



## **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, February 13, 2017 at 6:00 pm**

**Donnelly Community Center  
AGENDA**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIENCE**

#### **CONSENT AGENDA:**

- ✓ Vouchers January 21, 2017 through February 10, 2017
- ✓ City Council Meeting Minutes –October 17, 2016 and January 23, 2017

#### **BUSINESS AGENDA:**

**AB 17-14 CUP Extension – Coach Crossing**

**AB 17-15 Laura Bettis – Friends of the Donnelly Library UPDATE**

**AB 17-16 Sherry Maupin – America's Best Community UPDATE**

#### **STAFF REPORTS:**

Clerk/Treasurer Report  
Mayor  
Council

**ADJOURN:** Monday, March 20, 2017 at 6:00 p.m.

02/09/17  
13:40:56

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 01/24/17 to 02/09/17

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Report ID: AP100V

\* ... Over spent expenditure

| Claim/<br>Line # | Check<br>Invoice # | Vendor #/Name/<br>Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2156             | 1627M              | 170 ADOBE SYSTEMS INC.                 | 14.99                   |         |      |               |             |                 |
| 1                | 071116             | 01/11/17 pdf solutions                 | 14.99                   |         |      | 10 41100      | 620         | 10190           |
|                  |                    | Total for Vendor:                      | 14.99                   |         |      |               |             |                 |
| 2128             | 1637M              | 6 AMAZON                               | 11.98                   |         |      |               |             |                 |
| 1                | 1484256            | 01/19/17 monitor cord connector        | 11.98                   |         |      | 10 41100      | 605         | 10190           |
|                  |                    | Total for Vendor:                      | 11.98                   |         |      |               |             |                 |
| 2176             |                    | 8 ANALYTICAL LABORATORIES, INC         | 51.00                   |         |      |               |             |                 |
| 1                | 41599              | 01/31/17 tests                         | 51.00                   |         |      | 51 43400      | 560         | 10100           |
|                  |                    | Total for Vendor:                      | 51.00                   |         |      |               |             |                 |
| 2171             |                    | 14 BOISE OFFICE EQUIPMENT              | 15.24                   |         |      |               |             |                 |
| 1                | IN1108656          | 02/02/17 copier maintenance            | 8.84                    |         |      | 10 41100      | 611         | 10100           |
| 2                | IN1108656          | 02/02/17 copier maintenance            | 3.81                    |         |      | 51 41100      | 611         | 10100           |
| 3                | IN1108656          | 02/02/17 copier maintenance            | 2.59                    |         |      | 52 41100      | 611         | 10100           |
|                  |                    | Total for Vendor:                      | 15.24                   |         |      |               |             |                 |
| 2136             |                    | 150 CABLE ONE                          | 92.26                   |         |      |               |             |                 |
| 1                | 012317             | 01/23/17 city internet                 | 55.35                   |         |      | 10 41100      | 437         | 10100           |
| 2                | 012317             | 01/23/17 city internet                 | 27.68                   |         |      | 51 41100      | 437         | 10100           |
| 3                | 012317             | 01/23/17 city internet                 | 9.23                    |         |      | 52 41100      | 437         | 10100           |
| 2168             |                    | 150 CABLE ONE                          | 174.06                  |         |      |               |             |                 |
| 1                | 020117             | 02/01/17 library internet modem        | 174.06                  |         |      | 21 41100      | 417         | 10100           |
|                  |                    | Total for Vendor:                      | 266.32                  |         |      |               |             |                 |
| 2131             |                    | 29 CITY OF DONNELLY - WATER            | 73.01                   |         |      |               |             |                 |
| 1                | 013017             | 01/30/17 Donnelly Library              | 73.01                   |         |      | 21 41100      | 415         | 10100           |
| 2132             |                    | 29 CITY OF DONNELLY - WATER            | 320.00                  |         |      |               |             |                 |
| 1                | 013017             | 01/30/17 ddc water/sewer               | 320.00                  |         |      | 10 44300      | 415         | 10100           |
|                  |                    | Total for Vendor:                      | 393.01                  |         |      |               |             |                 |

