel for the City
- Mayor
- Elected Official

If the employee's supervisor is the subject of the incident, the employee should report the incident to one of the other listed officials. Reporting should be made regardless of whether the offensive act was committed by a supervisor, co-worker, vendor, visitor or customer.

## SUPERVISOR RESPONSIBILITIES

All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Supervisors should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or recurring.
- Make sure the Mayor or legal counsel is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
- Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.
- Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the Designated Official.

## DESIGNATED OFFICIAL

The City designates the Municipal Attorney, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

## PROCEDURE FOR REPORTING AND INVESTIGATING

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated Official, his/her supervisor, department head or Elected Official. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.
2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. The Designated Official should promptly review the complaint and consult with legal counsel for the City.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Officials and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, a decision will be made as to what action, if any, should be taken by the Mayor or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

## DISCIPLINARY ACTION

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the City. The action will depend on the following factors:
  - a. The severity, frequency and pervasiveness of the conduct;
  - b. The conduct of the respective employees;
  - c. Prior complaints made against the person alleged to have committed the offenses; and
  - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

## CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in all phases of any proceeding or investigation.

## **EMPLOYEE PERSONNEL FILES**

### PERSONNEL RECORDS

1. The official employee records for the City will be kept by the City Clerk and/or Treasurer
2. The personnel files should contain records related to employee performance, employee status, COPIES of records of training and other relevant materials related to the employee's service with the City.
3. The employee's supervisor, Elected Officials and the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

### ACCESS OF PERSONNEL FILES

1. Only the employee's supervisors, the Mayor, the City Council when acting as a board in the course of its official business, attorneys for the City, and the employee are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the City and approved by City Council.

2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the City, or pursuant to a Court order or a proper subpoena.
3. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

#### MANGEMENT OF INFORMATION IN PERSONNEL FILES

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the Mayor and City Council, after consultation with legal counsel for the City, any offending material may be removed upon a finding by the City that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

#### EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

#### EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS

Except as otherwise provided in this paragraph, employees of The City of New Meadows will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to performance of their job duties or other violations of this policy. Cause shall be determined by the employee's supervisor/elected official and shall be communicated in writing to the employee when employee status is changed. (Contract Attorneys of the City of New Meadows are not subject to the personnel appeal procedure, being subject instead to the rules of professional conduct for their profession.) Only suspension without pay, demotion with change of pay, or discharge for cause shall be subject to the appeal procedure set forth in this personnel policy. The appeal procedure is to be construed in a directory manner. It is the duty of the appellant to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should the appellant establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken. Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings shall not be subject to the appeal procedure set forth

herein. The City of New Meadows retains full authority, with prior notice, to modify the general terms and conditions of employment. Additional information may be obtained in the personnel office or by appointment with the administrator.

### EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES

The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

#### ELECTED OFFICIALS

Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.

#### FULL-TIME REGULAR EMPLOYEES

An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.

#### PART-TIME REGULAR EMPLOYEES

Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.

#### PART-TIME FLEX EMPLOYEES

Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as part-time flex employees. Part-time Flex employees will receive no benefits provided to regular employees, except those required by law or those provided in accordance with policies adopted by the Council.

#### PROBATIONARY / INTRODUCTORY EMPLOYEES

An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

## TEMPORARY / SEASONAL EMPLOYEES

An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.

## COMPENSATION POLICIES

### EMPLOYEE COMPENSATION

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or department head may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee.

### COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

The City of New Meadows shall comply with all State and Federal pay acts regarding the compensation of employees for services performed in the public service.

### RIGHT TO CHANGE COMPENSATION AND BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

### OVERTIME / COMPENSATORY TIME POLICY

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as either exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act.

(FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Elected Officials and certain other employees are exempt from

operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers and as fire fighters will be subject to special exceptions found in the FLSA (See 207K). Please contact your department supervisor or the office of the City Clerk for further clarification of your FLSA status.

**The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 80 30 hours or 10 days. Any hours accumulated over 30 hours during each quarter shall be paid in the first paycheck following the end of that quarter.**

### REPORTING AND VERIFYING TIME RECORDS

It is the responsibility of each employee to properly record time that he or she has worked during a payroll period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained for at least five years following a pay period or the conclusion of an employee's service.

### WORK PERIODS

Employment with the City of New Meadows is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday. For regular employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1&1/2) times the hours worked. This time will be paid, or compensatory time will be allowed to accrue on the next paycheck following the work period during which it was earned. Sworn law enforcement officers and fire fighters are subject to the special exception for their respective professions (§ 207(k)) which allows establishment of their work period up to twenty-eight days. Overtime compensation is to be paid for qualifying law enforcement hours beyond 171 in a 28-day work period or for qualifying fire fighter's hours beyond 212 in a 28-day work period. For these special exception employees, payment of overtime compensation will be paid, or authorized compensatory time will accrue, on the paycheck which follows the conclusion of a 28-day work period by at least one week. Questions about overtime and compensatory time should be directed to your supervisor or the personnel/payroll office.

### PAYROLL PROCEDURES AND PAYDAYS

- Employees are paid twice each month.

- Paychecks are issued by the office of the City Clerk and/or Treasurer on the First business day of the month and the 16th day of the month. If the 16th falls on a Saturday or Sunday, paychecks will be issued on the next business day.
- Paychecks compensate employees for work performed in that pay period. The 1st-15th and the 16th-the last day of the month.
- Paychecks are to be distributed at the workplace prior to 4:00 p.m. on the days noted above.
- It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only.
- Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City.
- In the event of disagreement between the paycheck stub and official policy as interpreted by the Council with the assistance of the City Clerk and/or Treasurer, the policy shall prevail.

PAYROLL DEDUCTIONS

No payroll deductions will be made from an employee’s paycheck unless authorized in writing by the employee, or as required by law (Idaho Code § 45-609).

MILITARY LEAVE

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN A COURT PROCEEDING

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided, to employees called to serve as a court witness in matters specifically related to City operations or called to serve on jury duty.

TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- a. Per Diem.....\$55 / day
- b. Lodging.....Actual Reasonable Costs
- c. Mileage.....Current Rate as set forth by the IRS

d. Registration.....Actual Fees

**ON-THE-JOB INJURIES**

All on-the-job injuries shall be reported to the City Clerk within 24 hours to allow filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she may be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with an injured worker's status may be brought before the City Council and Mayor.

**EMPLOYEE BENEFITS**

The City of New Meadows offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each is subject to the specific terms of its respective insurance policy and / or official resolution of the City council.

**VACATION LEAVE**

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner:

**Length of Service Vacation Accrual for Regular Full-Time Employees**

<b><u>Length of Service</u></b>	<b><u>Vacation Accrued</u></b>
1 - 7 Years	2 Weeks
8-15 Years	3 Weeks
Over 15 Years	4 Weeks

**Length of Service Vacation Accrual for Regular Part-Time Employees**

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. ~~Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner.~~ **Personal leave shall be used at the employee’s discretion.** Excessive use of personal leave with no regard for the city’s schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of ~~90~~ **12** days. There is no personal leave carry-over provision comparable to that provided in the city’s vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

~~Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.~~

HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

- |                |                   |                 |                  |                  |
|----------------|-------------------|-----------------|------------------|------------------|
| New Year's Day | Human Right's Day | President's Day | Memorial Day     | Independence Day |
| Labor Day      | Columbus Day      | Veteran's Day   | Thanksgiving Day | Christmas Day    |

BEREAVEMENT LEAVE

Up to five days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

LEAVE OF ABSENCE

Up to thirty days of unpaid leave can be granted by the Mayor and City Council for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Council.

#### TEMPORARY EMPLOYEE BENEFITS

Temporary employees shall not receive benefits.

#### INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

The City of New Meadows provides comprehensive health, dental, and eye insurance to employees and offers family coverage at the employee's option. Insurance coverage begins on the first day of the month following the three-month anniversary of the employees start date. All coverage is subject to policy terms and to change at any time with notice. Claims procedures are administered by the personnel office. Information may be obtained from the personnel office. Limited life insurance coverage and limited disability programs may be provided to full-time employees. The terms of these programs are contained in booklets and administrative policies available for inspection in the personnel office. Worker's compensation insurance covering job related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the City Clerk.

#### PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO

The retirement plan of The City of New Meadows combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and The City of New Meadows matches this with an additional larger contribution. Contact the City Clerk and/or Treasurer for further information.

#### TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within The City of New Meadows. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

#### TRANSFER OF PERSONAL HOURS

An employee may transfer accrued personal hours to another city employee as long as the employee receiving the hours is currently receiving hourly wages that are equal or less than the employee making the transfer. The transfer shall be documented by the City Clerk, approved by the Mayor and details placed in both employee's personnel file. No employee shall be required to transfer accrued personal hours to another employee regardless of the situation.

#### EDUCATION BENEFITS

All regular full-time and regular part-time employees shall be eligible for an annual stipend to reimburse the employee for education costs related to their employment at the city. This stipend is specifically for education and training which will increase the employee's opportunities for advancement in career goals. The stipend is in addition to required training for maintaining licenses and qualifications required for the employee's current position. Education stipends will be reviewed and approved annually by the Mayor and City Council.

### MISCELLANEOUS BENEFITS

In addition to the benefits listed, the City Council may offer additional miscellaneous benefits in accordance with the benefit / program policies.

### REDUCTION OF BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

## **EMPLOYEE EVALUATION**

### STANDARD PROCEDURES

Each employee will be evaluated on an annual basis to assess the performance of that employee in the job being performed for The City of New Meadows. Each evaluation will be given on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of The City of New Meadows. Each supervisor is authorized to use necessary evaluation tools. At the same time the supervisor must fill out a standard The City of New Meadows evaluation form, which shall be placed in the employee's permanent record file.

### INTERVIEWS (EVALUATION)

Each evaluation shall be concluded with an interview between the evaluated employee and the immediate supervisor in which the employee will be told what the findings of the employer's evaluation are. Each employee will be given an opportunity to respond to the evaluation both orally, in which case notes may be taken by the supervisor, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the employer within 10 days of the date of the oral presentation of the evaluation.

## **EMPLOYEE DISCIPLINE**

### PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline policy of The City of New Meadows is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

### DISCIPLINARY SYSTEM FRAMEWORK

The City of New Meadows adopts the following framework for actions to be taken in the event that employment policies are violated by any employee subject to this manual. Progressive steps may be implemented in order to invoke disincentives to policy violations. The City of New Meadows reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

### HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE

The following actions are among the progressive disciplinary steps which can be taken by the supervisor in response to personnel policy violations:

1. Oral warning.
2. Written warning or reprimand.
3. Suspension with or without pay.
4. Demotion.
5. Probation.
6. Dismissal.

\*\*\*All steps may be taken, but some may be skipped depending on the actionable violation.

### APPEAL HEARING

The personnel policy of the City of New Meadows establishes the right to a hearing in the event of a discharge or demotion with attendant change in pay or suspension. The elements of procedure to be followed in any such hearing to be undertaken at the direction of the supervisor, unless waived by the employee, are the following:

1. The employee shall be provided notice of the charges against him and the time the hearing is to be conducted.
2. The employee shall be heard before the department supervisor responsible for department management with the oral hearing to last no longer than two hours, unless otherwise approved by the department supervisor.
3. There shall be a record maintained, including a tape recording of the hearing.
4. The employee shall have a right to an explanation of the conduct complained of.
5. The employee shall have an opportunity to be represented by legal counsel at his own expense.

6. The employee shall be provided an opportunity to present evidence and to rebut the information upon which his/her charged misconduct or inadequate performance is based.
7. Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges. Said decision shall set forth the reasons for the personnel action.

