



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, December 12, 2016 at 6:00 pm

Donnelly Community Center

AGENDA

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA:

- ✓ Vouchers November 14, 2-16 through December 8, 2016
- ✓ City Council Meeting Minutes – September 19, October 17, November 2, November 14, 2016
- ✓ Payroll Registers: October 2016, November 2016 and pay period ending December 3, 2016
- ✓ Bank and LGIP Statements October and November 2016

BUSINESS AGENDA:

AB 17-11 City of Donnelly City Council Meeting dates for 2017

AB 17-12 Resolution 2016-008 North Lake Sewer District Agreement Amendment

STAFF REPORTS:

Clerk/Treasurer Report
Mayor
Council

EXECUTIVE SESSION: Pursuant to Idaho Code 74-206 (1) (a) & (b) consider personnel matter.

ADJOURN: Monday, January 23, 2016 at 6:00 p.m.

12/08/16
09:45:12

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 11/14/16 to 12/08/16

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1955	12303S	2 ABC STAMP, SIGNS & AWARDS	78.23					
1	497811	11/21/16 notary stamp	39.12			21 41100	605	10100
2	497811	11/21/16 address stamp	39.11			10 41100	605	10100
		Total for Vendor:	78.23					
1964	1610M	170 ADOBE SYSTEMS INC.	14.99					
1	071116	11/11/16 pdf solutions	14.99			10 41100	620	10190
		Total for Vendor:	14.99					
1949	1607M	6 AMAZON	385.99					
1	110216	11/02/16 scanner	231.60			10 41100	605	10190
2	112016	11/02/16 scanner	115.80			51 41100	605	10190
3	112016	11/02/16 scanner	38.59			52 41100	605	10190
1973	1613M	6 AMAZON	126.98					
1	112816	11/28/16 router for llibrary	126.98			21 41100	605	10190
1999		6 AMAZON	52.94					
1	120716	12/07/16 library office supplies	52.94			21 41100	420	10190
		Total for Vendor:	565.91					
1920	12279S	8 ANALYTICAL LABORATORIES, INC	46.00					
1	40207	10/31/16 tests	46.00			51 43400	560	10100
		Total for Vendor:	46.00					
1988	12304S	14 BOISE OFFICE EQUIPMENT	23.58					
1	1044151	11/29/16 copier maintenance	13.67			10 41100	611	10100
2	1044151	11/29/16 copier maintenance	5.90			51 41100	611	10100
3	1044151	11/29/16 copier maintenance	4.01			52 41100	611	10100
		Total for Vendor:	23.58					
1962	12305S	150 CABLE ONE	92.01					
1	112316	11/23/16 phone/internet	55.20			10 41100	437	10100
2	112316	11/23/16 phone / internet	27.60			51 41100	437	10100
3	112316	11/23/16 phone / internet	9.21			52 41100	437	10100
		Total for Vendor:	92.01					

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CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 11/14/16 to 12/08/16

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1966	12306S	29 CITY OF DONNELLY - WATER	320.00					
1	1011116	11/28/16 ddc water	320.00			10 44300	415	10100
1967	12306S	29 CITY OF DONNELLY - WATER	73.04					
1	1091116	11/28/16 library water	73.04			21 41100	415	10100
		Total for Vendor:	393.04					
1983	12307S	999999 D-WORKS INC	1,169.24					
1	9622	11/29/16 SNOW BUCKET REPAIR	1,169.24			10 43010	430	10100
		Total for Vendor:	1,169.24					
1928	12308S	48 FRANKLIN BUILDING SUPPLY CO.	24.08					
1	406192	11/14/16 snow marker paint	24.08			10 43010	460	10100
		Total for Vendor:	24.08					
1921	12284S	49 FRONTIER	62.37					
1	11/1/16	11/07/16 library phone	62.37			21 41100	437	10100
		Total for Vendor:	62.37					
1930	12310S	231 GLASS PRO INC	278.52					
1	29389	11/16/16 library window replacement	278.52			21 41100	432	10100
		Total for Vendor:	278.52					
1974	1614M	232 HIGH MOUNTAIN STORAGE	55.00					
1	dec16	11/28/16 storage unit	55.00			10 43010	434	10190
		Total for Vendor:	55.00					
1931	12311S	66 IDAHO POWER	21.03					
1	3291-1116	11/16/16 water supply pump	21.03			51 41100	416	10100
1932	12311S	66 IDAHO POWER	73.38					
1	8211-1116	11/16/16 main street lights	73.38			10 43010	416	10100

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1933	12311S	66 IDAHO POWER	87.55					
1	2555-1116	11/16/16 well pump	87.55			51 41100	416	10100
1934	12311S	66 IDAHO POWER	109.77					
1	0899-1116	11/16/16 main water system	109.77			51 41100	416	10100
1935	12311S	66 IDAHO POWER	112.37					
1	7988-1116	11/16/16 shop/city hall	65.18			10 41100	416	10100
2	7988-1116	11/16/16 shop/city hall	28.09			51 41100	416	10100
3	7988-1116	11/16/16 shop/city hall	19.10			52 41100	416	10100
1936	12311S	66 IDAHO POWER	10.17					
1	3329-1116	11/16/16 gestrin street light	10.17			10 43010	416	10100
1937	12311S	66 IDAHO POWER	8.02					
1	6560-1116	11/16/16 fire pump	8.02			51 41100	416	10100
1938	12311S	66 IDAHO POWER	167.04					
1	0078-111	11/16/16 street lights	167.04			10 43010	416	10100
1939	12311S	66 IDAHO POWER	76.48					
1	4223-1116	11/16/16 community center	44.36			10 41100	416	10100
2	4223-1116	11/16/16 community center	19.12			51 41100	416	10100
3	4223-1116	11/16/16 community center	13.00			52 41100	416	10100
1940	12311S	66 IDAHO POWER	99.65					
1	0182-1116	11/16/16 library power	99.65			21 41100	416	10100
1958	12311S	66 IDAHO POWER	6.87					
1	9405-1116	11/21/16 kiosk power	6.87			10 43010	416	10100
		Total for Vendor:	772.33					
1968	12312S	166 IDAHO RURAL WATER ASSOCIATION	632.50					
1	202 11/09/16	rate study for water only	632.50		CBDG G	51 41100	970	10100