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CITY OF DONNELLY  
Claim Details by Posted Date  
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|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 2154             |                    | 236 COASTLINE EQUIPMENT                 | 119.05                  |         |      |               |             |                 |
| 1                | 357506             | 02/01/17 oil and filters for john deere | 119.05                  |         |      | 10 43010      | 434         | 10100           |
|                  |                    | Total for Vendor:                       | 119.05                  |         |      |               |             |                 |
| 2164             |                    | 44 DONNELLY RURAL FIRE DEPARTMENT       | 2,500.00                |         |      |               |             |                 |
| 1                | 744                | 02/02/17 northweest passages plan revie | 2,500.00                |         | NWP  | 10 41100      | 341         | 10100           |
|                  |                    | Total for Vendor:                       | 2,500.00                |         |      |               |             |                 |
| 2149             |                    | 48 FRANKLIN BUILDING SUPPLY CO.         | 23.60                   |         |      |               |             |                 |
| 1                | 471156             | 02/02/17 plywood to community center    | 23.60                   |         |      | 10 41100      | 431         | 10100           |
|                  |                    | Total for Vendor:                       | 23.60                   |         |      |               |             |                 |
| 2160             | 1629M              | 53 GO-DADDY                             | 73.94                   |         |      |               |             |                 |
| 1                | 011317             | 01/13/17 WEBSITE UPDATE                 | 73.94                   |         |      | 10 41100      | 621         | 10190           |
|                  |                    | Total for Vendor:                       | 73.94                   |         |      |               |             |                 |
| 2169             |                    | 151 H.D. FOWLER COMPANY                 | 664.94                  |         |      |               |             |                 |
| 1                | I4423854           | 02/01/17 extra meters                   | 664.94                  |         |      | 51 43400      | 710         | 10100           |
|                  |                    | Total for Vendor:                       | 664.94                  |         |      |               |             |                 |
| 2166             |                    | 202 INCOM                               | 178.75                  |         |      |               |             |                 |
| 1                | 020117             | 02/01/17 Telephone                      | 80.47                   |         |      | 10 41100      | 437         | 10100           |
| 2                | 020117             | 02/01/17 Telephone                      | 34.69                   |         |      | 51 41100      | 437         | 10100           |
| 3                | 020117             | 02/01/17 Telephone                      | 23.59                   |         |      | 52 41100      | 437         | 10100           |
| 4                | 020117             | 02/01/17 Port number for library        | 40.00                   |         |      | 21 41100      | 437         | 10100           |
|                  |                    | Total for Vendor:                       | 178.75                  |         |      |               |             |                 |
| 2052             |                    | 74 INTERSTATE ELECTRIC SUPPLY           | 60.00                   |         |      |               |             |                 |
| 1                | 100368079.         | 12/06/16 street lights                  | 60.00                   |         |      | 10 43010      | 416         | 10100           |
|                  |                    | Total for Vendor:                       | 60.00                   |         |      |               |             |                 |
| 2130             |                    | 165 LAKESHORE DISPOSAL                  | 536.00                  |         |      |               |             |                 |
| 1                | 013117             | 01/31/17 January Collection             | 536.00                  |         |      | 51 41100      | 414         | 10100           |
|                  |                    | Total for Vendor:                       | 536.00                  |         |      |               |             |                 |

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|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2170             |                    | 79 LAKESHORE DISPOSAL                  | 72.15                   |         |      |               |             |                 |
| 1                | 23541428           | 02/01/17 ddc trash                     | 72.15                   |         |      | 10 44300      | 414         | 10100           |
|                  |                    | Total for Vendor:                      | 72.15                   |         |      |               |             |                 |
| 2138             |                    | 85 MAY HARDWARE                        | 17.91                   |         |      |               |             |                 |
| 1                | 865442             | 01/23/17 new keys                      | 17.91                   |         |      | 10 41100      | 431         | 10100           |
|                  |                    | Total for Vendor:                      | 17.91                   |         |      |               |             |                 |
| 2177             |                    | 86 MCCALL DELIVERY SERVICE             | 80.00                   |         |      |               |             |                 |
| 1                | 2017-0087          | 02/06/17 two trips for checmical       | 80.00                   |         |      | 51 43400      | 462         | 10100           |
|                  |                    | Total for Vendor:                      | 80.00                   |         |      |               |             |                 |
| 2157             | 1628M              | 216 MICROSOFT                          | 66.00                   |         |      |               |             |                 |
| 1                | 071416             | 01/14/17 office 365                    | 66.00                   |         |      | 10 41100      | 620         | 10190           |
|                  |                    | Total for Vendor:                      | 66.00                   |         |      |               |             |                 |
| 2133             |                    | 153 MOUNTAIN WATERWORKS                | 250.00                  |         |      |               |             |                 |
| 1                | 2627               | 01/31/17 maintenance contractor        | 250.00                  |         |      | 51 41100      | 360         | 10100           |
| 2167             |                    | 153 MOUNTAIN WATERWORKS                | 4,495.00                |         |      |               |             |                 |
| 1                | 2463               | 08/31/16 NWP review                    | 875.00                  |         | NWP  | 10 41100      | 341         | 10100           |
| 2                | 2463               | 08/31/16 Hydraulic Modeling            | 2,240.00                |         | NWP  | 10 41100      | 341         | 10100           |
| 3                | 2463               | 08/31/16 Flow Meter Replacement        | 1,380.00                |         |      | 51 43400      | 433         | 10100           |
|                  |                    | Total for Vendor:                      | 4,745.00                |         |      |               |             |                 |
| 2151             |                    | 154 NORTH LAKE RECREATIONAL SEWER &    | 3,200.00                |         |      |               |             |                 |
| 1                | 020117             | 02/01/17 contract                      | 3,200.00                |         |      | 52 41100      | 541         | 10100           |
|                  |                    | Total for Vendor:                      | 3,200.00                |         |      |               |             |                 |
| 2139             |                    | 111 RIDLEY'S                           | 108.97                  |         |      |               |             |                 |
| 1                | 103                | 02/01/17 snow pants - bruce            | 99.99                   |         |      | 10 43010      | 553         | 10100           |
| 2                | 103                | 02/01/17 ice melt                      | 8.98                    |         |      | 10 41100      | 431         | 10100           |
|                  |                    | Total for Vendor:                      | 108.97                  |         |      |               |             |                 |