**Note:** Any appointive office responsibilities may be removed by the Mayor for any cause deemed by the Mayor to be sufficient, section 50-206, Idaho Code. The affirmative vote of three (3) members of the Council is required to confirm such dismissal of such responsibilities. Dismissal of the employee from employment with the City of New Meadows shall follow the City's Disciplinary Policy.

## **SEPARATION FROM EMPLOYMENT**

### **REDUCTION IN FORCE**

When financial circumstances or changes of workload require, The City of New Meadows reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of The City of New Meadows services. Decisions about the functions to be reduced are not subject to the appeal procedure established by The City of New Meadows

### **REINSTATEMENT POLICY**

Employees who leave The City of New Meadows employment due to a reduction in force shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

### **RETIREMENT**

The retirement policy of The City of New Meadows shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

### **COBRA BENEFITS**

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) benefits are not available to employees or former employees of The City of New Meadows because the City's employment status does not apply according to government rules.

## EXIT INTERVIEW

Each employee who terminates from employment with The City of New Meadows is encouraged to participate in an exit interview with the designated person, or in the event of involuntary termination with the personnel officer. In such interview, the employer shall notify the employee when certain benefits will terminate and when final pay will be issued. The employee will inform the interviewer about his/her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

## RESIGNATION POLICY

Voluntary resignations will only be accepted if made in writing. Any oral resignations will be treated as leave without approval, unless authorized by the supervising official. Under leave without approval an employee may be terminated for "job abandonment" after 3 days of leave that has not received prior written approval. If the employee wants his formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or the administrator.

## ABANDONMENT

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

## ATTACHMENTS

1. Employee Receipt
2. Employee Review
  0. Performance Title Page
    1. Employee Performance Criteria
    2. Summary Score Sheet
    3. Employee Comment Sheet
3. Employee Correction
  0. Coaching Form
4. Travel Reimbursement Form
5. Secondary Employment Agreement
6. Social Media Policy
7. Confidentiality Agreement
8. Information Systems Policy / Acknowledgement
9. Reduction in Force Notice
10. Job Descriptions
  0. City Clerk / Treasurer
    1. Executive Assistant (Deputy Clerk)
    2. Public Works Director
    3. Public Works Assistant
    4. Animal Control Officer
    5. Parks Maintenance
11. Employment Application

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

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

## NEW MEADOWS INDUSTRIAL PARK LEASE AGREEMENT

THIS LEASE is made at New Meadows, Idaho, effective this 14<sup>th</sup> day of October, 2025 by and between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **Salmon River Mobile Vet LLC (Jon Keehner)**, hereinafter referred to as the LESSEE. For the purpose of administering this contract the City's Representative Agent is the Site Administrator of the New Meadows Industrial Park, herein referred to as the NMIP.

WITNESSETH: \_\_\_\_\_

That in consideration of the mutual promises, covenants, conditions, and terms to be kept and performed; it is agreed between the parties hereto as follows:

**Section 1.** Notwithstanding anything to the contrary herein, this agreement consists of this document and the following Attachments:

- Attachment A: TENANT QUALIFICATION CRITERIA
- Attachment B: DESCRIPTION OF LEASED SPACE
- Attachment C: DELINQUENT RENT POLICY
- Attachment D: HAZARDOUS MATERIAL POLICY

**Section 2.** The CITY hereby leases to the LESSEE **1250 sq ft.** as described in Attachment B and hereinafter referred to as the LEASEHOLD.

**Section 3.** The LESSEE shall pay to the CITY a monthly lease payment of **\$550.00**, plus the Adams County Landfill Fee, for **TWO (2)** years beginning **November 1st, 2025**. The CITY and LESSEE will negotiate new lease terms based on the market conditions annually.

**Section 4.** If the LESSEE fails to pay any rental payment on or before the tenth day of the month for which it is due, the LESSEE shall pay to the CITY a late fee of FIVE percent (5.0%) of the monthly rental.

**Section 5.** The LESSEE has posted a security deposit of **\$500.00** with the CITY. The security deposit shall be returned upon the termination of this lease or subsequent leases when LEASEHOLD is vacated, and it is determined by the CITY the LEASEHOLD is in satisfactory condition.

**Section 6.** The LESSEE has possession of the LEASEHOLD.

**Section 7.** The LESSEE shall be responsible for the cost of all utilities serving the LEASEHOLD, including but not limited to power, heat, sewer, water, and telephone. Failure to pay any utilities shall be considered a material breach of this Lease.

Section 8. The LESSEE shall provide, at its own cost, routine maintenance items, including routine cleaning and janitorial services of the LEASEHOLD.

Section 9. The CITY shall perform all necessary repairs, replacements, and required maintenance with respect to all plumbing, wiring, roof, supporting structural members, locks and heating unless such repairs, maintenance, or replacements are necessitated because of the actions of the Tenant, its guests or invitees. **NMIP** shall have no other repair, replacement, or maintenance obligations, with all items which are not specifically enumerated being considered routine maintenance.

Section 10. The LESSEE may, with the prior written consent of the City Council, make such repairs as are the obligation of the CITY, in which case the NMIP Site Administrator shall reimburse the LESSEE for the cost of such repairs. Such reimbursement shall, however, be limited to the specific item and specific dollar amounts which the City Council has approved in advance.

Section 11. The LESSEE may not, without the prior written consent of the City Council, make any alterations to the LEASEHOLD. In the event that the City of New Meadows approves such alterations, they shall be made at the expense of LESSEE. Any such alterations shall not diminish the structure in which the LEASEHOLD is situated.

Section 12. At the termination of this lease, the LESSEE may remove any alterations which it has made pursuant to Section 11, provided such removal can be and is done without damaging the LEASEHOLD or the structure in which it is situated, and the LEASEHOLD is restored to its original condition. Any alterations left after termination shall become the property of the CITY without cost to the **CITY**.

Section 13. The term of this lease shall be **TWO (2 ) years.** At the end of the **Two (2 ) year** period, LESSEE may apply for a lease extension at which time the CITY and LESSEE shall negotiate new lease terms based on the market conditions at the time. The lease and its terms are non-transferable.

Section 14. As a condition precedent to the CITY considering an extension of this lease:

- a) The LESSEE will give at least six (6) months written notice to the CITY of his intention to request an extension of said lease; and
- b) The LESSEE is current in his payments to the CITY and not in violation of any of the terms and conditions of this lease.

Section 15. Nondiscrimination. The LESSEE agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. LESSEE must also comply with any applicable Affirmative Action Programs then in effect.

Section 16. The LESSEE shall carry at least the following minimum amounts of insurance with the CITY listed as additional insured. It shall be maintained in full force and effect during the life of this lease agreement and shall protect the CITY and its employees, their agents, or their representatives from damages to property arising in any form from the negligence or wrongful acts or omissions of LESSEE, LESSEE's agents, their employees, or their representatives in the performance of any obligation covered by this agreement:

- a) Public liability insurance for injuries, including those resulting in death, in an amount not less than Five Hundred thousand Dollars (\$500,000.00) "combined single limits."
- b) LESSEE is also required to include in said liability policy "fire legal liability" in the amount of One Hundred Thousand Dollars (\$100,000.00).
- c) LESSEE is also responsible for insuring LESSEE's own business' personal property. The CITY shall not be required to carry insurance of any kind.

Section 17. Nothing in this Lease shall be deemed to be considered any kind of a business partnership, agency or employer/employee relationship or joint venture between the CITY and the LESSEE.

Section 18. The LESSEE shall furnish to the CITY a Certificate of Insurance demonstrating that the insurance described in Section 16 is in full force and effect prior to the commencement of this Lease Agreement. Furthermore, the CITY shall be named as an additionally named insured upon that policy and the insurance carrier shall be given specific instructions to notify the CITY of any cancellation or changes in policy amounts or provisions. Should the CITY receive notice of cancellation of said insurance, it shall notify the LESSEE to cease operations immediately and not to start again until the CITY receives new evidence that insurance described in Section 16 is in full force and effect.

Section 19. The LESSEE shall indemnify and save the CITY harmless from all claims or liabilities, including attorney fees and costs, of any type or nature by any person, firms, or corporation, including any agent or employees of the LESSEE, arising in any manner from the LESSEE's performance of operations and business covered by this agreement.

Section 20. That the LESSEE shall promptly execute and comply with all statutes, rules, orders, ordinances, requirements, and regulations of the CITY, County, State or Federal Government and any and all of its departments and bureaus applicable to said premises for the correction, prevention or abatement of nuisances or other grievances in, upon or connected with said premises, during the said term, and that periodic non-notice safety inspections may be conducted by the Fire Department, an insurance company, or other inspectors, except that all structural alterations or additions shall be made by the CITY at its expense.

Section 21. The LESSEE shall not assign this agreement/lease or sublet or sublease the premises or any part thereof, without the express written consent, and upon terms acceptable to the City.

Section 22. That the LESSEE, in case of fire, shall immediately give notice thereof to the CITY, who shall thereupon cause the damages to that portion of the building hereby leased to be repaired, but if the premises be so damaged that the CITY shall decide not to rebuild, or to condemn the same, the lease term may cease at the sole discretion of the CITY and the accrued rent shall be paid up to the time of said fire. In case, however, the destruction of the premises by fire shall be only partial and a portion thereof shall during the period of repairs be fit for occupancy by the LESSEE for the purpose for which said premises are leased, then the rent shall be equitably apportioned and paid for the part so fit for occupancy.

Section 23. The LESSEE for itself, its successors and assigns and for all persons claiming or to claim under it or them, hereby expressly covenants and agrees that if at any time the LESSEE is adjudicated bankrupt or a Receiver of its property is appointed in insolvency proceedings, then in that event this lease forthwith shall terminate and be at an end at the sole discretion of the CITY, this covenant being one of the considerations whereby the CITY is induced to make this lease.

Section 24. That if the LESSEE shall default in the payment of rent or in the performance of any of the covenants contained in this lease, or in the event LESSEE fails to prevent, correct or abate within 14 days after receiving written notification of monetary default or within 30 days after receiving written notification of non-monetary default from the CITY to prevent, correct or abate nuisances or other grievances not governed under the provisions of Section 20 above, which cause, directly or indirectly, interference with, harm or damage the operations or products of another tenant or tenants of the CITY, or in the event that the LESSEE shall become insolvent or bankrupt or shall make an assignment for the benefit of creditors, the CITY may terminate this lease, and at the expiration of ten (10) days the term of this lease shall cease and expire as if it were the expiration of the original term. If, however, upon the expiration of the 30-day period allowed for correction of a non-monetary default, LESSEE has taken reasonable and prudent steps toward preventing, correcting, or abating the default but has not completed said action, the CITY may extend the 30-day period.

That in case this lease shall be terminated, canceled or forfeited under any of the terms and conditions herein contained or the demised premises be vacant for a period of ten (10) days, the CITY shall immediately have the right to re-enter and take possession of said premises and re-occupy the same without notice and without being liable for damages.

Section 25. The LESSEE agrees during the term of this lease to keep the floor of these premises in a clean and sanitary condition, to use all necessary and approved safeguards against fire risk, to maintain drip pans under its machinery and vehicles in for repair for the purpose of preventing oil, grease or ink or other wet material from sinking into the floor of the premises leased. The LESSEE shall not cause any major holes to be made in said floor or walls for the purpose of anchoring machinery, shelving, office partitions or for any other reason whatsoever,

unless express written authorization is obtained from the CITY. Permission for minor alterations may be obtained from the Site Administrator.

Section 26. The CITY will approve all signs and signage and no others shall be utilized. No signs may be placed without the express written consent of the CITY, and all signs shall be placed at the LESSEE'S expense.

