



## **CITY OF DONNELLY**

169 HALFERTY STREET  
P.O. BOX 725  
DONNELLY, ID 83615  
TELEPHONE (208) 325-8859 FAX (208) 325-4091

### **City Council Meeting**

**Monday, October 17, 2016 at 6:00 pm**

**Donnelly Community Center**

#### **AGENDA**

##### **ROLL CALL**

##### **PLEDGE OF ALLEGIENCE**

##### **CONSENT AGENDA:**

Vouchers September 21, 2016 thru October 13, 2016  
City Council Meeting Minutes – September 21, & September 29, 2016

##### **BUSINESS AGENDA:**

**AB 17-01 Proposals for Grant Administrative Services**

**AB 17-02 Resolution 2016-005 Surplus**  
Oil Tank

**AB 17-03 Resolution 2016-006 Inter Fund Loan for Depot Repairs**

**AB 17-04 Property at Jordan and SH 55**  
Private Lease

**AB 17-05 (Presentation) Water System Facility Plan Review**  
Mike – Mountain Water Works

**AB 17-06 (Workshop) Water System Bond**

##### **STAFF REPORTS:**

Clerk/Treasurer Report  
Mayor  
Council

**ADJOURN:** Special City Council Meeting, Wednesday, November 2, 2016 @ 5:45 p.m.

or dates posted from 09/19/16 to 10/13/16, IFB General Checking  
\* ... Over spent expenditure

aim/ ne #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1829	10 ASSOCIATION OF IDAHO CITIES	400.00					
1	585 10/05/16 FY 17 AIC Membership	400.00*			10 41100	520	10100
	Total for Vendor:	400.00					
1808	150 CABLE ONE	72.31					
1	100116 10/01/16 October Internet	72.31			21 41100	417	10100
	Total for Vendor:	72.31					
1823	227 CTR CLEANUP & TOTAL RESOTORATION	4,174.10					
	ngineer and labor for the Depot Center Repair prior to any work being completed						
1	15083 08/16/16 engineer and labor	4,174.10*			10 44300	432	10100
	Total for Vendor:	4,174.10					
1792	44 DONNELLY RURAL FIRE DEPARTMENT	1,000.00					
	ot Award FY 16 overage						
1	093016-1 09/30/16 Lot Award FY16 Overages	1,000.00			15 41100	922	10100
	Total for Vendor:	1,000.00					
1826	228 FALVEY'S LLC	8,521.90					
1	093016 09/30/16 bond issue	8,521.90*			10 44300	432 23	10100
	Total for Vendor:	8,521.90					
1813	48 FRANKLIN BUILDING SUPPLY CO.	26.76					
1	364044 10/07/16 snow marker paint	26.76			10 43010	460	10100
	Total for Vendor:	26.76					
1821	49 FRONTIER	63.57					
1	100716 10/07/16 telephone library	63.57			21 41100	437	10100
	Total for Vendor:	63.57					
1798	79 LAKESHORE DISPOSAL	97.92					
1	23391011 10/01/16 ddc trash	97.92			10 44300	414	10100
	Total for Vendor:	97.92					

or dates posted from 09/19/16 to 10/13/16, IFB General Checking  
\* ... Over spent expenditure

