



City Council Regular Meeting Agenda

Monday, January 11, 2021 at 6:30 PM
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

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

PARTICIPATE VIA ZOOM

Direct Link: <https://zoom.us/j/97573082298?pwd=emg5WStSMW02V1gxeUJFSEZ4NngvUT09>
Call in: 253-215-8782
Meeting ID: 975 7308 2298
Password: 192115

ROLL CALL / PLEDGE OF ALLEGIANCE

PRESENTATION

PUBLIC INPUT - May be limited by the Mayor.

REPORTS

1. Mayor's Report
2. Staff Reports
3. Other Entity Agendas, Reports and/or Minutes

DISCUSSION ITEMS

4. City Council Best Practices Policy
5. Local Pandemic Stage Review
6. Adams County All Hazard Mitigation Planning Meeting Assignment
7. Animal Control Position

ACTION ITEMS

8. Alex Shephard Backhoe Hours Time Approval
9. Consultant Agreement to pay out PTO & Vacation Accruals to Doug Buys
10. Position & Wage changes for Jessica Gerke/Wallace
11. As Needed Employee Wages
12. Animal Control Position

CONSENT AGENDA

13. Invoices to Date
14. Beer & Wine License
15. Claims to Date 01/11/2021
16. December 29, 2020 Minutes
17. Payroll & Timecards - December 2020

FUTURE MEETING TOPICS

18. Chris Curtain will make presentation on efforts to bring Broadband Locally
19. Brown's RV Dump Station Agreement
20. Legal Advice Presentation - Perkins & Mitchell
21. Audit Presentation - Tentative 2/8/2021
22. Dr. Irvine St Lukes - Local COVID-19 Update
23. Volunteer Spotlight
24. Ordinance Review - Parking
25. Resolution adopting Personnel Policy Updates
26. CY 2021 - Snow Storage Agreements

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."

CITY OF NEW MEADOWS MAYOR'S REPORT

Item 1.

January 11, 2021

"The new year stands before us like a chapter in a book, waiting to be written." Melody Beattie

I am excited for this new year and hope you are too! There is so much on the horizon that could benefit our beautiful community in very positive ways.

The new website is up and running with excellent resources that continue to be added to each day. Input from City Council, City staff and citizens is invited. This new website offers more accessibility to all the City has to offer.

We are asking citizens to recognize others with words of praise for acts of kindness, words of encouragement or sharing of resources. Angie has notes to be filled out at City Hall to share how people have helped each other. A place for these notes is also available on the City's website. Handwritten notes will be placed on the bulletin board inside City Hall and on the website. Check out the positive ways people are working together in our awesome community.

The "Meadows Valley Monday" emails are scheduled for each Monday morning. They are short and to the point. A database of ideas for this ongoing project is being developed and City Council and staff are invited to be part of that conversation.

The City is securing part-time snow removal help from several local individuals so Jessie will not be dealing with snow by herself. This will continue until a full time employee is hired.

We will be interviewing for the full-time Public Works General Laborer position as applications come in. Mac and I will conduct the first initial interviews. Subsequent interviews will be attended by Jessie, Mac and myself. Even though Jessie will not be supervising this position, she will be working very closely with the employee in day to day operations. Please send any interested individuals to the city's website or Job Service website to apply.

Thank you to those who contributed to the staff's Christmas bags and to the Christmas tree project. Due to COVID and the placement of the tree in the back room and less traffic coming into City Hall, there were very few who participated. A special thank you goes out to Kelly Shields and Patti Smith for donating ornaments for the tree.

Coming up: More training for staff and City Council, Increased communication/partnership with other local and regional organizations, continued business spotlights and volunteer recognition.

Your input inspires and creates the teamwork needed to make this year the best one yet.

Thank You!



Jacob Qualls <cityclerk@newmeadowsidaho.us>

Midas Gold Advisory committee

Linnea Hall <hallranch1879@gmail.com>

Thu, Jan 7, 2021 at 1:08 AM

To: New Meadows City Hall - Mac <cityclerk@newmeadowsidaho.us>, New Meadows City - Angie Mettie <deputy@newmeadowsidaho.us>

New Meadows City Council members,

I am interested in applying for the position of alternate on the Midas Gold Advisory committee. I feel I am well qualified, and would represent our community well.

Mac.....could you add me to the agenda for the upcoming City Council meeting on January 11, 2021.

Thank you,
Linnea Hall

Staff Report

Angie Mettie

December 2020

At the front desk:

- 83 phone calls in December.
- 98 visitors in December.
- Several called regarding low water pressure – most likely partially frozen pipes.
- There were several home purchases this month.
- A few noticed the rate increase and asked about it. Also a couple of complaints regarding the increase.
- One question on continuous billing and why it is in place.
- Free Christmas trees were delivered to City Hall for public to take.
- There were two participants for the community tree decorating.
- Santa's mailbox was placed at the library and 8 children wrote to Santa.

Monthly Tasks completed:

- Minutes for all meetings
- Billing
- Newsletter (print & e-mail) topics: MV Roundup promo, shop local, community events
- Filing
- Leak letters
- Entered simple invoices

Other Items of Interest:

- Next CAC meeting will be Tuesday, January 19th.
- **THANK YOU FOR THE CHRISTMAS GIFTS (and the extra days off). THEY WERE APPRECIATED.**
- Mac and I had a training session on the new website.
- Working on door hangers when issues arise. Current doorhanger in progress concerns pushing snow into the right of way. If you have suggestions for door hangers, let me know.
- Switched over to Gmail from Ionis. Much more efficient and compatible with other applications.
- Working on a bulletin board display in the lobby for patrons to post positive comments and appreciation of others.
- Prepared MV Roundup statements for donations.

City Clerk Report – 1/11/2021

It is very much imperative that I receive all **requests for agenda items (7days prior to the meeting)** with their **supplementals at least the Wednesday prior to the meeting**. If I do not have supplements, it may not make it on the agenda or be moved to the following meeting. This gives me time to review, forward onto Dick as appropriate. So if you have a citizen that must be on the agenda for an item, get them in contact with me as soon as possible so that we can work on getting the appropriate agenda item and information out. The same will be for claims that need prior approval.

I have made an online form for **Agenda Requests**; this would mainly be used by the public as my hope. The system will send Angie and I an email and a confirmation email to the requestor. Angie or I will reach out in three business days to get more information for the request. (does the request pertain to a public hearing, if so, the person will be directed that way.) If the item is to deal with a proposal for new policy or law, then the requestor will bring it forward to the City Council at a meeting to determine if there is enough support for it, or if there needs to be more information. Elected Officials, our contractors and city staff can also use this tool.

I have also created an **online spread sheet** where information for items that have yet to be assigned to an agenda that the public and you the elected official can see what is coming up. This can be found: <https://www.newmeadowsidaho.us/administration/page/agenda-items-being-worked>.

Please expect an **Audit Presentation** in February. This may be a bit dry, however, I will be submitting the audit to you way in advance so that you may have your questions answered and be engaged.

The **Annual Street Finance Report** was completed. It is attached as an addendum to my report. It was published as appropriate by December 31.

The **Legislative Offices report** was submitted. I am still awaiting to here back on a question I submitted on the matter. (Fiscal Year entries, etc)

1099's, W2 Processing, 1094 and 1095's and other data will be created by the end of the month and sent to anyone receiving funds from the City of New Meadows within parameters.

State Insurance Reports will be completed in coming weeks.

The **Front Porch Pizza** did not check one of the boxes on our forms, but we caught it. They are requesting Beer to Go as well. This is what they had last year, and the State & County indicate the same.

The **Industrial Park Buildings** need to be appraised so that the city understands what they have and what the city desires for the lease payments to be. Please, if you know of a COMMERCIAL Appraiser in the area please let me know so I can get them hired. As an update, the butcher that was interested in the former Willey location backed out because they (their funders) feared the idea of a shorter-term lease. I have not heard back from the person interested in operating a mechanic shop in the former ABT space. When I was a lease manager for

residential, we knew what the space could garner and always had a waiting list of people wanting to move in. We did this for over ten years. Commercial space is not that much different. The city should not be afraid of any business wanting to move to New Meadows, regardless of if it is going to create competition. You can always set the price and then discount points based on new businesses moving in. **My opinion is stagnation is the same as going backwards.**

I attempted to have a copy of **Governor Little’s State of the State Address**, but it has not been placed online as of yet. Once I see it, I will be sure to forward it to each of you. It should be found here: <https://gov.idaho.gov/speeches/#>

On your agenda you will be discussing the Position & Wage Change for Jessie Gerke. She is doing an awesome job and I have been able to show her and Angie a few administrative tasks. By doing this we may be able to find some efficiencies in how we do things. You are also discussing as needed employee wages. Meadow Creek pays their snow people between \$17 and \$18 per hour (according to my son) with no benefits. We have historically paid as needed snow people and utility workers \$20 per hour. The two in which we are going to utilize have agreed to \$18 per hour with no benefits.

When I started working for the City of New Meadows, we had as many as ten paid positions. We currently have 3 people or 2.75 paid positions. I personally would like to see the City hire someone to do all aspects of the **Animal Control Officer Position**, but also that of **Code Enforcement Officer**. The CEO would work up to 20 hours per week, TRAINED, and paid accordingly. This person would do Animal Control, Snowplow Complaints, Zoning Enforcement, RV Enforcement, and any other code that needs enforced. This person ideally would be a former police officer or have attended POST Academy, where they would have the ability to issue Misdemeanor Citations. They would do all investigations, follow-up and attend court if that ever starts up again. I know it is not popular, but maybe they could be cross trained to provide relief for Angie and Jessie or even myself. This is just my opinion and I believe it would be helpful to have someone like this. Then we might be able to show the Sheriff’s Office that we are not utilizing them and re-allocate some of those funds to actual Code Enforcement.

I will be out of the area for the rest of the week and will return to work on Tuesday January 19.

Thanks -Mac

“Individual commitment to a group effort – that is what makes a teamwork, a company work, a society work, a civilization work.” – Vince Lombardi

Meadows Valley Rural Fire District

Board of Commissioners Meeting

Meadows Valley EMS Building, 200 Hwy. 95, New Meadows, ID 83654

January 12, 2021

AGENDA

Note: Sequence and timing of Board consideration of matters included on this agenda are subject to change due to availability of participants and variability of Board travel plans. The Board reserves the right to reorder the items set forth hereon to accommodate schedules of participants. Participation by telephone can be arranged as authorized by law with twenty-four (24) hours of advanced notice. Persons interested in observing Board consideration of any specific matter(s) should contact the Secretary of the Board by telephone [(208) 347-3190] or email (mvrfdst@hotmail.com) at least forty-eight (48) hours before the Board meeting is convened in order to learn all that might be known regarding scheduling and the order of consideration of agenda items. Final discretion in such matter's rests with the Board. The Board meeting will convene at 10:30 AM on Tuesday, January 12, 2021.

1. Call to Order

2. Consent Agenda

- a. Minutes of Special Meeting of December 5, 2020. ACTION ITEM
- b. Minutes of Monthly Meeting of December 8, 2020. ACTION ITEM
- c. Transaction List by Vendor for December 2020. ACTION ITEM
- d. Quarterly Treasurer's Reports for October 2020 – December 2020. ACTION ITEM
- e. Monthly Treasurer's Report for December 2020. ACTION ITEM

3. Secretary/Treasurer Report. Discussion

4. EMS Report. Discussion

5. Fire Report. Discussion

6. Annual Officer Appointment: ACTION ITEM

7. Secretary/Treasurer Position. Discussion/ACTION ITEM

8. Personnel Policy: Leave with/without Pay. ACTION ITEM

9. Personnel Policy: Fire Chief/ EMS Director Supervision. ACTION ITEM

10. Idaho State Fire Commissioners Association Donation. ACTION ITEM

11. Fire Chief Computer. ACTION ITEM

12. Uniforms. ACTION ITEM.

13. Peterbilt Repair. ACTION ITEM

14. Amend FY2020-2021 Budget: ACTION ITEM

15. Fire Chief/Star News: Discussion/ACTION ITEM

16. Executive Session. Discussion

17. Board of Commissioners. Discussion

18. Adjournment. ACTION ITEM

AGENDA

BOARD OF ADAMS COUNTY COMMISSIONERS

Tentative Agenda

Scheduled time: Monday, *January 11, 2020, starts at 9:00 am*

Location: Courthouse -Commissioner room

If you wish to participate by phone please call 208.253.4561, option 5

New Business -Action items *all the listed items will be dealt with during breaks throughout the day:

- Claims/Demands/Payroll – Commissioner Joe Iveson
- Commissioner Minutes: December 29, 2020
- Road & Bridge report: December 21-January 3, 2021, Weed report: December 14-25, 2020
- Liquor licenses: Li’s Chinse, Alpine Store, Boardroom Wilson’s, Front Porch, Shy Simon, Ace S.
- Payroll changes: Sheriff’s office: R. Jones, Cody Wright
- Consulting agreement with Horrocks Engineers Inc.
- Letter from Wendy Ogden -property on S. Exeter road
- Resolution 2021-06 for Fair Housing
- Idaho Community Block grant: ACHC van -Citizen Participation Plan

STARTING:

9:00 a.m. Open Meeting -Consent Agenda (action item)

9:15 a.m. Oath of Offices(Swearing in): Commissioners, Prosecutor, and Sheriff
Reorganization of Commission (action item)

9:30 a.m. Solid Waste matters: Methane Monitoring report for Landfill and Transfer site

10:00 a.m. Road & Bridge matters:

10:30 a.m. Elected Officials/Department head -Courthouse -snow removal/maintenance and other items

10:50 a.m. Sheriffs Matters:

11:00 am Adams Soil Conservation -Wendy Green

11:30 a.m Executive Session 74 206 (1) (D) Indigent Matters (action item)

LUNCH

1:30 p.m. Executive Session 74 206 (1) (B) Personnel Matter (action item)

2:30 p.m.

Any person needing special accommodations to participate in the above noticed meeting should contact the Clerk’s office prior to the meeting between the hours of 8:00 am to 5:00 pm, 201 Industrial Avenue, Council, Idaho, Phone 208 253 4561

MAYOR/CITY COUNCIL BEST PRACTICES DRAFT

- Demonstrate honesty and integrity in every action and statement
- Inspire public confidence in the City's goals and plans
- Work for the common good, not personal agendas
- Respect the proper roles of elected officials and City staff
- Disagree agreeably and professionally, using appropriate language, tone and nonverbal gestures.
- Share information and avoid surprises
- Conduct City business in a respectful, professional manner.
- Praise in public, criticize in private
- Remain aware of the City's financial position and policies
- Work together as a team, modeling teamwork and civility for the community
- Prepare in advance of council meetings. Be familiar with issues on the agenda
- Participate fully in city council meetings and other public forums with respect, consideration and courtesy to others
- Work for win-win scenarios – strive for consensus and seek common ground.
- Create off-site space for online meetings that is distraction-free and designed for full participation
- Remain loyal to the City's vision and mission in all interactions with the public and press



Jacob Qualls <cityclerk@newmeadowsidaho.us>

Best Practices Revision Suggestions

1 message

Shiloh Ryker <srykercitynewmeadows@gmail.com>

Mon, Jan 11, 2021 at 12:35 PM

To: Angie Mettie <deputy@newmeadowsidaho.us>, Jacob Qualls <cityclerk@newmeadowsidaho.us>

Here's my revised version:

MAYOR/CITY COUNCIL BEST PRACTICES DRAFT

- Demonstrate honesty and integrity in every action and statement
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- Work for win-win scenarios –strive for consensus and seek common ground
- Remain loyal to the City's vision and mission in all interactions with the public

I removed two points. I think stating that council members should avoid distractions is obvious, but also seems a bit like a jab. In this unprecedented time, I believe all council members do their very best to give council affairs their full attention, even when dealing with the strain of meeting virtually, from home. I don't think we need to add it to our best practices.

I also fear that while "criticize in private, praise in public" sounds nice... It's not good for democracy. Criticism and disagreement is part of our democratic process. We should not be an echo chamber and we should be transparent with the public; only disagreeing and criticizing in private is not transparent and frankly, not honest. It sounds great in theory, but in practice, I'm not for it. I think criticism can be done in a respectful, honoring way... While still being a necessary, crucial part of our democratic processes.

I think this should be as simple and broad as possible.

This is all just my opinion.

-Shiloh

City Hall LOBBY Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
Plexiglass @ Lobby	INSTALLED	Remains	Remains	Remains	Remains
Hand Sanitizer @ Lobby	Remains	Remains	Remains	Remains	Remains
Lobby Sanitization	NO ENTRY	After each visit	Daily	Daily	Weekly
# of Family Units allowed in Lobby	NO ENTRY	1	1	1	2
City Hall Restroom	STAFF ONLY	STAFF ONLY	STAFF ONLY	STAFF ONLY	Open to public
Customer Mask Requirement	NO ENTRY	YES	YES	Yes	No
Staff Glove Usage	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures	During Cleaning Procedures
Cash & Payment Processing	Drop Box Only – Disinfection	Disinfection	Disinfection	Disinfection	Disinfection as needed
Posted Signs – No Entry if ill	NO ENTRY	NO ENTRY	NO ENTRY	NO ENTRY	NO ENTRY
Deliveries	BACK DOOR ONLY	Front Door Allowed	Front Door Allowed	Front Door Allowed	Front Door Allowed

City Staff CONTACT Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
In Person Contacts / Meetings	Electronic Only	Electronic Only	Appointment Only – Mask Required	Appointment Only – Mask Required	Appointment Only
Notary – Appointment ONLY	MASK Required	MASK Required	Mask Required	MASK Required	NONE
City Hall Restroom	Staff Only	Staff Only	Staff Only	Staff Only	Open to Public
Training & Travel	Electronic Only	Electronic Only	Electronic Only	In-State Only	OPEN
Travel for Samples / Deliveries	MASK REQUIRED	MASK REQUIRED	MASK REQUIRED	MASK REQUIRED	OPEN

City Hall MEETINGS / PUBLIC HEARINGS Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
City Council Meetings	Electronic Only	Electronic Only	Electronic Only	Electronic or In-Person	Electronic or In-Person
Citizen Advisory Committee	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Planning & Zoning Commission	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Parks & Recreation Committee	Suspended	Suspended	Suspended	Suspended	Electronic or In-Person
Citizen Participation	Electronic Only	Electronic Only	Electronic Only	Electronic or In-Person off-site (Mask required and Social Distancing)	Electronic or In-Person (Limit City Hall Council Chambers to 8 In-Person Participants)
All meeting participants in the same room...	Mask required	Mask required	Mask Required	Mask Required	No Mask Requirement No Ill participants

City PARK Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
Restroom Facilities	CLOSED	CLOSED	CLOSED	CLOSED – Awaiting Signs	OPEN 24 hours, Sanitized every three days
Playground Equipment	CLOSED	CLOSED	OPEN once daily temperature remains above 70 degrees	OPEN once daily temperature remains above 70 degrees	OPEN
Park Area	CLOSED	OPEN to less than 10 persons	OPEN to less than 20 persons	OPEN to less than 50 persons	OPEN

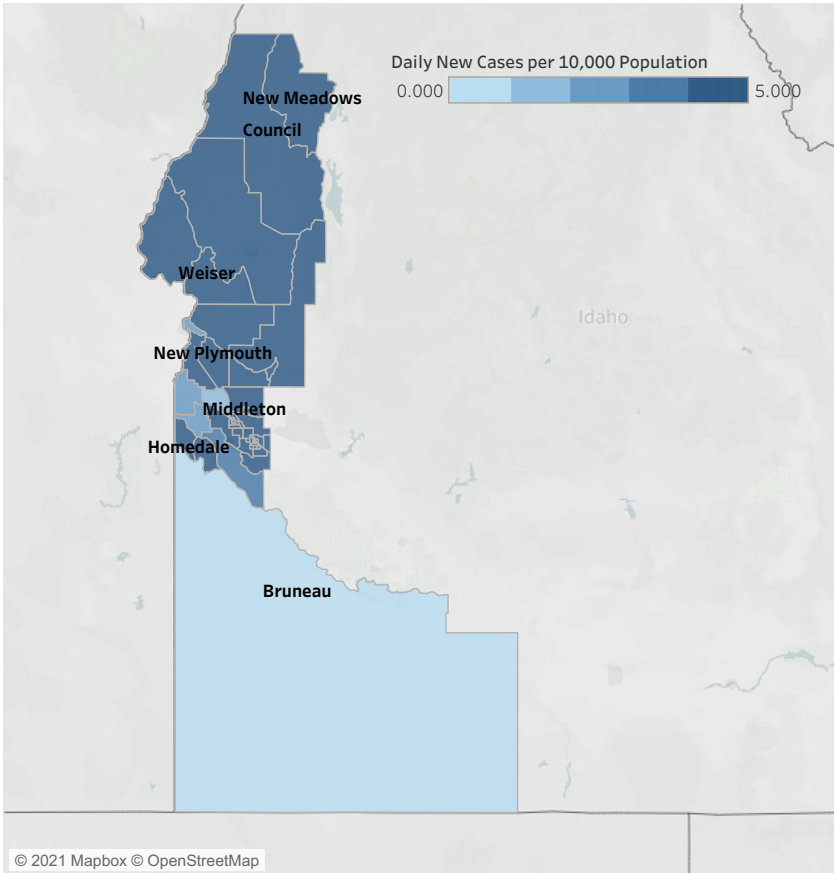
City YOUTH SPORTS PROGRAMS Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
Bike-A-Thon *	Suspended	Social Distancing	Social Distancing	Social Distancing	Open
Baseball / T-Ball *	Suspended	Suspended	Suspended	Suspended	Open

- - Adult / Coaches to ensure social distancing of all participants and spectators.