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|------------------|--------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2153             |        | 115 ROCKY MOUNTAIN SIGNS & APPAREL,              | 125.00                  |         |      |               |             |                 |
| 1                | 14908  | 01/31/17 boat dock annual pass stickers          | 125.00                  |         |      | 10 44100      | 451         | 10100           |
|                  |        | Total for Vendor:                                | 125.00                  |         |      |               |             |                 |
| 2099             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 69.12                   |         |      |               |             |                 |
| 1                | 231244 | 01/03/17 backhoe                                 | 69.12                   |         |      | 10 43010      | 482         | 10100           |
|                  |        | Bruce  |                         |         |      |               |             |                 |
| 2103             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 48.22                   |         |      |               |             |                 |
| 1                | 237757 | 01/13/17 ford fuel                               | 27.96                   |         |      | 10 43010      | 481         | 10100           |
|                  |        | Ken  |                         |         |      |               |             |                 |
| 2                | 237757 | 01/13/17 ford fuel                               | 12.06                   |         |      | 51 41100      | 481         | 10100           |
|                  |        | Ken  |                         |         |      |               |             |                 |
| 3                | 237757 | 01/13/17 ford fuel                               | 8.20                    |         |      | 52 41100      | 481         | 10100           |
|                  |        | Ken  |                         |         |      |               |             |                 |
| 2104             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 61.32                   |         |      |               |             |                 |
| 1                | 231244 | 01/03/17 back hoe fuel                           | 61.32                   |         |      | 10 43010      | 482         | 10100           |
| 2140             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 85.24                   |         |      |               |             |                 |
| 1                | 241759 | 01/19/17 snow plow diesel                        | 85.24                   |         |      | 10 43010      | 482         | 10100           |
| 2141             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 12.83                   |         |      |               |             |                 |
| 1                | 242470 | 01/20/17 shop can dielse                         | 12.83                   |         |      | 10 43010      | 482         | 10100           |
| 2143             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 71.32                   |         |      |               |             |                 |
| 1                | 010917 | 01/09/17 diesel                                  | 71.32                   |         |      | 10 43010      | 482         | 10100           |
| 2144             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 69.04                   |         |      |               |             |                 |
| 1                | 011117 | 01/11/17 back hoe                                | 69.04                   |         |      | 10 43010      | 482         | 10100           |
| 2145             | 1632M  | 120 SINCLAIR FLEET TRACK (STINKER)               | 71.37                   |         |      |               |             |                 |
| 1                | 012417 | 01/24/17 back hoe                                | 71.37                   |         |      | 10 43010      | 482         | 10100           |
|                  |        | ken  |                         |         |      |               |             |                 |

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| Claim/<br>Line # | Check<br>Invoice # | Vendor #/Name/<br>Inv Date/Description  | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 2146             | 1632M              | 120 SINCLAIR FLEET TRACK (STINKER)      | 18.77                   |         |      |               |             |                 |
| 1                | 012317             | 01/23/17 shop diesel                    | 18.77                   |         |      | 10 43010      | 482         | 10100           |
| 2147             | 1632M              | 120 SINCLAIR FLEET TRACK (STINKER)      | 68.21                   |         |      |               |             |                 |
| 1                | 012517             | 01/25/17 diesel back hoe                | 71.37                   |         |      | 10 43010      | 482         | 10100           |
| 9900             | 013117             | 01/31/17 rebate                         | -3.16                   |         |      | 10 43010      | 482         | 10100           |
| CI               | 19                 |   |                         |         |      |               |             |                 |
|                  |                    | Total for Vendor:                       | 575.44                  |         |      |               |             |                 |
| 2137             |                    | 163 STATE OF IDAHO - BOL                | 60.00                   |         |      |               |             |                 |
| 1                | DWT1-19407         | 02/01/17 drinking water license         | 30.00                   |         |      | 51 41100      | 520         | 10100           |
| 2                | DWDVSW-16          | 02/01/17 small water license            | 30.00                   |         |      | 51 41100      | 520         | 10100           |
|                  |                    | Total for Vendor:                       | 60.00                   |         |      |               |             |                 |
| 2165             |                    | 219 T.O. ENGINEERS                      | 1,065.00                |         |      |               |             |                 |
| 1                | 160057-7           | 12/12/16 LHTAC application              | 1,065.00                |         |      | 10 41100      | 615         | 10100           |
|                  |                    | Total for Vendor:                       | 1,065.00                |         |      |               |             |                 |
| 2161             | 1630M              | 237 USA BLUE BOOK                       | 138.17                  |         |      |               |             |                 |
| 1                | 012317             | 01/23/17 drinking water treatment parts | 138.17                  |         |      | 51 43400      | 433         | 10190           |
|                  |                    | Total for Vendor:                       | 138.17                  |         |      |               |             |                 |
| 2134             |                    | 162 USDA Rural Development              | 13,012.00               |         |      |               |             |                 |
| 1                | 2017 02/01/17      | Water loan payment                      | 4,579.94                |         |      | 51 41100      | 810         | 10100           |
| 2                | 2017 02/01/17      | water loan payment                      | 8,432.06                |         |      | 51 22400      |             | 10100           |
| 2135             |                    | 162 USDA Rural Development              | 13,349.00               |         |      |               |             |                 |
| 1                | 2017 02/01/17      | sewer bond payment                      | 4,332.34                |         |      | 52 41100      | 810         | 10100           |
| 2                | 2017 02/01/17      | sewer bond payment                      | 9,016.66                |         |      | 52 22410      |             | 10100           |
|                  |                    | Total for Vendor:                       | 26,361.00               |         |      |               |             |                 |
| 2162             | 1631M              | 138 USPS                                | 83.00                   |         |      |               |             |                 |
| 1                | 013117             | 01/31/17 postage                        | 48.14                   |         |      | 10 41100      | 614         | 10190           |
| 2                | 013117             | 01/31/17 postage                        | 20.75                   |         |      | 51 41100      | 614         | 10190           |
| 3                | 013117             | 01/31/17 postage                        | 14.11                   |         |      | 52 41100      | 614         | 10190           |
|                  |                    | Total for Vendor:                       | 83.00                   |         |      |               |             |                 |