Section 27. It is expressly understood and agreed by and between the parties to this agreement that the CITY shall not be liable for: Any damage or injury caused by water which may be sustained by the said LESSEE or other person; or any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other lessee or agents or employees; or by reason of the breakage, leakage or obstruction of the water or soil pipes, electric conduits or wiring or other leakage or breakage in or about said building, unless resulting from the failure of the City to properly maintain such items.

Section 28. The LESSEE further agrees that it will not encumber or obstruct the sidewalk in front of or adjacent to said building or the parking area or allow the same to be obstructed and that no goods, material or machinery or other articles shall be stored on said sidewalk or in said hallways of the premises leased, or left there for a longer period than shall be absolutely necessary to transport them to or from the premises of the LESSEE.

Section 29. The CITY further agrees that it will be responsible for all exterior maintenance and repairs, including snow removal and outside lighting.

Section 30. The LESSEE agrees to provide at its own cost and expense a suitable trash receptacle and regularly scheduled pick-up service sufficient to handle LESSEE's own needs in order to prevent the unsightly accumulation of trash and other debris.

Section 31. Lease Payments may include certain services offered by the CITY to the LESSEE.

Section 32. All persons assigned to work with a tenant will treat in complete confidence all information and data designated by the company as confidential.

Section 33. The CITY shall have the right to inspect LESSEE's Leasehold during normal business hours for compliance with terms and conditions of this lease.

Section 34. The CITY shall have a right to show premises with 24 hour notice to, and approval of, tenant.

Section 35. The LESSEE agrees that early termination of this lease will be in writing at least 3 months in advance to the CITY with all rents being paid at time of termination. The LESSEE also agrees to leave the premise clean in order for the CITY to make property available to a new tenant. LESSEE may also early

terminate by paying three months of rent at the approved rate and leaving the premise clean, turning in all keys and providing a 30 day effective date.

Section 36. All notices provided for herein shall be deemed served if personally delivered, or if mailed to the party entitled to receive the same at the following address:

LESSOR: City of New Meadows  
PO Box 324  
New Meadows, ID 83654  
  
Mayor

LESSEE: Salmon River Mobile Vet  
5185 Hwy 95  
New Meadows, ID 83654  
  
Owner

IN WITNESS WHEREOF, the CITY has caused these premises to be signed and sealed, and the LESSEE has signed and sealed, this day.

Signed and Acknowledged:

Lessee

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

City of New Meadows

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

## ATTACHMENT A: Tenant Qualification Criteria

**NEW MEADOWS INDUSTRIAL PARK****Tenant Qualification Criteria:**

Section 1. All requests for tenant space and lease arrangements will be reviewed and approved by the City Council.

Section 2. **Salmon River Mobile Vet LLC.** must meet the following criteria:

- A. Must be a non-polluting business or industry compatible with existing tenants, the local lifestyle, and community standards.
- B. Must continue to provide jobs or a vital service to the community.
- C. Must keep the grounds clean of weeds and debris in front of, behind and around the building space.
- D. Employee vehicles shall not interfere with the other tenant's deliveries and entrance doors.

Section 3. Eligible business activities shall be light manufacturing, advanced technology, research and development, assembly, light industrial, services, and any other activity deemed appropriate by the City Council.

Section 4. The business and business activities must be compatible with zoning requirements. The appropriate space must be available for lease.

Section 5. LESSEE should expect to hold an annual review meeting with the City Council. Targeted job levels and any business plan changes shall be reviewed at that time.

Section 6. A tenant who requires additional renovation work or utility hook-ups other than what is provided in the basic building layout will be expected to bear the cost of such renovation unless other arrangements are made with the City Council.

Section 7. The "Delinquent Rent Policies and Procedures" have been adopted and will be part of the lease agreement.

Section 8. The LESSEE agrees to allow the NMIP Site Administrator to use general information about the LESSEE's business for public relations efforts to promote the NMIP and will provide general information upon the request of the NMIP Site Administrator.

## ATTACHMENT B: Description of Leased Property

**NEW MEADOWS INDUSTRIAL PARK****DESCRIPTION OF LEASED PROPERTY**

THIS LEASE made between the City of New Meadows, a Municipal Corporation, hereinafter referred to as the CITY, and **Salmon River Mobile Vet LLC** hereinafter referred to as the LESSEE, is for the following space described below:

The **1250** square foot area in the northern end of building known as building **#2** which has shared, restroom and open shop floor. The physical address of this space is **106 B Taylor Street.**

## ATTACHMENT C: Delinquent Rent Policy

**NEW MEADOWS INDUSTRIAL PARK****DELINQUENT RENT POLICY AND PROCEDURES**

A New Meadows Industrial Park tenant's rent becomes delinquent when not received by, on or before the fifth day of each month.

If a delinquency occurs, the following procedures will be followed:

1. Site Administrator will notify the tenant in writing that rent is delinquent.
2. The tenant will, within two working days, bring the rent current, or
3. The tenant will meet with the Site Administrator to discuss the delinquency. The Site Administrator will notify the City Council of the delinquency.
4. If the tenant is unable to pay the rent, the tenant will consult with the Site Administrator to develop a written plan to cure the delinquency. This plan will be developed within ten working days following the notice of delinquency.
5. The plan to cure the delinquency will be presented to the City Council. The City Council may be polled by phone to gain plan approval.
6. On approval of the plan, it becomes an attachment to the lease until the delinquency is cured.
7. If the plan to cure the delinquency is not approved by the City Council as presented, then the City Council may make additions and/or deletions to the plan to gain Council approval. This revised plan will be resubmitted to the tenant for approval.
8. The tenant will have three working days to review any changes required by the Council.
9. Failure to come to a written agreement to cure the delinquency within 30 days may result in the termination of tenant's lease at the City Council's discretion.

## ATTACHMENT D: Hazardous Material Policy

**CITY OF NEW MEADOWS/NEW MEADOWS INDUSTRIAL PARK****HAZARDOUS MATERIAL POLICY**

This policy applies to all tenant businesses as well as to all persons associated in any way with the tenant business. This policy covers all tenant paid and unpaid employees, contractors, consultants, delivery/receiving personnel and others.

**CONTROL OF NONRADIOACTIVE HAZARDOUS MATERIALS****CONTENTS**

1. Purpose
2. Requirements
  - 2.1 Radioactive Material Policy
  - 2.2 Tenant Responsibilities
  - 2.3 Shipping and Receiving
  - 2.4 Storage
3. Definitions
  - 3.1 Nonradioactive Hazardous Materials
  - 3.2 Hazardous Properties and/or Conditions
  - 3.3 Nonradioactive Materials
4. Guidelines for Handling Hazardous Waste
  - 4.1 Waste Handling Practices
  - 4.2 Handling Practices for Recyclable Oil

**1. PURPOSE**

This section establishes the requirements and responsibilities for implementing a nonradioactive hazardous material control program for the New Meadows Industrial Park and for all tenant businesses. This program applies to the acquisition, use, shipping, receiving, storage and disposal of nonradioactive hazardous materials, and must comply with the Toxic Substances Control Act, the Resource Conservation and Recovery Act, the Superfund Amendments and Re-authorization Act, the Occupational Safety and Health Act, the Comprehensive Environmental Response, Compensation, and Liability Act, 49 CFR 172, and other references specified herein.

**2. REQUIREMENTS****2.1 Radioactive material policy:**

No radioactive material that exceeds amounts described in 10 CFR 20 shall be received, handled, and/or generated in and/or at the New Meadows Industrial Park.

**2.2 Tenant Responsibilities**

Tenant Managers Shall:

- a) Prior to the receipt, handling, and/or generating of non-radioactive hazardous waste/or material, the tenant must submit in writing to the Site Administrator the nature and conditions of such hazardous waste. The Site

Administrator must give written approval that tenant activities in any way related to hazardous material are authorized prior to the receipt, handling, and/or generating of non-radioactive hazardous waste and/or material.

- b) Implement a written, auditable Nonradioactive Hazardous Materials Program in compliance with 29 CFR 1900.1200. The program shall provide for the acquisition, shipping, receiving, storage, and disposal of nonradioactive hazardous materials in accordance with all local, state and federal requirements and business park policies.
- c) Maintain an inventory of hazardous materials present in work area, including identifying health and safety risks associated therewith, and enforce the necessary precautions to limit the hazard of such materials.
- d) Ensure that employees who work with nonradioactive hazardous materials are trained for such work, and that proper precautions are taken to avoid adverse exposure.
- e) Ensure that all hazardous materials have information available on each container in accordance with labeling requirements.
- f) Maintain a material safety data sheet file for nonradioactive hazardous materials that corresponds to the inventory.
- g) Provide hazard warnings regarding toxicity, flammability, and chemical reactivity either directly on the container or in a manner immediately retrievable by the user or emergency response personnel.
- h) Provide information on the date of receipt, job or project title, and responsible manager within the general area where the nonradioactive hazardous materials are located.
- i) Maintain an inventory of nonradioactive hazardous materials which will be available for inspection by the Site Administrator upon reasonable notice.
- j) Implement a hazardous materials incident contingency plan in compliance with 29 CFR 1910.120. Implementation shall include communication with local response agencies for assistance in emergency situations.
- k) Comply with all inventory and spill reporting requirements under 40 CFR 300, 355, and 370.

### **2.3 Shipping and Receiving**

- a) Inspect all received nonradioactive hazardous materials for condition and integrity of the packaging.
- a) Report any transportation or packaging violations to the Site Administrator.
- b) Affix appropriate labels and warnings to nonradioactive hazardous materials as they are received.

### **2.4 Storage**

NMIP tenants storing nonradioactive hazardous materials shall:

- a) Store nonradioactive hazardous materials per local, state, and federal requirement.
- b) Follow manufacturer's recommended "Shelf Life" where applicable for any material that ages to form chemically reactive products, e.g., peroxide-forming chemicals.
- c) Ensure that information concerning chemical types, nature of the hazard, and quantities present in each area is available for emergency response personnel.
- d) Maintain good chemical and laboratory housekeeping.
- e) Dispose of hazardous materials whose storage time exceeds the shelf life.

- f) Develop spill control plans where hazardous materials are stored.

### 3.0 DEFINITIONS

**3.1 Nonradioactive Hazardous Materials** - substances having a hazardous characteristic, substances identified as hazardous in a list, or in some instances substances containing an element identified as hazardous but not radioactive, in one or more of the following regulations:

- 29 CFR 1910 and 1926
- 40 CFR 240 through 280
- 40 CFR 300 through 310
- 40 CFR 355 through 372
- 40 CFR 702 through 799
- 49 CFR 172

**3.2 Some of the properties or conditions that cause materials to be listed as "hazardous" are as follows:**

- a) Toxic - A substance which at a specified dose causes harmful effects to living tissue, organs, or systems when ingested, inhaled, contacted, or absorbed through the skin.
- b) Flammable -A material that will ignite easily and burn rapidly.
- c) Chemically Reactive -A substance susceptible to release of energy due to detonation, explosion, decomposition, or chemical change.
- d) Pyrophoric - A material that undergoes spontaneous ignition below 54.4 degrees C (130 F).
- e) Pathogenic - A substance producing or capable of producing disease.
- f) Corrosive - A material that burns, irritates, or destructively attacks organic tissues.
- g) Explosive - A compound that can detonate or deflagrate as a result of shock or heat.
- h) Mutagenic - A substance that increases the frequency of permanent change in genetic material.
- i) Carcinogenic -A substance that produces abnormal cell growth.
- j) Teratogenic - A substance that may cause developmental malformations, e.g., biological monstrosities.
- k) Asphyxiant - A gas that can displace air and deprive organisms of oxygen.

