



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, June 19, 2017 at 6:00 pm

Donnelly Community Center

AGENDA

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA:

- ✓ Vouchers May 15 – June 15, 2017
- ✓ City Council Meeting Minutes – May 15, 2017

BUSINESS AGENDA:

AB 17-23 West Central Mountains Economic Development Council – Gene Tyler

AB 17-27 SISCRA / BOR / City of Donnelly Memo of Understanding – John Lee, SISCRA
Follow up from Discussion at last Meeting.

AB 17-29 Local Option Tax Application Ranking
Review applications and rate for the Committee for review

AB 17-30 Millington Zwygart Engagement Letter

Budget Review Workshop

STAFF REPORTS:

Clerk/Treasurer Report
Mayor & Council

ADJOURN: Monday, July 17, 2017 at 6:00 p.m. (Public Hearing)

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 1 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2353	1666M	170 ADOBE SYSTEMS INC.	14.99					
1	050917	05/09/17 pdf solutions	14.99			51 41100	620	10190
2482	1669M	170 ADOBE SYSTEMS INC.	14.99					
1	071116	06/11/17 pdf solutions	14.99			10 41100	621	10190
		Total for Vendor:	29.98					
2384	1660M	6 AMAZON	50.02					
1	6012202	05/24/17 banker boxes for storage	50.02			51 41100	605	10190
2388	1661M	6 AMAZON	35.78					
1	050917	05/09/17 ink for library	35.78			21 41100	420	10190
2479	1667M	6 AMAZON	123.25					
		sport beans for huck trot goody bags						
1	2221825	06/14/17 huck trot goody bag	123.25			10 44100	921	10190
2495	1670M	6 AMAZON	36.87					
		first aid kits						
1	060917	06/09/17 first aid kits	36.87			10 43010	461	10190
		Total for Vendor:	245.92					
2460		8 ANALYTICAL LABORATORIES, INC	51.00					
1	44605	05/31/17 coliform test	51.00			51 43400	560	10100
		Total for Vendor:	51.00					
2409	12524S	14 BOISE OFFICE EQUIPMENT	32.44					
1	1228668	05/22/17 copier maintenance	18.82			10 41100	611	10100
2	1228668	05/22/17 copier maintenance	8.11			51 41100	611	10100
3	1228668	05/22/17 copier maintenance	5.51			52 41100	611	10100
		Total for Vendor:	32.44					
2430	12525S	150 CABLE ONE	92.26					
1	052317	05/23/17 telephone/internet	55.35			10 41100	437	10100
2	052317	05/23/17 telephone/internet	27.68			51 41100	437	10100
3	052317	05/23/17 telephone/internet	9.23			52 41100	437	10100

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 2 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2442	12525S	150 CABLE ONE	63.75					
1	060117	06/01/17 library internet	63.75			21	41100 417	10100
		Total for Vendor:	156.01					
2407	1663M 999999	CASCADE HARDWARE	69.93					
1	36678	05/24/17 weed & feed community center	34.96			10	41100 431	10190
2	36678	05/24/17 weed & feed city park	34.97			10	44100 452	10190
		Total for Vendor:	69.93					
2412	12526S	29 CITY OF DONNELLY - WATER	320.00					
1	101-0517	05/26/17 ddc water/sewer	320.00			10	44300 415	10100
2413	12526S	29 CITY OF DONNELLY - WATER	72.69					
1	105-0517	05/26/17 library water/sewer/trash	72.69			21	41100 415	10100
		Total for Vendor:	392.69					
2425	12527S	240 CONSOLIDATED ELECTRICAL	86.70					
1	4438-47644	06/02/17 flourescent lamps	86.70		2	10	41100 431	10100
		Total for Vendor:	86.70					
2450		33 CORNERSTONE CONSTRUCTION & ground heater for trading post frozen line on city side	200.00					
1	2191	05/02/17 equipment rental	200.00			51	43400 463	10100
2451		33 CORNERSTONE CONSTRUCTION & 2 loads of 3" basalt delivery to boat ramp	600.00					
1	2175	04/04/17 for boat launch	600.00			10	44100 451	10100
		Total for Vendor:	800.00					
2455		41 DONNELLY AREA CHAMBER OF library membership	35.00					
1	1619	05/25/17 library membership	35.00			21	41100 520	10100