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|-------------------|---|---------------------------|-------------------------|---------|-----------|---------------|-------------|-----------------|
| 2178              | 142 VERIZON WIRELESS                    |                           | 57.99                   |         |           |               |             |                 |
| 1                 | 020117 02/01/17 maintenance cell        |                           | 46.84                   |         |           | 10 41100      | 436         | 10100           |
| 2                 | 020117 02/01/17 maintenance cell        |                           | 20.19                   |         |           | 51 41100      | 436         | 10100           |
| 3                 | 020117 02/01/17 maintenance cell        |                           | 13.73                   |         |           | 52 41100      | 436         | 10100           |
| 9900              | 977905604 01/01/17 credit               |                           | -8.70                   |         |           | 51 41100      | 436         | 10100           |
| CI                | 17                                      |                           |                         |         |           |               |             |                 |
| 9901              | 977905604 01/01/17 credit               |                           | -14.07                  |         |           | 52 41100      | 436         | 10100           |
| CI                | 17                                      |                           |                         |         |           |               |             |                 |
| Total for Vendor: |   |                           | 57.99                   |         |           |               |             |                 |
| 2150              | 209 YORGASON LAW OFFICES PLLC           |                           | 255.00                  |         |           |               |             |                 |
| 1                 | 2017 Jan 02/01/17 usda issue            |                           | 195.00                  |         |           | 10 41100      | 320         | 10100           |
| 2                 | 2017 Jan 02/01/17 audit letter          |                           | 60.00                   |         |           | 10 41100      | 320         | 10100           |
| Total for Vendor: |   |                           | 255.00                  |         |           |               |             |                 |
| # of Claims       |   |                           | 43                      | Total:  | 41,919.45 |               |             |                 |

\*\* 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  
Donnelly, ID 83615  
Telephone (208) 325-8859 Fax (208) 325-4091

### 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, 2<sup>nd</sup> by Minshall to approve the Vouchers September 21, 2016 through October 13, 2016. Motion carried.

Motion by Davenport, 2<sup>nd</sup> by Stayton to table City Council minutes for September 21, 2016 until the next scheduled meeting. 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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**

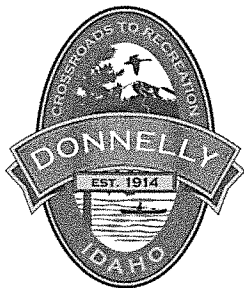
Mike Woodward from Mountain Waterworks presented the findings from the Water System Facility Plan Review. The City will then hold a Public Hearing on November 3<sup>rd</sup> to hear comment on the plan.

**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, 2<sup>nd</sup> by Minshall** to adjourn at 7:58 p.m. until the Special City Council meeting on November 2, 2016.



## City of Donnelly

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# City Council Meeting on Monday, January 23, 2017 at 6:00 pm Donnelly Community Center

## MINUTES

Meeting called to order: 6:02 p.m.

**Roll Call:** Councilor Stayton, Councilor Davenport, Councilor Minshall and Mayor Koch were present. Councilor Getto was arrived at 6:17 pm. Clerk Hedges also present. Visitors included: Andrew Mentzer (VCEDC) Ken Minshall & Rene Wehrli.

### Pledge of Allegiance

### CONSENT AGENDA:

**Motion by Stayton, 2nd Davenport** to approve the vouchers dated December 12, 2016 through January 20, 2017 with the addition of the additional items in the amount of \$2480.71. Motion carried.

**Motion by Minshall, 2nd Davenport** to approve the City Council minutes for December 12, 2016. Motion carried.

### Public Comment:

Andrew Mentzer from Valley County Economic Development Council presented information that he and the council has been working on in the communities. (Attached) Minshall requested more information on Junior Achievement. Clerk will forward video to council per their request.

### BUSINESS AGENDA:

#### **AB 17-13 FY 2016 Audit – Jared Zwygart**

Clerk provided audit to Mayor and City Council. Jared phoned in and discussed items throughout the Audit.

**Motion by Davenport, 2nd Minshall** to accept the FY 2016 City of Donnelly Audit presented by Jared Zwygart. Motion carried.