could be reimbursed if we get grant funds

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1980	12312S	166 IDAHO RURAL WATER ASSOCIATION	110.00					
1	5901	11/30/16 training basic pumps	110.00			51 41100	551	10100
		Total for Vendor:	742.50					
1924	12296M	230 IRMINGER CONSTRUCTION INC	9,950.00					
1	6	11/07/16 pump house flow meter	9,950.00			51 43400	700	10100
		Total for Vendor:	9,950.00					
1996	12313S	999998 KENNETH MINSHALL	119.83					
1	111616	11/16/16 travel to water training grang	119.83			51 41100	550	10100
		Total for Vendor:	119.83					
1978	12315S	165 LAKESHORE DISPOSAL	528.00					
1	113016	11/30/16 november collection	528.00			51 41100	414	10100
		Total for Vendor:	528.00					
1986	12314S	79 LAKESHORE DISPOSAL	129.55					
1	23454486	12/01/16 ddc trash	129.55			10 44300	414	10100
		Total for Vendor:	129.55					
1972	1615M	999999 LOWES	63.54					
1	477593	11/21/16 christmas lights for comm	63.54			10 41100	431	10190
		Total for Vendor:	63.54					
1970	12316S	85 MAY HARDWARE	17.56					
1	841132	05/13/16 supplies for swimming bouys	17.56			10 44100	451	10100
missed this invoice balance foward								
1993	12316S	85 MAY HARDWARE	8.98					
1	861741	12/06/16 library heater filter	8.98			21 41100	432	10100
1994	12316S	85 MAY HARDWARE	37.77					
1	861316	12/01/16 pad locks	37.77			10 44100	451	10100
		Total for Vendor:	64.31					

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1965	1609M	216 MICROSOFT	66.00					
1	071416	11/14/16 office 365	66.00			10 41100	620	10190
		Total for Vendor:	66.00					
1927	12317S	95 NAPA DBA MCCALL AUTO PARTS	4.98					
1	961047	11/10/16 blue dodge repair	4.98			10 43010	434	10100
1977	12317S	95 NAPA DBA MCCALL AUTO PARTS	62.13					
1	963330	11/28/16 blue tractor	62.13			10 43010	434	10100
		Total for Vendor:	67.11					
1982	12318S	154 NORTH LAKE RECREATIONAL SEWER &	3,200.00					
1	120116	12/01/16 contract	3,200.00			52 41100	541	10100
		Total for Vendor:	3,200.00					
1961	12319S	114 ROBERTSON SUPPLY, INC.	1,602.63					
1	4270745	11/28/16 7.5hp pump backup for pump ho	1,602.63			51 43400	433	10100
		Total for Vendor:	1,602.63					
1990	12320S	999998 SHANNON S MCKNIGHT	52.87					
1	120516	12/05/16 Books for Library	52.87			21 41100	540	10100
		Total for Vendor:	52.87					
1926	1616M	120 SINCLAIR FLEET TRACK (STINKER)	61.14					
1	199081	11/14/16 blue dodge	36.68		KM	10 43010	481	10100
2	199081	11/14/16 blue dodge	18.34		KM	51 41100	481	10100
3	199081	11/14/16 blue dodge	6.12		KM	52 41100	481	10100
1942	1616M	120 SINCLAIR FLEET TRACK (STINKER)	49.71					
1	191452	11/01/16 ford fuel	29.83			10 43010	481	10100
2	191452	11/01/16 ford fuel	14.91			51 41100	481	10100
3	191452	11/01/16 ford fuel	4.97			52 41100	481	10100

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1943	1616M	120 SINCLAIR FLEET TRACK (STINKER)	61.15					
1	194910	11/07/16 back hoe fuel	61.15			10 43010	482	10100
1951	1616M	120 SINCLAIR FLEET TRACK (STINKER)	50.00					
1	196008	11/09/16 ford fuel	30.00			10 43010	481	10100
2	196008	11/09/16 ford fuel	15.00			51 41100	481	10100
3	196008	11/09/16 ford fuel	5.00			52 41100	481	10100
1976	1616M	120 SINCLAIR FLEET TRACK (STINKER)	47.68					
1	203276	11/22/16 ford fuel	29.49			10 43010	481	10100
2	203276	11/22/16 ford fuel	14.75			51 41100	481	10100
3	203276	11/22/16 ford fuel	4.91			52 41100	481	10100
4		11/30/16 rebate	-1.47			51 41100	481	10100
		Total for Vendor:	269.68					
1950	1611M	999999 SUPER 9	91.00					
1	111616	11/16/16 water training ken minshall	91.00			51 41100	550	10190
		Total for Vendor:	91.00					
1947	12321S	219 T.O. ENGINEERS	280.00					
1	110816	11/08/16 NWP	280.00		NWP	10 41100	341 28	10100
		Total for Vendor:	280.00					
1953	1612M	138 USPS	49.62					
1	112216	11/22/16 postage	28.77			10 41100	614	10190
2	112216	11/22/16 postage	12.41			51 41100	614	10190
3	112216	11/22/16 postage	8.44			52 41100	614	10190
		Total for Vendor:	49.62					
1922	12292S	999999 VALET VACATION RENTALS	1,200.00					
		rent paid for vacated unit #4 September 30						
1	111416	11/14/16 oct/nov	1,200.00			10 36210		10100
		Total for Vendor:	1,200.00					