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 3 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2456		41 DONNELLY AREA CHAMBER OF city of donnelly membership	35.00					
1	1691	05/25/17 membership	35.00			10 41100	520	10100
2472		41 DONNELLY AREA CHAMBER OF request for FY17 award payment	2,000.00					
1	061317	06/13/17 FY17 Lot Award	2,000.00			15 41100	922	10100
		Total for Vendor:	2,070.00					
2381	12528S	151 H.D. FOWLER COMPANY Weir meter setter	223.24					
1	I4505540	05/17/17 meter setter	223.24		WEIR	51 43400	710	10100
2498		151 H.D. FOWLER COMPANY small parts for Chavet Meter change out	5.20					
1	I4534148	06/13/17 meter parts	5.20			51 43400	710	10100
2499		151 H.D. FOWLER COMPANY moving of the meters on halferty	920.03					
1	I4534146	06/13/17 parts for meter move	920.03			51 43400	710	10100
		Total for Vendor:	1,148.47					
2390	12529S	57 HIGH MOUNTIAN NURSERY, INC. turn on sprinklers for main street	98.00					
1	30077	04/28/17 main street sprinklers	98.00			10 43010	454	10100
		Total for Vendor:	98.00					
2394	12530S	66 IDAHO POWER 150 E State Street	133.78					
1	0182-0517	05/18/17 Library Power	133.78			21 41100	416	10100
2395	12530S	66 IDAHO POWER 179 Halferty - Community Center	58.08					
1	4223-0517	05/18/17 community center	33.69			10 41100	416	10100
2	4223-0517	05/18/17 community center	14.52			51 41100	416	10100
3	4223-0517	05/18/17 community center	9.87			52 41100	416	10100

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 4 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2396	12530S	66 IDAHO POWER	10.15					
159		Gestrin Road - Street Light						
1	3329-0517	05/18/17 Gestrin Street Light	10.15			10 43010	416	10100
2397	12530S	66 IDAHO POWER	69.93					
		Main Street lights						
1	8211-0517	05/18/17 main street lightening cabi	69.93			10 43010	416	10100
2398	12530S	66 IDAHO POWER	166.66					
		Street lights						
1	0078-0517	05/18/17 street lights	166.66			10 43010	416	10100
2399	12530S	66 IDAHO POWER	11.90					
		317 N Corbet Lane						
1	3291-0517	05/18/17 water supply	11.90			51 41100	416	10100
2400	12530S	66 IDAHO POWER	9.49					
		fire pump						
1	6560-0517	05/18/17 fire pump	9.49			51 41100	416	10100
2401	12530S	66 IDAHO POWER	113.48					
		153 E Jordan Pump House						
1	0899-0517	05/18/17 pump house	113.48			51 41100	416	10100
2402	12530S	66 IDAHO POWER	89.74					
		North Corbett - newwell						
1	2555-0517	05/18/17 new well	89.74			51 41100	416	10100
2404	12530S	66 IDAHO POWER	137.11					
1	7988-0517	05/18/17 maintenance shop/city hall	79.52			10 41100	416	10100
2	7988-0517	05/18/17 maintenance shop/city hall	34.28			51 41100	416	10100
3	7988-0517	05/18/17 maintenance shop/city hall	23.31			52 41100	416	10100
Total for Vendor:			800.32					

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 5 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2457		166 IDAHO RURAL WATER ASSOCIATION	350.00					
		Membership dues for 17-18						
1	6333	06/15/17 Dues	350.00			51 41100	520	10100
		Total for Vendor:	350.00					
2405	12531S	202 INCOM	139.61					
		phone charges						
1	060117	06/01/17 phone charges	80.98			10 41100	437	10100
2	060117	06/01/17 phone charges	34.90			51 41100	437	10100
3	060117	06/01/17 phone charges	23.73			52 41100	437	10100
		Total for Vendor:	139.61					
2441	12532S	79 LAKESHORE DISPOSAL	100.85					
		depot center trash						
1	23693429	06/01/17 trash collection	100.85			10 44300	414	10100
		Total for Vendor:	100.85					
2447	12533S	165 LAKESHORE DISPOSAL	544.00					
1	052017	05/31/17 monthly garbage service	544.00			51 41100	414	10100
		Total for Vendor:	544.00					
2383	1659M 999999	LOWES	50.76					
1	20384680	05/21/17 garden soil /community garde	50.76			10 41100	920	10190
		Total for Vendor:	50.76					
2380	12534S	85 MAY HARDWARE	5.39					
1	874164	05/17/17 sealant	5.39			51 43400	463	10100
2392	12534S	85 MAY HARDWARE	78.81					
		hose hanger, oil, hoe, rake						
1	873321	05/09/17 garden tools	78.81			10 41100	920	10100
2464		85 MAY HARDWARE	32.81					
		sprinkler repair for city park and library						
1	877388	06/12/17 sprinkler repair	24.54			10 44100	452	10100
2	877388	06/12/17 sprinkler repair	8.27			21 41100	432	10100
		Total for Vendor:	117.01					