### STAFF REPORTS:

City clerk presented her report. In addition, she discussed the removal of Snow and where to locate new snow storage. Will work with public works to find solution prior to the next City Council meeting. A community member is wanting to reserve the Community Center to teach dance lessons to children and adults. Snow will need to be removed from City Hall as soon as possible. Public Works will do this as well as work on the leak at the Library and snow removal. Ken Minshall indicated that the

person removing snow at the Roseberry Plaza is driving over the curb/sidewalk and could cause damage to the curb if continued. Clerk will contact property owner and discuss. Clerk again presented library usage, membership and the intent to expand. With the current issues at hand the council is not as likely to approve an addition as the library needs to show sustainability and with an addition it is possible that the costs could increase therefore making it harder to operate under the donation and grant opportunities only. It was suggested to find funding to repair the current problems first. Clerk is to talk to the Library Advisory board and Director about the addition.

**EXECUTIVE SESSION:** Pursuant to Idaho Code 74-206 (1) (f) communicate with legal counsel regarding pending/imminently-likely litigation.

**Motion by Davenport, 2nd Minshall** to enter Executive Session pursuant to Idaho Code 74-206 (1) f to communicate with legal counsel regarding pending/imminently likely litigation. Roll call vote: Mayor Koch (yes), Councilor Stayton (yes), Councilor Davenport (yes) Councilor Minshall (yes) and Councilor Getto (yes)

Entered Executive Session 7:02 p.m.

Exited Executive Session 7:13 p.m.

Clerk requested to add to her report. Clerk received a written complaint from a resident in regards to the construction on Halferty. She read the complaint and will forward to Northwest Passages.

**ADJOURN:**

**Motion by Stayton, 2<sup>nd</sup> by Davenport** to adjourn at 7:22 p.m. until the next regularly scheduled City Council Meeting on February 13, 2017 at 6:00 p.m. Motion carried.

**DONNELLY CITY COUNCIL****AGENDA BILL****Number****AB 17-14****Meeting Date 02/13/17**

169 Halferty Street

Donnelly, Idaho 83615

**AGENDA ITEM INFORMATION*****SUBJECT:******C.U.P. Extension for Coach Crossing******Department Approvals******Initials******Originator  
or  
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

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

Approve or Deny the extension application for Coach Crossing.

***RECOMMENDED ACTION:*****RECORD OF COUNCIL ACTION*****MEETING DATE*** ***ACTION***



## CITY OF DONNELLY

P.O. Box 725

Donnelly, Idaho 83615

P: 208-325-8859 F: 208-325-4091

### EXTENSION OF TIME APPLICATION

FILE NO.: \_\_\_\_\_

CROSS REF. FILES: \_\_\_\_\_

Applicant Name: Coach Crossing Development Co., LLC

Applicant Address: 17735 NE 65th St. Suite 120, Redmond, WA 98052

Applicant Telephone: 425-943-5597 Fax: 425-979-4467

Representative Name: Brad Klahr

Representative Address: 37430 SE Fish Hatchery Rd, Fall City, WA 98024

Representative Telephone: 208-850-0509 Fax: 425-979-4467

Subdivision: Coach Crossing Approved Zoning: Mixed

General Location: 1272 Roseberry Rd, Donnelly, ID

**All applicants are required to submit the following:**

| Applicant<br>(✓) | Description   | Staff<br>(✓) |
|------------------|---|--------------|
| ✓                | Completed and signed Extension of Time Application.   |              |
| ✓                | Fee   |              |
| ✓                | Narrative fully describing the proposed request, including but not limited to the following: <ul style="list-style-type: none"><li>• Date of original approval;</li><li>• Date the approval will expire;</li><li>• Reason for requesting extension of time;</li><li>• Time period requested for an extension (<i>not to exceed one year</i>).</li></ul> |              |
| ✓                | 11" X 17" vicinity map showing the location of the subject property   |              |
| ✓                | Copy of Vesting Deed  |              |
| N/A              | If the signature on this application is not the owner of the property, an <b>original</b> notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.  |              |

Brad Klahr  
Applicant/Representative Signature

Date: 11/14/2016

(For office use only)

Date Application Received: 11-21-16 Accepted as Complete: Yes 11-21-16  
Fee Due: \$110.00 (extension of CUP request \$83.00) Fee Paid: 193.00  
Processing Clerk Initials: AM Extension Approved To: \_\_\_\_\_

Coach Crossing Development Co., LLC  
17735 NE 65<sup>th</sup> Street, Suite 120  
Redmond, Washington 98052

November 14, 2016

City of Donnelly  
PO Box 725  
Donnelly, Idaho 83615-0725

RE: Annexation, Preliminary Plat, and Conditional Use Permit for Coach Crossing at  
Lake Cascade Subdivision

Dear Mayor, Council, and City Clerk,

With regard to the approvals originally granted by City Council on November 27, 2006, and currently set to expire on November 27, 2016, we hereby formally request an extension to the original approvals in accordance with section 16.4.3.b. to the Donnelly City Code. We are asking for a time extension of one year in this application to continue to evaluate market conditions.

