



## **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, April 17, 2017 at 6:00 pm**

**Donnelly Community Center**

### **AGENDA**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIENCE**

#### **CONSENT AGENDA:**

- ✓ Vouchers March 17, 2017 through April 5, 2017
- ✓ City Council Meeting Minutes –March 20, 2017

#### **BUSINESS AGENDA:**

**AB 17-16 BOR Agreement**

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

**AB 17-18 Cell Phone Public Works**

**AB 17-19 Post Office Residential Delivery**

**AB 17-20 Road Grading**

#### **STAFF REPORTS:**

Clerk/Treasurer Report  
Mayor  
Council

**ADJOURN:** Monday, May 15, 2017 at 6:00 p.m.

04/05/17  
10:52:26

CITY OF DONNELLY  
Claim Approval List  
For the Accounting Period: 4/17

Page: 1 of 4  
Report ID: AP100V

For dates posted from 03/20/17 to 04/05/17, IFB General Checking

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2301		10 ASSOCIATION OF IDAHO CITIES	70.00					
	200002675	03/23/17 training for Gabe Stayton	35.00			10 41100	551	10100
	200002722	04/05/17 training for Cami Hedges	35.00			10 41100	551	10100
		Total for Vendor:	70.00					
		*** Claim from another period ( 3/17) ****						
2295		150 CABLE ONE	92.26					
	032317	03/23/17 CITY INTERNET TELE	55.35			10 41100	437	10100
	032317	03/23/17 CITY INTERNET TELE	27.68			51 41100	437	10100
	032317	03/23/17 CITY INTERNET TELE	9.23			52 41100	437	10100
		Total for Vendor:	92.26					
		*** Claim from another period ( 3/17) ****						
2281		29 CITY OF DONNELLY - WATER	320.00					
	032017	03/28/17 ddc water/sewer	320.00			10 44300	415	10100
		*** Claim from another period ( 3/17) ****						
2282		29 CITY OF DONNELLY - WATER	72.76					
	032017	03/28/17 library water/sewer	72.76			21 41100	416	10100
		Total for Vendor:	392.76					
		*** Claim from another period ( 3/17) ****						
2286		48 FRANKLIN BUILDING SUPPLY CO.	17.32					
	510376	03/22/17 boat docks	17.32			10 44100	451	10100
		Total for Vendor:	17.32					
		*** Claim from another period ( 3/17) ****						
2264		66 IDAHO POWER	204.51					
	7988-0317	03/20/17 Maintenance Shop	118.61			10 41100	416	10100
	7988-0317	03/20/17 Maintenance Shop	51.13			51 41100	416	10100
	7988-0317	03/20/17 Maintenance Shop	34.77			52 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2265		66 IDAHO POWER	122.30					
	4223-0317	03/20/17 community center	70.93			10 41100	416	10100
	4223-0317	03/20/17 community center	30.58			51 41100	416	10100
	4223-0317	03/20/17 community center	20.79			52 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2266		66 IDAHO POWER	181.35					
	0182-0317	03/20/17 library power	181.35			21 41100	416	10100

04/05/17  
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		*** Claim from another period ( 3/17) ****						
2267		66 IDAHO POWER	10.17					
	3329-0317	03/20/17 gestrin street light	10.17			10 43010	416	10100
		*** Claim from another period ( 3/17) ****						
2268		66 IDAHO POWER	80.22					
	8211-0317	03/20/17 street lights cabinet	80.22			10 43010	416	10100
		*** Claim from another period ( 3/17) ****						
2269		66 IDAHO POWER	167.04					
	0078-0317	03/20/17 street lights	167.04			10 43010	416	10100
		*** Claim from another period ( 3/17) ****						
2270		66 IDAHO POWER	122.30					
	3291-0317	03/20/17 water supply	122.30			51 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2271		66 IDAHO POWER	7.56					
	6560-0317	03/20/17 fire pump	7.56			51 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2272		66 IDAHO POWER	186.77					
	0899-0317	03/20/17 main water system	186.77			51 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2273		66 IDAHO POWER	144.11					
	2555-0317	03/20/17 well power	144.11			51 41100	416	10100
		*** Claim from another period ( 3/17) ****						
2300		66 IDAHO POWER	6.52					
	9405-0317	03/23/17 kiosk lights	6.52			10 43010	416	10100
		Total for Vendor:	1,232.85					
2283		202 INCOM	139.61					
	040117	04/01/17 phone	80.98			10 41100	437	10100
	040117	04/01/17 phone	34.90			51 41100	437	10100
	040117	04/01/17 phone	23.73			52 41100	437	10100
		Total for Vendor:	139.61					
		*** Claim from another period ( 3/17) ****						
2280		165 LAKESHORE DISPOSAL	552.00					
	030117	03/28/17 monthly collection	552.00			51 41100	414	10100
		Total for Vendor:	552.00					