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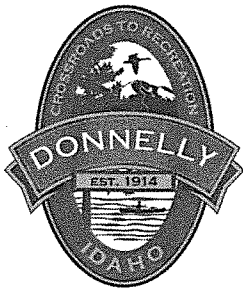
CITY OF DONNELLY
Claim Details by Posted Date
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1997	12324M	142 VERIZON WIRELESS	80.83					
1	9774559872	11/01/16 maintenance cell	46.88			10 41100	436	10100
2	9774559872	11/01/16 maintenance cell	20.21			51 41100	436	10100
3	9774559872	11/01/16 maintenance cell	13.74			52 41100	436	10100
		Total for Vendor:	80.83					
1957	12322S	220 WELLS FARGO VENDOR FIN SERV	190.00					
1	65949581	11/20/16 copier lease	114.00			10 41100	612	10100
2	65949581	11/20/16 copier lease	57.00			51 41100	612	10100
3	65949581	11/20/16 copier lease	19.00			52 41100	612	10100
		Total for Vendor:	190.00					
1948	12323S	209 YORGASON LAW OFFICES PLLC	1,530.00					
1	112016	11/01/16 nwp pass thru	105.00		NWP	10 41100	341 28	10100
NWP								
2	112016	11/01/16 USDA loan	1,155.00			52 41100	320	10100
3	112016	11/01/16 tower lease	105.00			10 41100	320	10100
4	112016	11/01/16 internal loan ddc	165.00			10 41100	320	10100
1989	12323S	209 YORGASON LAW OFFICES PLLC	540.00					
1	1216	12/01/16 northwest passage email	150.00		NWP	10 41100	341	10100
NWP								
2	1216	12/01/16 USDA Loan Sewer	390.00			52 41100	320	10100
		Total for Vendor:	2,070.00					
		# of Claims	55	Total:				24,392.77

** This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. **



City of Donnelly

169 Halferty Street
P.O. Box 725
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Telephone (208) 325-8859 Fax (208) 325-4091

City Council Meeting on Monday, September 19, 2016 at 6:00 pm Donnelly Community Center

MINUTES

Roll Call: 6:00 p.m., Councilor Stayton, Councilor Minshall, Councilor Davenport, Mayor Koch were present. Councilor Getto arrived at 6:02 p.m. Clerk Hedges also present.

Pledge of Allegiance

CONSENT AGENDA:

Motion by Davenport, 2nd by Minshall to approve the Vouchers August 11, 2016 through September 16, 2016. Motion carried.

Motion by Davenport, 2nd by Stayton to approve June 27, 2016 minutes as corrected, and approve July 18, August 15, August 29 and September 6, 2016 as written. Motion carried.

BUSINESS AGENDA:

AB 16-44 Resolution 2016-004 Fee Increase

Motion by Minshall, 2nd by Getto to approve the fee increase resolution 2016-004 effective October 1, 2016. Motion carried.

AB 16-45 Ordinance 233 FY 17 Budget Appropriation Ordinance

Motion by Minshall, 2nd by Davenport, pursuant to Idaho Code Section 50-902 that the proposed ordinance 233 pass its first reading by title only. Roll Call Vote: Stayton (Yes), Davenport (Yes), Minshall (Yes), Getto (Yes). Motion carried.

Motion by Davenport, 2nd by Getto, pursuant to Idaho Code section 50-902, that the rule requiring ordinances to be read on three different days with one reading to be in full to be dispensed with and that proposed ordinance No. 233 be considered read, passed and adopted after being read by title only.

Clerk then read Ordinance 233 by title only.

Roll Call vote: Stayton (yes), Davenport, (yes), Minshall (yes), Getto (yes) Motion carried.

AB 16-46 Propose Change to the Sign Ordinance

Council discussed the current sign ordinance and would like to make it more business friendly and less restrictive. Asked Clerk to take to P&Z to workshop the Ordinance for changes.

AB 16-26 Property Located at Jordan / SH 55

Reviewed opinion letter from City Attorney in regards to the disposition of City property. Council would like to see what other options are out there and wait until the other property owners want to proceed further.

STAFF REPORTS:

City Clerk – the city has been contact by a Horizon Communications for a cell tower possibility, stated that the rent could be 650-750 per month and rent escalators as the term progresses. Clerk requested the heat be exchanged out in the Community Center. The retro-fit of the downtown street lights will not be completed as it is not cost prohibited now. Tenant will be moving out of the Depot Center for the month of October to have the repairs completed. We will notify them as soon as they can move back in. Cross training has begun with Shannon and Rene. This is going smoothly. ABC has donated a bus kiosk and will begin construction soon. Hunter's Meadow is now open for dinner only.

ADJOURN:

Motion by Davenport, 2nd by Getto to adjourn at 6:57 p.m. until October 17, 2016 at 6:00 p.m.



City of Donnelly

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City Council Meeting on Monday, October 17, 2016 at 6:00 pm Donnelly Community Center

MINUTES

Roll Call: 6:00 p.m., Councilor Stayton, Councilor Minshall, Councilor Davenport, Councilor Getto and Mayor Koch were present. Clerk Hedges also present.

Pledge of Allegiance

CONSENT AGENDA:

Motion by Davenport, 2nd by Minshall to approve the Vouchers September 21, 2016 through October 13, 2016. Motion carried.

Motion by Davenport, 2nd by Stayton to approve June 27, 2016 minutes as corrected, and approve July 18, August 15, August 29 and September 6, 2016 as written. Motion carried.