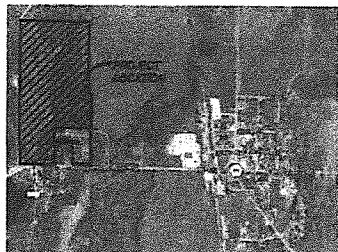
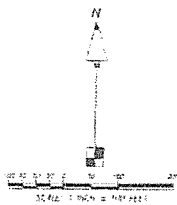
Please find enclosed a check for the extension application fee.

Thank you for your time and attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Klahr", written in a cursive style.

Brad Klahr  
Manager



VICINITY MAP  
SCALE 1" = 1000'

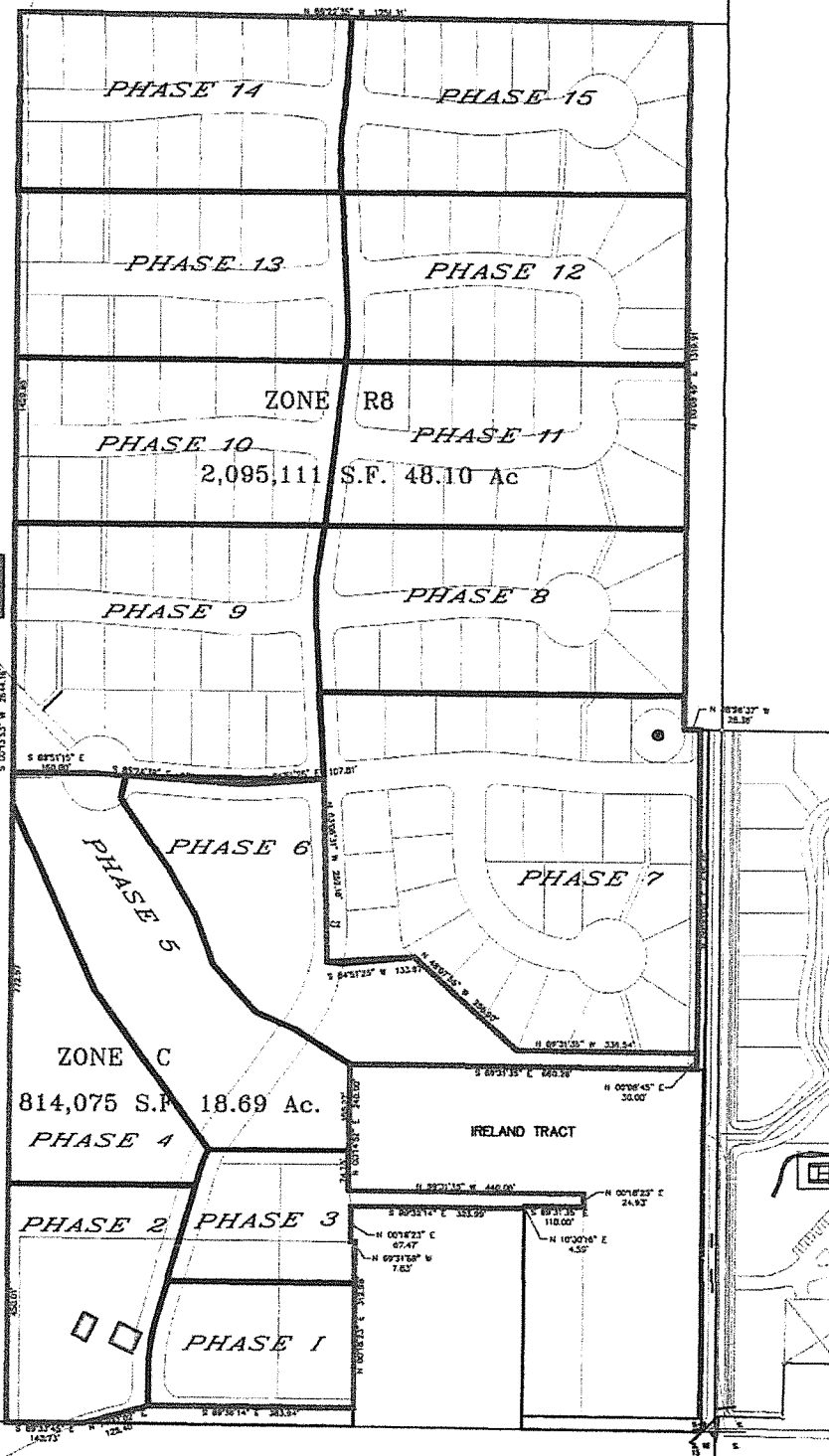
**LEGEND**

—— PHASE LINE  
—— ZONE LINE

**SHEET INDEX**

- 1) TITLE SHEET - ZONE AND PHASE MAP
- 2) LOT LAYOUT
- 3) GENERAL UTILITY PLAN

| CURVE TABLE |        |            |        |               |
|-------------|--------|------------|--------|---------------|
| CURVE       | RADIUS | DELTA      | LENGTH | CHORD BEARING |
| C1          | 500.00 | 94°32'21"  | 84.83  | N 87°13'21" E |
| C2          | 330.00 | 124°21'12" | 91.13  | S 80°43'19" E |