**3.3 Nonradioactive materials:** Substances that do not exceed the amounts described in 10 CFR 20.

## 4. GUIDELINES FOR HANDLING HAZARDOUS WASTE

### 4.1 Waste Handling Practices:

- a) Label containers with red Hazardous Waste labels before adding any waste.
- b) Don't date the Hazardous Waste label - the date space on the label indicated the date the waste is removed from your lab for disposal.
- c) Remove a number label from the inventory booklet and affix it to the waste container.
- d) Keep a current record of the waste added to the container on the inventory with the same number as the container. Be accurate, specific, and

complete. Instead of "heavy metals in acid" put "PB 20 ppm, AS 50 ppm in .05M HN03". Be sure and put the PH of the final content in the space provided.

- e) When possible, refrain from mixing wastes. When it is not possible, only mix wastes that are compatible. Mixing wastes almost always increases the cost of disposal.
- f) Keep a lid on your waste. The only time a waste container should be open is while waste is being added.
- g) Keep outside of waste containers clean.
- h) A piece of tape will be placed over the lid of the waste container each time waste is inventoried. If more waste is added to the container after inventory has been performed, remove tape from across the lid and throw the tape away.
- i) DOT regulations prohibit the use of certain containers for waste.

#### 4.2 Handling Practices for Recyclable Oil:

- a) Put a number sticker on the oil container.
- b) Do NOT put a hazardous waste label on the container, use a Recyclable Oil Label.
- c) Enter complete information in the waste inventory booklet. Be as complete as possible (e.g. recyclable silicon based oil from vacuum rough pump).
- d) Used/unused oils that are acceptable for recycle are:
  - i. Used or off-specification (unused) motor oils with viscosities up to and including 90 weight oil.
  - ii. Used or unused mineral oils.
  - iii. Used or unused hydraulic oils.
  - iv. Used or unused water soluble cutting oils; these oils must be handled separately.
  - v. Silicone-based synthetic oils.
  - vi. Used and unused fuel oils (No. 1, No. 2. and No. 3), as well as used and unused diesel fuel (No. 1 and No. 2) - Note: the oil must be thin enough to pump without preheating.
- e) These oils must not contain: (Samples may be required by the recycle facility prior to acceptance)
  - i. Greater than 1000 ppm of total halogens
  - ii. Greater than or equal to 50 ppm polychlorinated biphenyl (PCB's).
  - iii. Greater than 10% by volume, of basic sediments and water.
  - iv. Added hazardous waste, including but not limited to, paint thinners, gasoline, solvents, corrosives, and acids.
  - v. Phosphorus.
  - vi. Phosphate ester or phosphate diester synthetic oil.
  - vii. Radioactive material.

I have read and acknowledged the above Hazardous Material Policy.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Owner(s)

**MUTUAL AID AND ASSISTANCE AGREEMENT  
FOR  
THE IDAHO INTRASTATE WATER/WASTEWATER AGENCY RESPONSE  
NETWORK (IdWARN)**

This Mutual Aid and Assistance Agreement for the Idaho Intrastate Water/Wastewater Agency Response Network (henceforth referred to as “IdWARN”) is made and entered into by public and private water and wastewater utilities and other interested parties that have, by executing this Agreement, manifested their intent to participate in the Idaho WARN.

**RECITALS**

A. Idaho Code section 67-2332 [previously 67-2335] authorizes one or more public agencies to contract to perform any governmental service, activity or undertaking which each public agency entering into the contract is authorized by law to perform.

B. Insuring that water and wastewater systems provide and maintain water and wastewater services that promote the safety, health, comfort and convenience of the residents and visitors of Idaho communities is a fundamental function of government.

C. Utilities in Idaho have a duty to provide and maintain their service to promote the safety, health, comfort and convenience of patrons, employees, and the public.

D. The private and public entities executing this Agreement receive a reciprocal benefit by establishing processes to provide and receive assistance in advance of an emergency.

**AGREEMENT**

NOW, THEREFORE, in consideration of the covenants and obligations set forth in this Agreement, and the recitals set forth above, which are incorporated herein as if set forth in full, the parties agree as follows.

**ARTICLE I.  
PURPOSE**

Recognizing that emergencies may require aid or assistance in the form of personnel, equipment, and supplies from outside the area of impact, the signatory utilities hereby establish this Program. Through the IdWARN program, Members coordinate response activities and share resources during emergencies. This Agreement sets forth the procedures and standards for the administration of IdWARN for participating members.

## **ARTICLE II.** **DEFINITIONS**

A. Authorized Official: An employee or officer of an IdWARN member that is authorized to:

1. Request assistance;
2. Offer assistance;
3. Refuse to offer assistance; or,
4. Withdraw assistance under this Agreement.

B. Emergency: A natural or human caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, international acts, sabotage and war that is, or could reasonably be beyond the capability of the services, personnel, equipment and facilities of a IdWARN member to fully manage and mitigate internally.

C. Members:

1. Member. Any public or private water or wastewater utility that manifests intent to participate in the IdWARN program by executing this Agreement.
2. Associate Member: Any non-utility participant approved by the Statewide Committee that provides a support role for the Program is a member of the Statewide Committee established under Article III, and that has executed this Agreement as an Associate Member.
3. Requesting Member: A Member who requests aid or assistance through the IdWARN program.
4. Responding Member: A Member who offers aid or assistance under the IdWARN program.
5. Non-responding Member: A Member or Associate Member that does not provide aid or assistance during a Period of Assistance under the IdWARN program.

D. Confidential Information: Any document shared with any signatory of this Agreement that is marked confidential, including but not limited to any map, report, notes, papers, opinion, or e-mail which relates to the system vulnerabilities of a Member or Associate Member.

E. Period of Assistance: A specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when the personnel, equipment, or supplies return to such facility (portal to portal). All protections identified in the Agreement apply during this

period. The Period of Assistance may occur during response to or recovery from an Emergency.

F. Program. The interstate program for mutual aid and assistance established by this Agreement, also referred to as IdWARN.

G. National Incident Management System (NIMS): A national, standardized approach to incident management and response that sets forth uniform processes and procedures for emergency response operations.

### **ARTICLE III.** **ADMINISTRATION**

This Program shall be administered through a Statewide Committee. The Statewide Committee, under the leadership of an elected chairperson, shall meet at least annually to address Program issues. The Statewide Committee shall also meet at least annually to review emergency preparedness and response procedures. The Statewide Committee shall represent the interests of the Members and Associate Members. In addition, the Statewide Committee includes representatives from the following:

United States Environmental Protection Agency (USEPA); American Water Works Association (AWWA); Federal Bureau of Investigation (FBI); Idaho Department of Environmental Quality (IDEQ); Idaho Air National Guard; Bureau of Homeland Security (BHS); Idaho Rural Water Association (IRWA); Idaho Emergency Management Association (IEMA).

Under the leadership of the chairperson, the Statewide Committee members shall plan and coordinate emergency planning and response activities for IdWARN. At its first meeting, the Statewide Committee shall establish initial membership of the committee and procedures for administration of the Statewide Committee, including meeting procedures and voting procedures.

### **ARTICLE IV.** **PROCEDURES**

In coordination with the standards set forth by the Idaho Office of Emergency Management, the Statewide Committee shall develop operational and planning procedures for the implementation of the IdWARN program. The procedures shall be reviewed at least annually and updated as needed by the Statewide Committee.

### **ARTICLE V.** **REQUESTS FOR ASSISTANCE**

A. Member Responsibility. Members shall identify an Authorized Official and alternates; provide contact information including twenty-four hour access; and, maintain resource information that may be available from the Member for mutual aid and assistance response. Member contact information shall be updated annually, or when changes occur, and provided to the Statewide Committee.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment or supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. Specific protocols for requesting aid shall be provided in the procedures prepared under Article IV.

B. Response to a Request for Assistance. Members are not obligated to respond to a request. After a Member receives a request for assistance, the Authorized Official will evaluate whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

C. Discretion of Responding Member's Authorized Official. Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Official's decisions on the availability of resources shall be final.

## **ARTICLE VI.**

### **RESPONDING MEMBER PERSONNEL**

A. National Incident Management System. When providing assistance under this Agreement, the Requesting Member and the Responding Member shall be organized and shall function under the National Incident Management System.

B. Control. While employees so provided may be under the supervision of the Responding Member, the Responding Member's employees come under the direction and control of the Requesting Member, consistent with the NIMS Incident Command System response protocol to address the needs identified by the Requesting Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance.

C. Food and Shelter. Whenever practical, Responding Member personnel must be self sufficient for up to seventy-two (72) hours. When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided below, the cost for such resources must not exceed

the per diem reimbursement rates published by the State of Idaho Board of Examiners for the applicable period and location. To the extent food and shelter costs exceed Board of Examiners' per diem rates, the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Unless otherwise agreed to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided by the Requesting Member.

D. Communication. The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radios, in order to facilitate communications with local responders and Member personnel.

E. Status. Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits provided in their respective jurisdictions.

F. Licenses and Permits. To the extent permitted by law, Responding Member personnel that hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.

G. Right to Withdraw. The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason at the Responding Member's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as is practical under the circumstances.

## **ARTICLE VII. COST REIMBURSEMENT**

The Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred during the specified Period of Assistance as agreed in whole or in part by both parties, provided that any Responding Member may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Requesting Member without charge or cost when permitted by law to make such donation.

A. Personnel. The Responding Member shall be reimbursed by the Requesting Member for personnel costs incurred for work performed during the specified Period of Assistance. Responding Member personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member should consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

B. Equipment. The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading and unloading of loaned equipment. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. As a minimum, rates for equipment use must be based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, the Responding Member must provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Responding Member must lease a piece of equipment while its equipment is being repaired, Requesting Member shall reimburse Responding Member for such rental costs.

C. Materials and Supplies. The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies for purposes of cost reimbursement.

D. Payment Period. The Responding Member must provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Requesting Member must send the itemized bill no later than ninety (90) days following the end of the Period of Assistance. The Responding Member may request additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member must pay the bill in full on or before the forty-fifth (45<sup>th</sup>) day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one (1) year after the date a final itemized bill is submitted to the Requesting Member.

E. Records. Unless prohibited by law, each Responding Member and their duly authorized representatives shall have access to a Requesting Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years or longer where required by law.

**ARTICLE VIII.**  
**DISPUTES**

If any controversy or claim arises out of or relates to the execution of this Agreement, including but not limited to an alleged breach of this Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation.

If negotiation between the involved Members does not result in the issue being resolved, the Statewide Committee will assist in the negotiation process.

**ARTICLE IX.**  
**REQUESTING MEMBER'S DUTY TO INDEMNIFY**

Members who are public entities shall be subject to Article IX only to the extent permitted by law. Specifically, the duty of a public entity to defend, indemnify or hold harmless any party shall not be extended beyond the appropriation of expenditures for such duty as required by law, including Idaho Code section 59-1015 and Article VIII, Section 4 of the Idaho Constitution. Further, the liability of a public entity shall not be increased by this Article beyond the extent required by the Idaho Tort Claims Act, Idaho Code Title 6 Chapter 9.

The Requesting Member who is not a public entity shall assume, to the extent allowed by the Idaho Public Utilities Commission, the defense of, and fully indemnify and hold harmless the Responding Member, its officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's duty to indemnify includes, but is not limited to, suits arising from, or related to negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Member or the Responding Member personnel.

The Requesting Member's duty to indemnify is subject to, and shall be complied consistently with, the conditions set forth in Article X.

**ARTICLE X.**  
**SIGNATORY INDEMNIFICATION**

In the event of liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Members who are not public entities and either receive and provide assistance shall, to the extent allowed by the Idaho Public Utilities Commission, have a duty to defend, indemnify, save and hold harmless all Non-responding Members.