aim/ ne #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1795	152 MASTER METER SYSTEMS	1,500.00					
	Annual Software Maintenance Fee						
1	2016-17 09/30/10 annual software maintenance f	1,200.00			51 41100	621	10100
2	2016-17 09/30/10 annual software maintenance f	300.00			52 41100	621	10100
	Total for Vendor:	1,500.00					
1810	153 MOUNTAIN WATERWORKS	250.00					
1	2511 09/30/16 contract services	250.00			51 41100	360	10100
1811	153 MOUNTAIN WATERWORKS	28,765.15					
1	2520 09/30/16 Water Facility Plan Grant	28,765.15*			51 41100	970	10100
1812	153 MOUNTAIN WATERWORKS	1,410.00					
1	2514 09/30/16 Northwest Passages Review	650.00*		NWP	10 41100	341	10100
2	2514 09/30/16 NWP Hyraulic Modeling	760.00*		NWP	10 41100	341	10100
	Total for Vendor:	30,425.15					
1814	178 ORKIN PEST CONTROL	100.00					
1	100841 10/07/16 pest control city hall/communi	100.00			10 41100	431	10100
	Total for Vendor:	100.00					
1817	219 T.O. ENGINEERS	892.50					
1	160057-5B 10/05/16 Northwest Passages Review	892.50*		NWP	10 41100	341	10100
1818	219 T.O. ENGINEERS	407.50					
1	160057-5A 10/05/16 pathway review	140.00			10 41100	330	10100
2	160057-5A 10/05/16 LHTAC review and summary	140.00			10 41100	330	10100
3	160057-5A 10/05/16 Storm Drainage Analysis	127.50			10 41100	330	10100
	Total for Vendor:	1,300.00					
1819	226 THE BUILDING DEPARTMENT LLC	14,956.99					
1	100516 10/05/16 Northwest Passages Review	14,956.99*		NWP	10 41100	341	10100
	Total for Vendor:	14,956.99					

10/13/16  
10:40:49

CITY OF DONNELLY  
Claim Details  
For the Accounting Period: 10/16

or dates posted from 09/19/16 to 10/13/16, IFB General Checking  
\* ... Over spent expenditure

Claim #	Check #	Vendor #/Name/	Document \$/ Invoice #/Inv Date/Description	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1828		142 VERIZON WIRELESS		80.83				
1	9772893025	10/01/16 Maintenance Cell	46.88			10 41100	436	10100
2	9772893025	10/01/16 Maintenance Cell	20.21			51 41100	436	10100
3	9772893025	10/01/16 Maintenance Cell	13.74			52 41100	436	10100
		Total for Vendor:	80.83					
1800		209 YORGASON LAW OFFICES PLLC		225.00				
1	2016-Octob	10/06/16 sewer bond attorney issues	225.00			52 41100	320	10100
		Total for Vendor:	225.00					
		# of Claims	18	Total:	62,944.53			

or dates posted from 09/19/16 to 10/13/16, IFB General Checking  
\* ... Over spent expenditure

aim	Vendor #/Name/	Document \$/	Disc \$					Cash
ne #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
*** Claim from another period ( 8/16) ****								
1620	153 MOUNTAIN WATERWORKS	3,762.50						
1	2443 07/31/16 Water Facility Plan	3,762.50		DFWP	51 43400	970	10100	
ACILITY PLAN								
*** Claim from another period ( 9/16) ****								
1723	120 SINCLAIR FLEET TRACK (STINKER)	53.95						
1	145258 08/31/16 ford	31.29			10 43010	481	10100	
2	145258 08/31/16 ford	13.49			51 41100	481	10100	
3	145258 08/31/16 ford	9.17			52 41100	481	10100	
*** Claim from another period ( 9/16) ****								
1757	120 SINCLAIR FLEET TRACK (STINKER)	65.45						
1	162766 09/20/16 blue dodge	37.96			10 43010	481	10100	
2	162766 09/20/16 blue dodge	16.36			51 41100	481	10100	
3	162766 09/20/16 blue dodge	11.13			52 41100	481	10100	
*** Claim from another period ( 9/16) ****								
1759	120 SINCLAIR FLEET TRACK (STINKER)	56.58						
1	157704 09/13/16 ford	32.81			10 43010	481	10100	
2	157704 09/13/16 ford	14.15			51 41100	481	10100	
3	157704 09/13/16 ford	9.62			52 41100	481	10100	
# of Claims 18 Total: 3,938.48								

**DONNELLY CITY COUNCIL****AGENDA BILL****Number****AB 17-01****Meeting Date 10/17/16**

169 Halferty Street

Donnelly, Idaho 83615

**AGENDA ITEM INFORMATION*****SUBJECT:******Proposal for Grant Administration Services******Department Approvals******Initials******Originator  
or  
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

***COST IMPACT:******FUNDING  
SOURCE:******TIMELINE:******SUMMARY STATEMENT:***

A RFP was sent to 3 grant administrators. 2 withdrew and one submitted proposal. This would be for the Idaho Commerce Grant and the DEQ and USDA Rural Development Grants.