BUSINESS AGENDA:

AB 17-01 Proposal for Grant Administrative Services

A RFP was sent to 3 grant administrators. Two withdrew and one submitted proposal. This would be for grant administration for the CDBG through the Idaho Department of Commerce and USDA Rural Development Grants.

Motion by Minshall, 2nd by Getto to accept Clearwater Economic Development Association's proposal from grant administration and development. Motion carried.

AB 17-02 Resolution 2016-005 Surplus

Motion by Davenport, 2nd by Stayton to adopt Resolution 2016-005 Surplus for the Oil Furnace tank with a value of \$25.00. Motion carried.

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

Clerk presented the Resolution to borrow money from other funds to fund the entire repair project for the Donnelly Depot Center. The total repairs came to \$171xxx. Insurance provided \$100,000 and the City is required to fund the remainder. The Depot Center has a balance of \$21,000 in savings that will be used. The General Fund has \$50,000 in savings that it can also use but that will deplete all reserves for the General Fund. It is possible to get a loan from one of the other funds and pay it back over time with or without interest.

Motion by Minshall, 2nd by Davenport to adopt Resolution 2016-006 Inter Fund Loan for Depot repairs. \$30,000 will be loaded by the Local Option tax fund to be paid back in monthly payment in the amount of \$1250.00 for two years, or until balance is paid in full. No interest will be charged. Motion carried.

AB 17-04 Property at Jordan and SH 55

Council would like to put this off until owner of the property contacts the city again in the future.

AB 17-05 (Presentation) Water System Facility Plan Review

Mike Woodward from Mountain Waterworks presented the findings from the Water System Facility Plan Review. The City will then hold a Public Hearing on November 3rd to hear comment on the plan.

AB 17-06 (Workshop) Water System Bond

Kelly Dahlquist with CEDA and Mike Woodward presented a slide show on what items would be covered in with the bond and grant funds. Alternative 2, included a new well, pump, booster station upgrades and line upgrades throughout town. Alternative 1 was just the well and Alternative 3 was nothing at all. Water rates could go up but the City could work with changing their rate structure to possibly offset the increase. More information will be presented with Open Houses and public meetings prior to the bond election.

ADJOURN:

Motion by Stayton, 2nd by Minshall to adjourn at 7:58 p.m. until the Special City Council meeting on November 2, 2016.



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Special City Council Meeting on Monday, November 02, 2016 at 6:00 pm Donnelly Community Center

MINUTES

Roll Call: Councilor Stayton, Councilor Getto, and Councilor Davenport were present. Councilor Minshall and Mayor Koch were absent. Clerk Hedges also present.

Pledge of Allegiance

PUBLIC HEARING:

Donnelly Water System Facility Plan – public hearing was published in the Star News to ask for public comment on the Donnelly water System Facility plan that was created by Mountain Waterworks.

Opened at 5:48 p.m.

There was no one in attendance for public comment.

Mayor asked for any written comments. Clerk received none.

Close the public hearing at 5:49 pm.

ADJOURN:

Motion by Getto, 2nd by Davenport to adjourn at 5:50 p.m. until the Special Meeting on November 14, 2016 at 6:00 p.m. Motion carried.



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City Council Meeting on Monday, November 14, 2016 at 6:00 pm Donnelly Community Center

MINUTES

Meeting called to order: 6:00 p.m.

Roll Call: Councilor Stayton, Councilor Getto, Councilor Davenport, Councilor Minshall and Mayor Koch were present. Clerk Hedges also present.

Pledge of Allegiance

PUBLIC HEARING:

Proposed Grant Activities: Idaho Department of Commerce – Idaho Community Development Block Grant (CDBG) – public hearing was published in the Star News to ask for public comment on the Proposed Grant application to the Idaho Department of Commerce for the Idaho Community Development Block Grant.

Opened at 6:01p.m.

Kelly Dahlquist from Clearwater Economic Development Association presented the grant application and the information that was needed to apply for the grant.

There was no one in attendance for public comment.

Mayor asked for any written comments. Clerk received none.

Close the public hearing at 6:11 pm.

CONSENT AGENDA:

Motion by Stayton, 2nd Minshall to approve the vouchers dated October 14, 2016 through November 10, 2016. Motion carried.

Motion by Davenport, 2nd Getto to approve the City Council minutes for October 17 and November 2, 2016 until the next City Council meeting. Motion carried.

BUSINESS AGENDA:

AB 17-07 Adopt Water System Facility Plan

Public Hearing was held on November 2, 2016 to review the Water System Facility Plan and was prepared and presented by Mountain Waterworks.

Motion by Stayton, 2nd Davenport to adopt the Water System Facility Plan. Motion carried.

AB 17-08 Resolution 2016-007 Temporary Sewer Reduction

Clerk presented the requested Resolution for Mayor Koch to create a temporary sewer rate reduction to consist of a flat rate. This would still cover all expenses as well as loan payment and reserves. This is a temporary rate.

Motion by Minshall, 2nd Getto to approve Resolution 2016-007 for the Temporary Sewer Reduction effective November utility billing. Motion carried.

AB 17-09 Cell Tower Proposed Lease Amount

Horizon Communication has presented a lease amount of \$750 for the first provider and \$250 for each provider added per month with a review every five years. The Council was okay with this amount and instructed the Clerk to contact Horizon to move forward to the Conditional Use Application.

AB 17-10 Purchase of Storage Shed for Roads & Streets

It was presented to purchase a storage shed to place behind the maintenance shop to store things for the winter months and then when a permanent structure was built in the future to sell the shed or use for a different use. After discussion, it was decided that it would be a better use of funds to rent a storage space for the time needed. This would still be less than the purchase of a shed even if used for several years. Clerk will contact storage center in town to rent a storage.