|  |   |                         |   |  |  |
|--|---|-------------------------|---|--|--|
|  | DRAWN BY:<br>E. ORANGE  | DATE:<br>MARCH 8, 2006  | <b>PRELIMINARY PLAT<br/>COACH CROSSING AT LAKE CASCADE<br/>ZONE AND PHASE MAP</b> | <b>LOCHSA ENGINEERING</b><br>1311 W. JEFFERSON<br>BOISE, IDAHO 83702<br>PHONE: (208) 342-7168, FAX: (208) 342-3078 | <b>ENGLEBRITSON LAND SURVEYS, INC.</b><br>JOHN B. ENGLEBRITSON<br>BOISE, IDAHO 83702<br>PHONE: (208) 342-8822, FAX: (208) 342-8822 |
|  | CHECKED BY:<br>M. ENGLEBRITSON  | DATE:<br>MARCH 10, 2006 |   |  |  |
|  | PROJECT NO:<br>CL55804008   | SCALE:<br>1" = 100'     |   |  |  |
|  | FILED: LOCATED IN THE E 1/2 OF THE SE 1/4 OF SECTION 8<br>TOWNSHIP 19 NORTH, RANGE 3 EAST, BOISE MERIDIAN<br>VALLEY COUNTY, IDAHO<br>2006 |                         |   |  |  |

AFTER RECORDING MAIL TO:

Coach Crossing Development Co., LLC  
4324 W. Overland Road  
Boise, ID 83705

**Accommodation  
Recording**

Instrument # 200720  
Valley County, Oregon, 09/20/07  
2007-09-20 09:00:00 Page: 1  
Recorded by: JERRY HARRISON WILE  
JERRY HARRISON WILE  
Co-Recorder  
Date: 09/20/07

### WARRANTY DEED

File No.: MCS-317929-BOI (rmr)

Date: September 20, 2007

For Value Received, Roseberry Partners, LLC, an Idaho limited liability company, hereinafter referred to as Grantor, does hereby grant, bargain, sell and convey unto Coach Crossing Development Co., LLC, an Idaho limited liability company, hereinafter referred to as Grantee, whose current address is 4324 W. Overland Road, Boise, ID 83705, the following described premises, situated in Valley County, Idaho, to wit:

See Attached Exhibit A

APN: RP16N03E099600A, RP16N03E097205A

TO HAVE AND TO HOLD the said premises, with their appurtenances, unto said Grantee, and to the Grantee's heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that the Grantor is the owner in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantor will warrant and defend the same from all claims whatsoever.

APN:

Warranty Deed  
- continued

File No.: NCS-317919-001 (new)  
Date: 09/20/2007

Roseberry Partners, LLC, an Idaho limited  
liability company

  
By: Steven G. Gregory, Manager

  
By: Michael Homan, Manager

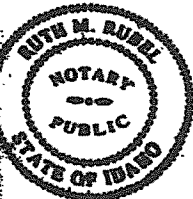
  
By: Mitch Daher, Manager

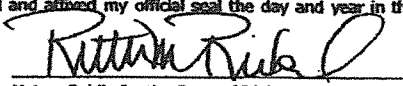
  
By: Keith B. Kahr, Manager

STATE OF Idaho )  
COUNTY OF Ada )

On this 20th day of September, 2007, before me, a Notary Public in and for said State, personally appeared Mitch Daher, Keith B. Kahr, Michael Homan, ~~Steven G. Gregory~~, known or identified to me to be the person whose name is subscribed to the within instrument as Managers of the Roseberry Partners, LLC, limited liability company, and acknowledged to me that such limited company executed same.

In witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



  
Notary Public for the State of Idaho  
Residing at: Boise, ID  
My Commission Expires: 3-17-2012

# Clerk/Treasurer Report – February 13, 2017

## Decision/Discussion

### Treasurer Report:

- We currently have \$\_\_\_\_\_ over 30 days past due.
- We collected \$3,809.23 in lot funds for December Sales

### Clerk Report:

- We have made it to the 2<sup>nd</sup> stage of the Department of Commerce Grant
- Building Permits – 1
- Sign Permit – 0
- Business Licenses -- 0

### Information Still Important:

- Chamber Meeting – February 22, 2017 @ 5:00 pm
- Easter Egg Hunt – April 15<sup>th</sup>
- Complete Solar Eclipse – August 21st

### Training/Out of Office:

- Office will be closed February 20<sup>th</sup> in observance of President's Day
- We have submitted Ken's certification and waiting to hear back.
- Vacation April 6-15<sup>th</sup>

### Planning & Zoning:

- P&Z was cancelled in February due to no quorum, next meeting is March 6, 2017– reviewing signage ordinance revision
- We are having a hard time keeping a quorum and the 2 that are regular are outside of the City Limits. Does City want to discuss other options for Planning & Zoning?

### Repairs & Maintenance:

- Ice was removed from City Hall
- Snow slid on DDC and took some of the heat vents with it. In order for this not to happen in the future we will need to put sturdier protectors for the heat vents and plumbing vents. We are currently working on this

### Library:

- Shannon has resigned. Her last day will be February 16<sup>th</sup>.
- We currently have 2 volunteers. Looking for additional ones now.
- Ken has removed the ice dams from the roof and it is no longer leaking. We will need to look at a future fix.
- We will be withdrawing from one of the grants for the addition. This will allow us to apply later.