**ARTICLE XI.**  
**WORKER'S COMPENSATION CLAIMS**

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

**ARTICLE XII.**  
**NOTICE**

A party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members or Associate Members of this Agreement shall provide prompt and timely notice to the Members or Associate Members who may be affected by the suit or claim. Each Member and Associate Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

**ARTICLE XIII.**  
**INSURANCE**

Members of this Agreement shall maintain an insurance policy or maintain a self insurance program that covers activities that it may undertake by virtue of membership in the IdWARN program.

**ARTICLE XIV.**  
**CONFIDENTIAL INFORMATION**

To the extent authorized by law, including the Idaho Public Records Laws, Idaho Code title 74, Chapter 1 [previously sections 9-337 through 9-350], any Member or Associate Member shall maintain the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information disclosed under this Agreement. If any Member, Associate Member, third party or other entity request or demands, by subpoena or otherwise, that a Member or Associate Member disclose any Confidential Information disclosed under this Agreement, the Member or Associate Member shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

**ARTICLE XV.**  
**EFFECTIVE DATE**

This Agreement and the Statewide Committee receives and approves the admission of the applicant. The Statewide Committee chair shall maintain a master list of all Members and Associate Members of the IdWARN program.

**ARTICLE XVI.**  
**WITHDRAWAL**

A Member or Associate Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the Statewide Committee chair. Withdrawal takes effect sixty (60) days after the Statewide Committee chair receives notice. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

**ARTICLE XVII.**  
**MODIFICATION**

No provision of this Agreement may be modified, altered or rescinded by individual parties of this Agreement. Modifications to this Agreement may be due to programmatic operational changes to support the Agreement, legislative action, creation of an interstate aid and assistance agreement, or other developments. Modifications require a simple majority vote of the Members. The Statewide Committee chair must provide written notice to all Members and Associate Members of approved modifications to this Agreement. Approved modifications take effect sixty (60) days after the date upon which notice is sent to the Members and Associate Members.

**ARTICLE XVIII.**  
**SEVERABILITY**

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced if the Agreement did not contain the particular term or provision held to be invalid.

**ARTICLE XIX.**  
**PRIOR AGREEMENTS**

This Agreement supersedes all prior Agreements between Members to the extent that such prior Agreements are inconsistent with this Agreement.

**ARTICLE XX.**  
**MISCELLANEOUS**

- A. No Third Party Beneficiaries. This Agreement is for the sole benefit of the Members and no person or entity has any rights under this Agreement as a third party beneficiary.
- B. Assignment Prohibited. No party may assign benefits or delegate duties created by this Agreement and such assignments and delegations are without effect.

C. No Authority to Bind Other Parties or Partnership. Neither the IdWARN Program nor any party has the authority to enter into contracts or agreements on behalf of one or more parties to this Agreement. This Agreement does not create a partnership between the parties and nothing contained herein shall be interpreted to create an employer-employee, master-servant, a joint venture, or principal-agent relationship between any party in any respect.

**ARTICLE XII.**  
**INTRASTATE AND INTERSTATE**  
**MUTUAL AID AND ASSISTANCE PROGRAMS**

To the extent practicable, Members of this Agreement shall participate in mutual aid and assistance activities conducted under the IdWARN Program and the Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate mutual aid and assistance program for water and wastewater utilities through this Agreement if such a program were established.

IN WITNESS WHEREOF, the Members and Associate Members executing a signature page attached hereto have entered into this Agreement effective as set forth in Article XV above. This Agreement may be executed in counterparts by the execution of signature pages. Each such counterpart shall be deemed as an original, all of which together with the terms herein shall be considered one and the same Agreement.

[Signature Pages Follow]

**SIGNATURE PAGE**

**MUTUAL AID AND ASSISTANCE AGREEMENT FOR THE IDAHO INTRASTATE  
WATER/WASTEWATER AGENCY RESPONSE NETWORK (IdWARN)**

\_\_\_\_\_  
(Organization Name)

Signed By \_\_\_\_\_  
Position/Title \_\_\_\_\_

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

Please let us know who you would like to be the main contact person for WARN activities, notices, news, and activations.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

LAW ENFORCEMENT AGREEMENT AND FINANCIAL PLAN BETWEEN  
ADAMS COUNTY, THE ADAMS COUNTY SHERIFF'S OFFICE AND THE CITY  
OF NEW MEADOWS, NEW MEADOWS, IDAHO

THIS AGREEMENT is made and entered into this \_\_\_\_day of \_\_\_\_\_ 2025, by and between Adams County and the Adams County Sheriff's Office, hereinafter referred to as the "County" and the City of New Meadows, hereinafter referred to as the "City".

WITNESSETH;

WHEREAS, the City is desirous of entering into a contract with the County for the performance of the hereinafter described additional law enforcement services within the corporate limits of said City, and

WHEREAS, the County is agreeable to rendering such additional services on the terms and conditions hereinafter set forth, and

WHEREAS, such contracts are authorized and provided for by the provisions of Idaho Code, Sections 31-604, 50-301, 67-2328 and 67-2332;

NOW THEREFORE, the FINANCIAL PLAN, pursuant to the terms of the aforesaid statutes, is agreed upon as follows:

- 1) That the City, by way of the City Council, agrees to reimburse the County for law enforcement services provided over and above the standard level of law enforcement services provided to all County residents. The City further agrees to reimburse the County at the following rate:
  - a) An annual reimbursement of Thirty-Three Thousand Six Hundred Sixty Dollars (\$33,660), to be made in quarterly payments of Eight Thousand Four Hundred and Fifteen Dollars (\$8,415) **upon receipt of the quarterly activity report**, beginning October 1, 2025 and ending September 30, 2026.
- 2) That the City and the County mutually use item 1-A as the FINANCIAL PLAN.

NOW THEREFORE, THE LAW ENFORCEMENT AGREEMENT, pursuant to the aforesaid statutes, is agreed upon as follows:

- 3) That the County shall employ, furnish and supply all necessary personnel, their supervision, records, jail and communication facilities, uniforms, vehicles and maintenance and operational expenses necessary to maintain the level of service to be rendered herein. The County, by way of the Sheriff, agrees to furnish Deputies to supervise and provide law enforcement services within the corporate limits of the City and the surrounding area to the extent and the manner hereinafter set forth;
  - a) Except as otherwise provided for, the standard level of service granted shall be the same basic level of service provided to the unincorporated areas of the County.
  - b) The Adams County property tax levy rate on properties located within the City limits of New Meadows shall fund the standard 24-hour level of law enforcement services provided to all residents of the county.

- 4) The Financial Plan of Article 1, A, provides for additional funding from the property owners of New Meadows to fund additional law enforcement services. Those additional services shall include:
  - a) Additional routine patrols at times determined by the Sheriff, the Patrol Deputies, the Police Commissioner and / or the City Council
  - b) The presence of an officer / officers during community events
  - c) Enforcement of City ordinances
  - d) Assisting the Animal Control Officer by issuing a citation signed by the Animal Control Officer or other official of the City
  - e) Providing the City a quarterly written report summarizing the activity within the City of New Meadows
  - f) The appearance of the Sheriff or a Deputy to give an oral report on what has been happening in the community on a quarterly basis or when requested by the Mayor and / or City Council.
- 5) The employing and terminating of Deputies, the retention of services, the standard of performance, the discipline and the other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the exclusive control of the Sheriff.
- 6) All arrests made or citations issued for misdemeanors or infractions that occur within said City shall be deemed "City" arrests and/or citations for purposes of prosecution. All fines and forfeitures resulting there from shall be paid to the City pursuant to Idaho Code Section 19-4705 F.
- 7) That the Sheriff shall have full cooperation and assistance from the City, its officers, agents and employees to facilitate the performance of this agreement.
- 8) That the City shall not be liable for compensation or indemnity to any of the Sheriff's employees for injuries or sickness arising out of their employment, and the County agrees to hold harmless the City against any such claims.
- 9) That the County and its employees shall not be deemed to assume any liability for intentional or neglectful acts of said City or any officer, agent or employee thereof. Conversely, the City and its elected officials and employees shall not be deemed to assume any liability for the intentional misconduct or neglectful acts of the County, the Sheriff, his Deputies, agents or employees. The County agrees to provide liability insurance to cover the acts of County personnel performing services under this agreement and to hold the City harmless from any liability therefore.
- 10) That the City shall defend said Sheriff, his Deputies, agents or employees against and hold them harmless from any claim for damages solely from the enforcement of any duly enacted City Ordinance, provided that the actions of the Sheriff, his Deputies, agents and employees in the enforcement of such City Ordinance do not constitute intentional misconduct.
- 11) That, for the purpose of maintaining cooperation, quality control, and general information on existing complaints and problems in said City, one member of the City Council shall be appointed by said City Council to act as Law Enforcement Commissioner for said City. Said appointed Commissioner shall act as liaison between the Sheriff and the City Council.
- 12) That this agreement shall be effective from October 1, 2021 through September 30, 2022.
- 13) **That for the duration of this fiscal year, the Sheriff's Department shall furnish a deputy at one of the two regular City Council Meetings so the city may inquire as to the operations of the Sheriff's Office and may express the needs of both agencies.**



10/02/25  
09:04:02

CITY OF NEW MEADOWS, IDAHO  
Claim Approval List  
For the Accounting Period: 9/25

Page: 1 of 1  
Report ID: AP100V

For Date Posted = 10/02/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
6844	E	436 US Bank		892.53						
		GOOGLE 09/25/25 Email (Gen)		100.00		1	41100	709		10102
		GOOGLE 09/25/25 Email (WTR)		100.00		60	43320	709		10102
		GOOGLE 09/25/25 Email (SWR)		100.00		65	43220	709		10102
		phones 09/25/25 8x8 phones (GEN)		35.05*		1	41100	308		10102
		phones 09/25/25 8x8 phones (WTR)		35.05*		60	43320	308		10102
		phones 09/25/25 8x8 phones (SWR)		35.06*		65	43220	308		10102
		09/25/25 ADOBE		19.99		1	41100	709		10102
		1 09/25/25 Amazon Fence supplies		151.96		65	43220	324		10101
		09/25/25 Starlink		120.00*		1	41100	308		10102
		09/25/25 Amazon Supplies		153.83*		1	41100	324		10102
		1 09/25/25 IONOS Domain		3.00		1	41100	709		10102
		09/25/25 Amazon toilet paper		38.59		1	41600	324		10102
<b>Total for Vendor:</b>				<b>892.53</b>						
<b># of Claims</b>				<b>1</b>						
<b>Total Electronic Claims</b>				<b>892.53</b>						
<b>Total Non-Electronic Claims</b>				<b>892.53</b>						
<b># of Vendors</b>				<b>0</b>						