Community GATHERINGS / PARADES Operations					
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5 (All Clear)
MV Days	Suspended	Suspended	Social Distancing of less than 20 family units	Social Distancing of less than 50 family units.	OPEN
Parades	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	Social Distancing – No items tossed or thrown	OPEN

Incidence Rate by Census Tract	District-Wide COVID-19 Information	COVID-19 Testing & Positivity Rate	COVID-19 by County	Demographics by County	COVID-19 by City	Demographics by Ci..
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Daily Incidence Rate by Census Tract - Averaged over a 2 Week Period (12/20/20-01/02/20)



COVID-19 Vaccination Information

Total doses distributed by SWDH:

4,850

Up: Current group being offered the COVID-19 vaccine

1.1 Healthcare staff essential for the care of COVID-19 patients and maintaining hospital capacity

On Deck: Next group to be offered the COVID-19 vaccine

1.2-1.3 EMS staff, long-term care facility staff and residents

In the Hole: Third in line to be offered the vaccine

1.4 All other outpatient & inpatient medical staff

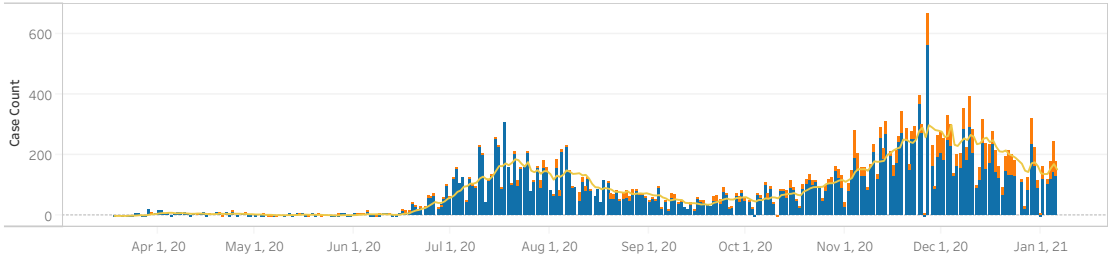
More information on the COVID-19 Vaccine Rollout in Idaho can be found at:

<https://coronavirus.idaho.gov/covid-19-vaccine/>

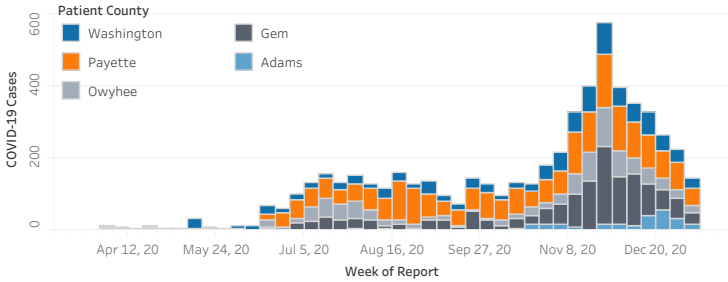
PHD3 Grand Totals

Total Cases	27,137
Confirmed	23,129
Probable	4,008
Hospitalized	1,147
ICU Stay	331
Deaths	311

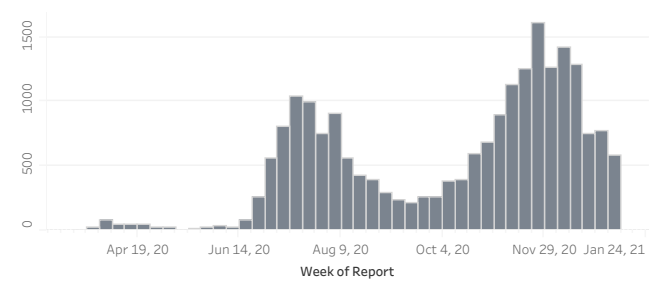
New Daily Confirmed and Probable Cases by Date of Report, District-Wide



Confirmed and Probable Cases per Week by County



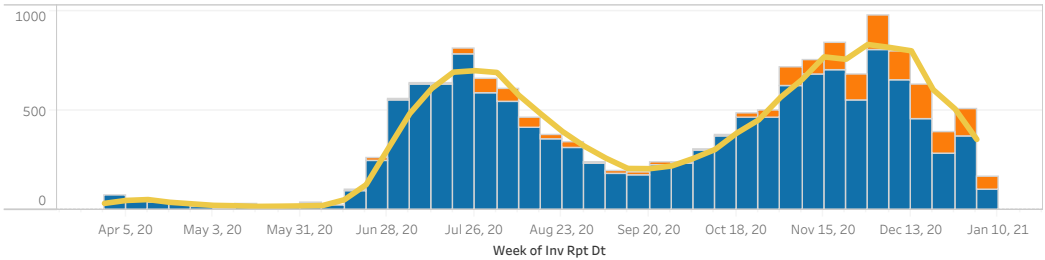
Confirmed and Probable Cases per Week in Canyon County



COVID-19 Prevalence by County

Adams	6.64%
Canyon	9.28%
Gem	8.08%
Owyhee	7.70%
Payette	8.88%
Washington	10.14%

New Confirmed and Probable Cases per Week and 7 Day Rolling Average

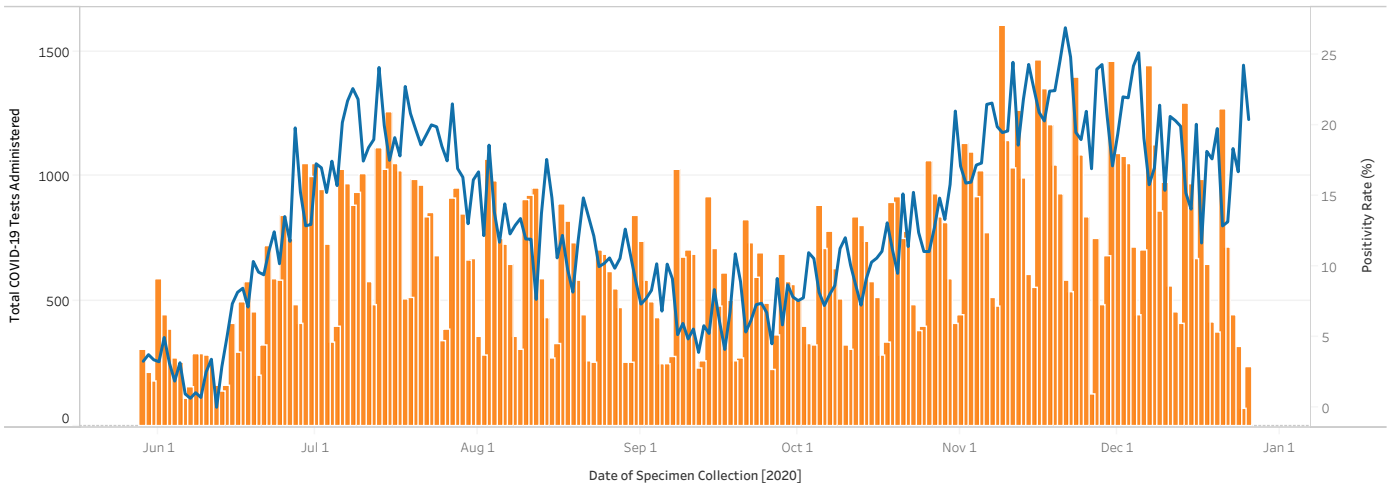


Incidence Rate by Census Tract	District-Wide COVID-19 Information	COVID-19 Testing & Positivity Rate	COVID-19 by County	Demographics by County	COVID-19 by City	Demographics by Ci..
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COVID-19 Testing Data (this table represents data collected between 12/20/2020 and 12/26/2020)

County	Avg. % Positive	COVID-19 tests per 10,000 people	Total
Adams	13.04%	108.24	46
Canyon	15.29%	127.78	2,937
Gem	15.45%	67.91	123
Owyhee	20.25%	66.82	79
Payette	22.30%	58.04	139
Washington	9.68%	91.53	93
PHD3	15.51%	114.61	3,417

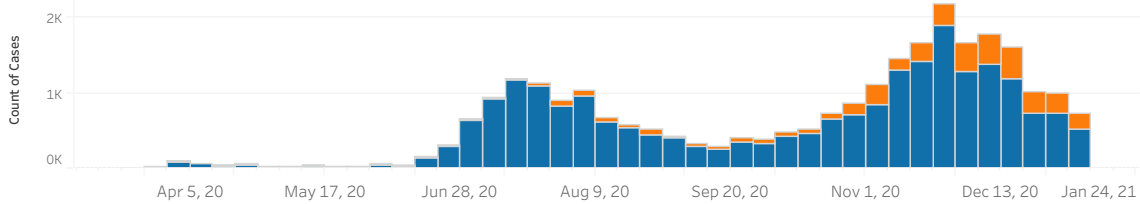
COVID-19 Positivity Rate & Total Testing in PHD3



These data are the number of electronic laboratory results by specimen collection date received. Positivity Rate data will be reported, on average, 7-10 days after case confirmation.

- Patient County**
- Null
 - Adams
 - Canyon
 - Gem
 - Owyhee
 - Payette
 - Washington

Count of COVID-19 Cases by Week



Not all patients provide residence data. Grand totals on city or county filtered pages may not represent 100% of cases.

7 Day Rolling Average of Confirmed and Probable Cases



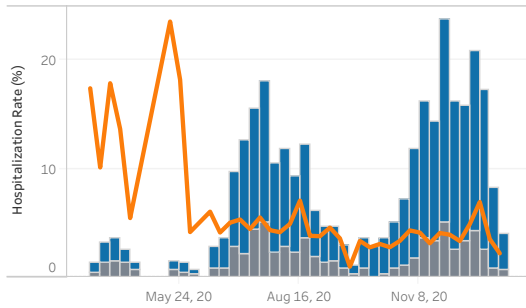
Cumulative Case Fatality Rate for COVID-19 by County

Adams	1.06%
Canyon	1.06%
Gem	1.50%
Owyhee	2.20%
Payette	1.18%
Washington	1.46%

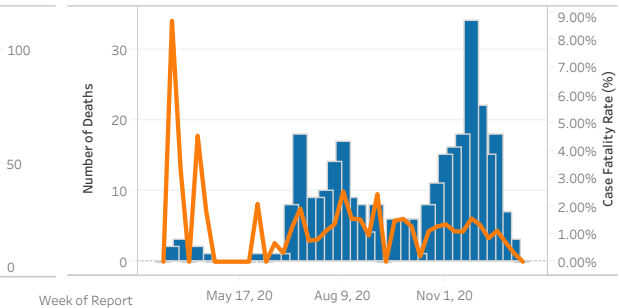
Cases by City

Bruneau	36
Caldwell	7,362
Cambridge	72
Council	173
Emmett	1,421
Fruitland	855
Fruitvale	8
Glendale	5
Grand View	46
Greenleaf	119
Homedale	500
Huston	15
Indian Valley	21
Letha	13
Marsing	306
Melba	229

Hospitalizations and ICU Admissions for COVID-19



Number of COVID-19 Deaths & Case Fatality Rate



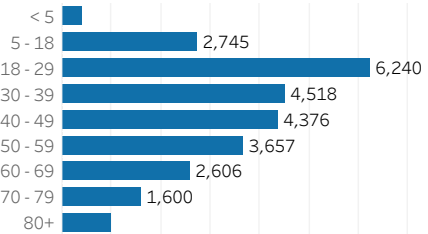
Patient County

- Null
- Adams
- Canyon
- Gem
- Owyhee
- Payette
- Washington

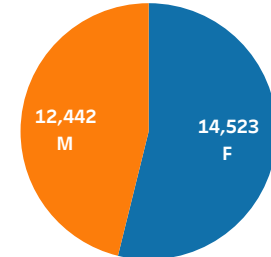
Total Hospitalization by Age Group

< 5	9
5 - 18	13
18 - 29	68
30 - 39	62
40 - 49	105
50 - 59	149
60 - 69	202
70 - 79	284
80+	215
Grand Total	1,107

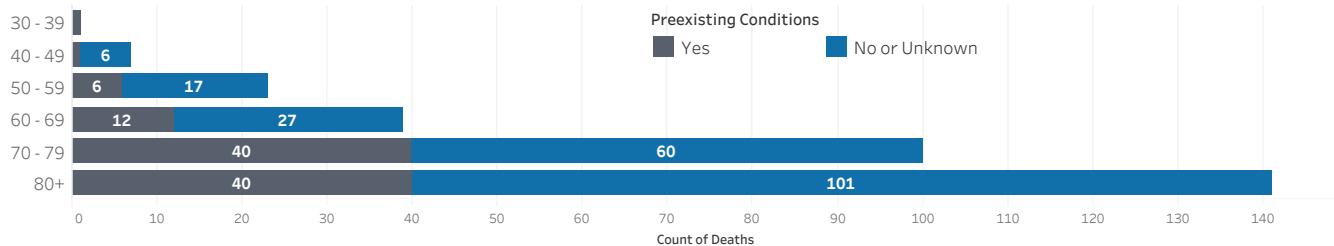
Total Cases by Age Group



Cases by Gender

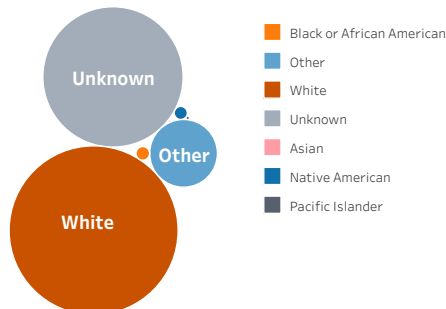


Total Deaths with Preexisting Conditions by Age Group



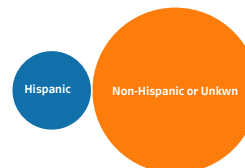
Cases by Race

Asian	4
Black or African American	96
Native American	89
Other	2,340
Pacific Islander	7
Unknown	10,031
White	14,560
Grand Total	27,127



Cases by Ethnicity

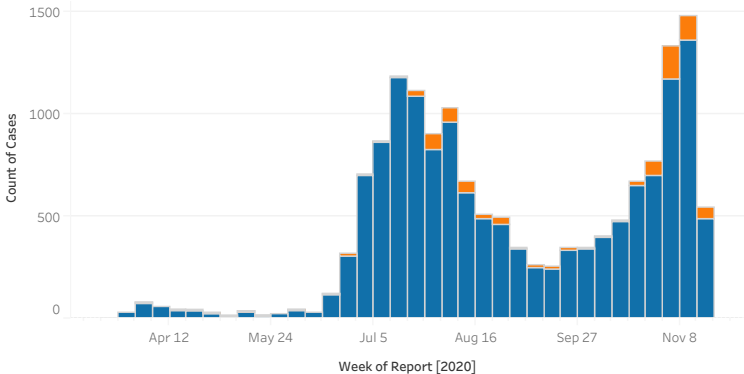
Hispanic	5,055
Non-Hispanic or Unkwn	22,078



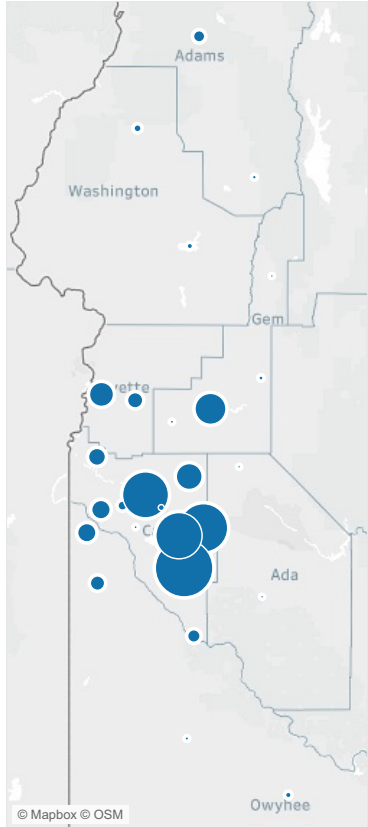
Filter by City

Condition
COUNT([Inv Case Status]) >= 5

COVID-19 Cases by Week



Cases by Zip Code



COVID-19 Cases by City

Bruneau	36
Caldwell	7,362
Cambridge	72
Council	173
Emmett	1,421
Fruitland	855
Fruitvale	8
Glendale	5
Grand View	46
Greenleaf	119
Homedale	500
Huston	15
Indian Valley	21
Letha	13
Marsing	306

7-Day Moving Average of Daily Confirmed and Probable Cases



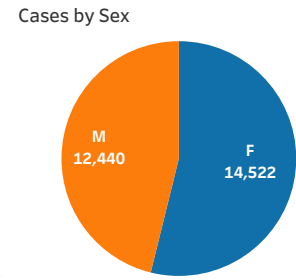
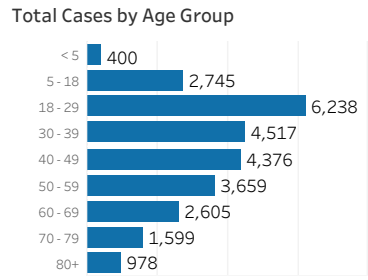
Note: Grand Total values may be different on Filter by City or Filter by County pages. Some data is removed to protect patient identity and some patients choose not to disclose residence. To see PHD3 overview data, go to District Wide Information (first page).

Note: Case demographics are not available for cities with 5 cases or fewer.