***RECOMMENDED ACTION:***

Accept the proposal received.

**RECORD OF COUNCIL ACTION*****MEETING DATE******ACTION***

## REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATIVE SERVICES

The City of Donnelly is requesting proposals for administrative services to assist the city in project planning and development, grant writing, and obtaining and managing CDBG and any other funds for the completion of the City of Donnelly Water System Improvement Project.

Reimbursement for grant administration activities will be contingent on the city receiving CDBG funds. The agreement will be on a fixed price basis with payment terms to be negotiated with the selected offeror.

Services to be provided include:

1. Grant Writing to include: (services not eligible for CDBG funding)
  - a. Project planning and development
  - b. Preparing CDBG application
2. Grant Administration to include: (services eligible for CDBG funding)
  - a. Project Set-Up – file set-up, facilitating financial management procedures including cost allocation plan, meetings with grantee and stakeholders, submission of pre-contract documents, responding to inquiries, and explaining CDBG requirements to the City.
  - a. Environmental Review – Conducting an environmental review that complies with 24 CFR Part 58. Duties include, but are not limited to, assessing project site, touring the site, gathering and verifying documentation, determining clearance level, preparing an environmental review record, and collecting any technical environmental studies from the design professional. Publishing and posting public notices. Gathering and tracking comments. Debriefing the City on the review. Establishing mitigation measures. Securing IDC's environmental concurrence.
  - b. Acquisition and Relocation – Ensure the City complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act for any property, permanent easements or long-term leases acquired for the CDBG project. Completing the grantee's anti-displacement and relocation plan, touring of the project site, determining acquisition activity, ensuring grantee meets either the voluntary, basic, or donation requirements as per the Uniform Act. Meeting with property owners. Submission of documentation to IDC.
  - c. Labor Monitoring – Ensuring construction contractors are meeting the requirements of the Davis Bacon Act, Copeland Act, CWHSSA and Fair Labor Standards Act. Duties include, but are not limited to educating contractors about the labor requirements, providing labor documents and forms to contractors and their sub-contractors, identify appropriate wage determination, requesting additional wage classifications, reviewing and tracking payrolls, conducting employee interviews on-site or mail, traveling to project site, observing workers, comparing payroll information to interview, documenting payroll reviews, identifying and investigating errors with contractor, reporting and facilitating the correction of errors or problems to Commerce, and completion of required labor reports.
  - d. Project Monitoring (during procurement and construction) – Assist the City in setting up the procurement and then the selection of a design professional and/or contractors in accordance with CDBG requirements. Participating in pre-bid, pre-construction and construction progress meetings. Review of bidding documents, construction progress monitoring, reporting, and construction close-out. Observing construction progress. Monitoring of design professional

procurement process. Financial management duties which includes coordinating contractor and design professional pay applications, preparation of CDBG request for funds, submission of request to IDC and ensuring proper disbursement of CDBG expenditures.

- e. Civil Rights – Equal Access – Completing CDBG civil rights activities and documents. Duties include explain and educating contractors on the complying with Section 3 requirements and hiring of disadvantage business enterprises. Submission of RFP to Idaho PTAC. Ensuring accurate completion of Section 3 Reports and the Contractor / Sub-contractor Activity Report. Assisting the City in conducting a Limited English Proficiency (LEP) four-factor analysis. Submission of City profiles. Promoting disadvantage business enterprises and fair bidding practices. Ensure public display of EEO posters.
- f. Fair Housing Plan – Helping to ensure the City is taking steps to affirmatively further fair housing. Duties include ensuring the City understands and adopts the fair housing resolution, proclaiming fair housing month, and displaying fair housing information. Assisting and guiding the City in completing a fair housing assessment including identifying impediments and actions to mitigate any impediments.
- g. 504 / ADA Self Evaluation and Transition Plan – Assisting the City in conducting a self-evaluation of its facilities, services, and programs. Helping to develop and implement a transition plan and the effective communication checklist. Ensuring the City has in-place a 504 coordinator, non-discrimination policy and grievance procedure.
- h. Project Close-Out – Documentation that the City has met their CDBG national objective and contractual performance requirements. Completing for review and signature ICDBG closeout documents. Ensure all project and close out documents are submitted and approved by IDC. Ensure requested documents, concerns, and findings are addressed and resolved.