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For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6858		580 4 Corner Communications	460.00								
		IT Services and Amcrest for October 2025									
		4051 10/01/25 IT Professional Support	153.33			1		41100	327		10102
		4051 10/01/25 IT Professional Support (W)	153.33			60		43320	327		10102
		4051 10/01/25 IT Professional Support (SWR)	153.34			65		43220	327		10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
		*** Claim from another period ( 9/25) ****									
		292 Adams County Building Dept.	2,677.90								
6865		FY 24/25 - Quarter 3									
		Q3 24/25 10/07/25 24/25 Q3 PERMIT FEES	2,325.40			1		41100	321		10102
		Q3 24/25 10/07/25 24/25 Q3 SOLID WASTE FEES	352.50			1		41100	321		10102
		<b>Total for Vendor:</b>	<b>2,677.90</b>								
		*** Claim from another period ( 9/25) ****									
6864		48 Adams County Sheriff	8,415.00								
		July 1- September 30, 2025 Quarterly Payment									
		10/07/25 Payment for QTR 4 FY 24/25	8,415.00			1		41400	313		10102
		<b>Total for Vendor:</b>	<b>8,415.00</b>								
		*** Claim from another period ( 9/25) ****									
6852		25 Analytical Labs, Inc.	4,127.45								
		2507659 09/30/25 Sewer Sampling / Testing	871.70			65		43220	745		10102
		2507658 09/30/25 Water Sampling /Testing	3,255.75			60		43320	745		10102
		<b>Total for Vendor:</b>	<b>4,127.45</b>								
		*** Claim from another period ( 9/25) ****									
6845		11 Bell Equipment, Inc.	129.11								
		Lawnmower Part									
		P20925 09/22/25 Lawnmower repair	129.11			1		41600	324		10102
		<b>Total for Vendor:</b>	<b>129.11</b>								
		*** Claim from another period ( 9/25) ****									
6870		749 Brodhecker, Sonya	150.00								
		Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month									
		10/14/25 Cell Phone Stipend (GEN)	50.00			1		41100	324		10102
		10/14/25 Cell Phone Stipend (W)	50.00			60		43320	324		10102
		10/14/25 Cell Phone Stipend (SWR)	50.00			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6871		686 Brown, Hunter Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month	150.00	****							
		10/14/25 Cell Phone Stipend (Streets)	50.00			1	41500		324		10102
		10/14/25 Cell Phone Stipend (W)	50.00			60	43320		324		10102
		10/14/25 Cell Phone Stipend (SWR)	50.00			65	43220		324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								
		*** Claim from another period ( 9/25) ****									
6854		I C & M Lumber Co, Inc	1,498.72	****							
		09/25/25 Water	583.86			60	43320		324		10102
		09/25/25 Shop - Water	108.22			60	43320		324		10102
		09/25/25 Shop - Sewer	108.23			65	43220		324		10102
		09/25/25 Shop - Streets	108.22			1	41500		324		10102
		09/25/25 Park	106.43			1	41600		324		10102
		09/25/25 Office (GEN)	38.98			1	41100		324		10102
		09/25/25 Office (WTR)	38.99			60	43320		324		10102
		09/25/25 Office (SWR)	38.99			65	43220		324		10102
		09/25/25 Streets	66.94			1	41500		324		10102
		09/25/25 Sewer	299.86			65	43220		324		10102
		<b>Total for Vendor:</b>	<b>1,498.72</b>								
6862	E	253 Christensen Inc. dba United Oil	275.86								
		CL97293 09/30/25 Fuel -Streets	30.18			1	41500		630		10102
		CL97293 09/30/25 Fuel - Water	140.99			60	43320		630		10102
		CL97293 09/30/25 Fuel - Sewer	104.69			65	43220		630		10102
		<b>Total for Vendor:</b>	<b>275.86</b>								
6860		29 City of New Meadows	2,984.92								
		025-00 09/30/25 Chlorinator Room	14.69			65	43220		339		10102
		310-00 09/30/25 Park Irrigation	1,702.43			1	41600		332		10102
		309-00 09/30/25 Park Restrooms	208.12			1	41600		331		10102
		014-00 09/30/25 Industrial Park	228.15			63	43100		331		10102
		364-00 09/30/25 Auger Room	438.75			65	43220		338		10102
		126-00 09/30/25 City Hall	205.73			1	41100		331		10102
		015-00 09/30/25 Skate Park	14.30			1	41600		332		10102
		012-00 09/30/25 Youth Center	20.29			1	41600		332		10102
		060-00 09/30/25 Ambulance Shed	76.05			1	41100		331		10102

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
	013-00	09/30/25 104 Taylor	76.41			63	43100	43100	331		10101
		<b>Total for Vendor:</b>	<b>2,984.92</b>								
		*** Claim from another period ( 9/25) ****									
6847		742 DIGLINE INC	97.50								
		Monthly Assessment									
	0078087	09/30/25 Monthly Fee	97.50			1	41500	41500	324		10102
		<b>Total for Vendor:</b>	<b>97.50</b>								
6859		495 Drake Diversified LLC	400.00								
		Monthly Back-up Operator September 2025									
	2546	10/01/25 SEP 2025 H2O Back-up Operator	200.00			60	43320	43320	310		10102
	2546	10/01/25 SEP 2025 SWR Back-up Operator	200.00			65	43220	43220	310		10102
		<b>Total for Vendor:</b>	<b>400.00</b>								
		*** Claim from another period ( 9/25) ****									
6846		641 High Mountain Cleaning &	198.10								
		OFFICE CLEANING / CITY HALL 9/5/25, 9/14/25, 9/21/25, 9/28/2025									
		11777 09/18/25 OFFICE CLEANING / CITY HALL	198.10			1	41100	41100	324		10102
		<b>Total for Vendor:</b>	<b>198.10</b>								
6866		E 28 ICRMP	13,898.00								
		For Fiscal Year 2025/2026 due October 1, 2025									
	02130-2026	09/03/25 Municipal Insurance (Tort)	3,474.50			65	43220	43220	511		10102
	02130-2026	09/03/25 Municipal Insurance (Tort)	3,474.50			60	43320	43320	511		10102
	02130-2026	09/03/25 Municipal Insurance (Tort)	3,474.50*			63	43100	43100	511		10101
	02130-2026	09/03/25 Municipal Insurance (Tort)	3,474.50			1	41100	41100	511		10102
		<b>Total for Vendor:</b>	<b>13,898.00</b>								
6857		602 Idaho Dept of Environmental	522.00								
		For Fiscal Year 24/25									
		25POT0023A 10/01/25 IPDES Coverage	522.00			65	43220	43220	324		10102
		<b>Total for Vendor:</b>	<b>522.00</b>								
6867		E 4 Idaho Power	3,805.52								
		0032879986 10/06/25 Street Lights (Electricity)	703.53			1	41500	41500	330		10102
		0032879987 10/06/25 City Shop (Electricity) Wa	69.54			60	43320	43320	330		10102
		0032879987 10/06/25 City Shop (Electricity) Se	69.55			65	43220	43220	330		10102
		0032879987 10/06/25 City Shop (Electricity) Str	69.54			1	41500	41500	330		10102

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
	0032879959	10/06/25 Parks (Electricity)	89.61			1		41600	330		10102
	0032879967	10/06/25 Sewer Lift Station (Electr	27.17			65		43220	337		10102
	0032879945	10/06/25 Well #3 (Electric)	404.96			60		43320	334		10102
	2200952379	10/06/25 Well #4 (Electric)	244.26			60		43320	335		10102
	0032879940	10/06/25 Booster Station (Electric)	374.83			60		43320	333		10102
	0032879919	10/06/25 Sewer Plant (Electricity)	452.10			65		43220	336		10102
	0030309892	10/06/25 City Hall (Electricity) Ge	152.21			1		41100	330		10102
	0030309892	10/06/25 City Hall (Electricity) H20	152.21			60		43320	330		10102
	0030238986	10/06/25 City Hall (Electricity) SWR	152.22			65		43220	330		10102
	0032880160	10/06/25 Sewer Land Ap	206.44			65		43220	329		10102
	0033198570	10/06/25 Childcare Center	199.39			63		43100	330		10101
	0033232987	10/06/25 Well #5 (Electric)	376.77			60		43320	348		10102
	1 10/06/25	104 Taylor	61.19			63		43100	330		10101
		<b>Total for Vendor:</b>	<b>3,805.52</b>								
		*** Claim from another period ( 9/25) ****									
6861		728 Keller Associates	772.50								
		City Engineering to include Wasterwater facility plan grant, city council meetings,									
	0252978	09/15/25 City Engineering (SWR)	772.50			65		43220	319		10102
		<b>Total for Vendor:</b>	<b>772.50</b>								
		*** Claim from another period ( 9/25) ****									
6872		672 Kyla Gardner	150.00								
		Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month									
	10/14/25	Cell Phone Stipend (GEN)	50.00			1		41100	324		10102
	10/14/25	Cell Phone Stipend (W)	50.00			60		43320	324		10102
	10/14/25	Cell Phone Stipend (SWR)	50.00			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								
6848		E 150 Lake Shore Disposal	316.26								
	27524498	10/01/25 Garbage - General	79.06			1		41100	324		10102
	27524498	10/01/25 Garbage - Water	79.06			60		43320	324		10102
	27465507	10/01/25 Garbage - Sewer	79.07			65		43220	324		10102
	27524498	10/01/25 Garbage - Industrial Park	79.07			63		43100	324		10102
		<b>Total for Vendor:</b>	<b>316.26</b>								

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
				Line \$						Account
6869	E	18 Les Schwab Tire Center		13,900.09						
4	New	Tires for the Loader								
		1250050273 10/06/25 Tire Repair (WTR)		6,950.04			60 43320	350		10102
		1250050273 10/06/25 Tire Repair (SWR)		6,950.05			65 43220	350		10102
		<b>Total for Vendor:</b>		<b>13,900.09</b>						
6855		642 Raven Waterworks, LLC		2,000.00						
	Monthly	Operator Water / Sewer								
		251003 10/01/25 SEP H20 Operator		1,000.00			60 43320	352		10102
		251003 10/01/25 SEP SWR Operator		1,000.00			65 43220	352		10102
		<b>Total for Vendor:</b>		<b>2,000.00</b>						
6850		755 Rockingjkranch LLC		770.00						
	John	Stones Work on Sewer Line fix on Peterson Memorial								
		17 10/05/25 Sewer Line Fix		770.00			65 43220	319		10102
		*** Claim from another period ( 9/25) ****								
6851		755 Rockingjkranch LLC		4,290.00						
	John	Stones Work on Ziply Fiber Project - To be reimbursed By Ziply								
		16,18 09/28/25 Ziply Inspection fees		4,290.00			1 41100	530		10102
		<b>Total for Vendor:</b>		<b>5,060.00</b>						
6853		665 Simplot Turf & Horticulture		150.00						
	Herbicide	for Land App.								
		216083395 10/02/25 Panoramic 2sl (WW)		150.00			65 43220	324		10102
		<b>Total for Vendor:</b>		<b>150.00</b>						
6856		659 SMS Inc.		315.00						
		2295 09/30/25 Shipping (SWR)		135.00			65 43220	620		10102
		2295 09/30/25 Shipping (WTR)		180.00			60 43320	620		10102
		<b>Total for Vendor:</b>		<b>315.00</b>						
		*** Claim from another period ( 9/25) ****								
6863		514 Stubbs, Richard L.		800.00						
	July -	September 2025 QTR 3								
		QTR 10/07/25 City Matters - QTR 3		266.66			1 41100	312		10102
		QTR 10/07/25 City Matters - QTR 3		266.67			60 43320	312		10102
		QTR 10/07/25 City Matters - QTR 3		266.67			65 43220	312		10102
		<b>Total for Vendor:</b>		<b>800.00</b>						

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6868	E	146 The Record Reporter	69.31								
	6004	09/25/25 Budget Hearing (GEN)	69.31			1		41100	309		10102
		<b>Total for Vendor:</b>	<b>69.31</b>								
6849		697 U.S. Bank Equipment Finance	331.42								
		Photocopier Lease									
	565614484	10/01/25 Photocopier Lease	110.47			1		41100	709		10102
	565614484	10/01/25 Photocopier Lease	110.47			60		43320	709		10102
	565614484	10/01/25 Photocopier Lease	110.48			65		43220	709		10102
		<b>Total for Vendor:</b>	<b>331.42</b>								
		<b># of Claims</b>	<b>28</b>								
		<b>Total Electronic Claims</b>	<b>32,265.04</b>								
		<b>Total Non-Electronic Claims</b>	<b>31389.62</b>								
		<b># of Vendors</b>	<b>21</b>								
		<b>Total</b>	<b>63,654.66</b>								