ADJOURN:

Motion by Getto, 2nd by Davenport to adjourn at 5:50 p.m. until the Meeting on December 19, 2016 at 6:00 p.m. Motion carried.

12/07/16
14:42:44

CITY OF DONNELLY
Payroll Register
For Payrolls from 10/01/16 to 10/31/16

Page: 13 of 13
Report ID: P100

Total for Payroll Checks

	Employee	Employer	Amount
COMP HOURS (Comp Time Used)	10.75		86.00
HOL HOURS (Holiday Pay)	32.00		539.04
J001 HOURS (ROAD&STREET)	103.50		1,891.88
J002 HOURS (PARKS)	66.00		1,204.74
J003 HOURS (WATER)	86.00		1,595.04
J007 HOURS (ADMIN)	14.00		140.00
J008 HOURS (LIBA)	14.50		116.00
REG HOURS (Regular Time)	1,072.25		5,978.14
SICK HOURS (Sick Time)	30.00		318.80
VACA HOURS (Vacation Time Used)	43.25		797.44
GROSS PAY	12,667.08	0.00	
NET PAY	9,583.27	0.00	
AFLAC	43.68	0.00	
DENTAL INS	0.00	135.00	
FIT	659.06	0.00	
HEALTH INS	0.00	1,608.00	
IDAHO SIT	549.00	0.00	
MEDICARE	183.04	183.04	
PERSI	832.92	1,388.63	
PERSI-2	33.44	46.64	
SOCIAL SECURITY	782.67	782.67	
UNEMPL. INSUR.	0.00	129.51	
VISION	0.00	27.00	
FIT/SIT BASE	11,800.72	0.00	
MEDICARE BASE	12,623.40	0.00	
PERS BASE	12,267.08	0.00	
SOC SEC BASE	12,623.40	0.00	
UN BASE	11,067.08	0.00	
WC BASE	9,184.30	0.00	
Total		4,300.49	
Total Payroll Expense (Gross Pay + Employer Contributions):		16,967.57	

of Employees 10 # of Checks 15

Prepared by:

Approved by:

12/07/16
14:51:30

CITY OF DONNELLY
Payroll Register
For Payrolls from 11/01/16 to 11/30/16

Page: 13 of 13
Report ID: P100

Total for Payroll Checks

	Employee	Employer	Amount
COMP HOURS (Comp Time Used)	9.00		170.64
HOL HOURS (Holiday Pay)	24.00		358.48
J001 HOURS (ROAD&STREET)	148.50		2,721.77
J002 HOURS (PARKS)	43.50		803.12
J003 HOURS (WATER)	85.00		1,576.08
J007 HOURS (ADMIN)	15.00		150.00
J008 HOURS (LIBA)	34.00		272.00
REG HOURS (Regular Time)	1,063.25		5,942.08
SICK HOURS (Sick Time)	24.00		503.92
VACA HOURS (Vacation Time Used)	10.00		180.72
GROSS PAY	12,678.81	0.00	
NET PAY	9,051.63	0.00	
401K CHOICE	100.00	0.00	
AFLAC	43.68	0.00	
DENTAL INS	0.00	135.00	
FIT	1,106.70	0.00	
HEALTH INS	0.00	1,590.00	
IDAHO SIT	543.00	0.00	
MEDICARE	183.23	183.23	
PERSI	833.73	1,389.95	
PERSI-2	33.44	46.64	
SOCIAL SECURITY	783.40	783.40	
UNEMPL. INSUR.	0.00	105.79	
VISION	0.00	27.00	
FIT/SIT BASE	11,711.64	0.00	
MEDICARE BASE	12,635.13	0.00	
PERS BASE	12,278.81	0.00	
SOC SEC BASE	12,635.13	0.00	
UN BASE	11,078.81	0.00	
WC BASE	9,222.80	0.00	
Total		4,261.01	
Total Payroll Expense (Gross Pay + Employer Contributions):		16,939.82	

of Employees 10 # of Checks 15

Prepared by:

Approved by:

12/07/16
14:54:10

CITY OF DONNELLY
Payroll Register
For Payrolls from 12/08/16 to 12/08/16

Page: 6 of 6
Report ID: P100

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMP HOURS (Comp Time Used)	4.00		71.40
HOL HOURS (Holiday Pay)	56.00		1,014.08
J001 HOURS (ROAD&STREET)	43.00		785.31
J002 HOURS (PARKS)	6.00		113.76
J003 HOURS (WATER)	45.00		832.11
J006 HOURS (SNOW)	20.00		372.54
J007 HOURS (ADMIN)	1.50		15.00
J008 HOURS (LIBA)	16.00		128.00
REG HOURS (Regular Time)	82.25		1,600.48
SICK HOURS (Sick Time)	18.25		173.00
VACA HOURS (Vacation Time Used)	30.00		380.72
GROSS PAY	5,486.40	0.00	
NET PAY	3,844.58	0.00	
401K CHOICE	50.00	0.00	
AFLAC	21.84	0.00	
DENTAL INS	0.00	67.50	
FIT	523.41	0.00	
HEALTH INS	0.00	795.00	
IDAHO SIT	256.00	0.00	
MEDICARE	79.24	79.24	
PERSI	372.52	621.06	
SOCIAL SECURITY	338.81	338.81	
UNEMPL. INSUR.	0.00	41.92	
VISION	0.00	13.50	
FIT/SIT BASE	5,063.88	0.00	
MEDICARE BASE	5,464.56	0.00	
PERS BASE	5,486.40	0.00	
SOC SEC BASE	5,464.56	0.00	
UN BASE	5,486.40	0.00	
WC BASE	4,058.40	0.00	
Total		1,957.03	
Total Payroll Expense (Gross Pay + Employer Contributions):		7,443.43	

of Employees 5 # of Checks 5

Prepared by:

Approved by:

DONNELLY CITY COUNCIL**AGENDA BILL****Number****AB 17-11****Meeting Date 12/12/16**

169 Halferty Street

Donnelly, Idaho 83615

AGENDA ITEM INFORMATION***SUBJECT:****Adopt City Council Calendar for 2017****Department Approvals******Initials******Originator
or
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:***FUNDING******SOURCE:******TIMELINE:******SUMMARY STATEMENT:******RECOMMENDED ACTION:*****RECORD OF COUNCIL ACTION*****MEETING DATE******ACTION***

CITY OF DONNELLY 2017 MEETING DATES

JANUARY 2	CLOSED – NEW YEARS OBS.	NOVEMBER 7	ELECTION DAY – CITY COUNCIL 2 SEATS (GETTO, DAVENPORT)
JANUARY 9	PLANNING & ZONING		
JANUARY 16	CLOSED – HUMAN RIGHTS DAY	NOVEMBER 10	CLOSED – VETERAN’S DAY
JANUARY 23	CITY COUNCIL	NOVEMBER 20	CITY COUNCIL
FEBRUARY 6	PLANNING & ZONING	NOVEMBER 23-24	CLOSED – THANKSGIVING
FEBRUARY 13	CITY COUNCIL	DECEMBER 4	PLANNING & ZONING
FEBRUARY 20	CLOSED – PRESIDENTS DAY	DECEMBER 18	CITY COUNCIL
MARCH 6	PLANNING & ZONING	DECEMBER 25	CLOSED – CHRISTMAS
MARCH 20	CITY COUNCIL		
APRIL 3	PLANNING & ZONING		
APRIL 17	CITY COUNCIL		
MAY 1	PLANNING & ZONING		
MAY 15	CITY COUNCIL		
MAY 29	CLOSED – MEMORIAL DAY		
JUNE 5	PLANNING & ZONING		
JUNE 19	CITY COUNCIL		
JULY 4	CLOSED – INDEPENDENCE DAY		
JULY 10	PLANNING & ZONING		
JULY 17	CITY COUNCIL		
AUGUST 7	PLANNING & ZONING		
AUGUST 21	CITY COUNCIL		
AUGUST 28	CITY COUNCIL – SPECIAL MEETING BUDGET		
SEPTEMBER 4	CLOSED – LABOR DAY		
SEPTEMBER 11	PLANNING & ZONING		
SEPTEMBER 18	CITY COUNCIL		
OCTOBER 2	PLANNING & ZONING		
OCTOBER 9	CLOSED – COLUMBUS DAY		
OCTOBER 16	CITY COUNCIL		
NOVEMBER 6	PLANNING & ZONING		

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-12

Meeting Date 12/12/16

AGENDA ITEM INFORMATION

SUBJECT: <i>Resolution 2016-008 North Lake Sewer Addendum</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

Addendum is needed to be in compliance with USDA Rural Development.

RECOMMENDED ACTION:

Adopt Resolution

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**ADDENDUM TO SEWAGE COLLECTION SYSTEM
AND TREATMENT FACILITIES AGREEMENT**

Between

CITY OF DONNELLY, IDAHO

And

**NORTH LAKE RECREATIONAL SEWER AND WATER DISTRICT,
VALLEY COUNTY, IDAHO**

**ADDENDUM TO SEWAGE COLLECTION SYSTEM
AND TREATMENT FACILITIES AGREEMENT**

This ADDENDUM TO SEWAGE COLLECTION SYSTEM AND TREATMENT FACILITIES AGREEMENT (this "Addendum"), dated as of _____, 201__, is entered by and between the City of Donnelly, Valley County, Idaho (the "City"), and the North Lake Recreational Sewer and Water District (the "District").

WITNESSETH:

WHEREAS, the City and the District have previously entered into the Sewage Collection System and Treatment Facilities Agreement dated as of June 1, 2005 (the "Agreement"), respecting the repair and improvement to the City's sewer collection and treatment system (the "City Sewer System") and the expansion of the District's sewer collection and treatment system and operations (the "District Sewer System" and collectively with the City Sewer System, the "Project"); and

WHEREAS, under the Agreement, the City makes certain pledges and promises to the District relating to the City Sewer System and the Project; and

WHEREAS, under Ordinance No. 135 adopted by the City on October 17, 1994 (the "Bond Ordinance"), the City issued its Parity Lien Sewer Revenue Bonds, Series 1996B dated February 1, 1996, in the principal amount of \$217,400 (the "Bonds"); and

WHEREAS, the Bonds are secured by a first priority lien on the Net Revenues (as defined in the Bond Ordinance) of the City Sewer System; and

WHEREAS, to clarify and provide for the priority of the City's pledge of payment of the Bonds from Net Revenues of the City Sewer System, the City and District wish to amend the Agreement to provide that the Bonds continue to be valid and duly authorized obligations of the City, that the City's obligation to pay the United States Department of Agriculture, Rural Development under the Bond Ordinance as holder of the Bonds ("USDA") continues in full force and effect, and to confirm that the pledge of Net Revenues of the City Sewer System for payment of the Bonds is prior and senior to any and all pledges or promises of the City made under the Agreement, and further that the security of USDA under the Bonds shall not be diminished or jeopardized by any provision of the Agreement; and