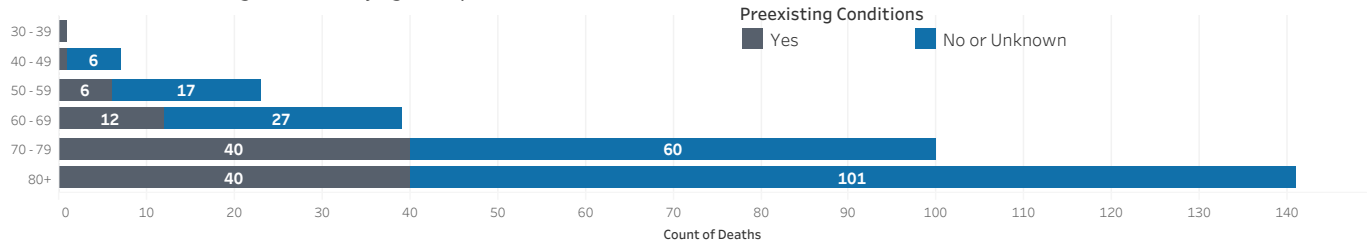
- Filter by City:
- Bruneau
 - Caldwell
 - Cambridge
 - Council
 - Emmett
 - Fruitland
 - Grand View
 - ...
- Condition
COUNT([Inv Start Dt]) >= 5

Total Hospitalizations by Age Group

Group	Count
< 5	9
5 - 18	13
18 - 29	68
30 - 39	62
40 - 49	105
50 - 59	149
60 - 69	202
70 - 79	284
80+	215
Grand Total	1,107

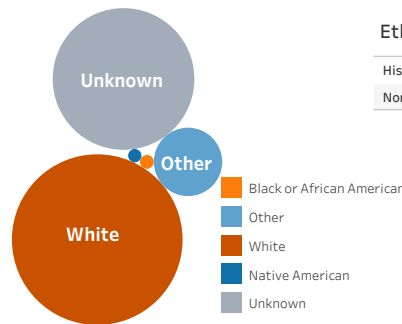


Total Deaths with Preexisting Conditions by Age Group



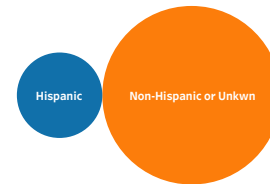
Cases by Race

White	14,557
Black or African American	96
Other	2,339
Unknown	10,032
Grand Total	27,024



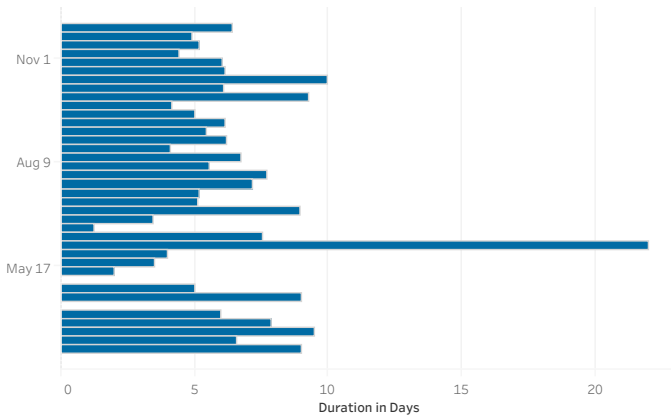
Ethnicity of Cases

Hispanic	5,055
Non-Hispanic or Unkwn	22,075

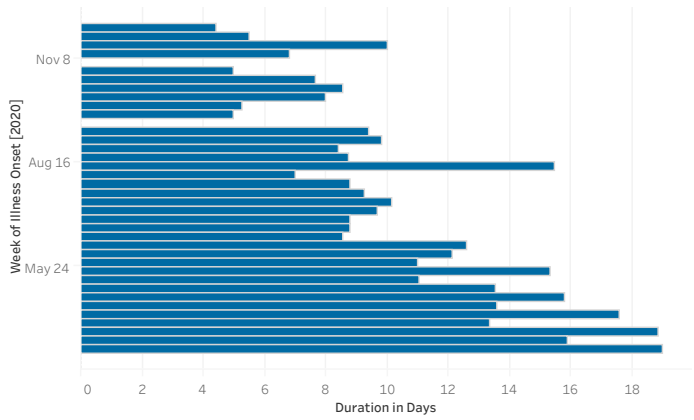


Note: Grand Total values may be different on Filter by City pages. In order to protect the anonymity of individuals diagnosed with COVID-19, all demographic data is only ..

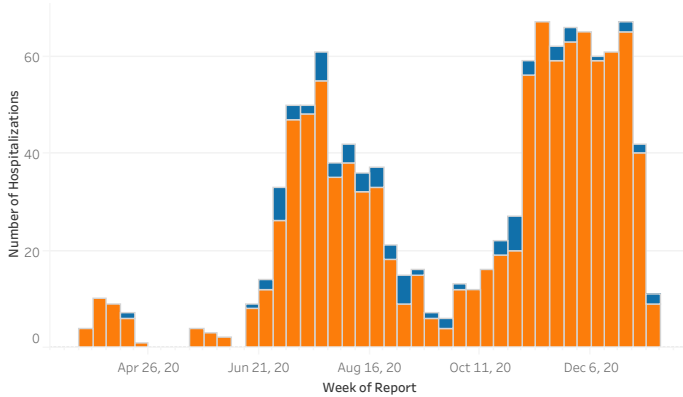
Average Length of Hospital Stay (Days) - 6.36 Days



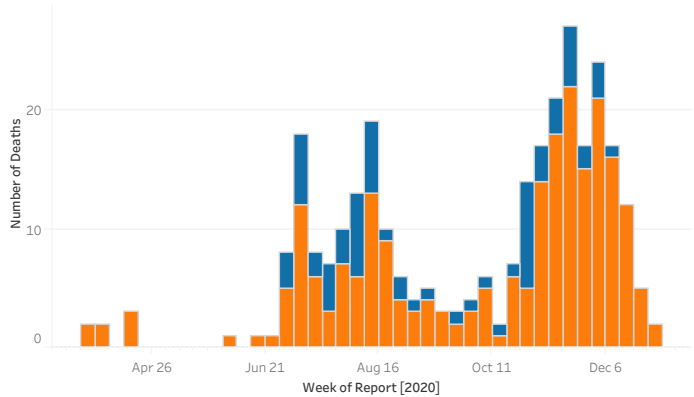
Average Illness Duration - 10.52 Days



Proportion of Hospitalizations from Congregate Care Facilities

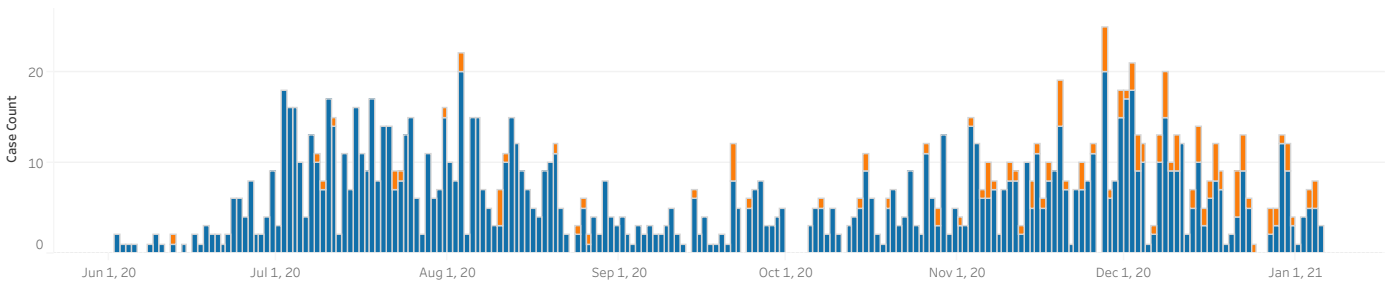


Proportion of Deaths from Congregate Care Facilities

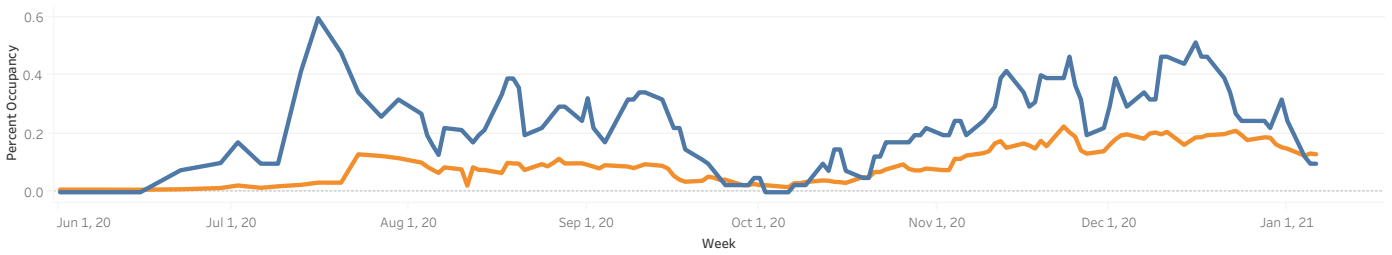


Demographics by Co..	COVID-19 by City	Demographics by City	Hospitalizations & Deaths	Healthcare Capacity	Syndromic Surveillance	Influenza & COVID-19
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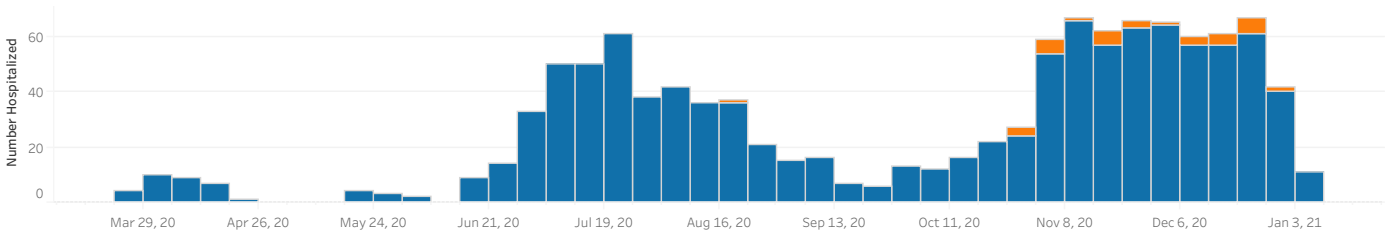
Number of Healthcare Workers with COVID-19



Percent (%) of ICU and Inpatient Beds Occupied by COVID-19 Patients

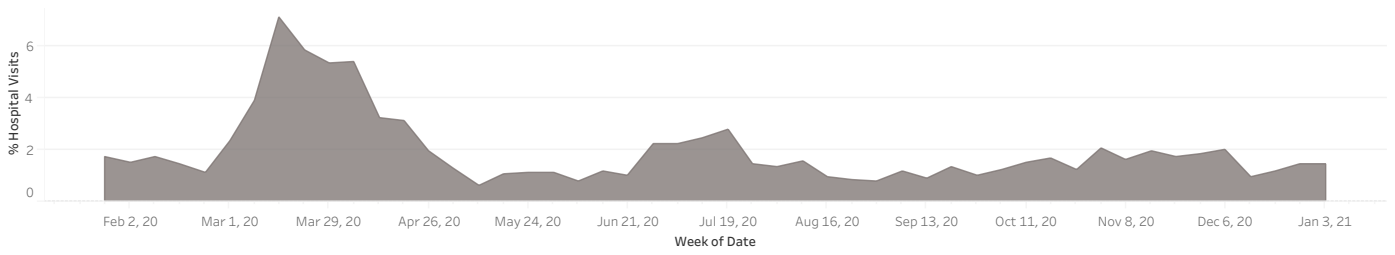


Number of Hospitalizations

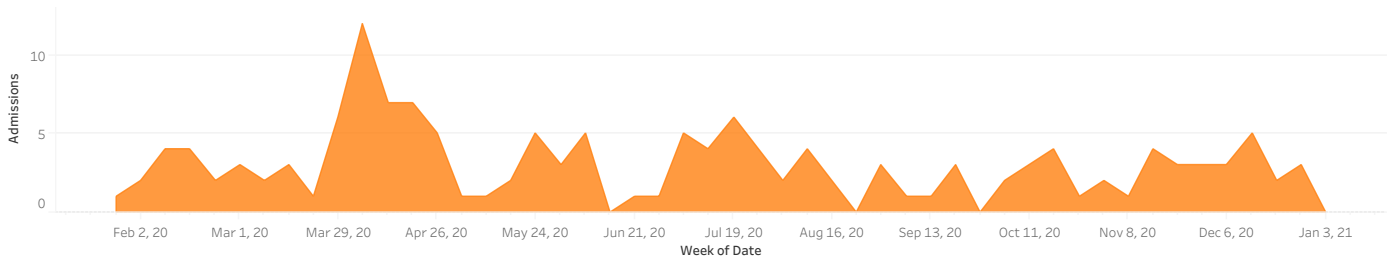


Demographics by Co..	COVID-19 by City	Demographics by City	Hospitalizations & Deaths	Healthcare Capacity	Syndromic Surveillance	Influenza & COVID-19
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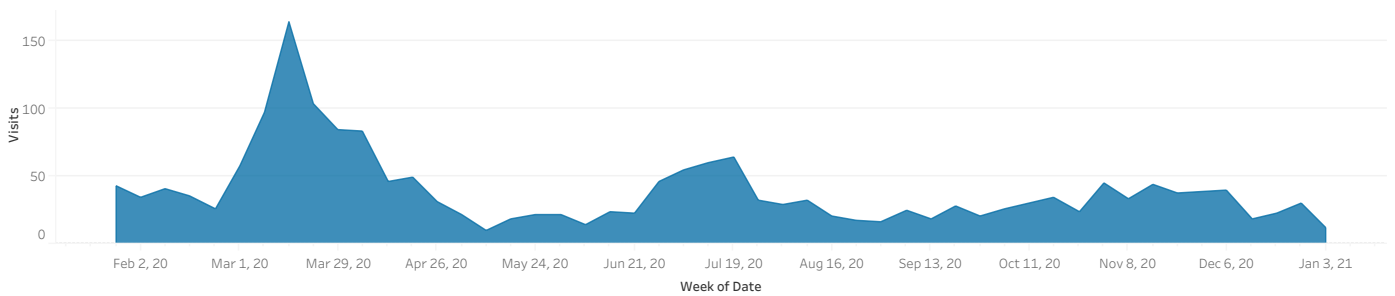
% Hospital Visits for COVID-19 Related Symptoms



Hospital Admissions for CLI



Count of Emergency Department Visits for CLI



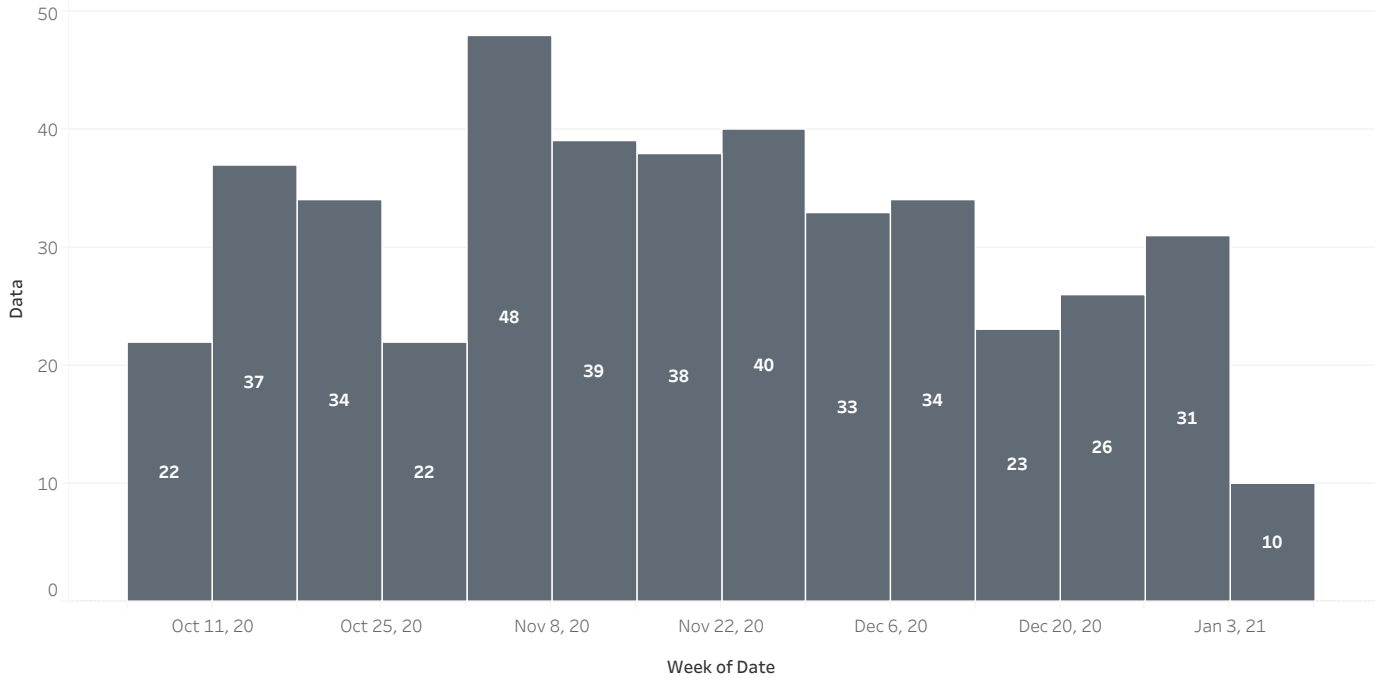
Demographics by Co..	COVID-19 by City	Demographics by City	Hospitalizations & Deaths	Healthcare Capacity	Syndromic Surveillance	Influenza & COVID-19
----------------------	------------------	----------------------	---------------------------	---------------------	------------------------	----------------------

0 hospitalized individuals with confirmed COVID-19 and Influenza

5 hospital patients with confirmed Influenza

2 patients in ICU with Influenza

Weekly Emergency Department Visits for Influenza Like Illness (ILI) in PHD3



BE INFORMED:

Know Your Risk During COVID-19
On a color scale, how risky is...

The best way to prevent illness is to avoid being exposed to this virus.

All activities have the potential to become high-risk if proper precautions are not taken by all individuals.

Southwest District Health recommends individuals take the following precautions to protect yourself and your community:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Inside your home: Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
- Cover your mouth and nose with a cloth face cover when around others.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Clean AND disinfect frequently touched surfaces daily.

Ranked by public health experts from Southwest District Health.



HIGH RISK

Going to a bar/night club
Attending a large, crowded religious service, wedding, or funeral (indoors where physical distancing cannot be maintained)
Going to a sports stadium
Attending a large music concert
Going to a movie theater
Going to an amusement park
Working out at a gym
Eating at a buffet

MEDIUM RISK

Hugging or shaking hands when greeting a friend
Playing football
Playing basketball
Traveling by plane
Eating in a restaurant (indoors)
Going to a hair salon or barbershop

LOW RISK

Visiting a relative or friend (in an outdoor space where distancing can be maintained)
Sending kids to school, camp, or day camp
Shopping at a mall
Going to a beach
Attending a backyard barbecue
Having dinner at someone else's house
Spending an hour at a playground
Walking in a busy downtown
Eating in a restaurant (outside)
Going to a library or museum
Sitting in a doctor's waiting room
Staying at hotel

ROUTINE RISK

Playing golf
Going for a walk, run, or bike ride with others
Grocery shopping
Going camping
Playing tennis
Pumping gasoline
Getting restaurant takeout
Opening the mail



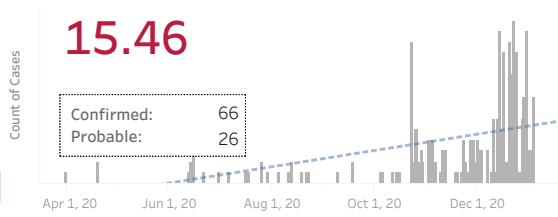
Date Range Analyzed:
12/20/2020 - 01/02/2021

Adams

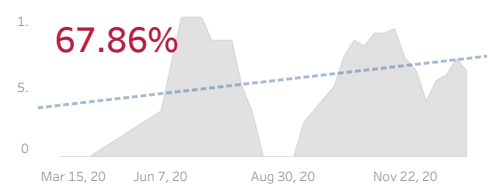
Graphs represent data from all time, while color-dependent values represent current two-week data. Hover over each graph for health alert level benchmarks and more information.