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6865		292 Adams County Building Dept. FY 24/25 - Quarter 3	2,677.90								
	Q3 24/25	10/07/25 24/25 Q3 PERMIT FEES	2,325.40*			1		41100	321		10102
	Q3 24/25	10/07/25 24/25 Q3 SOLID WASTE FEES	352.50*			1		41100	321		10102
		<b>Total for Vendor:</b>	<b>2,677.90</b>								
6864		48 Adams County Sheriff July 1- September 30, 2025 Quarterly Payment	8,415.00								
		10/07/25 Payment for QTR 4 FY 24/25	8,415.00			1		41400	313		10102
		<b>Total for Vendor:</b>	<b>8,415.00</b>								
6852		25 Analytical Labs, Inc. 2507659 09/30/25 Sewer Sampling / Testing	4,127.45								
		2507658 09/30/25 Water Sampling /Testing	871.70			65		43220	745		10102
		<b>Total for Vendor:</b>	<b>3,255.75*</b>			60		43320	745		10102
		<b>Total for Vendor:</b>	<b>4,127.45</b>								
6845		11 Bell Equipment, Inc. Lawnmower Part	129.11								
		P20925 09/22/25 Lawnmower repair	129.11			1		41600	324		10102
		<b>Total for Vendor:</b>	<b>129.11</b>								
6870		749 Brodhecker, Sonya Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month	150.00								
		10/14/25 Cell Phone Stipend (GEN)	50.00*			1		41100	324		10102
		10/14/25 Cell Phone Stipend (W)	50.00*			60		43320	324		10102
		10/14/25 Cell Phone Stipend (SWR)	50.00			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								
6871		686 Brown, Hunter Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month	150.00								
		10/14/25 Cell Phone Stipend (Streets)	50.00			1		41500	324		10102
		10/14/25 Cell Phone Stipend (W)	50.00*			60		43320	324		10102
		10/14/25 Cell Phone Stipend (SWR)	50.00			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6854		1 C & M Lumber Co, Inc	1,498.72								
	09/25/25	Water	583.86*			60		43320	324		10102
	09/25/25	Shop - Water	108.22*			60		43320	324		10102
	09/25/25	Shop - Sewer	108.23			65		43220	324		10102
	09/25/25	Shop - Streets	108.22			1		41500	324		10102
	09/25/25	Park	106.43			1		41600	324		10102
	09/25/25	Office (GEN)	38.98*			1		41100	324		10102
	09/25/25	Office (WTR)	38.99*			60		43320	324		10102
	09/25/25	Office (SWR)	38.99			65		43220	324		10102
	09/25/25	Streets	66.94			1		41500	324		10102
	09/25/25	Sewer	299.86			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>1,498.72</b>								
6847		742 DIGLINE INC	97.50								
	Monthly Assessment										
	0078087	09/30/25 Monthly Fee	97.50			1		41500	324		10102
		<b>Total for Vendor:</b>	<b>97.50</b>								
6846		641 High Mountain Cleaning &	198.10								
	OFFICE CLEANING / CITY HALL	9/5/25, 9/14/25, 9/21/25, 9/28/2025									
	11777	09/18/25 OFFICE CLEANING / CITY HALL	198.10*			1		41100	324		10102
		<b>Total for Vendor:</b>	<b>198.10</b>								
6861		728 Keller Associates	772.50								
	City Engineering to include Wasterwater facility plan grant, city council meetings,										
	0252978	09/15/25 City Engineering (SWR)	772.50			65		43220	319		10102
		<b>Total for Vendor:</b>	<b>772.50</b>								
6872		672 Kyla Gardner	150.00								
	Cell Phone Reimburse 7/01/25 - 9/30/25 @ \$50 / Month										
	10/14/25 Cell Phone Stipend (GEN)		50.00*			1		41100	324		10102
	10/14/25 Cell Phone Stipend (W)		50.00*			60		43320	324		10102
	10/14/25 Cell Phone Stipend (SWR)		50.00			65		43220	324		10102
		<b>Total for Vendor:</b>	<b>150.00</b>								

For dates posted from 10/03/25 to 10/14/25  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
6851		755 Rockingjkranch LLC		4,290.00								
		John Stones Work on Ziply Fiber Project - To be reimbursed By Ziply										
		16,18 09/28/25 Ziply Inspection fees		4,290.00*			1		41100	530		10102
		<b>Total for Vendor:</b>		<b>4,290.00</b>								
6863		514 Stubbs, Richard L.		800.00								
		July - September 2025 QTR 3										
		QTR 10/07/25 City Matters - QTR 3		266.66			1		41100	312		10102
		QTR 10/07/25 City Matters - QTR 3		266.67			60		43320	312		10102
		QTR 10/07/25 City Matters - QTR 3		266.67			65		43220	312		10102
		<b>Total for Vendor:</b>		<b>800.00</b>								
		<b># of Claims</b>		<b>13</b>								
		<b># of Vendors</b>		<b>13</b>								
		<b>Total:</b>		<b>23,456.28</b>								

Sonya Brodhecker

Pay Period

9/16/2025 to

9/30/2025

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday	9/16/2025	9.00							9.00	
Wednesday	9/17/2025	8.52							8.52	
Thursday	9/18/2025							8.00	8.00	
Friday	9/19/2025								0.00	
Saturday	9/20/2025								0.00	
<b>Total Week</b>		<b>17.52</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>25.52</b>	
Sunday	9/21/2025								0.00	
Monday	9/22/2025	10.66							10.66	
Tuesday	9/23/2025	8.98							8.98	
Wednesday	9/24/2025	9.10							9.10	
Thursday	9/25/2025	9.07							9.07	
Friday	9/26/2025								0.00	
Saturday	9/27/2025								0.00	
<b>Total Week</b>		<b>37.81</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>37.81</b>	
Sunday	9/28/2025								0.00	
Monday	9/29/2025	9.08							9.08	
Tuesday	9/30/2025	8.88							8.88	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>17.96</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>17.96</b>	
<b>Total Pay Period</b>		<b>73.29</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>81.29</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:

City of New Meadows Tue Sep 16 - Tue Sep 30, 2025

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 16	Deputy Clerk		7:56 am - 4:56 pm	0.00	9.00	9.00	9.00	0.00	0.00	\$0.00	\$0.00
Wed Sep 17	Deputy Clerk		7:59 am - 4:30 pm	0.00	8.52	8.52	8.52	0.00	0.00	\$0.00	\$0.00
Mon Sep 22	Deputy Clerk		8:01 am - 4:48 pm	0.00	8.78	8.78	8.78	0.00	0.00	\$0.00	\$0.00
Mon Sep 22	Deputy Clerk		5:54 pm - 7:47 pm	0.00	1.88	1.88	1.88	0.00	0.00	\$0.00	\$0.00
Tue Sep 23	Deputy Clerk		7:57 am - 4:56 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Wed Sep 24	Deputy Clerk		7:54 am - 5:00 pm	0.00	9.10	9.10	9.10	0.00	0.00	\$0.00	\$0.00
Thu Sep 25	Deputy Clerk		7:55 am - 4:59 pm	0.00	9.07	9.07	9.07	0.00	0.00	\$0.00	\$0.00
Mon Sep 29	Deputy Clerk		7:59 am - 5:04 pm	0.00	9.08	9.08	9.08	0.00	0.00	\$0.00	\$0.00
Tue Sep 30	Deputy Clerk		8:00 am - 4:53 pm	0.00	8.88	8.88	8.88	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	73.29	73.29	73.29	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

9/16/2025 to

9/30/2025

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday										0.00
Monday										0.00
Tuesday	9/16/2025	7.55								7.55
Wednesday	9/17/2025	8.62								8.62
Thursday	9/18/2025	9.25								9.25
Friday	9/19/2025	6.43		0.17						6.60
Saturday	9/20/2025			0.25						0.25
<b>Total Week</b>		<b>31.85</b>	<b>0.00</b>	<b>0.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.27</b>
Sunday	9/21/2025	0.77								0.77
Monday	9/22/2025	9.53								9.53
Tuesday	9/23/2025	9.50								9.50
Wednesday	9/24/2025	5.43								5.43
Thursday	9/25/2025	7.40								7.40
Friday	9/26/2025	7.37		0.98						8.35
Saturday	9/27/2025									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.98</b>
Sunday	9/28/2025									0.00
Monday	9/29/2025	8.02								8.02
Tuesday	9/30/2025	9.68								9.68
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</b>		<b>17.70</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>0.00</b>	<b>17.70</b>
<b>Total Pay Period</b>		<b>89.55</b>	<b>0.00</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.95</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:

City of New Meadows Tue Sep 16 - Tue Sep 30, 2025

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 16	Public Works		9:09 am - 12:52 pm	0.00	3.72	3.72	3.72	0.00	0.00	\$0.00	\$0.00
Tue Sep 16	Public Works		1:40 pm - 5:30 pm	0.00	3.83	3.83	3.83	0.00	0.00	\$0.00	\$0.00
Wed Sep 17	Public Works		8:00 am - 12:00 pm	0.00	4.00	4.00	4.00	0.00	0.00	\$0.00	\$0.00
Wed Sep 17	Public Works		12:53 pm - 5:30 pm	0.00	4.62	4.62	4.62	0.00	0.00	\$0.00	\$0.00
Thu Sep 18	Public Works		8:00 am - 11:07 am	0.00	3.12	3.12	3.12	0.00	0.00	\$0.00	\$0.00
Thu Sep 18	Public Works		11:22 am - 5:30 pm	0.00	6.13	6.13	6.13	0.00	0.00	\$0.00	\$0.00
Fri Sep 19	Public Works		8:00 am - 2:36 pm	0.00	6.60	6.60	6.43	0.00	0.17	\$0.00	\$0.00
Sat Sep 20	Public Works		5:04 pm - 5:19 pm	0.00	0.25	0.25	0.00	0.00	0.25	\$0.00	\$0.00
Sun Sep 21	Public Works		1:59 pm - 2:45 pm	0.00	0.77	0.77	0.77	0.00	0.00	\$0.00	\$0.00
Mon Sep 22	Public Works		7:19 am - 2:54 pm	0.00	7.58	7.58	7.58	0.00	0.00	\$0.00	\$0.00
Mon Sep 22	Public Works		3:42 pm - 5:31 pm	0.00	1.82	1.82	1.82	0.00	0.00	\$0.00	\$0.00
Mon Sep 22	Public Works		8:22 pm - 8:30 pm	0.00	0.13	0.13	0.13	0.00	0.00	\$0.00	\$0.00
Tue Sep 23	Public Works		8:00 am - 5:30 pm	0.00	9.50	9.50	9.50	0.00	0.00	\$0.00	\$0.00
Wed Sep 24	Public Works		7:59 am - 1:25 pm	0.00	5.43	5.43	5.43	0.00	0.00	\$0.00	\$0.00
Thu Sep 25	Public Works		7:59 am - 12:59 pm	0.00	5.00	5.00	5.00	0.00	0.00	\$0.00	\$0.00
Thu Sep 25	Public Works		1:36 pm - 4:00 pm	0.00	2.40	2.40	2.40	0.00	0.00	\$0.00	\$0.00
Fri Sep 26	Public Works		7:59 am - 4:20 pm	0.00	8.35	8.35	7.37	0.00	0.98	\$0.00	\$0.00
Mon Sep 29	Public Works		7:59 am - 4:00 pm	0.00	8.02	8.02	8.02	0.00	0.00	\$0.00	\$0.00
Tue Sep 30	Public Works		7:59 am - 5:40 pm	0.00	9.68	9.68	9.68	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	90.95	90.95	89.55	0.00	1.40	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**9/16/2025 to**