WHEREAS, to meet the USDA Minimum Suggested Contents of Management Agreements provided in RUS Bulletin 1780-8, the City and District wish to further amend the Agreement to require the District to: (1) provide monthly and annual reports to the City covering appropriate financial and operational statistics relating to the management and operation of the City Sewer System; (2) allow for the inspection of books and records of the District by the City and USDA relating to the City Sewer System; and (3) comply with all requirements of the USDA Loan and Grant Approval Conditions dated July 6, 1994, as amended (the "USDA Loan Conditions"), relating to the management and operation of the City Sewer System; and

WHEREAS, pursuant to Section 5.3 of the Agreement, the City and the District may amend their rights and obligation set forth in the Agreement; and

WHEREAS, all things necessary to make this Addendum a valid agreement of the City and the District in accordance with terms of the Agreement have been done, and the execution and delivery hereof have been in all respects duly authorized by the City and the District; and

NOW, THEREFORE, in consideration of the foregoing and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the District hereby further amend the Agreement as follows:

ARTICLE I

The Bonds shall continue as valid and duly authorized obligations of the City, that the City's obligation to pay the USDA as holder of the Bonds under the Bond Ordinance shall continue in full force and effect and that the pledge of Net Revenues (as defined in the Ordinance) of the City Sewer System for payment of the Bonds is prior and senior to any and all pledges or promises of the City made under the Agreement, and further that the security of USDA under the Bonds shall not be diminished or jeopardized by any provision of the Agreement. Any provision of the Agreement, as amended by this Addendum, contrary to the provisions of the preceding sentence shall not be enforceable.

ARTICLE II

The City and the District hereby agree that the District shall:

- (1) Provide to the City monthly reports of the financial and operational statistics relating to the City Sewer System by the fifteenth (15th) day of each month;
- (2) Provide to the City an annual report summarizing the financial and operational statistics relating to the City Sewer System during the previous calendar year within sixty (60) days of the last day of that previous calendar year;
- (3) Allow for the inspection of all books and records of the District by the City and USDA relating to the City Sewer System; and
- (4) Comply with all requirements of the USDA Loan Conditions relating to the management and operation of the City Sewer System.

ARTICLE III

All other provisions of the Agreement shall remain in full force and effect.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the City has caused this Addendum to be executed as of _____, 201__.

CITY OF DONNELLY,
Valley County, Idaho

Brian Koch, Mayor

IN WITNESS WHEREOF, the District has caused this Addendum to be executed as of _____, 201__.

**NORTH LAKE RECREATIONAL SEWER
AND WATER DISTRICT**

_____, Board Chairman

Clerk/Treasurer Report – December 12, 2016

Decision/Discussion

Treasurer Report:

- We currently have \$331.59 over 30 days past due.
- We collected \$5410.96 in lot funds for October Sales

Clerk Report:

- Christmas gifts for Employees (Ridley's Gift Cards)
- Audit was completed December 5 & 7th by Jared Zwgart. Should have the report in January.
- Idaho Power asked to remove 2 street lights on Halferty due to construction of NWP.
- Bus Kiosk has the foundation in and supplies delivered to finish building. This is done by volunteers so should see something happening soon.
- CDBG Grant was applied for by CEDA
- LHTAC Grant to update our Transportation plan was submitted.
- New Flow meter was installed in pump house. First month was off approx. 10,000 gallons by estimate. Between November and December billing we should see it closer. This is good information.
- Ken rented a storage at High Mountain for the winter months. He has completed an inventory on small tools, pumps, and signs.

Information Still Important:

-

Training/Out of Office:

- Office will be closed December 26 and January 2nd in observance of Christmas and New Years
- Ken should be able to apply for his Certification since he has fulfilled all training and hours and passed tests. Ken and I are looking in to this with IRWA.

Planning & Zoning:

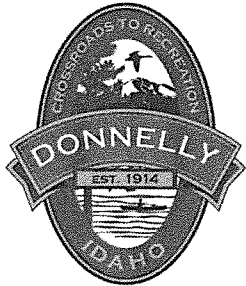
- Next Planning and Zoning meeting is January 9th – reviewing signage ordinance revision
- CUP Extension Application was received from Coach Crossing

Repairs & Maintenance:

- Ken and Bruce are considering a solution of sidewalk snow removal.
- (DELAYED) Concrete work to be done in front of Trading Post & Cougar Dave's
- (DELAYED) Storm drain addition/maintenance will be installed between the food pantry and fire department, due to the drainage of the food pantry. This was recommended by the City Engineer.

Library:

- At this time membership and usage is slow. Looking for grant opportunities and activities to bring people in.



City of Donnelly

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615
Telephone (208) 325-8859 Fax (208) 325-4091

City Council

December 12, 6:00 p.m. @ Donnelly Community Center

EXECUTIVE SESSION MOTION AND ORDER

_____(print name) _____(print title),
MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206, CONVENE IN EXECUTIVE SESSION TO: (identify one or more of the following)

- ☐ Consider personnel matter [Idaho Code § 74-206 (1) (a) & (b)]
- ☐ Deliberate regarding an acquisition of an interest in real property [Idaho Code §74-206(1) (c)]
- ☐ Consider records that are exempt from public disclosure [Idaho Code §74-206(1) (d)]
- ☐ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code §74-206 (1) (e)]
- ☐ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code §74-206(1) (f)]
- ☐ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code §74-206 (1) (i)]

Purpose/Topic summary (required): _____
AND THE VOTE TO DO SO BY ROLL CALL.