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2294		79 LAKESHORE DISPOSAL	72.15					
	23629373	04/01/17 DDC TRASH	72.15*			10 44300	414	10100
		Total for Vendor:	72.15					
2303		85 MAY HARDWARE	37.30					
	870443	04/05/17 trash bags/parts	37.30			10 44100	451	10100
		Total for Vendor:	37.30					
2297		154 NORTH LAKE RECREATIONAL SEWER &	3,200.00					
	040117	04/01/17 contract	3,200.00			52 41100	541	10100
		Total for Vendor:	3,200.00					
		*** Claim from another period ( 3/17) ****						
2298		199 SHRED-IT	82.36					
	8122020632	03/22/17 shredding	82.36			10 41100	605	10100
		Total for Vendor:	82.36					
		*** Claim from another period ( 3/17) ****						
2230		120 SINCLAIR FLEET TRACK (STINKER)	62.96					
	270479	03/01/17 backhoe fuel	62.96*			10 43010	482	10100
KEN								
		*** Claim from another period ( 3/17) ****						
2250		120 SINCLAIR FLEET TRACK (STINKER)	74.49					
	2751318	03/08/17 backhoe	74.49*			10 43010	482	10100
		*** Claim from another period ( 3/17) ****						
2251		120 SINCLAIR FLEET TRACK (STINKER)	48.99					
	27653	03/10/16 ford truck	28.41		ken	10 43010	481	10100
	27653	03/10/16 ford truck	12.25		ken	51 41100	481	10100
	27653	03/10/16 ford truck	8.33		ken	52 41100	481	10100
		*** Claim from another period ( 3/17) ****						
2276		120 SINCLAIR FLEET TRACK (STINKER)	45.92					
	283507	03/23/17 Ford truck	26.63		KEN	10 43010	481	10100
	283507	03/23/17 Ford truck	11.48		KEN	51 41100	481	10100
	283507	03/23/17 Ford truck	7.81		KEN	52 41100	481	10100

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*** Claim from another period ( 3/17) ****								
2288		120 SINCLAIR FLEET TRACK (STINKER)	13.33					
	03/07/17	no receipt	13.33		BRUCE	10 43010	481	10100
*** Claim from another period ( 3/17) ****								
2289		120 SINCLAIR FLEET TRACK (STINKER)	73.50					
	03/08/17	backhoe-no receipt	73.50*		BRUCE	10 43010	482	10100
*** Claim from another period ( 3/17) ****								
2290		120 SINCLAIR FLEET TRACK (STINKER)	89.28					
	03/20/17	backhoe - no receipt	89.28*		BRUCE	10 43010	482	10100
		Total for Vendor:	408.47					
*** Claim from another period ( 3/17) ****								
2263		217 SKINNER FAWCETT LLP	1,257.50					
	38145 03/01/17	usda issue closed	1,257.50		USDA	51 41100	320	10100
		Total for Vendor:	1,257.50					
*** Claim from another period ( 3/17) ****								
2275		226 THE BUILDING DEPARTMENT LLC	270.00					
	pass through for Northwest Passages							
	030217 03/02/17	NWP Addendums Review	270.00*		NWP	10 41100	341	10100
	billed 3/23/17							
		Total for Vendor:	270.00					
*** Claim from another period ( 3/17) ****								
2257		220 WELLS FARGO VENDOR FIN SERV	190.00					
	66657792 03/19/17	copier lease	114.00			10 41100	612	10100
	66657792 03/19/17	copier lease	57.00			51 41100	612	10100
	66657792 03/19/17	copier lease	19.00			52 41100	612	10100
		Total for Vendor:	190.00					
	# of Claims	32	Total:	8,014.58				



## 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, March 20, 2017 at 6:00 pm Donnelly Community Center

#### MINUTES

Meeting called to order: 6:04 p.m.