Responses should include and will be evaluated according to the following criteria:

Capability to Perform Project (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). (20 pts.)

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience; list of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). (30 pts.)

Qualifications of Project Team (i.e., résumé for the key people assigned to the project including sub-consultants; key personnel roles and responsibilities on this project; identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact). (15 pts.)

Project Approach and Schedule (i.e., the tasks that must be accomplished to complete the project; how the firm proposes to execute the tasks; unique aspects of the project and alternative approaches the owner might wish to consider). (15 pts.)



Selection Committee Interview. (Optional) Firms may be asked to make brief presentations covering their relevant experience, their understanding of the project's requirements and their own approach to designing and supervising the job. (20 pts.)

Total Points Possible = 100

Selection of finalists to be interviewed will be based on an evaluation of the written (and interview if requested) responses. Award will be made to the most qualified administrator whom is deemed most advantageous to the City of Donnelly, all evaluation criteria considered.

Questions and responses should be directed to:

Cami Hedges, City Clerk  
PO Box 725  
Donnelly, ID 83615  
208-325-8859  
[chedges@cityofdonnelly.org](mailto:chedges@cityofdonnelly.org)

All responses must be postmarked no later than Monday, September 26, 2016 end of day.  
Provide 3 hard copies of the proposal.

Please state "City of Donnelly Water Improvement Project Proposal" on the outside of the response package.

The agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror.

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. The City of Donnelly reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate

*Cami Hedges*

City Clerk Treasurer  
City of Donnelly  
PO Box 725  
Donnelly, ID 83615  
[chedges@cityofdonnelly.org](mailto:chedges@cityofdonnelly.org)  
[www.cityofdonnelly.org](http://www.cityofdonnelly.org)  
Phone: 208-325-8859  
Fax: 208-325-4091

## Cami Hedges

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**From:** Carleen Herring <CHerring@csi.edu>  
**Sent:** Friday, September 16, 2016 3:01 PM  
**To:** chedges@cityofdonnelly.org  
**Cc:** carleen@rivda.org  
**Subject:** RE: Request for Proposals for Grant Administrative Services

**Importance:** High

Thank you, Cami.

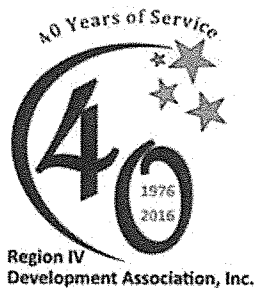
We sincerely appreciate the consideration and opportunity to present our qualifications to the City of Donnelly.

At this time, I do not believe that Region IV Development Association is in the position to submit a proposal for the development and administration of your proposed water system improvement project.

However, I would recommend that you contact Kelly Dahlquist at Clearwater Economic Development Association (CEDA) at (208) 746-0015. CEDA is the planning district for the counties around Lewiston, but both of our organizations are trying to provide community development services to the towns and counties of southwestern Idaho in the absence of council of government/planning district staff in your area. The staff at CEDA are very experienced in assisting communities with public infrastructure projects and they should be able to provide a quality level of service in structuring the funding for and implementing your proposed project.

If you have any questions, please do not hesitate to contact me.