Level: **Red**

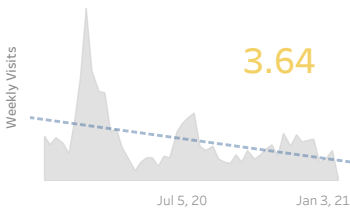
Daily Incidence Rate per 10,000 population



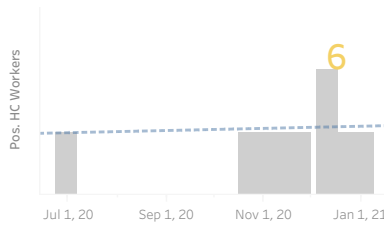
Percent of Cases who Have Identified a Potential Exposure Source



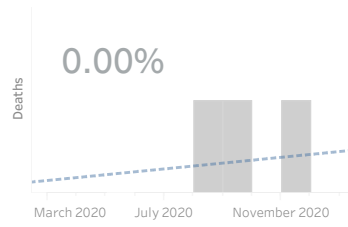
Average Daily Emergency Department Visits for COVID-Like Illness (District-Wide)



Healthcare Workers Diagnosed with COVID-19



Case Fatality Rate & Deaths from COVID-19

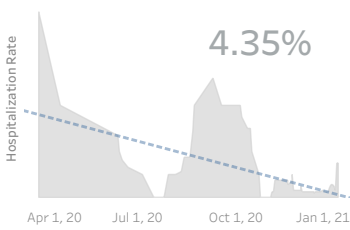


89.41%
of cases reported during the date range have been interviewed.

0

Congregate care facilities are reporting cases of COVID-19

Hospitalization Rate for COVID-19 Patients



County Specific Positivity Rate
12/20/20-12/26/20

13.04%

Access to Testing: New antigen (rapid) tests are available and can provide results within 15 minutes. Because these tests are less sensitive, an individual may be required to confirm results with a PCR test to be moved from a probable to a confirmed case.

Epidemiologist's Input

Cases in Adams County can be traced to holiday gatherings, workplace exposure, and households.

Educator's Input

Schools were not in session during this date range. Some sporadic cases are being monitored in preparation for in person learning.

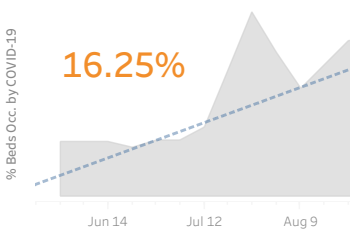
Healthcare Industry Input

No concerns reported.

Elected Official's Input

No concerns reported.

Percent of Inpatient Beds Occupied by COVID-19 Patients (District-Wide)



Testing Facilities	Weekend?
1	No
Asymptomatic?	Rapid?
No	Yes

COVID-19 HEALTH ALERT LEVEL

RED

HIGH RISK OF EXPOSURE

Your local public health district advises:

- avoid gatherings of people from outside your household
- postpone immediate non-essential and out of area travel
- remote work whenever available
- monitor for symptoms
- enhanced safety measures for employees and customers
- minimize or postpone non-essential travel
- older adults, people with underlying medical conditions, and their caretakers limit close contact with the public
- limit density of persons in a confined area (a minimum of 1 person per 64 square feet of space)
- use cloth face coverings in public
- frequent hand washing
- cover your cough and sneeze and then wash your hands
- stay home when sick
- clean and disinfect frequently touched surfaces often
- put distance between yourself and people outside your home (at least 6 feet)



COVID-19 HEALTH ALERT LEVEL

ORANGE

MEDIUM RISK OF EXPOSURE

Your local public health district advises:

- monitor for symptoms
- enhanced safety measures for employees and customers
- minimize or postpone non-essential travel
- older adults, people with underlying medical conditions, and their caretakers limit close contact with the public
- limit density of persons in a confined area (a minimum of 1 person per 64 square feet of space)
- use cloth face coverings in public
- frequent hand washing
- cover your cough and sneeze and then wash your hands
- stay home when sick
- clean and disinfect frequently touched surfaces often
- put distance between yourself and people outside your home (at least 6 feet)



COVID-19 HEALTH ALERT LEVEL

YELLOW

LOW RISK OF EXPOSURE

Your local public health district advises:

- older adults, people with underlying medical conditions, and their caretakers limit close contact with the public
- limit density of persons in a confined area (a minimum of 1 person per 64 square feet of space)
- use cloth face coverings in public where physical distancing is not possible
- frequent hand washing
- cover your cough and sneeze and then wash your hands
- stay home when sick
- clean and disinfect frequently touched surfaces often
- put distance between yourself and people outside your home (at least 6 feet)



COVID-19 HEALTH ALERT LEVEL

GRAY

ROUTINE RISK OF EXPOSURE

Your local public health district advises:

- frequent hand washing
- cover your cough and sneeze and then wash your hands
- stay home when sick
- clean and disinfect frequently touched surfaces often
- put distance between yourself and people outside your home (at least 6 feet)





2019 Novel Coronavirus [COVID-19]

phd3.idaho.gov/coronavirus

COVID-19 Health Alert Levels:

Interim Criteria for Determining Health Alert Levels and Movement between Health Alert Levels

GOAL

Southwest District Health (SWDH) aims to:

Mitigate the rapid spread of COVID-19 disease and related morbidity and mortality by:

- Reducing or maintaining the the basic reproduction number of the virus (R0) to well below 1.0. The R0 is the expected number of cases directly generated by one case in a population susceptible to infection.
- Preventing first responders, healthcare workers, and healthcare systems from being overwhelmed by surges.
- Maintaining personal protective equipment (PPE) supplies for our region.

DETERMINING HEALTH ALERT LEVELS

QUANTITATIVE DATA

Syndromic

- Emergency room utilization by individuals with COVID-like illness
- Number of persons under monitoring (these are people who have been exposed to COVID-19, but to date have not developed symptoms)

Epidemiologic

- Confirmed and probable new daily cases per 10,000 population (seven-day rolling average)
- Number of congregate care facilities with COVID-19 cases currently under investigation, monitoring, or testing
- Preliminary case fatality ratio attributed to COVID-19 and mortality rate of individuals infected with COVID-19
- Percent of new COVID-19 cases with an identified potential exposure source.

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

Page 1 of 9

- Percent of new COVID-19 cases that have been contacted by SWDH investigators.
- Percent of individuals diagnosed with COVID-19 who were symptomatic

Healthcare

- Hospitalization rate of individuals with COVID-19
- Positive Test Ratio (number of positive tests / number of tests administered)
- Number of healthcare workers sick with COVID-19; number of workers not working due to illness and quarantine
- Local Information on testing locations, asymptomatic testing availability, antigen or PCR test availability.

QUALITATIVE DATA

Healthcare: Concerns raised by organizations (e.g., long-term care facilities, hospitals, or first responders) regarding COVID-19 observations and trends, ability or capacity to respond, and/or ability to secure necessary PPE or other medical resources.

Local Elected Officials: Concerns raised by town, city, or county elected officials on behalf of their constituents regarding impacts to health, safety, well-being and community vitality.

Epidemiologic: Descriptive data on incidence of new cases, cluster outbreaks, and levels of community transmission within defined geographic areas (e.g., city, sub-region, county).

Educators: Close contacts, cases and cluster outbreaks associated with schools and/or school-related-activities.

GEOGRAPHIC BOUNDARIES

Health Alert Levels will be established for each county. The current rate per 10,000 population will also be established using census tract data. Southwest District Health includes:

- Adams County
- Canyon County
- Gem County
- Owyhee County
- Payette County
- Washington County

COVID-19 HEALTH ALERT LEVELS

COVID-19 Health Alert Levels are intended to be an education tool to inform the public of activities that increase risk for exposure to disease and to communicate what the risk for exposure is in the local community (i.e., hot spots) across the six-county region. Criteria for assigning a health alert level to a county are described on pages 4-5.

COVID-19 HEALTH ALERT LEVEL	COVID-19 HEALTH ALERT LEVEL	COVID-19 HEALTH ALERT LEVEL	COVID-19 HEALTH ALERT LEVEL
RED	ORANGE	YELLOW	GRAY
HIGH RISK OF EXPOSURE	MEDIUM RISK OF EXPOSURE	LOW RISK OF EXPOSURE	ROUTINE RISK OF EXPOSURE

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

COVID-19 METRICS TO INFORM SWDH HEALTH ALERT LEVELS

Indicator	Gray	Yellow	Orange	Red
Number of new cases (confirmed and probable): Newly daily cases per 10,000 population*	<1 daily new cases per 10,000 pop. OR Number of new cases occur sporadically (>14 days apart)	1 – 2.5 daily new cases per 10,000 pop. OR Number of new cases occur sporadically.	2.5 – 5 daily new cases per 10,000 pop. OR Number of new cases occur < 14 days apart	> 5 daily new cases per 10,000 pop. OR Number of new cases occur < 7 days apart.
Hospitalization Rate of individuals with COVID-19*	<5% of individuals with COVID-19 are hospitalized	<10% of individuals with COVID-19 are hospitalized	10-15% of individuals with COVID-19 are hospitalized	>15% of individuals with COVID-19 are hospitalized
Emergency department (ED) utilization by individuals with COVID-like illness	No reported ED utilization data from the population, OR sporadic visits (>14 days apart), AND visits are imported or associated with an exposure within a household	Low-volume visits (day(s) between visits or <5 visits/day), OR visits are imported or associated with an exposure within a household or shared living space	Elevated ED visits (daily visits or <10 visits/day)	Elevated ED visits (daily visits or >10 visits/day)
Preliminary case fatality ratio attributed to COVID-19 and mortality rate of individuals infected with COVID-19*	<0.5% of COVID-19 cases result in death.	>0.5% of COVID-19 cases result in death.	>1% of COVID-19 cases result in death.	>2% of COVID-19 cases result in death.
Number of congregate care facilities with COVID-19 cases currently under investigation, monitoring, or testing. (Congregate Care Facilities include LTCFs, correctional institutions, foster homes, treatment facilities).	No long-term care facilities have cases under investigation, monitoring, or testing OR A case is imported, but no additional cases are reported within the facility following 14 days since last exposure	No long-term care facilities have cases under investigation, monitoring, or testing OR A case is imported, but no additional cases are reported within the facility following 14 days since last exposure	One or more long-term care facilities have a case(s) under investigation, monitoring, or testing OR Disease transmission is occurring within a facility but contained to one area/unit/hall	One or more long-term care facilities have a case(s) under investigation, monitoring, or testing OR Uncontained disease transmission is occurring within a facility
Number of healthcare workers sick with COVID-19*	No reported cases in healthcare workers, OR confirmed imported case in a healthcare worker, OR healthcare worker was exposed to a household member that imported the disease	< 1 reported case/day in healthcare workers	< 2 reported cases/day in healthcare workers	> 2 reported cases/day in healthcare workers, OR consideration being given to implement Crisis Standards of care due to healthcare worker shortage

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

Indicator	Gray	Yellow	Orange	Red	Item 5.
Percent of new cases who have identified a potential exposure source	>90% of cases identified a potential exposure source	<90% of cases identified a potential exposure source	<80% of cases identified a potential exposure source	<70% of cases identified a potential exposure source	
Percent of cases that have been interviewed	>90%	>75%	>60%	<60%	
Positive test ratio (number of positive tests / number of tests administered)*	<5%	5-8%	8-10%	>10%	
Healthcare industry input*	No concerns raised by a healthcare industry (e.g., long-term care facilities, hospitals, or first responders) regarding their observations, ability or capacity to respond, or ability to secure necessary PPE or other medical resources.	Minor concerns raised by a healthcare industry (e.g., long-term care facilities, hospitals, or first responders) regarding their observations, ability or capacity to respond, or ability to secure necessary PPE or other medical resources.	Elevated concern by a healthcare industry (e.g., long-term care facilities, hospitals, or first responders) regarding their observations, ability or capacity to respond, or ability to secure necessary PPE or other medical resources	Healthcare industry (e.g., long-term care facilities, hospitals, or first responders) are enacting Crisis Standards of Care (or) are unable to respond or secure necessary PPE or other medical resources	
Local elected official input	No concerns raised by town, city, or county elected officials on behalf of their constituents regarding impacts to health, safety, well-being, and community vitality.	Minor concerns raised by town, city, or county elected officials on behalf of their constituents regarding impacts to health, safety, well-being, and community vitality	Elevated concerns raised by town, city, or county elected officials on behalf of their constituents regarding impacts to health, safety, well-being, and community vitality.	Extreme concerns raised by town, city, or county elected officials on behalf of their constituents regarding impacts to health, safety, well-being, and community vitality.	
Epidemiologists' input*	descriptive data indicate limited risk of importing COVID-19 to a specific geographic area or sporadic cases are identified with no clusters reported.	descriptive data indicate sporadic imported cases, occasional close contact transmission, and/or single or isolated cluster outbreaks. Citizens are actively taking precautions to mitigate the spread of COVID-19	Descriptive data indicate sporadic community spread, occurring at lesser rates. Some cluster outbreaks occur in workplace or in essential social settings (grocery stores, within households, etc.).	Descriptive data indicate sustained community spread and/or widespread outbreaks. Large social events resulting in cluster outbreaks are reported.	
Educator's Input	No schools have cases under investigation or monitoring	No schools have cases under investigation or monitoring OR a case is imported, but no additional cases are reported within the facility following 14 days since last exposure.	One or more schools have a case(s) under investigation or monitoring OR recommended safety measure and PPE are not being utilized	One or more schools have a case(s) under investigation or monitoring OR one or more schools has uncontained COVID-19 transmission.	

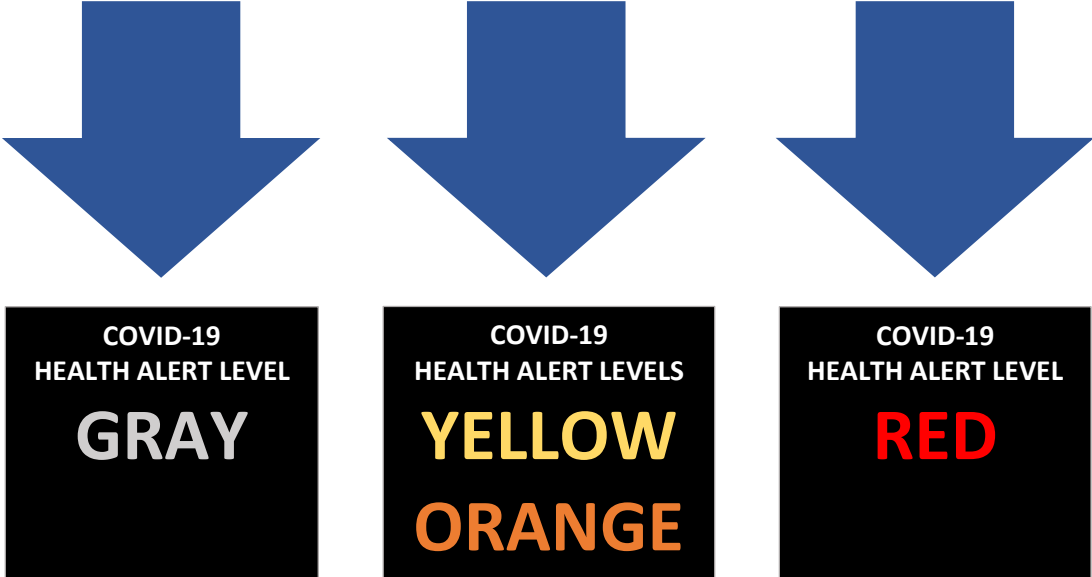
* Indicates a primary metric used to determine a health alert level. Other secondary metrics are taken into consideration when assigning a health alert level.

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

CROSSWALK FOR SCHOOLS

[Idaho Back to School Framework](#) has identified three categories for determining transmission risk (table below). To assist schools located in the six-county region, Southwest District Health has cross-walked the *Idaho Back to School Framework* with the COVID-19 Health Alert Level advisory system.

"Identify Level of Transmission Risk"			
	Category 1: No Community Transmission	Category 2: Minimal to Moderate Community Transmission	Category 3: Substantial Community Transmission
Definitions	Evidence of isolated cases, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.	Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings, with potential for rapid increase in suspected cases.	Large-scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc.
Level of Operations	School buildings open with physical distancing and sanitation.	School buildings open but option of limited/staggered use of school buildings with physical distancing and sanitation.	Targeted, short-term, or extended building closure.



MOVEMENT BETWEEN HEALTH ALERT LEVELS

The *Movement Between Health Alert Levels* is used in conjunction with *Determining Health Alert Levels*. Southwest District Health will use these data points to establish Health Alert Levels, determine when to move from one Health Alert Level to another, and provide information, guidance, and recommendations to the residents and businesses of the six-county region.

CRITERIA FOR MOVING BETWEEN LEVELS

Epidemiology:

- New confirmed case trend: using calculated new daily cases per 10,000 population (seven-day rolling average); + trend direction and rate (stratified by census tract and county)
- Estimated death trend: New daily deaths per 10,000 population *100 (assuming benchmark 1-1.5% case fatality rate) (seven-day rolling average); + trend direction and rate (stratified by census tract and county)
- New daily hospitalizations per 10,000 population (seven-day rolling average); + trend direction and rate (stratified by census tract and county)

Response Capacity:

- Testing, tracing, and monitoring (TTM)
- Use of other non-pharmaceutical interventions (e.g., social/physical distancing, face covers)
- Therapeutic capacity (e.g., hospital beds, ICU beds, ventilators, healthcare workforce)
- Protection capacity (capacity to identify and meet the needs of vulnerable populations (e.g., homeless, elderly, first responders))
- Disease surveillance capacity (e.g., funding and staffing for epidemiologists, contract tracers, and health monitors)

TIMELINE FOR MEASUREMENTS

Data will be posted to the SWDH Tableau Dashboard each Monday through Friday, by 5pm (MST).

Health Alert Level assessments will be made on Wednesdays based on the prior two weeks' data (assessing 7-day averages of quantitative data points), starting on a Sunday and ending on a Saturday. At least two full weeks will be spent in a Health Alert Level before determinations to move to a lower less severe level (e.g., from High to Medium).

DETERMINATIONS TO MOVE TO A HIGHER ALERT LEVEL MAY BE MADE AT ANY TIME IF ANY OF THE CRITERIA BELOW ARE MET:

- Crisis standards of care are implemented
- Senior leadership at a local hospital indicates that further increases in cases in the community will overwhelm local hospital capacity
- Epidemiologic evidence of a new or emerging significant risk to the public's health

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

These COVID levels (see table below) provide a roadmap that helps decision-makers and community members know where they are and what mitigation strategies may be appropriate based on their community's level of disease spread. The gray level aligns with the CDC's low incidence plateau threshold. The levels communicate the intensity of effort needed for control of COVID at varying levels of community spread. In addition to paying attention to the levels, decision-makers should pay close attention to direction of trend and rate of change. While jurisdictions may plateau in yellow, in the orange level viral spread tends to have more velocity.