**Roll Call:** Councilor Stayton, Councilor Minshall, Councilor Davenport, Councilor Getto, and Mayor Koch were present. Clerk Hedges also present. Visitors included: Ken Minshall, Clint Swain, Juan Bonilla, Gene Tyler, Belinda Provancher, Midas Gold Committee

#### Pledge of Allegiance

**Motion by Davenport, 2<sup>nd</sup> by Getto** to amend agenda to include Midas Gold Presentation following Donnelly Fire Department. Motion Carried.

#### CONSENT AGENDA:

**Motion by Davenport, 2<sup>nd</sup> Minshall** to approve the vouchers dated February 10, through March 16, 2017. Motion carried.

**Motion by Stayton, 2<sup>nd</sup> Davenport** to approve the City Council minutes for February 13, 2017 as corrected. Motion carried.

#### BUSINESS AGENDA:

##### **AB 17-15 Donnelly Fire Department**

Chief Bonilla would like to bring up the discussion on the City owned property that the Donnelly Fire Department leases. Clint Swain will assist in the talks. Mayor Koch is checking with City Attorney (Jay Kiiha) on legalities of property exchanges, sales, etc. It is his understanding that the city could not need to go to auction on the land if the fire department were to purchase land within the City and then exchange the like properties, however still waiting to make sure that the City attorney agrees. Chief fears that at the end of the lease they may lose their property and would like to find a solution soon. This will begin the open dialogue between the Fire Department the City Council/Mayor to find out what the options may be.

##### **Midas Gold Presentation**

Ann LaBelle presented what Midas Gold is and where they are moving toward. Opening up the discussion and presenting what the future holds with Stibnite and steps that are being taken to move forward.

**STAFF REPORTS:**

City clerk presented her report. Library Director is still being sought out. Have one interview scheduled for the beginning of April. Working with Laura Bettis. Community Dinners will begin in April. Lot funds are still on the rise at 45% over collection to date last year. Our past due accounts are at zero.

Ken Minshall – Public Works – watching boat docks earlier than normal.

**ADJOURN:**

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to adjourn at 6:52 p.m. until the next regularly scheduled City Council Meeting on April 7, 2017 at 6:00 p.m. Motion carried.

Approved:

**DONNELLY CITY COUNCIL**

**AGENDA BILL**

**Number**

**AB 17-16**

**Meeting Date 04/17/17**

169 Halferty Street

Donnelly, Idaho 83615

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Bureau of Reclamation Contract Lease Renewal</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

Discuss the agreement. Any changes?

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

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



**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 17-17

**Meeting Date** 04/17/17

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>CUP Extension Coach Crossing</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

Planning & Zoning recommended approval of CUP Extension for Coach Crossing with the requirements that the Developer presents the development in a joint meeting at next extension request.

**RECOMMENDED ACTION:**

Approve or Deny

**RECORD OF COUNCIL ACTION**

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

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 17-18**

**Meeting Date 4/17/17**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Verizon Cell Phone Public Works</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

The cell phone that Public works uses is only used by one employee. It is suggested that that number be switched to the office to answer or to have voicemail and that a dedicated cell phone be issued for on-call and after hours use. The number can be forwarded to the phone numbers for weekends and after hours.

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

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

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 17-19**

**Meeting Date 4/17/17**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Post Office Residential Delivery</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

The Donnelly Postmaster stated that when the new apartments are finished they will have delivery available to their units in a dedicated postal area of the development. With that said, it is now possible for the residents to have residential delivery the same kind of boxes or a bank of mail boxes. However, the Post Office will not deliver to each house individually. There are currently approximately 35 residents that receive free post office boxes as a grandfathered plan that would then be required to rent a post office box.

It is up to the City Council if they would like to have residential delivery, if so where would the banks be set and what are the requirements and how it would affect snow removal.