Carleen



Carleen M. Herring  
Senior Vice President and Chief Operating Officer  
Region IV Development Association, Inc.  
P.O. Box 5079 | Twin Falls, Idaho 83303-5079  
Phone (208) 732-5727 x 3010 | Fax (208) 732-5454  
[carleen@rivda.org](mailto:carleen@rivda.org)



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**From:** Cami Hedges [mailto:[chedges@cityofdonnelly.org](mailto:chedges@cityofdonnelly.org)]  
**Sent:** Friday, September 16, 2016 11:00 AM  
**To:** [carleen@rivda.org](mailto:carleen@rivda.org)  
**Subject:** Request for Proposals for Grant Administrative Services  
**Importance:** High

## **Cami Hedges**

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**From:** Carol Coyle <ccoyle@mccall.id.us>  
**Sent:** Friday, September 16, 2016 11:08 AM  
**To:** chedges@cityofdonnelly.org  
**Subject:** RE: Request for Proposals for Grant Administrative Services

Dear Ms. Hedges,

Thank you very much for including me in your Request for Proposals for Grant Administration Services for the City of Donnelly. Unfortunately, my workload at the City of McCall does not allow me to add more work at the present time, so I will not be submitting a response to your proposal. However, please keep me in mind for future opportunities.

Best wishes to you and the City of Donnelly in your search!

**Carol Coyle**  
**Grant Coordinator**  
**216 E. Park Street**  
**McCall, ID 83638**  
**(208) 634-3504**  
**(208) 634-3038 (fax)**

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**From:** Cami Hedges [mailto:chedges@cityofdonnelly.org]  
**Sent:** Friday, September 16, 2016 10:59 AM  
**To:** Carol Coyle <ccoyle@mccall.id.us>  
**Subject:** Request for Proposals for Grant Administrative Services  
**Importance:** High

### **REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATIVE SERVICES**

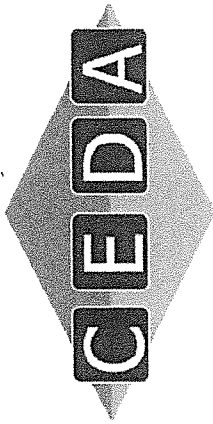
The City of Donnelly is requesting proposals for administrative services to assist the city in project planning and development, grant writing, and obtaining and managing CDBG and any other funds for the completion of the City of Donnelly Water System Improvement Project.

Reimbursement for grant administration activities will be contingent on the city receiving CDBG funds. The agreement will be on a fixed price basis with payment terms to be negotiated with the selected offeror.

Services to be provided include:

1. Grant Writing to include: (services not eligible for CDBG funding)
  - a. Project planning and development
  - b. Preparing CDBG application
2. Grant Administration to include: (services eligible for CDBG funding)

Clearwater Economic Development Association  
September 26, 2016



Proposed for

City of Donnelly Water System Project  
Grant Administration & Development



\*Have the Proposals in hand will bring to. Meeting

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 17-02

**Meeting Date** 10/17/16

**AGENDA ITEM INFORMATION**

***SUBJECT:***

***Resolution 2016-005 Surplus***

***Department Approvals***

***Initials***

***Originator  
or  
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

***COST IMPACT:***

***FUNDING***

***SOURCE:***

***TIMELINE:***

***SUMMARY STATEMENT:***

Declare the oil tank for the community center as surplus. The cost of a new oil tank of the same size is \$500.00 for current standards.

***RECOMMENDED ACTION:***

Conclude on a price for surplus and adopt the resolution.

**RECORD OF COUNCIL ACTION**

***MEETING DATE***

***ACTION***

CITY OF DONNELLY

RESOLUTION 2016-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO RELATING TO SURPLUS PERSONAL PROERTY; DECLARING PERSONAL PROPERTY SURPLUS; AUTHORIZING AND DIRECTING THE DISPOSAL OF SURPLUS PROPERTY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City of Donnelly, Idaho has acquired certain personal property for the purpose of carrying out ser ices in the public interest;

WHEREAS, the City Council has deemed it unnecessary to maintain ownership of surplus personal property of the City of Donnelly; and

WHEREAS, the City Council, desires to sell as surplus the following property:

(1) Oil Storage Tank \$\_\_\_\_\_

NOW THEREFORE BE IT RESOLVED that the City Council of Donnelly, Idaho as follows:

Section 1: The City Council finds and declares that the City no longer has a use for the surplus property listed above.

Section 2: The City Council adopts the valuation of the surplus property listed and described in above.