COVID Health Alert Level	Corresponding Community Mitigation Strategies
<p>Red (High) >5 daily new cases per 10,000 people OR Other indications of high risk to the community</p>	<p>At the red level, communities have reached a tipping point for uncontrolled spread. Southwest District Health <i>may</i> institute:</p> <ul style="list-style-type: none"> • education, information, and messages • recommendations for use of face coverings • recommendations for 1 person per 64 square feet of space at events • recommendations for remote work when available • recommendations for all populations to limit participation in high-risk exposure activities like some team sports or activities requiring close contact (e.g., football, basketball, dancing, choir), attending events where physical distancing cannot be maintained (e.g., general admission concerts and other public entertainment events), family or social gatherings that bring people together from different households, AND/OR • recommendations limited visitation to long term care and correctional facilities.
<p>Orange (Medium) 2.5-5 daily new cases per 10,000 people OR other indications of medium risk to the community</p>	<p>At orange levels, community spread has accelerated. Southwest District Health <i>may</i> institute:</p> <ul style="list-style-type: none"> • education, information, and messages • recommendations for 1 person per 64 square feet of space at events • recommendations for use of face coverings • recommendations to vulnerable populations to limit participation in high-risk for exposure activities like some team sports or activities requiring close contact (e.g., football, basketball, dancing, choir), attending events where physical distancing cannot be maintained (e.g., general admission concerts and other public entertainment events), family or social gatherings that bring people together from different households.
<p>Yellow (Low) 1-2.5 daily new cases per 10,000 people OR other indications of low risk to the community</p>	<p>At yellow levels, there may be sporadic imported cases, uptick in close contact transmission, or isolated cluster outbreaks. Southwest District Health <i>may</i> institute:</p> <ul style="list-style-type: none"> • education, information, and messages • recommendations for 1 person per 64 square feet of space at events, AND/OR • recommendations for use of face coverings.
<p>Gray (Routine) <1 daily new cases per 10,000 people OR other indications of minimal risk to the community</p>	<p>At the gray level, communities are on track for containment so long as they maintain routine levels of viral testing (i.e., this is not a reference to antibody testing) and contact tracing, sufficient to control spikes and outbreaks. Viral testing should be used both for symptomatic and asymptomatic individuals, with the latter needed to detect cases flowing from exposure, and to routinely screen for infections in congregate settings and other critical context scenarios (e.g., elective surgery, hospital admission without symptoms suggestive of COVID-19, etc.), or as requirements of disease surveillance programs.</p>

This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

REFERENCES

An Approach for Monitoring and Evaluating Community Mitigation Strategies for COVID-19. CDC. June 20, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/php/monitoring-evaluating-community-mitigation-strategies.html>

Community Mitigation Resources. CDC. June 29, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/community-mitigation-concepts.html>

Idaho Back to School Framework. Idaho State Board of Education. July 9, 2020. <https://boardofed.idaho.gov/resources/idaho-back-to-school-framework-2020/>

Key Metrics for COVID Suppression: A framework for policy makers and the public. Harvard Global Health Institute. July 1, 2020. https://globalepidemics.org/wp-content/uploads/2020/06/key_metrics_and_indicators_v4.pdf



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This document was updated 11/23/2020 this document contains interim criteria for determining health levels guidance using available to-date information and is subject to change per emerging guidance.

Page 9 of 9



documents and meeting invite

1 message

Adam Herrenbruck <herrenbruck@northwestmanagement.com> Wed, Dec 23, 2020 at 9:21 AM
 To: ACHC Kim Smith <kims@achcid.org>, ACHC Kyle Hatfield <kylee@achcid.org>, ACHC Maryann D <maryann@achcid.org>, Adams Co Assessor Stacy Swift Dreyer <sdreyer@co.adams.id.us>, Adams Co Com Joe Iveson <joeiveson@yahoo.com>, Adams Co Com Mike Paradis <mparadis48@gmail.com>, Adams Co Com Viki Purdy <vpurdy@reagan.com>, Adams Co P&Z Wendy Green <wgreen@co.adams.id.us>, Adams Co R&B Kraig Spelman <kspelman10@gmail.com>, Adams SO Disp Casual Merritt <cmerritt@co.adams.id.us>, Adams SO Sheriff Ryan Zollman <rzollman@co.adams.id.us>, BLM <blm_id_stateoffic@blm.gov>, Carol Walsh <cwalsh@co.adams.id.us>, Council City Clerk Tami Testa <cityclerk@ctcweb.net>, Council Dep Clerk Julie <deputyclerk@ctcweb.net>, Council EMS Dan Huter <jhuter@ctcweb.net>, Council Fire Chief Shawn Standford <councilfiredept@gmail.com>, DF Dev Colin Chambers <Colin.chambers@dfdevelopmentllc.com>, Dick Thompson <w7kau@ctcweb.net>, EM Lorrie Pahl <lpahl@imd.idaho.gov>, EM Robert Feeley <rfeeley@imd.idaho.gov>, EM Susan Cleverley <scleverley@imd.idaho.gov>, IDL Scott Corkill <scorkill@idl.idaho.gov>, IDL Tyre Holfeltz <tholfeltz@idl.idaho.gov>, IDL USFS Lynn Oliver <loliver@idl.idaho.gov>, IV Fire Chief Tim Toomey <timbev2@gmail.com>, IV Fire Keith Heil <01ideho@ctcweb.net>, NM City Clerk Mac - Jacob Qualls <cityclerk@newmeadowsidaho.us>, NM Dep Clerk <deputyclerk@newmeadowsidaho.us>, NM EMS Shanna Roff <mvemsdirector@gmail.com>, NM Mayor Julie Good <juliegcitynm@gmail.com>, NMF D Linda DeMoss <mvrdst@hotmail.com>, Sitpa Paul Wagner <pwagner@sitpa.idaho.gov>, SWDH Nikole Zogg <Nikole.Zogg@phd3.idaho.gov>, SWDH TJ Wilson <terry.wilson@phd3.idaho.gov>, "USFS Dave Vining, FS" <dave.vining@usda.gov>, USFS FMO Christian Ramirez <Christian.ramirez@usda.gov>, "USFS Melanie L Vining, FS" <melanie.vining@usda.gov>, USFS NM Ranger Erin Phelps <Erin.phelps@usda.gov>, USFS Ronda Bishop <ronda.bishop@usda.gov>, USFS Scott Sterett <scott.sterett@usda.gov>, USFS Sup Linda Jackson <Linda.Jackson@usda.gov>
 Cc: Brad Tucker <tucker@northwestmanagement.com>

Adams County Planning Team,

Below you will find the zoom link for the Hazard Mitigation Planning Meeting #2. I have also attached the PowerPoint and some of the documents we discussed during Meeting #1 on 12/16/2020.

Please take some time to fill out the **Hazard Summary Worksheet** and review the **planning philosophy and goals**. If the group approves of the goals we will move forward with them as is. If people feel that a goal needs removed, changed, or added, please indicate that in a reply to Carol and me. The Hazard Summary Worksheet can be filled out for any region, city, or community in the county and is intended to be your view and experience of how hazards affect that community. Please send me or Carol your completed hazard summaries so that we can look at the results before our next meeting.

If you have any questions, please contact me or Carol Walsh.
 Thank you.

Northwest Management is inviting you to a scheduled Zoom meeting.

Topic: Adams County, Idaho Hazard Mitigation Plan Update
 Time: Jan 20, 2021 01:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/4140933289?pwd=MmpwOGQ4eDNmYUNCRy9OZHJEck5uZz09>

Meeting ID: 414 093 3289

Passcode: 4488

One tap mobile

+16699006833,,4140933289#,,,,,0#,,4488# US (San Jose)

+12532158782,,4140933289#,,,,,0#,,4488# US (Tacoma)

Dial by your location. *This feature is only necessary if the device you are using to attend the meeting does not have speakers or a microphone. Dialing in using this number will allow you to hear the meeting and speak to the other meeting participants.

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C.)

+1 312 626 6799 US (Chicago)

Meeting ID: 414 093 3289

Passcode: 4488

Find your local number: <https://us02web.zoom.us/j/4140933289?pwd=MmpwOGQ4eDNmYUNCRy9OZHJEck5uZz09>

Have a great Holiday Season and take care,

--

Adam Herrenbruck

Northwest Management, Inc.

PO Box 9748

233 E Palouse River Drive

Moscow, ID 83843

(208) 883 - 4488

cell: (208) 310 - 2822

3 attachments

BLANK AdamsCo hazard summary worksheet.docx
170K

AdamsCo planning philosophy and goals.docx
22K

AdamsCo.HMP Kickoff Presentation.pptx
10115K

**the following is taken from pages 11-13 of the Adams County, Idaho; Multi-Hazard Mitigation Plan, 2012 Update*

Planning Philosophy and Goals

Adams County Planning Philosophy

This effort will utilize the best and most appropriate science from all partners and will integrate local and regional knowledge about natural hazards while meeting the needs of local citizens and the regional economy.

Mission Statement

To make Adams County residents, communities, state agencies, local governments, and businesses less vulnerable to the negative effects of natural and man-caused hazards through the effective administration of pre-disaster mitigation grant programs, hazard risk assessments, wise and efficient mitigation efforts, and a coordinated approach to mitigation policy through federal, state, regional, and local planning efforts. Our combined prioritization will be the protection of people, structures, infrastructure, the economy, and unique ecosystems that contribute to our way of life and the sustainability of the local and regional economy.

Vision Statement

Institutionalize and promote a countywide hazard mitigation ethic through leadership, professionalism, and excellence, leading the way to a safe, sustainable Adams County.

Goals

Adams County

1. To reduce the area of land damaged and losses experienced because of hazards where these risks threaten communities in the county
2. Prioritize the protection of people, structures, infrastructure, economic base, and unique ecosystems that contribute to the way of life and the sustainability of the local and regional economy
3. Educate communities about the unique challenges of pre-disaster hazard mitigation and post-disaster response
4. Establish mitigation priorities and develop mitigation strategies
5. Strategically locate, plan, and implement hazard reduction projects
6. Provide recommendations for alternative treatment methods that can impact the exposure to multiple hazards at one time
7. Meet or exceed the requirements of FEMA for a County level All Hazards Mitigation Plan

City of Council

It is the mission of the government of the City of Council to maximize the protection of its citizens, their property, public assets and infrastructure through identification of potential hazards, both natural and man-made, and mitigation of their harmful effects through prior planning and preparation.

1. Prioritize areas of risk in order to most efficiently utilize available relief resources.
2. Educate the public concerning potential hazards and appropriate response.
3. Increase cooperation with Adams County and neighboring communities in hazard planning and response.
4. Develop land use and property maintenance policies to minimize potential hazard risks.
5. Promote and support local emergency services (EMS, fire, etc.).
6. Coordinate planning with the United States Forest Service, Council Ranger District, to minimize risk to life and property by wildland fire.
7. Develop shelter and relief plans for hazard events with local churches, senior center, school district, and health center.
8. Identify hazardous traffic along the U.S. highway 95 corridor and take steps to divert it away from vulnerable population areas.
9. Train City personnel in appropriate disaster response and maintain City equipment and supplies in a state of readiness.
10. Promote training in emergency preparedness for the local businesses and individuals.
11. Protect vital City infrastructure (water, sewer, power, communication).
12. Maintain a strong working relationship with federal, state, and regional agencies in order to most effectively utilize their assistance and resources.

City of New Meadows

1. Educate and protect the citizens of New Meadows from Natural and Man-made disasters.
2. To provide a plan that will not diminish the private property rights of landowners in the city of New Meadows.
3. Educate the community about the unique challenges of natural hazard preparedness in the county prior to an emergency.
4. Strategically locate and plan infrastructure projects that take into consideration the impacts of natural hazards and terrorism.
5. Meet or exceed the requirements of a FEMA Multi-Hazard Mitigation Plan

**Adams County, Idaho Hazard Mitigation Plan Update
Hazard Assessment Exercise**

How do natural hazards affect your community?

2020-2021 Hazards Summary Worksheet

Area, City, Community, or Jurisdiction:				
Hazard	Location (Geographic Area Affected)	Maximum Probable Extent (Magnitude/Strength)	Probability of Future Events	Overall Significance Ranking
Flood				
Earthquake				
Landslide				
Severe Weather				
Wildland Fire				
Crop Failure				
Extended Power Outage				
Ranking Value	1 – Negligible 2 – Limited 3 – Significant 4 – Extensive	1 – Weak 2 – Moderate 3 – Severe 4 – Extreme	1 – Unlikely 2 – Occasional 3 – Likely 4 – Highly Likely	3 to 5 – Low 6 to 8 – Medium 9 to 12 – High

***Please enter in the jurisdiction, area or community considered when filling out the worksheet. This worksheet can be filled out for a city in Adams County, for a specific area or region within Adams County, or it can be filled out for Adams County itself. See the worksheet key on the next page for details about ranking values.

Definitions for Classifications

Location (Geographic Area Affected)

- **Negligible:** Less than 10 percent of planning area or isolated single-point occurrences
- **Limited:** 10 to 25 percent of the planning area or limited single-point occurrences
- **Significant:** 25 to 75 percent of planning area or frequent single-point occurrences
- **Extensive:** 75 to 100 percent of planning area or consistent single-point occurrences

Maximum Probable Extent (Magnitude/Strength based on historic events or future probability)

- **Weak:** Limited classification on scientific scale, slow speed of onset or short duration of event, resulting in little to no damage
- **Moderate:** Moderate classification on scientific scale, moderate speed of onset or moderate duration of event, resulting in some damage and loss of services for days
- **Severe:** Severe classification on scientific scale, fast speed of onset or long duration of event, resulting in devastating damage and loss of services for weeks or months
- **Extreme:** Extreme classification on scientific scale, immediate onset or extended duration of event, resulting in catastrophic damage and uninhabitable conditions

Hazard	Scale / Index	Weak	Moderate	Severe	Extreme
Drought	Palmer Drought Severity Index ³	-1.99 to +1.99	-2.00 to -2.99	-3.00 to -3.99	-4.00 and below
Earthquake	Modified Mercalli Scale ⁴	I to IV	V to VII	VII	IX to XII
	Richter Magnitude ⁵	2, 3	4, 5	6	7, 8
Hurricane Wind	Saffir-Simpson Hurricane Wind Scale ⁶	1	2	3	4, 5
Tornado	Fujita Tornado Damage Scale ⁷	F0	F1, F2	F3	F4, F5

Probability of Future Events

- **Unlikely:** Less than 1 percent probability of occurrence in the next year or a recurrence interval of greater than every 100 years.
- **Occasional:** 1 to 10 percent probability of occurrence in the next year or a recurrence interval of 11 to 100 years.
- **Likely:** 10 to 90 percent probability of occurrence in the next year or a recurrence interval of 1 to 10 years
- **Highly Likely:** 90 to 100 percent probability of occurrence in the next year or a recurrence interval of less than 1 year.

Overall Significance

- **Low:** Two or more criteria fall in lower classifications or the event has a minimal impact on the planning area. This rating is sometimes used for hazards with a minimal or unknown record of occurrences or for hazards with minimal mitigation potential.
- **Medium:** The criteria fall mostly in the middle ranges of classifications and the event's impacts on the planning area are noticeable but not devastating. This rating is sometimes used for hazards with a high extent rating but very low probability rating.
- **High:** The criteria consistently fall in the high classifications and the event is likely/highly likely to occur with severe strength over a significant to extensive portion of the planning area.

PURPOSE: The purpose of this agreement is to pay out certain earned Paid Time Off (PTO) and Vacation Hours (VAC) accrued during which time Doug Buys was an employee with the City of New Meadows.

Buys shall remain in a salaried position for these three months as a compensated consultant.

Earned VACATION TIME: 230.00 Hours

Earned PAID TIME OFF: 672.84 Hours

Time Type	Banked Hours	Rate of Pay	Gross Total
Vacation Time	230.00	\$25.00	\$5,750.00
Paid Time Off	672.84	\$25.00	\$16,821.00
			\$22,571.00

During the month of January 2021, the city expects Buys will be utilized for up to 20 hours of on call support consulting and assistance. On the final payroll of January 2021, the city shall pay a base amount of \$7,523.67 which is one-third of the payout for accrued vacation and paid time off.

During the month of February 2021, the city expects Buys will be utilized for up to 20 hours of on call support consulting and assistance. On the final payroll of February 2021, the city shall pay a base amount of \$7,523.67 which is one-third of the payout for accrued vacation and paid time off.

During the month of March 2021, the city expects Buys will be utilized for up to 20 hours of on call support consulting and assistance. On the final payroll of March 2021, the city shall pay a base amount of \$7,523.66 which is the final payment for accrued vacation and paid time off.

The city shall keep Doug Buys as a contracted employee where Federal and State Taxes will be withheld as will PERSI, however, Buys will not be eligible for further time benefits such as Vacation, Paid Time Off or Comprehensive Time. Buys will remain on the city's Worker's Compensation policy, but not on the city's health insurance policy except for the month of January. No other automatic deductions can be made unless authorized under law.

The hourly rate Doug Buys will be paid for consulting time each month (in addition to the base amount noted above) will be \$25.00 per hour. Buys will submit a written accounting each month for the total consulting hours worked. These hours will be included in the final payroll for each of the three months noted in this contract.

At the first regular meeting in April, the City and Doug Buys will meet to determine if further consultant hours are needed or required.