CONVENE AT: _____

ADJOURN AT: _____

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
_____, Mayor (print name)	_____	_____	_____
_____, Council (print name)	_____	_____	_____
_____, Council (print name)	_____	_____	_____
_____, Council (print name)	_____	_____	_____
_____, Council (print name)	_____	_____	_____

City of Donnelly

LOT Actual Dollars Earned per Month

Month	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	% Increase from LY
October	-	3,758.13	3,251.06	3,984.16	5,803.94	3,513.30	3,607.20	4,200.92	4,487.11	5,085.69	13.3%
November	-	268.42	3,046.80	3,211.91	3,330.91	2,658.94	2,865.55	2,906.51	2,356.90	5,410.96	129.6%
December	-	3,128.04	2,231.20	2,164.37	2,150.31	2,085.89	1,969.71	2,928.93	2,764.05		
January	-	7,517.16	1,772.92	2,607.75	2,078.71	2,420.47	2,616.20	2,540.05	2,775.92		
February	5,068.41	293.34	2,203.45	2,346.53	1,957.49	2,115.85	2,694.07	2,928.97	916.00		
March	6,471.28	4,230.48	1,920.98	2,020.85	1,857.11	2,491.97	2,926.11	2,658.78	3,630.00		
April	4,115.79	2,536.67	1,927.76	1,727.13	1,565.91	2,515.11	2,102.75	2,842.84	2,700.00		
May	2,315.91	1,833.76	1,656.05	1,415.84	126.58	2,033.76	1,988.74	2,295.94	2,043.00		
June	893.62	3,502.39	2,962.68	2,392.50	2,026.88	3,050.44	2,712.14	4,702.65	3,749.95		
July	8,432.87	3,854.73	3,372.45	2,609.42	7,111.05	4,078.08	3,856.99	4,738.66	5,785.51		
August	7,180.47	4,682.87	5,657.05	5,978.87	2,416.71	5,995.34	7,492.76	8,592.25	9,235.85		
September	16,360.63	4,524.84	5,118.40	4,425.35	4,430.56	6,015.16	6,004.02	6,441.56	7,851.76		
Total Dollars Received	50,838.98	40,130.83	35,120.80	34,884.68	34,856.16	38,974.31	40,836.24	47,778.06	48,296.05	10,496.65	
Difference compared to prior year		(10,708.15)	(5,010.03)	(236.12)	(28.52)	4,118.15	1,861.93	6,941.82	517.99		
Budgeted Dollars					34,000.00	34,000.00	34,000.00	36,000.00	40,000.00	45,000.00	

City of Donnelly

Our Cash Flows Prior

YTD Comparison...

Balances as of November 30, 2016

		2016	
<i>General Fund</i>	Percentage	<i>General Fund</i>	Percentage
Fiscal Year 2017 Budget	338,732	Fiscal Year 2015 Budget	297,957
Revenues to Date	28,320 8.4%	Revenues to Date	37,383 12.5%
Expenditures to Date**	117,928 34.8%	Expenditures to Date	33,843 11.4%
Revenues over Expenditures	(89,608)	Revenues over Expenditures	3,539
**DDC repairs			
<i>Library Fund</i>		<i>Library Fund</i>	
Fiscal Year 2017 Budget	23,594	Fiscal Year 2015 Budget	20,030
Revenues to Date	11,572 49.0%	Revenues to Date	133 0.7%
Expenditures to Date	3,367 14.3%	Expenditures to Date	2,788 13.9%
Revenues over Expenditures	8,205	Revenues over Expenditures	(2,655)
<i>Water Fund</i>		<i>Water Fund</i>	
Fiscal Year 2017 Budget	160,155	Fiscal Year 2015 Budget	129,096
Revenues to Date	33,068 20.6%	Revenues to Date	14,145 11.0%
Expenditures to Date	60,684 37.9%	Expenditures to Date	25,779 20.0%
Revenues over Expenditures	(27,616)	Revenues over Expenditures	(11,634)
<i>Sewer Fund</i>		<i>Sewer Fund</i>	
Fiscal Year 2017 Budget	112,588	Fiscal Year 2015 Budget	111,890
Revenues to Date	13,865 12.3%	Revenues to Date	14,545 13.0%
Expenditures to Date	12,820 11.4%	Expenditures to Date	10,505 9.4%
Revenues over Expenditures	1,045	Revenues over Expenditures	4,040
<i>Local Option Tax Fund</i>		<i>Local Option Tax Fund</i>	
Fiscal Year 2017 Budget	40,000	Fiscal Year 2015 Budget	40,000
Revenues to Date	10,571 26.4%	Revenues to Date	6,844 17.1%
Expenditures to Date	6,854 17.1%	Expenditures to Date	- 0.0%
Revenues over Expenditures	3,717	Revenues over Expenditures	6,844

City of Donnelly

Our Investments & Cash...

Balances as of November 30, 2016

General Fund - Investments & Cash		
Nov-16	60,706	
Nov-15	125,647	
Library Fund - Investments & Cash		
Nov-16	59,427	
Nov-15	12,389	
Water Fund - Investments & Cash		
Nov-16	38,357	
Nov-15	55,663	
Sewer Fund - Investments & Cash		
Nov-16	83,317	
Nov-15	76,294	
Local Option Tax Fund		
Nov-16	74,514	
Nov-15	84,014	

Our Cash Flows...

General Fund Revenues & Expenditures		Comparison of YTD%
Budget	325,892	
Revenues to date	28,320	8.7%
Expenditures to date	117,928	36.2%
Library Fund Revenues & Expenditures		
Budget	23,594	
Revenues to date	11,572	49.0%
Expenditures to date	3,367	14.3%
Water Fund Revenues & Expenditures		
Budget	160,155	
Revenues to date	33,068	20.6%
Expenditures to date	60,684	37.9%
Sewer Fund Revenues & Expenditures		
Budget	112,588	
Revenues to date	13,865	12.3%
Expenditures to date	12,820	11.4%
Local Option Tax Fund Revenues & Expenditures		
Budget	45,100	
Revenues to date	10,571	23.4%
Expenditures to date	6,854	15.2%