**9/30/2025**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday	9/16/2025	7.67							7.67	
Wednesday	9/17/2025	7.67							7.67	
Thursday	9/18/2025	7.73							7.73	
Friday	9/19/2025								0.00	
Saturday	9/20/2025								0.00	
<b>Total Week</b>		<b>23.07</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>23.07</b>	
Sunday	9/21/2025								0.00	
Monday	9/22/2025	9.77							9.77	
Tuesday	9/23/2025	7.60							7.60	
Wednesday	9/24/2025	7.98							7.98	
Thursday	9/25/2025	7.78							7.78	
Friday	9/26/2025	3.80							3.80	
Saturday	9/27/2025								0.00	
<b>Total Week</b>		<b>36.93</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>36.93</b>	
Sunday	9/28/2025								0.00	
Monday	9/29/2025	8.95							8.95	
Tuesday	9/30/2025	8.48							8.48	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>17.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17.43</b>	
<b>Total Pay Period</b>		<b>77.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77.43</b>	

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

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

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

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

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

**Payperiod Notes:**

City of New Meadows Tue Sep 16 - Tue Sep 30, 2025

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 16			7:52 am - 3:32 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Wed Sep 17			7:49 am - 3:29 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Thu Sep 18			7:43 am - 3:27 pm	0.00	7.73	7.73	7.73	0.00	0.00	\$0.00	\$0.00
Mon Sep 22			7:52 am - 3:29 pm	0.00	7.62	7.62	7.62	0.00	0.00	\$0.00	\$0.00
Mon Sep 22			5:49 pm - 7:58 pm	0.00	2.15	2.15	2.15	0.00	0.00	\$0.00	\$0.00
Tue Sep 23			7:52 am - 3:28 pm	0.00	7.60	7.60	7.60	0.00	0.00	\$0.00	\$0.00
Wed Sep 24			7:50 am - 3:49 pm	0.00	7.98	7.98	7.98	0.00	0.00	\$0.00	\$0.00
Thu Sep 25			7:45 am - 3:32 pm	0.00	7.78	7.78	7.78	0.00	0.00	\$0.00	\$0.00
Fri Sep 26			9:11 am - 12:59 pm	0.00	3.80	3.80	3.80	0.00	0.00	\$0.00	\$0.00
Mon Sep 29			7:49 am - 4:46 pm	0.00	8.95	8.95	8.95	0.00	0.00	\$0.00	\$0.00
Tue Sep 30			7:49 am - 4:18 pm	0.00	8.48	8.48	8.48	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	77.43	77.43	77.43	0.00	0.00	\$0.00	\$0.00

Sonya Brodhecker

Pay Period

9/1/2025 to

9/15/2025

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	9/1/2025						8.00		8.00	
Tuesday	9/2/2025	8.93							8.93	
Wednesday	9/3/2025	9.02							9.02	
Thursday	9/4/2025	9.00							9.00	
Friday	9/5/2025								0.00	
Saturday	9/6/2025								0.00	
<b>Total Week</b>		<b>26.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.95</b>
Sunday	9/7/2025								0.00	
Monday	9/8/2025	10.05							10.05	
Tuesday	9/9/2025	8.98							8.98	
Wednesday	9/10/2025	8.97							8.97	
Thursday	9/11/2025	8.87							8.87	
Friday	9/12/2025								0.00	
Saturday	9/13/2025								0.00	
<b>Total Week</b>		<b>36.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.87</b>
Sunday	9/14/2025								0.00	
Monday	9/15/2025	9.02							9.02	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>9.02</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>9.02</b>
<b>Total Pay Period</b>		<b>72.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.84</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:

City of New Meadows Mon Sep 1 – Mon Sep 15, 2025

Sonya Brodhecker

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 2	Deputy Clerk		7:53 am - 4:49 pm	0.00	8.93	8.93	8.93	0.00	0.00	\$0.00	\$0.00
Wed Sep 3	Deputy Clerk		7:57 am - 4:58 pm	0.00	9.02	9.02	9.02	0.00	0.00	\$0.00	\$0.00
Thu Sep 4	Deputy Clerk		8:09 am - 5:09 pm	0.00	9.00	9.00	9.00	0.00	0.00	\$0.00	\$0.00
Mon Sep 8	Deputy Clerk		8:01 am - 3:47 pm	0.00	7.77	7.77	7.77	0.00	0.00	\$0.00	\$0.00
Mon Sep 8	Deputy Clerk		5:51 pm - 8:08 pm	0.00	2.28	2.28	2.28	0.00	0.00	\$0.00	\$0.00
Tue Sep 9	Deputy Clerk		7:54 am - 4:53 pm	0.00	8.98	8.98	8.98	0.00	0.00	\$0.00	\$0.00
Wed Sep 10	Deputy Clerk		7:55 am - 4:53 pm	0.00	8.97	8.97	8.97	0.00	0.00	\$0.00	\$0.00
Thu Sep 11	Deputy Clerk		7:56 am - 4:48 pm	0.00	8.87	8.87	8.87	0.00	0.00	\$0.00	\$0.00
Mon Sep 15	Deputy Clerk		7:55 am - 4:56 pm	0.00	9.02	9.02	9.02	0.00	0.00	\$0.00	\$0.00
Totals for Sonya Brodhecker				0.00	72.84	72.84	72.84	0.00	0.00	\$0.00	\$0.00

Hunter Brown

Pay Period

9/1/2025 to

9/15/2025

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	9/1/2025						8.00		8.00	
Tuesday	9/2/2025	7.40							7.40	
Wednesday	9/3/2025	7.08							7.08	
Thursday	9/4/2025	7.41							7.41	
Friday	9/5/2025	8.50							8.50	
Saturday	9/6/2025								0.00	
<b>Total Week</b>		<b>30.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.39</b>
Sunday	9/7/2025								0.00	
Monday	9/8/2025	7.88							7.88	
Tuesday	9/9/2025	9.34							9.34	
Wednesday	9/10/2025	9.98							9.98	
Thursday	9/11/2025	8.10							8.10	
Friday	9/12/2025	4.70		5.23					9.93	
Saturday	9/13/2025								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.23</b>
Sunday	9/14/2025								0.00	
Monday	9/15/2025	8.15							8.15	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>8.15</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>0.00</b>	<b>8.15</b>
<b>Total Pay Period</b>		<b>78.54</b>	<b>0.00</b>	<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91.77</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:

City of New Meadows Mon Sep 1 – Mon Sep 15, 2025

Hunter Brown

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 2	Public Works		7:50 am - 1:29 pm	0.00	5.65	5.65	5.65	0.00	0.00	\$0.00	\$0.00
Tue Sep 2	Public Works		2:00 pm - 3:45 pm	0.00	1.75	1.75	1.75	0.00	0.00	\$0.00	\$0.00
Wed Sep 3	Public Works		8:00 am - 12:38 pm	0.00	4.63	4.63	4.63	0.00	0.00	\$0.00	\$0.00
Wed Sep 3	Public Works		1:39 pm - 4:06 pm	0.00	2.45	2.45	2.45	0.00	0.00	\$0.00	\$0.00
Thu Sep 4	Public Works		7:59 am - 1:37 pm	0.00	5.63	5.63	5.63	0.00	0.00	\$0.00	\$0.00
Thu Sep 4	Public Works		2:28 pm - 4:15 pm	0.00	1.78	1.78	1.78	0.00	0.00	\$0.00	\$0.00
Fri Sep 5	Public Works		7:30 am - 4:00 pm	0.00	8.50	8.50	8.50	0.00	0.00	\$0.00	\$0.00
Mon Sep 8	Public Works		7:55 am - 12:00 pm	0.00	4.08	4.08	4.08	0.00	0.00	\$0.00	\$0.00
Mon Sep 8	Public Works		12:40 pm - 4:28 pm	0.00	3.80	3.80	3.80	0.00	0.00	\$0.00	\$0.00
Tue Sep 9	Public Works		7:39 am - 12:40 pm	0.00	5.02	5.02	5.02	0.00	0.00	\$0.00	\$0.00
Tue Sep 9	Public Works		12:56 pm - 5:15 pm	0.00	4.32	4.32	4.32	0.00	0.00	\$0.00	\$0.00
Wed Sep 10	Public Works		8:03 am - 12:06 pm	0.00	4.05	4.05	4.05	0.00	0.00	\$0.00	\$0.00
Wed Sep 10	Public Works		12:38 pm - 6:34 pm	0.00	5.93	5.93	5.93	0.00	0.00	\$0.00	\$0.00
Thu Sep 11	Public Works		1:46 am - 2:12 am	0.00	0.43	0.43	0.43	0.00	0.00	\$0.00	\$0.00
Thu Sep 11	Public Works		8:30 am - 4:10 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Fri Sep 12	Public Works		7:59 am - 5:55 pm	0.00	9.93	9.93	4.70	0.00	5.23	\$0.00	\$0.00
Mon Sep 15	Public Works		8:00 am - 4:09 pm	0.00	8.15	8.15	8.15	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	83.77	83.77	78.54	0.00	5.23	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**9/1/2025 to**

**9/15/2025**

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	9/1/2025						8.00		8.00	
Tuesday	9/2/2025	8.18							8.18	
Wednesday	9/3/2025	7.70							7.70	
Thursday	9/4/2025	7.88							7.88	
Friday	9/5/2025	0.50							0.50	
Saturday	9/6/2025								0.00	
<b>Total Week</b>		<b>24.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.26</b>
Sunday	9/7/2025								0.00	
Monday	9/8/2025	10.00							10.00	
Tuesday	9/9/2025	7.82							7.82	
Wednesday	9/10/2025	7.70							7.70	
Thursday	9/11/2025	7.78							7.78	
Friday	9/12/2025	6.38							6.38	
Saturday	9/13/2025								0.00	
<b>Total Week</b>		<b>39.68</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>39.68</b>
Sunday	9/14/2025								0.00	
Monday	9/15/2025	7.82							7.82	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>7.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.82</b>
<b>Total Pay Period</b>		<b>71.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79.76</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:**

City of New Meadows Mon Sep 1 – Mon Sep 15, 2025

Kyla Gardner

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Tue Sep 2			7:44 am - 3:55 pm	0.00	8.18	8.18	8.18	0.00	0.00	\$0.00	\$0.00
Wed Sep 3			7:41 am - 3:23 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Thu Sep 4			7:43 am - 3:36 pm	0.00	7.88	7.88	7.88	0.00	0.00	\$0.00	\$0.00
Fri Sep 5			9:00 am - 9:30 am	0.00	0.50	0.50	0.50	0.00	0.00	\$0.00	\$0.00
Mon Sep 8			7:49 am - 3:29 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Mon Sep 8			5:49 pm - 8:09 pm	0.00	2.33	2.33	2.33	0.00	0.00	\$0.00	\$0.00
Tue Sep 9			7:51 am - 3:40 pm	0.00	7.82	7.82	7.82	0.00	0.00	\$0.00	\$0.00
Wed Sep 10			7:49 am - 3:31 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Thu Sep 11			7:50 am - 3:37 pm	0.00	7.78	7.78	7.78	0.00	0.00	\$0.00	\$0.00
Fri Sep 12			8:48 am - 3:11 pm	0.00	6.38	6.38	6.38	0.00	0.00	\$0.00	\$0.00
Mon Sep 15			7:49 am - 3:38 pm	0.00	7.82	7.82	7.82	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	71.76	71.76	71.76	0.00	0.00	\$0.00	\$0.00