Julie Good, Mayor

Doug Buys

DATE: _____

ATTEST: _____
Jacob M Qualls, City Clerk

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
4759	E	563 Adams County Prosecuting December & January Prosecutions	3,000.00								
		1032 01/11/21 Municipal Prosecutions-December	1,500.00*			1		41400	312		10102
		1032 01/11/21 Municipal Prosecutions-January	1,500.00*			1		41400	312		10102
		Total for Vendor:	3,000.00								
		*** Claim from another period (12/20) ****									
		209.40									
4763	E	25 Analytical Labs, Inc. 78037 12/31/20 Water Sampling / Testing	15.20*			60		43320	745		10102
		78038 12/31/20 Sewer Sampling / Testing	194.20*			65		43220	745		10102
		Total for Vendor:	209.40								
		*** Claim from another period (12/20) ****									
		3,815.00									
4762		206 Clearwater Concrete, Inc. Peterson Pathway - Concrete approximately 1/4 of project	3,815.00*			1	84	41500	324		10102
		18969 12/31/20 Concrete									
		Total for Vendor:	3,815.00								
4767	E	405 CORE & MAIN LP Meter Parts	335.00								
		N450502 01/06/21 Water Pit Parts	335.00*			60		43320	324		10102
		Total for Vendor:	335.00								
4741	E	577 CTC Telecom, Inc. 01/01/21 Phone - General	206.24			1		41100	308		10102
		01/01/21 Phone - Water	68.74*			60		43320	308		10102
		01/01/21 Phone - Sewer	68.75*			65		43220	308		10102
		Total for Vendor:	206.24								
		*** Claim from another period (12/20) ****									
		300.00									
4768		495 Drake Diversified LLC Monthly Back-up Operator	150.00*			60		43320	310		10102
		903 01/01/21 DEC2020 H2O Back-up Operator	150.00*			65		43220	310		10102
		903 01/01/21 DEC2020 SWR Back-up Operator									
		Total for Vendor:	300.00								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4766		635 GOOD, JULIE	68.90								
		Reimburse for Plaque									
		NW Engravi 01/08/21 Reimburse for Plaque	22.96*			1		41100	324		10102
		NW Engravi 12/31/20 Reimburse Cell Phone (W)	22.97*			60		43320	324		10102
		NW Engravi 12/31/20 Reimburse Cell Phone (SWR)	22.97*			65		43220	324		10102
		Total for Vendor:	68.90								
		*** Claim from another period (12/20) ****									
4770		607 HONSINGER LAW, PLLC	360.00								
		FOR SEWER LAND APP PROJECT TO DIVERT WATER OUT OF THE LITTLE SALMON RIVER									
		643 12/31/20 LEGAL SRVS - SEWER LAND APP PR	360.00*			65	39	43231	312		10102
		Total for Vendor:	360.00								
		*** Claim from another period (12/20) ****									
4757		4 Idaho Power	3,949.22								
		2205621630 01/07/21 Street Lights (Electricity)	633.37*			1		41500	330		10102
		2204352666 01/07/21 City Shop (Electricity) Wa	225.92*			60		43320	330		10102
		2204352666 01/07/21 City Shop (Electricity) Se	225.91*			65		43220	330		10102
		2204352666 01/07/21 City Shop (Electricity) Str	225.91*			1		41500	330		10102
		2203750067 01/07/21 Parks (Electricity)	314.05*			1		41600	330		10102
		2203538646 01/07/21 Sewer Lift Station (Electr	6.92*			65		43220	337		10102
		2200332654 01/07/21 Well #3 (Electric)	342.39*			60		43320	334		10102
		2202432684 01/07/21 Well #4 (Electric)	454.84*			60		43320	335		10102
		2203073271 01/07/21 Booster Station (Electric)	361.11*			60		43320	333		10102
		2201708274 01/07/21 Sewer Plant (Electricity)	480.12*			65		43220	336		10102
		2200952378 01/07/21 City Hall (Electricity) Ge	121.37*			1		41100	330		10102
		2200952378 01/07/21 City Hall (Electricity) H2O	121.37*			60		43320	330		10102
		2200952378 01/07/21 City Hall (Electricity) SWR	121.37*			65		43220	330		10102
		2223506110 01/07/21 Sewer Land Ap	145.04*			65		43220	330		10102
		0032952904 01/07/21 Meat Shop	62.60*			63		43100	330		10102
		0032981685 01/07/21 106 W Taylor B	106.93*			63		43100	330		10102
		Total for Vendor:	3,949.22								
4764		56 Idaho Rural Water Association	515.00								
		Water & Wastewater Online Classes - Jessie Gerke									
		655634 01/13/21 Water Online Course	120.00*			60		43320	520		10102
		655632 01/27/21 Sewer Online Course (2day)	395.00*			65		43220	520		10102
		Total for Vendor:	515.00								

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
4760	E	150	Lake Shore Disposal	126.00	****							
	***7502	01/01/21	Garbage - General	31.50*			1		41100	324		10102
	***7502	01/01/21	Garbage - Water	31.50*			60		43320	324		10102
	***7502	01/01/21	Garbage - Sewer	31.50*			65		43220	324		10102
	***7502	01/01/21	Garbage - Industrial Park	31.50*			63		43100	324		10102
			Total for Vendor:	126.00								
4758	E	500	SPARKLIGHT formerly Cable One	93.23								
			Internet Services									
		01/11/21	Internet - General	31.07*			1		41100	308		10102
		01/11/21	Internet - Water	31.08*			60		43320	308		10102
		01/11/21	Internet - Sewer	31.08*			65		43220	308		10102
			Total for Vendor:	93.23								
4765	E	13	The Star-News	88.00	****							
		12/31/20	Annual Street Finance Report	88.00*			1		41500	309		10102
			Total for Vendor:	88.00								
4769	E	253	United Oil	391.92	****							
		12/31/20	Fuel - Backhoe- Streets	48.73*			1		41500	630		10102
		12/31/20	Fuel - Backhoe- Water	48.73*			60		43320	630		10102
		12/31/20	Fuel - Backhoe- Sewer	48.73*			65		43220	630		10102
		12/31/20	Fuel - Grader - Streets Snow	195.57*			1	10	41500	630		10102
		12/31/20	Fuel - Grader - Water	10.86*			60		43320	630		10102
		12/31/20	Fuel - Grader - Sewer	10.86*			65		43220	630		10102
		12/31/20	Fuel - Animal Control	9.48*			1		41400	630		10102
		12/31/20	Fuel - Water	9.48*			60		43320	630		10102
		12/31/20	Fuel - Sewer	9.48*			65		43220	630		10102
			Total for Vendor:	391.92								
4756	E	617	ZIPLY FIBER	155.76								
			City Shop & Sewer Internet / Phone									
		01/07/21	Phone/Internet - Water	77.88*			60		43320	308		10102
		01/07/21	Phone/Internet - Sewer	77.88*			65		43220	308		10102
			Total for Vendor:	155.76								
			# of Claims	15								
			Total:	13,613.67								
			Total Electronic Claims	9,069.77								
			Total Non-Electronic Claims	4543.90								

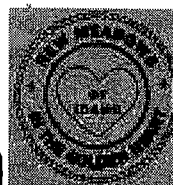
Fund/Account	Amount
1 GENERAL	
10102 Cash - Idaho First	\$8,605.75
60 WATER FUND	
10102 Cash - Idaho First	\$2,427.08
63 INDUSTRIAL PARK FUND	
10102 Cash - Idaho First	\$201.03
65 SEWER FUND	
10102 Cash - Idaho First	\$2,379.81
Total:	\$13,613.67

City Staff Member Preparer: Mac Qualls

Mayor Review: _____ Date: _____

Council Member Reviewed By: _____ Date: _____

Council Approval of Invoices Date: _____



Alcoholic Beverage License Application

BUSINESS INFORMATION:

Business Name: Wapiti Mountain Mercantile DBA Front Porch Pizza

Business Physical Address: 208 N. Norris St. New Meadows, Idaho

Business Mailing Address: PO Box 248, NM, ID, 83654

Business Telephone Number: 208-550-8011

Business Manager (Name & Title): Rick Lehrer

BUSINESS Partnership INFORMATION (If appropriate / Use additional paper if necessary):

#1 Partner Name: Rick Lehrer

Residence Address: 2735 Southpine Dr. New Meadows ID

#2 Partner Name: _____

Residence Address: _____

APPLICANT INFORMATION:

Applicant Name: Rick Lehrer Phone: 208-630-4615

Applicant Address: 2735 Southpine Dr.

Application Types:

BEER

NOT TO BE CONSUMED ON PREMISES \$25.00

TO BE CONSUMED ON PREMISES \$100.00

WINE

NOT TO BE CONSUMED ON PREMISES \$100.00

TO BE CONSUMED ON PREMISES \$100.00

LIQUOR BY THE DRINK

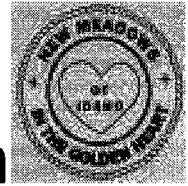
Liquor \$225.00

Required:

State License issued by the Director of the Idaho State Police

County License issued by the Adams County Clerk

Payment



Alcoholic Beverage License Application

TO THE HONORABLE MAYOR AND CITY COUNCIL OF NEW MEADOWS, IDAHO:

I / We the undersigned, do hereby make application for an annual license to sell Alcoholic Beverages under the provisions of City of New Meadows Code Title 3 for February 1, 2021 to January 31, 2022.

I / We have verified eligibility for licensing as follows by dating and signing this form.

I / We understand no alcoholic beverages can be sold until a valid Alcoholic Beverage License has been issued by the City of New Meadows.

I / We hereby verify that I / We possess all of the qualifications necessary to obtain a license for the sale of alcoholic beverages from the Director of Idaho State Police, as prescribed by the laws of the State of Idaho.

I / We are of good moral character and am over the age of twenty-one (21) years.

I / We have not been convicted of any felony or of any crime involving moral turpitude or of the violation of any of the laws of and / or regulating, governing or prohibiting sales of alcoholic beverages.

I / We will abide by the laws of the State of Idaho, Adams County and the City of New Meadows, and by all the terms and conditions of New Meadows City Code Title 3.

Dated this 12/25/20 day of December, 2020.

Applicant Signature: [Handwritten Signature]

Application Received on <u>Jan. 4</u> , 20 <u>21</u>	
Fee Paid \$ <u>200.00</u> Receipt # <u>11189-25</u>	
Copies Submitted: <input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> County
City Clerk <input type="checkbox"/> Approved	<input type="checkbox"/> Denied
City Council <input type="checkbox"/> Approved	<input type="checkbox"/> Denied
	City License # _____
	Effective Date: _____
	Expiration Date: _____

2021

ADAMS COUNTY
STATE OF IDAHO

No. 14

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT

FRONT PORCH PIZZA

doing business as

FRONT PORCH PIZZA

at

208 N NORRIS AVE. NEW MEADOWS, ID 83654

a(n)

CORPORATION

is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of

Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Adams County Courthouse, Council, Idaho.

Dated: Beer: 07/14/1947 Retail Liquor: 07/14/1947 Retail Wine: 06/14/1971 Wine By Drink: 09/08/1975.

Draft and Bottled or Canned Beer 30.00

Bottled or Canned Beer to be consumed on premises 22.50

Bottled or Canned Beer not to be consumed on premises 7.50

Retail Liquor- 0.00

Retail Wine 0.00

Wine by the Drink 25.00

Special Wine (Sunday) 0.00

TOTAL FEE: 85.00

Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 12/31/2021.

Witness my hand and seal this 1st day of January, 1753.

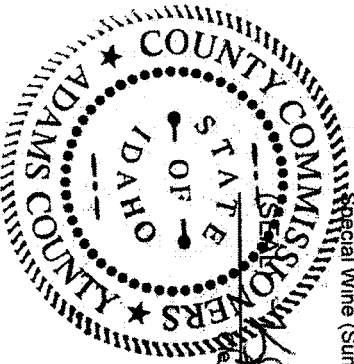
Joe Johnson

Chairman

Mick T. Pankel

Commissioner

Commissioner



Clerk of the Board of County Commissioners

(This license must be conspicuously displayed)

Idaho State Police

Cycle Tracking Number: 122793

Premises Number: 2A-28544

Retail Alcohol Beverage License

License Year: 2021

License Number: 28544

This is to certify, that **Wapiti Mountain Mercantile Inc**
doing business as: **Front Porch Pizza**

is licensed to sell alcoholic beverages as stated below at:
208 N Norris Ave, New Meadows, Adams County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.

County and city licenses are also required in order to operate.

Signature of Licensee, Corporate Officer, LLC Member or Partner

Liquor	No	
Beer	Yes	<u>\$50.00</u>
On-premises consumption	Yes	<u>\$0.00</u>
Kegs to go	Yes	<u>\$20.00</u>
Restaurant	Yes	<u>\$0.00</u>
Wine by the bottle	No	
Wine by the glass	Yes	<u>\$100.00</u>
Multipurpose arena	No	
Growlers	Yes	<u>\$0.00</u>
Plaza	No	

TOTAL FEE: \$170.00

WAPITI MOUNTAIN MERCANTILE INC
FRONT PORCH PIZZA
PO BOX 248
NEW MEADOWS, ID 83654
Mailing Address

License Valid: 01/01/2021 - 12/31/2021

Expires: 12/31/2021

[Handwritten Signature]
 Director of Idaho State Police



Roll Call / Pledge of Allegiance

Present at City Hall was Mayor Good. Council Members present via Zoom were Darla Weber, Darbey Edwards, Jeff Parnett, and Shiloh Ryker.

Staff present at City Hall were Mac Qualls, Doug Buys, and Angie Mettie. City Attorney Stubbs and Jessie Gerke was present via Zoom.

Meadows Valley Student Alex Shepherd was present at City Hall.

Mayor Good opened the meeting at 6:31 P.M. and led the Pledge of Allegiance.

Public Input

There was no public input.

Presentation

Alex Shepherd provided details regarding his senior project of bringing additional water to the school's greenhouse. He estimated that 8 hours would be needed from the City to dig a 2-foot deep trench that will be 150 feet long. Teacher Mr. Carpenter will advise during the process.

Public Works Supervisor Buys reviewed the plan and stated that the City could not be responsible for students / school staff working in the ditch. City Attorney Stubbs suggested proof of liability insurance be provided, ensuring the City was covered under their policy. Mayor Good suggested a release of liability before the project begins. Alex Shepherd will work on obtaining these documents. As the project was not an action item on the agenda, it will be approved at the next meeting contingent on proof of insurance and liability waivers.

Discussion Items

Local Pandemic Stage Review

Mayor Good stated that masks are required for anyone entering City Hall. Staff have done well with social distancing and wearing masks when around others. The park bathrooms remain closed. No changes were suggested by staff or council members.

Consent Agenda

The Consent Agenda included minutes from December 14, 2020, Financials to date and Claims to date. Mayor Good read the claims for the Council. Buys explained about the claim from Advanced Control Systems. They were not able to fix the issue online but had to come in person to fix the issue regarding the SCADA system.

- Council Member Edwards moved to approve the Consent Agenda; Council Member Ryker seconded the motion. Roll Call Vote: Ryker – yes, Edwards – yes, Parnett – yes. Weber – yes. Motion carried.

Future Meeting Topics

Future meeting topics included a presentation by Chris Curtin regarding broadband, updates to the personnel policy, review of city council best practices, RV dump station, training by Mr. Stubbs, snow storage agreements and a request letter from Linnea Hall.

Action Items

Alcoholic Beverage Licenses

Alcoholic Beverage License applications were received from Kuzns Kahili Club, The Intersection Bar & Grill, Brown's Mountain Market, and URONIT LLC (Hartland Inn).

- Council Member Ryker moved to approve the alcoholic beverage license applications for Kuzns Kahili Club, The Intersection Bar & Grill, Brown's Mountain Market, and URONIT LLC; Council Member Parnett seconded the motion. Roll Call Vote: Parnett – yes, Edwards – yes, Weber – yes, Ryker – yes. Motion carried.

Executive Session 74-206(a) – To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

- Council Member Ryker moved to go into Executive Session at 6:50 P.M. according to section 74-206 (a), to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Ryker – yes, Parnett – yes, Edwards – yes. Motion carried.

Executive Session ended at 7:08 P.M. Roll was called, and all Council Members and Mayor were present.

Adjournment

- Council Member Ryker moved to adjourn; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Meeting adjourned at 7:09 P.M.

Julie A. Good, Mayor

ATTEST: _____
Jacob M. Qualls, City Clerk / Treasurer

Doug Buys

Pay Period

12/1/2020 to

12/15/2020

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	12/1/2020	8.22							8.22	
Wednesday	12/2/2020	8.30							8.30	
Thursday	12/3/2020	8.33							8.33	
Friday	12/4/2020	8.45							8.45	
Saturday	12/5/2020								0.00	
Total Week		33.30	0.00	0.00	0.00	0.00	0.00	0.00	33.30	
Sunday	12/6/2020								0.00	
Monday	12/7/2020	8.50							8.50	
Tuesday	12/8/2020	8.60							8.60	
Wednesday	12/9/2020	8.53							8.53	
Thursday	12/10/2020	6.97							6.97	
Friday	12/11/2020	7.40		0.32		0.48			7.72	
Saturday	12/12/2020								0.00	
Total Week		40.00	0.00	0.32	0.00	0.48	0.00	0.00	40.32	
Sunday	12/13/2020								0.00	
Monday	12/14/2020	10.27							10.27	
Tuesday	12/15/2020	8.18							8.18	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		18.45	0.00	0.00	0.00	0.00	0.00	0.00	18.45	
Total Pay Period		91.75	0.00	0.32	0.00	0.48	0.00	0.00	92.07	

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:

Doug Buys

12/01/2020 to 12/15/2020

Regular PTO OT DT Total Hours
91.75 0.00 0.32 0.00 92.07

Item 17.

Time in	Time out	Duration	
December 1, 2020			8.22
7:47am (MST)	8:16am (MST)	0.48	SWR > SWR - Sewer Logs
8:16am (MST)	9:00am (MST)	0.73	SWR > SWR - System Maintenance
9:00am (MST)	10:48am (MST)	1.80	PW > PW - Office Time
10:48am (MST)	1:18pm (MST)	2.50	PW > PW - City Shop
1:18pm (MST)	4:00pm (MST)	2.70	SWR > SWR - Auger Room Maintenance
December 2, 2020			8.30
7:42am (MST)	8:15am (MST)	0.55	SWR > SWR - Sewer Logs
8:15am (MST)	9:01am (MST)	0.77	SWR > SWR - System Maintenance
9:01am (MST)	10:05am (MST)	1.07	MTG > MTG - Staff Meeting
10:05am (MST)	12:54pm (MST)	2.82	SUP > SUP - PW
12:54pm (MST)	2:39pm (MST)	1.75	WTR > WTR - Service Call
2:39pm (MST)	4:00pm (MST)	1.35	PARK > PARK - Restroom
December 3, 2020			8.33
7:41am (MST)	8:10am (MST)	0.48	SWR > SWR - Sewer Logs
8:10am (MST)	8:58am (MST)	0.80	SWR > SWR - System Maintenance
8:58am (MST)	4:01pm (MST)	7.05	STRTS > STRTS - Peterson Pathway
December 4, 2020			8.45
7:33am (MST)	8:02am (MST)	0.48	SWR > SWR - Sewer Logs
8:02am (MST)	8:38am (MST)	0.60	SWR > SWR - System Maintenance
8:38am (MST)	2:01pm (MST)	5.38	STRTS > STRTS - Peterson Pathway
2:01pm (MST)	4:00pm (MST)	1.98	PW > PW - City Shop
December 7, 2020			8.50
7:32am (MST)	8:03am (MST)	0.52	SWR > SWR - Sewer Logs
8:03am (MST)	9:00am (MST)	0.95	SWR > SWR - System Maintenance
9:00am (MST)	10:22am (MST)	1.37	SWR > SWR - Auger Room Maintenance
10:22am (MST)	1:04pm (MST)	2.70	WTR > WTR-WELL PROJECT
1:04pm (MST)	3:00pm (MST)	1.93	MTG > MTG - Staff w/ Elected Officials
3:00pm (MST)	4:02pm (MST)	1.03	PW > PW - Office Time
December 8, 2020			8.60
7:36am (MST)	8:10am (MST)	0.57	SWR > SWR - Sewer Logs
8:10am (MST)	9:00am (MST)	0.83	SWR > SWR - System Maintenance
9:00am (MST)	10:11am (MST)	1.18	MTG > MTG - Staff Meeting