# 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         | 4,794.54         | 73.5%              |
| 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         | 3,809.23         | 37.2%              |
| 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         |                  |                    |
| <b>Total Dollars Received</b>     | <b>50,838.98</b> | <b>40,130.83</b> | <b>35,120.80</b> | <b>34,884.68</b> | <b>34,856.16</b> | <b>38,974.31</b> | <b>40,836.24</b> | <b>47,778.06</b> | <b>48,296.05</b> | <b>19,100.42</b> |                    |
| 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 Investments & Cash...

Balances as of January 31, 2017

| General Fund - Investments & Cash |         |  |
|-----------------------------------|---------|--|
| Jan-17                            | 88,253  |  |
| Jan-16                            | 167,162 |  |
| Library Fund - Investments & Cash |         |  |
| Jan-17                            | 56,014  |  |
| Jan-16                            | 10,878  |  |
| Water Fund - Investments & Cash   |         |  |
| Jan-17                            | 118,829 |  |
| Jan-16                            | 55,334  |  |
| Sewer Fund - Investments & Cash   |         |  |
| Jan-17                            | 90,758  |  |
| Jan-16                            | 78,066  |  |
| Local Option Tax Fund             |         |  |
| Jan-17                            | 83,440  |  |
| Jan-16                            | 89,171  |  |

## Our Cash Flows...

| General Fund Revenues & Expenditures          |         | Comparison of YTD% |
|---|---------|--------------------|
| Budget  | 325,892 |                    |
| Revenues to date                              | 115,789 | 35.5%              |
| Expenditures to date                          | 146,905 | 45.1%              |
| **DDC Repairs                                 |         |                    |
| Library Fund Revenues & Expenditures          |         |                    |
| Budget  | 23,594  |                    |
| Revenues to date                              | 11,820  | 50.1%              |
| Expenditures to date                          | 6,610   | 28.0%              |
| Water Fund Revenues & Expenditures            |         |                    |
| Budget  | 160,155 |                    |
| Revenues to date                              | 136,774 | 85.4%              |
| Expenditures to date                          | 90,798  | 56.7%              |
| ** Haven't received all grant reimbursements  |         |                    |
| Sewer Fund Revenues & Expenditures            |         |                    |
| Budget  | 112,588 |                    |
| Revenues to date                              | 27,659  | 24.6%              |
| Expenditures to date                          | 24,351  | 21.6%              |
| Local Option Tax Fund Revenues & Expenditures |         |                    |
| Budget  | 45,100  |                    |
| Revenues to date                              | 19,996  | 44.3%              |
| Expenditures to date                          | 7,354   | 16.3%              |

# City of Donnelly

## Our Cash Flows Prior YTD Comparison...

Balances as of January 31, 2017

|  |            | 2016                         |            |
|--|------------|------------------------------|------------|
| <i>General Fund</i>                          | Percentage | <i>General Fund</i>          | Percentage |
| Fiscal Year 2017 Budget                      | 338,732    | Fiscal Year 2016 Budget      | 297,957    |
| Revenues to Date                             | 115,789    | Revenues to Date             | 103,455    |
| Expenditures to Date**                       | 146,905    | Expenditures to Date         | 59,513     |
| Revenues over Expenditures                   | (31,116)   | Revenues over Expenditures   | 43,942     |
| **DDC repairs                                |            |                              |            |
| <i>Library Fund</i>                          |            | <i>Library Fund</i>          |            |
| Fiscal Year 2017 Budget                      | 23,594     | Fiscal Year 2016 Budget      | 20,030     |
| Revenues to Date                             | 11,820     | Revenues to Date             | 2,618      |
| Expenditures to Date                         | 6,610      | Expenditures to Date         | 5,317      |
| Revenues over Expenditures                   | 5,210      | Revenues over Expenditures   | (2,699)    |
| <i>Water Fund</i>                            |            | <i>Water Fund</i>            |            |
| Fiscal Year 2017 Budget                      | 160,155    | Fiscal Year 2016 Budget      | 129,096    |
| Revenues to Date                             | 136,774    | Revenues to Date             | 35,114     |
| Expenditures to Date                         | 90,798     | Expenditures to Date         | 40,484     |
| Revenues over Expenditures                   | 45,976     | Revenues over Expenditures   | (5,370)    |
| ** Haven't received all grant reimbursements |            |                              |            |
| <i>Sewer Fund</i>                            |            | <i>Sewer Fund</i>            |            |
| Fiscal Year 2017 Budget                      | 112,588    | Fiscal Year 2016 Budget      | 111,890    |
| Revenues to Date                             | 27,659     | Revenues to Date             | 30,075     |
| Expenditures to Date                         | 24,351     | Expenditures to Date         | 21,149     |
| Revenues over Expenditures                   | 3,308      | Revenues over Expenditures   | 8,926      |
| <i>Local Option Tax Fund</i>                 |            | <i>Local Option Tax Fund</i> |            |
| Fiscal Year 2017 Budget                      | 40,000     | Fiscal Year 2016 Budget      | 40,000     |
| Revenues to Date                             | 19,996     | Revenues to Date             | 12,384     |
| Expenditures to Date                         | 7,354      | Expenditures to Date         | 1,300      |
| Revenues over Expenditures                   | 12,643     | Revenues over Expenditures   | 11,084     |