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

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

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 17-20**

**Meeting Date 4/17/17**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Road Grading</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

City Clerk has received a bid from Randy Morrel Construction to grade all City Roads twice per year. Once in the Spring and then again in mid-Summer. They would work on filling, removing and compacting pot holes.

**RECOMMENDED ACTION:**

**RECORD OF COUNCIL ACTION**

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

# Randy Morell Excavation & Construction, Inc.

# Estimate

27 W Lake Fork Road  
 McCall, ID 83638  
 (208) 634-2849

Date	Estimate #
3/30/2017	17-510

Name / Address
City of Donnelly c/o Cami Hedges 169 Halferty Street P.O. Box 725 Donnelly, ID 83615

Project

Qty	Description	Rate	Total
	Year round maintenance for City of Donnelly roads - including State, Jordan, Front, Halferty, Payette, and Gestrin Street. This price includes clearing snow off roadways each time it snows more than 3-4 inches, using a grader with wing. I have figured an average of 14 times per winter, this number would depend on the weather. We can charge by the hour or per time, whichever you would prefer. I have also included a price for grading the gravel streets 2 times per year. We can grade them more or less if needed. We would charge by the hour or per time after we agree on a set price.		
3.5	Snow Plowing (Est. time of 3.5 hours with grader to plow complete route once) Hr. Grader W Wing snow Plow Each time it snows more than 3-4 inches	165.00	577.50
13	Hr. Grader W Wing snow Plow Average times per winter This does not include removing any snow berms from driveways or entry ways	577.50	7,507.50
7	Grading gravel roadways, smoothing pot holes and maintaining crown in road Grader time - one time in the spring when road conditions are moist	125.00	875.00
7	Grader time - second time mid-summer when road conditions are moist This price dose not include a water truck for moisture, or a roller for compaction if we can grade the roads after a rainstorm when conditions are naturally moist, this additional equipment will not be needed.	125.00	875.00
<b>Total</b>			<b>\$9,835.00</b>

# Clerk/Treasurer Report – April 17, 2017

## Decision/Discussion

### Treasurer Report:

- We currently have \$\_\_\_\_\_ over 30 days past due.
- We collected \$3,143.28 in lot funds for February Sales – we are up 37.5% for the year
- I moved money from Idaho First Bank to the LGIP accounts since the interest is better.
- DEQ approved our request for funding on the water project.
- Will know April 19<sup>th</sup> if Donnelly received funding from the Department of Commerce Grant.

### Clerk Report:

- Cell tower company will visit site this week to know if they want to proceed with application
- Business License – 1 (Donnelly Thrift Store)
- City will do a computer/electronic recycling drive beginning the 17<sup>th</sup> of April for 30 days. All items will go to Computers for Kids in Boise (They will come pick up)
- ABC winner presentation will be on Wednesday, April 19<sup>th</sup> at Idaho First Bank in the evening. Will provide more information as it is available.

### Information Still Important:

- Chamber Meeting – April 26<sup>th</sup> at 5:00 p.m.
- Easter Egg Hunt – April 15<sup>th</sup>
- Community Dinner – April 20<sup>th</sup> Free to all attending Sponsored by the Chamber
- Operation Facelift – May 20<sup>th</sup> downtown – looking for volunteers and ideas
- Complete Solar Eclipse – August 21st

### Training/Out of Office:

- District ACI Meeting – Monday, April 24<sup>th</sup> (Nampa)

### Planning & Zoning:

- P&Z was held April 3rd
- P&Z Public Hearing for June 5<sup>th</sup> on Sign Ordinance Changes

### Repairs & Maintenance:

- Ken and I will be reviewing the Capital asset and improvements for this next budget year.
- Grading of roads will start when the weather is ideal.

### Library:

- Continuing to look for a PT Director – interviewed a good candidate on the 4th
- Once weather improves will receive bids to repair the roof leak at Library

# City of Donnelly

## LOT Actual Dollars Earned per Month

Month	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	Increase YTD
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	
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	34.8%
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	37%
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	35.2%
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	4,910.57	45%
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	3,143.28	37.7%
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>27,154.27</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	