Section 3: The City Clerk is authorized and directed to sell and or dispose of the surplus property above.

Section 4: This Resolution shall take effect and be in force immediately upon its passage and approval

Passed and approved this 17th day of October, 2016.

By:\_\_\_\_\_  
Brian Koch, Mayor

ATTEST:\_\_\_\_\_  
Cami Hedges, City Clerk

# DONNELLY CITY COUNCIL AGENDA BILL

169 Halferty Street  
Donnelly, Idaho 83615

Number AB 17-03

**Meeting Date** 10/17/16

AGENDA ITEM INFORMATION				
<b>SUBJECT:</b>  <i>Resolution 2016-006</i> <i>Inter Fund Loan for Depot Repairs</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<i>COST IMPACT:</i>				
<i>FUNDING</i>				
<i>SOURCE:</i>				
<i>TIMELINE:</i>				
<b>SUMMARY STATEMENT:</b>  The Depot Roof repairs came to \$171,858.33. ICRMP gave the City \$100,000. The Depot Savings account has \$21,897.89, That leaves the balance owing as \$46,858.33. This also does not include the unexpected CTR invoice of \$4,174.10. The General Fund is short \$54,134.54 that it will need to loan from another fund. The Auditor recommended the Local Option Tax Fund as that money is set-aside for capital improvements.				
<b>RECOMMENDED ACTION:</b>  Determine payment, monthly or annually, if interest is to be charged and how much.				
RECORD OF COUNCIL ACTION				
MEETING DATE	ACTION			

RESOLUTION 2016-006

A RESOLUTION OF THE DONNELLY CITY COUNCIL, DONNELLY, VALLEY COUNTY, IDAHO, APPROVING AN INTERFUND LOAN TRANSFER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has determined that it is necessary to make repairs to certain City-owned facilities; and

WHEREAS, due to the inclement weather that is typical for the winter season in Donnelly, the necessary repairs have reached the level of an emergency; and

WHEREAS, the City's general fund does not have sufficient funds to pay for all necessary repairs; and

WHEREAS, the City has determined that the most efficient method to provide funding for these repairs is to borrow money from another City fund;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, as follows:

Section 1: The City of Donnelly hereby approves an inter-fund loan between from the \_\_\_\_\_ fund to the general fund in the amount of \$ \_\_\_\_\_.

Section 2: The loan will be due on \_\_\_\_\_, 2016.

Section 3: The City will make \_\_\_\_\_ (monthly/annual) payments on the loan in the amount of \$ \_\_\_\_\_.

Section 4: There will be no interest charged on the loan. {The interest rate on the loan is \_\_\_\_%.}

Section 5: This Resolution shall be effective as of the date of its adoption.

PASSED BY THE COUNCIL OF THE CITY OF DONNELLY, IDAHO THIS \_\_\_\_\_ day of October, 2016.

DATED this \_\_\_\_\_ day of October, 2016.

\_\_\_\_\_  
Brian Koch, Mayor

ATTEST:

\_\_\_\_\_  
Cami Hedges, City Clerk



**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 17-04**

**Meeting Date 10/17/16**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Property Located at Jordan/ Hwy 55</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>				
<b>TIMELINE:</b>				

**SUMMARY STATEMENT:**

Review opinion letter from Jay Kiiha in regards to the Disposition of City Property located at the corner of Jordan & Highway 55. New owner of adjacent property still is interested in purchase to develop the lot.

Council requested that Clerk receive additional information on how much to lease property for.

Other municipalities do lease land to private parties. They charge determining on the size of the lot and what it is used for (residential or business). The City of Donnelly already leases land to a DDC tenant month to month or by annual lease. If property was to be built on the lease would need to be for a longer period of 20 years with an increase after the first 5 years. To determine the rate, the City Council may set a rate or may get a land appraisal and find out how much the property is worth and to find a rate to charge.

**RECOMMENDED ACTION:**

How would the council like to proceed?

**RECORD OF COUNCIL ACTION**

<b>MEETING DATE</b>	<b>ACTION</b>