10:11am (MST)	1:27pm (MST)	3.27	WTR > WTR-WELL PROJECT
1:27pm (MST)	4:12pm (MST)	2.75	PW > PW - City Shop
December 9, 2020			8.53
7:35am (MST)	8:05am (MST)	0.50	SWR > SWR - Sewer Logs
8:05am (MST)	8:48am (MST)	0.72	SWR > SWR - System Maintenance
8:48am (MST)	4:07pm (MST)	7.32	STRTS > STRTS - Peterson Pathway
December 10, 2020			6.97
7:42am (MST)	8:14am (MST)	0.53	SWR > SWR - Sewer Logs
8:14am (MST)	8:54am (MST)	0.67	SWR > SWR - System Maintenance
8:54am (MST)	2:40pm (MST)	5.77	STRTS > STRTS - Peterson Pathway
December 11, 2020			7.72
7:42am (MST)	8:13am (MST)	0.52	SWR > SWR - Sewer Logs
8:13am (MST)	8:58am (MST)	0.75	SWR > SWR - System Maintenance
8:58am (MST)	10:18am (MST)	1.33	SWR > SWR - Auger Room Maintenance
10:18am (MST)	12:19pm (MST)	2.02	MTG > MTG - Staff Meeting
NOTES: Mtn water			
12:19pm (MST)	3:25pm (MST)	3.10	PW > PW - Office Time
December 14, 2020			10.27
7:37am (MST)	8:05am (MST)	0.47	SWR > SWR - Sewer Logs
8:05am (MST)	8:42am (MST)	0.62	SWR > SWR - System Maintenance
8:42am (MST)	9:16am (MST)	0.57	MTG > MTG - Staff Meeting
9:16am (MST)	10:22am (MST)	1.10	MTG > MTG - Staff w/ Elected Officials
10:22am (MST)	12:23pm (MST)	2.02	PW > PW - City Shop
12:23pm (MST)	4:03pm (MST)	3.67	WTR > WTR-WELL PROJECT
6:25pm (MST)	8:15pm (MST)	1.83	MTG > MTG - Council Meeting
December 15, 2020			8.18
7:37am (MST)	8:02am (MST)	0.42	SWR > SWR - Sewer Logs
8:02am (MST)	9:15am (MST)	1.22	SWR > SWR - System Maintenance
9:15am (MST)	10:24am (MST)	1.15	PW > PW - Office Time
10:24am (MST)	1:06pm (MST)	2.70	SWR > SWR - Auger Room Maintenance
NOTES: Illegal dumping			
1:06pm (MST)	2:19pm (MST)	1.22	SWR > SWR - Sewer Testing
NOTES: Samples			
2:19pm (MST)	3:48pm (MST)	1.48	PW > PW - City Shop

Doug Buys

Pay Period

12/16/2020 to

1/4/2021

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	12/16/2020	8.20							8.20	
Thursday	12/17/2020	8.45							8.45	
Friday	12/18/2020	4.90	7.90						12.80	
Saturday	12/19/2020								0.00	
Total Week		21.55	7.90	0.00	0.00	0.00	0.00	0.00	29.45	
Sunday	12/20/2020								0.00	
Monday	12/21/2020	1.52			0.48				2.00	
Tuesday	12/22/2020	8.52							8.52	
Wednesday	12/23/2020	7.57							7.57	
Thursday	12/24/2020	8.15							8.15	
Friday	12/25/2020					8.00			8.00	
Saturday	12/26/2020								0.00	
Total Week		25.76	0.00	0.00	0.48	0.00	8.00	0.00	34.24	
Sunday	12/27/2020	6.50							6.50	
Monday	12/28/2020	8.25							8.25	
Tuesday	12/29/2020	9.50							9.50	
Wednesday	12/30/2020	8.48							8.48	
Thursday	12/31/2020	6.50							6.50	
Friday	1/1/2021					8.00			8.00	
MONDAY	1/4/2021	6.50							6.50	
Total Week		45.73	0.00	0.00	0.00	0.00	8.00	0.00	53.73	
Total Pay Period		93.04	7.90	0.00	0.48	0.00	16.00	0.00	117.42	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Next paycheck will not have any withdrawals other than PERSI and PERSI Choice. - mac

Doug Buys

12/16/2020 to 01/04/2021

Regular **93.03** PTO **0.00** OT **7.90** DT **0.00** To Item 17. **100.93**

Time in	Time out	Duration	
December 16, 2020			8.20
7:48am (MST)	8:15am (MST)	0.45	SWR > SWR - Sewer Logs
8:15am (MST)	10:28am (MST)	2.22	SWR > SWR - System Maintenance
10:28am (MST)	11:19am (MST)	0.85	PARK > PARK - Restroom
11:19am (MST)	2:33pm (MST)	3.23	EQP > EQP - F350 Truck Maintenance
2:33pm (MST)	4:00pm (MST)	1.45	PW > PW - City Shop
December 17, 2020			8.45
4:00am (MST)	11:17am (MST)	7.28	STRTS > STRTS - Snow Removal
11:17am (MST)	11:47am (MST)	0.50	SWR > SWR - Sewer Logs
11:47am (MST)	12:27pm (MST)	0.67	SWR > SWR - System Maintenance
December 18, 2020			12.80
1:12am (MST)	4:02am (MST)	2.83	WTR > WTR - Service Call
4:02am (MST)	7:45am (MST)	3.72	STRTS > STRTS - Snow Removal
7:45am (MST)	8:10am (MST)	0.42	SWR > SWR - Sewer Logs
8:10am (MST)	1:26pm (MST)	5.27	WTR > WTR - Service Call
1:26pm (MST)	2:00pm (MST)	0.57	WTR > WTR - Booster Station & Well Logs
December 21, 2020			1.52
7:45am (MST)	8:35am (MST)	0.83	SWR > SWR - Sewer Logs
8:35am (MST)	9:16am (MST)	0.68	MTG > MTG - Staff Meeting
December 22, 2020			8.52
7:44am (MST)	8:11am (MST)	0.45	SWR > SWR - Sewer Logs
8:11am (MST)	8:30am (MST)	0.32	SWR > SWR - System Maintenance
8:30am (MST)	9:41am (MST)	1.18	MTG > MTG - Staff Meeting
9:41am (MST)	2:00pm (MST)	4.32	WTR > WTR - Service Call
2:00pm (MST)	2:35pm (MST)	0.58	WTR > WTR - Booster Station & Well Logs
2:35pm (MST)	4:15pm (MST)	1.67	SWR > SWR - Auger Room Maintenance
December 23, 2020			7.57
7:46am (MST)	8:39am (MST)	0.88	SWR > SWR - Sewer Logs
8:39am (MST)	9:06am (MST)	0.45	PW > PW - Office Time
9:46am (MST)	2:12pm (MST)	4.43	STRTS > STRTS - Pot Hole Repair
2:12pm (MST)	4:00pm (MST)	1.80	WTR > Train - Water
December 24, 2020			8.15
7:51am (MST)	8:29am (MST)	0.63	SWR > SWR - Sewer Logs

8:29am (MST)	9:11am (MST)	0.70	PW > PW - Office Time
9:11am (MST)	9:44am (MST)	0.55	MTG > MTG - Staff Meeting
9:44am (MST)	11:28am (MST)	1.73	WTR > WTR - Service Call
11:28am (MST)	2:34pm (MST)	3.10	STRTS > Train - Streets
2:34pm (MST)	4:00pm (MST)	1.43	PW > PW - City Shop
December 27, 2020			6.50
1:00am (MST)	7:30am (MST)	6.50	STRTS > STRTS - Snow Removal
December 28, 2020			8.25
7:45am (MST)	8:40am (MST)	0.92	SWR > SWR - Sewer Logs
8:40am (MST)	9:46am (MST)	1.10	MTG > MTG - Staff Meeting
9:46am (MST)	11:13am (MST)	1.45	WTR > WTR - Service Call
11:13am (MST)	12:01pm (MST)	0.80	WTR > WTR - Booster Station & Well Logs
12:01pm (MST)	1:09pm (MST)	1.13	EQP > EQP - Loader Maintenance
1:09pm (MST)	2:15pm (MST)	1.10	EQP > EQP - Grader Maintenance
2:15pm (MST)	4:00pm (MST)	1.75	SWR > Train - Sewer
December 29, 2020			9.50
7:40am (MST)	8:07am (MST)	0.45	SWR > SWR - Sewer Logs
8:07am (MST)	9:12am (MST)	1.08	SWR > SWR - System Maintenance
9:12am (MST)	11:08am (MST)	1.93	STRTS > STRTS - Pot Hole Repair
11:08am (MST)	11:52am (MST)	0.73	MTG > MTG - Staff Meeting
11:52am (MST)	1:03pm (MST)	1.18	IND > IND - Industrial Park Maintenance
1:03pm (MST)	2:00pm (MST)	0.95	PW > PW - City Shop
2:00pm (MST)	4:00pm (MST)	2.00	WTR > WTR - Service Call
6:40pm (MST)	7:50pm (MST)	1.17	MTG > MTG - Council Meeting
December 30, 2020			8.48
7:46am (MST)	8:34am (MST)	0.80	SWR > SWR - Sewer Logs
8:34am (MST)	9:52am (MST)	1.30	PW > PW - Office Time
9:52am (MST)	10:19am (MST)	0.45	WTR > WTR - Booster Station & Well Logs
10:19am (MST)	11:15am (MST)	0.93	MTG > MTG - Staff Meeting
11:15am (MST)	2:37pm (MST)	3.37	WTR > Train - Water
2:37pm (MST)	4:15pm (MST)	1.63	STRTS > Train - Streets
December 31, 2020			6.50
1:00am (MST)	7:30am (MST)	6.50	STRTS > STRTS - Snow Removal
January 4, 2021			6.50
1:00am (MST)	7:30am (MST)	6.50	STRTS > STRTS - Snow Removal

Jessie Gerke

Pay Period

12/1/2020 to

12/15/2020

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	12/1/2020	7.37			0.46		0.17		8.00	
Wednesday	12/2/2020	7.60					0.40		8.00	
Thursday	12/3/2020	7.45					0.55		8.00	
Friday	12/4/2020	7.77					0.23		8.00	
Saturday	12/5/2020								0.00	
Total Week		30.19	0.00	0.00	0.46	0.00	1.35	0.00	32.00	
Sunday	12/6/2020								0.00	
Monday	12/7/2020	6.30					1.70		8.00	
Tuesday	12/8/2020	7.92					0.08		8.00	
Wednesday	12/9/2020	7.92					0.06		7.98	
Thursday	12/10/2020	7.95							7.95	
Friday	12/11/2020	8.07							8.07	
Saturday	12/12/2020								0.00	
Total Week		38.16	0.00	0.00	0.00	0.00	1.84	0.00	40.00	
Sunday	12/13/2020								0.00	
Monday	12/14/2020	0.72					7.28		8.00	
Tuesday	12/15/2020	7.88					0.12		8.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.60	0.00	0.00	0.00	0.00	7.40	0.00	16.00	
Total Pay Period		76.95	0.00	0.00	0.46	0.00	10.59	0.00	88.00	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

12/01/2020 to 12/15/2020

Regular **76.93** PTO **0.00** OT **0.00** DT **0.00** Total Hours **76.93**

Item 17.

Time in	Time out	Duration	
December 1, 2020			7.37
8:03am (MST)	8:43am (MST)	0.67	SWR > SWR - Sewer Logs
8:43am (MST)	9:30am (MST)	0.78	WTR > WTR - Service Call
9:30am (MST)	10:23am (MST)	0.88	Animal Control > Animal Control Patrol
10:23am (MST)	11:08am (MST)	0.75	MTG > MTG - Staff Meeting
11:08am (MST)	1:36pm (MST)	2.47	STRTS > STRTS - Storm Drainage
1:36pm (MST)	2:51pm (MST)	1.25	PW > PW - City Shop
2:51pm (MST)	3:25pm (MST)	0.57	WTR > WTR - Booster Station & Well Logs
December 2, 2020			7.60
7:59am (MST)	8:37am (MST)	0.63	SWR > SWR - Sewer Logs
8:37am (MST)	9:25am (MST)	0.80	PW > PW - City Shop
9:25am (MST)	10:07am (MST)	0.70	MTG > MTG - Staff Meeting
10:07am (MST)	10:55am (MST)	0.80	PARK > PARK - Restroom
10:55am (MST)	11:30am (MST)	0.58	WTR > WTR - Booster Station & Well Logs
11:30am (MST)	12:53pm (MST)	1.38	WTR > WTR - Service Call
12:53pm (MST)	2:14pm (MST)	1.35	PW > PW - City Shop
2:14pm (MST)	3:35pm (MST)	1.35	Animal Control > Animal Control Complaint
December 3, 2020			7.45
8:00am (MST)	8:41am (MST)	0.68	SWR > SWR - Sewer Logs
8:41am (MST)	9:19am (MST)	0.63	MTG > MTG - Staff Meeting
9:19am (MST)	10:07am (MST)	0.80	WTR > WTR - Booster Station & Well Logs
10:07am (MST)	3:27pm (MST)	5.33	STRTS > STRTS - Peterson Pathway
December 4, 2020			7.77
7:55am (MST)	8:37am (MST)	0.70	SWR > SWR - Sewer Logs
8:37am (MST)	9:17am (MST)	0.67	PW > PW - City Shop
9:17am (MST)	3:41pm (MST)	6.40	STRTS > STRTS - Peterson Pathway
December 7, 2020			6.30
7:59am (MST)	8:45am (MST)	0.77	SWR > SWR - Sewer Logs
8:45am (MST)	9:36am (MST)	0.85	MTG > MTG - Staff Meeting
9:36am (MST)	11:23am (MST)	1.78	SWR > Train - Sewer
11:23am (MST)	12:10pm (MST)	0.78	WTR > WTR - Service Call
1:38pm (MST)	2:22pm (MST)	0.73	Animal Control > Animal Control Patrol
2:22pm (MST)	3:45pm (MST)	1.38	PW > PW - City Shop

December 8, 2020			7.92
7:54am (MST)	8:39am (MST)	0.75	SWR > SWR - Sewer Logs
8:39am (MST)	10:19am (MST)	1.67	STRTS > STRTS - Storm Drainage
10:19am (MST)	11:31am (MST)	1.20	FIRE/EMS
11:31am (MST)	1:13pm (MST)	1.70	WTR > WTR - Service Call
1:13pm (MST)	3:49pm (MST)	2.60	SWR > Train - Sewer
December 9, 2020			7.92
8:02am (MST)	8:42am (MST)	0.67	SWR > SWR - Sewer Logs
8:42am (MST)	9:23am (MST)	0.68	MTG > MTG - Staff Meeting
9:23am (MST)	12:33pm (MST)	3.17	STRTS > STRTS - Peterson Pathway
12:33pm (MST)	1:09pm (MST)	0.60	WTR > WTR - Booster Station & Well Logs
1:09pm (MST)	3:57pm (MST)	2.80	STRTS > STRTS - Peterson Pathway
December 10, 2020			7.95
8:01am (MST)	8:49am (MST)	0.80	SWR > SWR - Sewer Logs
8:49am (MST)	10:36am (MST)	1.78	PW > PW - City Shop
10:36am (MST)	2:08pm (MST)	3.53	STRTS > STRTS - Peterson Pathway
2:08pm (MST)	2:43pm (MST)	0.58	WTR > WTR - Booster Station & Well Logs
2:43pm (MST)	3:58pm (MST)	1.25	STRTS > STRTS - Peterson Pathway
December 11, 2020			8.07
7:53am (MST)	8:37am (MST)	0.73	SWR > SWR - Sewer Logs
8:37am (MST)	10:46am (MST)	2.15	WTR > Train - Water
10:46am (MST)	12:04pm (MST)	1.30	EQP > EQP - S10 Truck Maintenance
12:04pm (MST)	1:58pm (MST)	1.90	WTR > WTR - Service Call
1:58pm (MST)	3:04pm (MST)	1.10	FIRE/EMS
3:04pm (MST)	3:57pm (MST)	0.88	PW > PW - City Shop
December 14, 2020			0.72
7:24am (MST)	8:07am (MST)	0.72	SWR > SWR - Sewer Logs
December 15, 2020			7.88
7:50am (MST)	8:36am (MST)	0.77	SWR > SWR - Sewer Logs
8:36am (MST)	9:22am (MST)	0.77	MTG > MTG - Staff Meeting
9:22am (MST)	10:12am (MST)	0.83	Animal Control > Animal Control Patrol
10:12am (MST)	11:03am (MST)	0.85	WTR > WTR - Booster Station & Well Logs
11:03am (MST)	1:03pm (MST)	2.00	SWR > SWR - Auger Room Maintenance
1:03pm (MST)	2:00pm (MST)	0.95	SWR > SWR - Sewer Testing
2:00pm (MST)	3:43pm (MST)	1.72	WTR > Train - Water

Jessica Gerke

Pay Period

12/16/2020 to

12/31/2020

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	12/16/2020	7.93							7.93	
Thursday	12/17/2020	8.03							8.03	
Friday	12/18/2020	12.53							12.53	
Saturday	12/19/2020								0.00	
Total Week		28.49	0.00	0.00	0.00	0.00	0.00	0.00	28.49	
Sunday	12/20/2020								0.00	
Monday	12/21/2020	1.52			2.42			3.83	7.77	
Tuesday	12/22/2020	8.47							8.47	
Wednesday	12/23/2020	7.78							7.78	
Thursday	12/24/2020	7.98							7.98	
Friday	12/25/2020					8.00			8.00	
Saturday	12/26/2020								0.00	
Total Week		25.75	0.00	0.00	2.42	8.00	0.00	3.83	40.00	
Sunday	12/27/2020	5.82							5.82	
Monday	12/28/2020	8.07							8.07	
Tuesday	12/29/2020	8.85							8.85	
Wednesday	12/30/2020	8.45							8.45	
Thursday	12/31/2020	8.81		1.61					10.42	
Friday									0.00	
Saturday									0.00	
Total Week		40.00	0.00	1.61	0.00	2.42	0.00	0.00	40.00	
Total Pay Period		94.24	0.00	1.61	2.42	2.42	8.00	0.00	3.83	108.49

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Jessica Gerke

12/16/2020 to 12/31/2020

Regular	PTO	OT	DT	To Item 17.
94.25	0.00	1.60	0.00	95.85

Time in	Time out	Duration	
December 16, 2020			7.93
8:05am (MST)	8:48am (MST)	0.72	SWR > SWR - Sewer Logs
8:48am (MST)	9:57am (MST)	1.15	WTR > WTR - Booster Station & Well Logs
9:57am (MST)	10:28am (MST)	0.52	SWR > SWR - System Maintenance
10:28am (MST)	11:18am (MST)	0.83	PARK > PARK - Restroom
11:18am (MST)	2:04pm (MST)	2.77	EQP > EQP - F350 Truck Maintenance
2:04pm (MST)	4:01pm (MST)	1.95	PW > PW - City Shop
December 17, 2020			8.03
4:20am (MST)	11:05am (MST)	6.75	STRTS > STRTS - Snow Removal
11:05am (MST)	11:44am (MST)	0.65	EQP > EQP - Loader Maintenance
11:44am (MST)	12:22pm (MST)	0.63	PW > PW - City Shop
December 18, 2020			12.53
1:30am (MST)	4:02am (MST)	2.53	WTR > WTR - Service Call
NOTES: N. Heigho			
4:02am (MST)	7:32am (MST)	3.50	STRTS > STRTS - Snow Removal
7:32am (MST)	8:02am (MST)	0.50	SWR > SWR - Sewer Logs
8:02am (MST)	1:26pm (MST)	5.40	WTR > WTR - Service Call
NOTES: N. Heigho			
1:26pm (MST)	2:02pm (MST)	0.60	WTR > WTR - Booster Station & Well Logs
December 21, 2020			1.52
7:45am (MST)	8:35am (MST)	0.83	SWR > SWR - Sewer Logs
8:35am (MST)	9:16am (MST)	0.68	MTG > MTG - Staff Meeting
December 22, 2020			8.47
7:47am (MST)	8:29am (MST)	0.70	SWR > SWR - Sewer Logs
8:29am (MST)	9:41am (MST)	1.20	MTG > MTG - Staff Meeting
9:41am (MST)	1:57pm (MST)	4.27	WTR > WTR - Service Call
NOTES: Meters			
1:57pm (MST)	2:35pm (MST)	0.63	WTR > WTR - Booster Station & Well Logs
2:35pm (MST)	4:15pm (MST)	1.67	SWR > SWR - Auger Room Maintenance
December 23, 2020			7.78
7:58am (MST)	8:39am (MST)	0.68	SWR > SWR - Sewer Logs
8:39am (MST)	9:06am (MST)	0.45	PW > PW - Office Time
9:06am (MST)	2:12pm (MST)	5.10	STRTS > STRTS - Pot Hole Repair
2:12pm (MST)	3:45pm (MST)	1.55	WTR > Train - Water

December 24, 2020

7:50am (MST)	8:29am (MST)	0.65	SWR > SWR - Sewer Logs
8:29am (MST)	9:11am (MST)	0.70	PW > PW - Office Time
9:11am (MST)	9:44am (MST)	0.55	MTG > MTG - Staff Meeting
9:44am (MST)	11:28am (MST)	1.73	WTR > WTR - Service Call
11:28am (MST)	2:34pm (MST)	3.10	STRTS > Train - Streets
2:34pm (MST)	3:49pm (MST)	1.25	PW > PW - City Shop

December 27, 2020**5.82**

1:08am (MST)	6:57am (MST)	5.82	STRTS > STRTS - Snow Removal
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December 28, 2020**8.07**

7:54am (MST)	8:40am (MST)	0.77	SWR > SWR - Sewer Logs
8:40am (MST)	9:46am (MST)	1.10	MTG > MTG - Staff Meeting
9:46am (MST)	11:13am (MST)	1.45	WTR > WTR - Service Call
NOTES: Red door			
11:13am (MST)	12:01pm (MST)	0.80	WTR > WTR - Booster Station & Well Logs
12:01pm (MST)	1:09pm (MST)	1.13	EQP > EQP - Loader Maintenance
1:09pm (MST)	2:15pm (MST)	1.10	EQP > EQP - Grader Maintenance
2:15pm (MST)	3:58pm (MST)	1.72	SWR > Train - Sewer

December 29, 2020**8.85**

8:17am (MST)	9:12am (MST)	0.92	SWR > SWR - Sewer Logs
9:12am (MST)	11:08am (MST)	1.93	STRTS > STRTS - Snow Removal
NOTES: Well houses			
11:08am (MST)	11:52am (MST)	0.73	MTG > MTG - Staff Meeting
11:52am (MST)	1:03pm (MST)	1.18	IND > IND - Industrial Park Maintenance
1:03pm (MST)	2:00pm (MST)	0.95	PW > PW - City Shop
2:00pm (MST)	3:58pm (MST)	1.97	WTR > WTR - Service Call
6:40pm (MST)	7:50pm (MST)	1.17	MTG > MTG - Staff w/ Elected Officials

December 30, 2020**8.45**

7:48am (MST)	8:34am (MST)	0.77	SWR > SWR - Sewer Logs
8:34am (MST)	9:52am (MST)	1.30	PW > PW - Office Time
9:52am (MST)	10:19am (MST)	0.45	WTR > WTR - Booster Station & Well Logs
10:19am (MST)	11:15am (MST)	0.93	MTG > MTG - Staff Meeting
11:15am (MST)	2:37pm (MST)	3.37	WTR > Train - Water
2:37pm (MST)	4:15pm (MST)	1.63	STRTS > Train - Streets

December 31, 2020**10.42**

1:23am (MST)	10:19am (MST)	8.93	STRTS > STRTS - Snow Removal
10:19am (MST)	11:48am (MST)	1.48	STRTS > STRTS - Snow Blowing PARK or Sidewalks

Angie Mettie

Pay Period

12/1/2020 to

12/15/2020

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	12/1/2020	6.35					0.65		7.00	
Wednesday	12/2/2020	6.98					0.02		7.00	
Thursday	12/3/2020	6.47					0.53		7.00	
Friday	12/4/2020	3.77					3.23		7.00	
Saturday	12/5/2020								0.00	
Total Week		23.57	0.00	0.00	0.00	0.00	4.43	0.00	28.00	
Sunday	12/6/2020								0.00	
Monday	12/7/2020	6.90					0.10		7.00	
Tuesday	12/8/2020	6.55					0.45		7.00	
Wednesday	12/9/2020	6.35					0.65		7.00	
Thursday	12/10/2020	6.77					0.23		7.00	
Friday	12/11/2020	3.12					3.88		7.00	
Saturday	12/12/2020								0.00	
Total Week		29.69	0.00	0.00	0.00	0.00	5.31	0.00	35.00	
Sunday	12/13/2020								0.00	
Monday	12/14/2020	8.02							8.02	
Tuesday	12/15/2020	6.58					0.42		7.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		14.60	0.00	0.00	0.00	0.00	0.42	0.00	15.02	
Total Pay Period		67.86	0.00	0.00	0.00	0.00	10.16	0.00	78.02	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

12/01/2020 to 12/15/2020

Regular	PTO	OT	DT	Total Hours
67.85	0.00	0.00	0.00	67.85

Item 17.

Time in	Time out	Duration		
December 1, 2020				6.35
8:47am (MST)	3:08pm (MST)	6.35	ADM > ADM - Customer Relations	
December 2, 2020				6.98
8:48am (MST)	3:47pm (MST)	6.98	ADM > ADM - Customer Relations	
December 3, 2020				6.47
8:48am (MST)	3:16pm (MST)	6.47	ADM > ADM - Customer Relations	
December 4, 2020				3.77
8:46am (MST)	12:32pm (MST)	3.77	ADM > ADM - Customer Relations	
December 7, 2020				6.90
8:30am (MST)	8:48am (MST)	0.30	MTG > MTG - Staff Meeting	
8:48am (MST)	3:24pm (MST)	6.60	ADM > ADM - Customer Relations	
December 8, 2020				6.55
8:48am (MST)	3:21pm (MST)	6.55	ADM > ADM - Customer Relations	
December 9, 2020				6.35
8:46am (MST)	3:07pm (MST)	6.35	ADM > ADM - Customer Relations	
December 10, 2020				6.77
8:48am (MST)	3:34pm (MST)	6.77	ADM > ADM - Customer Relations	
December 11, 2020				3.12
8:53am (MST)	12:00pm (MST)	3.12	ADM > ADM - Customer Relations	
December 14, 2020				8.02
8:32am (MST)	9:00am (MST)	0.47	MTG > MTG - Staff Meeting	
9:00am (MST)	3:00pm (MST)	6.00	ADM > ADM - Customer Relations	
6:28pm (MST)	8:01pm (MST)	1.55	MTG > MTG - Council Meeting	
December 15, 2020				6.58
8:51am (MST)	3:26pm (MST)	6.58	ADM > ADM - Customer Relations	

Angie Mettie

Pay Period

12/16/2020 to

12/31/2020

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	12/16/2020	6.38							6.38	
Thursday	12/17/2020	6.25							6.25	
Friday	12/18/2020	6.15							6.15	
Saturday	12/19/2020								0.00	
Total Week		18.78	0.00	0.00	0.00	0.00	0.00	0.00	18.78	
Sunday	12/20/2020								0.00	
Monday	12/21/2020	6.40							6.40	
Tuesday	12/22/2020	6.28							6.28	
Wednesday	12/23/2020	6.43							6.43	
Thursday	12/24/2020							7.00	7.00	
Friday	12/25/2020					8.00			8.00	
Saturday	12/26/2020								0.00	
Total Week		19.11	0.00	0.00	0.00	8.00	0.00	7.00	34.11	
Sunday	12/27/2020								0.00	
Monday	12/28/2020	6.83							6.83	
Tuesday	12/29/2020	7.60							7.60	
Wednesday	12/30/2020	7.13							7.13	
Thursday	12/31/2020							7.00	7.00	
Friday									0.00	
Saturday									0.00	
Total Week		21.56	0.00	0.00	0.00	0.00	0.00	7.00	28.56	
Total Pay Period		59.45	0.00	0.00	0.00	8.00	0.00	14.00	81.45	

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Angie Mettie

12/16/2020 to 12/31/2020

Regular	PTO	OT	DT	To	Item 17.
59.47	0.00	0.00	0.00	59.47	

Time in	Time out	Duration	
December 16, 2020			6.38
8:53am (MST)	3:16pm (MST)	6.38	ADM > ADM - Customer Relations
December 17, 2020			6.25
8:53am (MST)	3:08pm (MST)	6.25	ADM > ADM - Customer Relations
December 18, 2020			6.15
8:52am (MST)	3:01pm (MST)	6.15	ADM > ADM - Customer Relations
December 21, 2020			6.40
8:50am (MST)	9:00am (MST)	0.17	MTG > MTG - Staff Meeting
9:00am (MST)	3:14pm (MST)	6.23	ADM > ADM - Customer Relations
December 22, 2020			6.28
8:50am (MST)	3:07pm (MST)	6.28	ADM > ADM - Customer Relations
December 23, 2020			6.43
8:47am (MST)	3:13pm (MST)	6.43	ADM > ADM - Customer Relations
December 28, 2020			6.83
8:30am (MST)	9:26am (MST)	0.93	MTG > MTG - Staff Meeting
9:26am (MST)	3:20pm (MST)	5.90	ADM > ADM - Customer Relations
December 29, 2020			7.60
8:43am (MST)	3:26pm (MST)	6.72	ADM > ADM - Customer Relations
6:28pm (MST)	7:21pm (MST)	0.88	MTG > MTG - Council Meeting
December 30, 2020			7.13
8:47am (MST)	3:55pm (MST)	7.13	ADM > ADM - Customer Relations

Jacob Qualls

Pay Period

12/1/2020 to

12/15/2020

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	12/1/2020	8.18							8.18	
Wednesday	12/2/2020	3.52					4.00		7.52	
Thursday	12/3/2020	7.02							7.02	
Friday	12/4/2020							5.00	5.00	
Saturday	12/5/2020								0.00	
Total Week		18.72	0.00	0.00	0.00	0.00	4.00	5.00	27.72	
Sunday	12/6/2020								0.00	
Monday	12/7/2020	6.70							6.70	
Tuesday	12/8/2020	7.40							7.40	
Wednesday	12/9/2020	7.35							7.35	
Thursday	12/10/2020	9.07							9.07	
Friday	12/11/2020	8.33							8.33	
Saturday	12/12/2020								0.00	
Total Week		38.85	0.00	0.00	0.00	0.00	0.00	0.00	38.85	
Sunday	12/13/2020								0.00	
Monday	12/14/2020	1.28							1.28	
Tuesday	12/15/2020	1.42							1.42	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		2.70	0.00	0.00	0.00	0.00	0.00	0.00	2.70	
Total Pay Period		60.27	0.00	0.00	0.00	0.00	4.00	5.00	69.27	

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:

Jacob Qualls

12/01/2020 to 12/15/2020

Regular **60.27** PTO **0.00** OT **0.00** DT **0.00** Total Hours **60.27**

Item 17.

Time in	Time out	Duration		
December 1, 2020				8.18
8:07am	3:32pm	7.42	ADM > ADM - City Hall	
3:35pm	4:15pm	0.67	MTG > MTG - Developer Contact	
NOTES: Mr. Hill				
4:30pm	4:36pm	0.10	MTG > MTG - Developer Contact	
NOTES: Mr. Hill again				
December 2, 2020				3.52
10:35am	11:50am	1.25	ADM > ADM - City Hall	
1:22pm	2:10pm	0.80	ADM > ADM - City Hall	
2:10pm	3:38pm	1.47	MTG > MTG - Staff Meeting	
NOTES: Crestline Engineers- Height Street project				
December 3, 2020				7.02
9:09am	4:10pm	7.02	ADM > ADM - City Hall	
December 7, 2020				6.70
8:30am	8:47am	0.28	MTG > MTG - Staff w/ Elected Officials	
8:47am	2:05pm	5.30	ADM > ADM - City Hall	
3:37pm	4:44pm	1.12	ADM > ADM - City Hall	
December 8, 2020				7.40
9:02am	4:26pm	7.40	ADM > ADM - City Hall	
December 9, 2020				7.35
9:30am	2:00pm	4.50	ADM > ADM - Public Records Requests	
NOTES: Willey Case				
2:00pm	4:51pm	2.85	MTG > MTG - Developer Contact	
NOTES: Pat Hill, Cindy Koberstien				
December 10, 2020				9.07
9:00am	12:00pm	3.00	ADM > ADM - Public Records Requests	
NOTES: Willey Case				
12:00pm	12:30pm	0.50	MTG > MTG - Other Governement	
NOTES: III-A via ZOOM				
12:30pm	2:00pm	1.50	MTG > MTG - Other Governement	
NOTES: COVID Regional Task Force Meeting via ZOOM				
2:00pm	6:04pm	4.07	ADM > ADM - Public Records Requests	
NOTES: Willey Case emails				
December 11, 2020				8.33
9:15am	5:35pm	8.33	ADM > ADM - City Hall	
December 14, 2020				1.28

9:53am 11:10am 1.28 ADM > ADM - City Hall

December 15, 2020 **1.42**

9:10am 10:35am 1.42 ADM > ADM - City Hall

Jacob Qualls

Pay Period

12/16/2020 to

12/31/2020

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday	12/16/2020	6.53						0.99	7.52	
Thursday	12/17/2020	7.00						1.00	8.00	
Friday	12/18/2020	8.48							8.48	
Saturday	12/19/2020								0.00	
Total Week		22.01	0.00	0.00	0.00	0.00	0.00	1.99	24.00	
Sunday	12/20/2020								0.00	
Monday	12/21/2020	6.65						0.03	6.68	
Tuesday	12/22/2020	8.32							8.32	
Wednesday	12/23/2020	7.08							7.08	
Thursday	12/24/2020						4.00	2.98	6.98	
Friday	12/25/2020					8.00			8.00	
Saturday	12/26/2020								0.00	
Total Week		22.05	0.00	0.00	0.00	8.00	4.00	3.01	37.06	
Sunday	12/27/2020								0.00	
Monday	12/28/2020	9.22							9.22	
Tuesday	12/29/2020	10.53							10.53	
Wednesday	12/30/2020	1.35							1.35	
Thursday	12/31/2020	0.42							0.42	
Friday									0.00	
Saturday									0.00	
Total Week		21.52	0.00	0.00	0.00	0.00	0.00	0.00	21.52	
Total Pay Period		65.58	0.00	0.00	0.00	8.00	4.00	5.00	82.58	

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:

Jacob Qualls

12/16/2020 to 12/31/2020

Regular	PTO	OT	DT	To	Item 17.
65.58	0.00	0.00	0.00	65.58	

Time in	Time out	Duration	
December 16, 2020			6.53
8:57am	3:29pm	6.53	ADM > ADM - City Hall
December 17, 2020			7.00
9:50am	4:50pm	7.00	ADM > ADM - City Hall
December 18, 2020			8.48
8:58am	5:27pm	8.48	ADM > ADM - City Hall
December 21, 2020			6.65
8:30am	9:23am	0.88	MTG > MTG - Staff w/ Elected Officials
9:23am	12:07pm	2.73	WTR > WTR - Reporting
NOTES: Meter Reading			
1:15pm	4:17pm	3.03	ADM > ADM - City Hall
December 22, 2020			8.32
9:05am	5:24pm	8.32	ADM > ADM - City Hall
December 23, 2020			7.08
9:12am	4:17pm	7.08	ADM > ADM - City Hall
December 28, 2020			9.22
8:40am	9:15am	0.58	MTG > MTG - Staff Meeting
9:15am	5:53pm	8.63	ADM > ADM - City Hall
December 29, 2020			10.53
8:59am	7:31pm	10.53	ADM > ADM - City Hall
December 30, 2020			1.35
8:34am	9:50am	1.27	Finance > FIN - Payroll / HR
NOTES: Trying to get T-Sheets reset for Doug			
4:15pm	4:20pm	0.08	Animal Control > Animal Control Complaint
NOTES: Taking call for Dog complaint. Urged to come into City Hall on Monday...Barking Dog - R. Matthews, Owner			
December 31, 2020			0.42
10:29am	10:34am	0.08	ADM > ADM - Customer Relations
NOTES: Call reference water/sewer payment			
10:55am	11:00am	0.08	ADM > ADM - Customer Relations
NOTES: From Mel Faucett re: Tanya Fausett utility name change. Urged to call Monday morning			
11:40am	11:45am	0.08	Animal Control > Animal Control Complaint
NOTES: Lost dog - Vernon Priddy, reported by Kelsie Pfof..told to utilize facebook.			
12:03pm	12:08pm	0.08	ADM > ADM - Customer Relations
NOTES: Utility Bill Payment - advised to check website for ease of water payment.			
1:38pm	1:43pm	0.08	ADM > ADM - Customer Relations

NOTES: Call from Linda, MV Fire - wanting to know if auto payments can be deducted. Advised she can utilize her bank to pay and forget...but would not be auto-drawn.

Item 17.

Total for Payroll Checks

Employee	Employer	Amount
2.90		55.92
3.36		827.20
40.00		285.59
7.90		580.00
32.58		12,125.48
609.15		471.20
24.00		

COMA HOURS (Comp Time Accumulated)	2.90		
COMP HOURS (Comp Time Used)	3.36		
HOL HOURS (Holiday Pay)	40.00		
OVER HOURS (Overtime)	7.90		
PERS HOURS (Personal Time Used)	32.58		
REG HOURS (Regular Time)	609.15		
VACA HOURS (Vacation Time Used)	24.00		
GROSS PAY	14,345.39	0.00	
NET PAY	9,974.54	0.00	
AFLAC-ACCIDENT	90.24	0.00	
AFLAC-CANCER	110.28	0.00	
AFLAC-STDISABLI	104.92	0.00	
EMP-LIFE INSURA	123.10	6.40	
FAM-LIFE INSURA	2.54	0.00	
FIT	901.10	0.00	
IDAHO SIT	390.00	0.00	
III-A HEALTH IN	0.00	2,583.00	
III-FAMILY VIS/	92.00	0.00	
MEDICARE	205.09	205.09	
PERSI	1,027.12	1,712.84	
PERSI-401K-REPA	64.26	0.00	
PERSI-CHOICE_D	383.22	0.00	
SOCIAL SECURITY	876.98	876.98	
FIT/SIT BASE	12,734.53	0.00	
MEDICARE BASE	14,144.87	0.00	
PERS BASE	14,345.39	0.00	
SOC SEC BASE	14,144.87	0.00	
WC BASE	14,345.39	0.00	

Total
Total Payroll Expense (Gross Pay + Employer Contributions): 5,384.31 19,729.70

Check Summary

Payroll Checks Prev. Out.	\$9,191.17
Payroll Checks Issued	\$16,664.46
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$25,855.63
Electronic Checks	\$3,065.24

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	1753.96	1753.96		21001
Medicare	410.18	410.18		21002
Workers' Comp	0.00			21008
FIT	901.10	901.10		21003
IDAHO SIT	390.00	390.00		21004

PERSI	2739.96	2739.96	21005
III-A HEALTH IN	2583.00	2583.00	21007
PERSI_CHOICE_D	383.22	383.22	21005
AFLAC-ACCIDENT	90.24	90.24	21010
AFLAC-STDISABLI	104.92	104.92	21010
PERSI-401K-REPA	64.26	64.26	21005
AFLAC-CANCER	110.28	110.28	21010
III-FAMILY VIS /	92.00	92.00	21007
EMP-LIFE INSURA	129.50	129.50	21006
FAM-LIFE INSURA	2.54	2.54	21006
Total Ded.	9755.16	9755.16	0.00

**** Carried Forward column only correct if report run for current period.