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 6 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2454		86 MCCALL DELIVERY SERVICE	95.00					
		delivery and pickup for chemical BHS in Nampa						
1	2017-0418	06/05/17 delivery charge	95.00			51 43400	462	10100
		Total for Vendor:	95.00					
2354	1665M	216 MICROSOFT	5.50					
1	050417	05/05/17 office 365	5.50			51 41100	620	10190
2483	1668M	216 MICROSOFT	24.75					
1	071416	06/14/17 office 365	24.75			10 41100	621	10190
		Total for Vendor:	30.25					
2469		153 MOUNTAIN WATERWORKS	250.00					
		backup water treatment operator						
1	2773	05/31/17 contract	250.00			51 41100	360	10100
2470		153 MOUNTAIN WATERWORKS	708.98					
		Donnelly Water Facility Plan Environmental Scientist						
1	2769	05/31/17 water facilitys plan grant	708.98			51 41100	970	10100
2473		153 MOUNTAIN WATERWORKS	2,006.75					
		Northwest Passages Review and Inspection services						
1	2777	05/31/17 NWP Pass Through	2,006.75		NWP	51 41100	341	10100
		Total for Vendor:	2,965.73					
2415	1664M	242 MYFAX	10.00					
1	31171624	05/27/17 library fax	10.00			21 41100	437	10190
		Total for Vendor:	10.00					
2422	12535S	95 NAPA DBA MCCALL AUTO PARTS	364.99					
1	989273	05/31/17 battery charger for equipment	364.99			10 43010	460	10100
2434	12535S	95 NAPA DBA MCCALL AUTO PARTS	6.57					
1	987742	05/22/17 riding mower	6.57			10 44100	452	10100
		Total for Vendor:	371.56					

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 7 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2426	12536S	154 NORTH LAKE RECREATIONAL SEWER &	3,200.00					
1	060117	06/01/17 contract	3,200.00			52 41100	541	10100
		Total for Vendor:	3,200.00					
2436	12537S	106 PROBUILD	23.97					
		water line that was broken by contractor						
1	1013866	06/03/17 pvc pipe sch 40	23.97		NWP	51 43400	463	10100
2437	12537S	106 PROBUILD	8.20					
		water line parts for broken water line by contractor						
1	1013867	06/03/17 pvc coupling	3.21		NWP	51 43400	463	10100
2	1013867	06/03/17 6-1 red screwdriver	4.99			10 43010	460	10100
		Total for Vendor:	32.17					
2476		246 R&R HARDWOOD FLOORS	1,210.00					
		Refinish floors in community center						
1	060117	06/01/17 50%down payment	1,210.00			15 41100	922	10100
		Total for Vendor:	1,210.00					
2427	12538S	111 RIDLEY'S	26.37					
1	0132	05/31/17 Supplies	26.37			10 41100	431	10100
2428	12538S	111 RIDLEY'S	17.82					
1	0033	05/31/17 strawberries	17.82			10 41100	920	10100
		Total for Vendor:	44.19					
2463		115 ROCKY MOUNTAIN SIGNS & APPAREL,	215.70					
		number signs for campground and pack in pack out signs						
1	15354	05/24/17 boat dock/ campground signs	215.70			10 44100	451	10100
		Total for Vendor:	215.70					
2433	12539S	116 SAFEGUARD	251.85					
1	32166262	05/10/17 checks	251.85			10 41100	605	10100
		Total for Vendor:	251.85					

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 8 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2429	12540S	199 SHRED-IT	82.36					
1	8122407665	05/22/17 office paper shredding	82.36			10 41100	605	10100
		Total for Vendor:	82.36					
2357	12541S	120 SINCLAIR FLEET TRACK (STINKER)	49.46					
		Ford F150 Fuel						
1	304928	05/01/17 Eth	50.56			10 43010	481	10100
9900		05/31/17 rebate	-1.10			10 43010	482	10100
CI	26							
2377	12541S	120 SINCLAIR FLEET TRACK (STINKER)	52.04					
4	313741	05/15/17 ford truck	30.18		KEN	10 43010	481	10100
5	313741	05/15/17 ford truck	13.01		KEN	51 41100	481	10100
6	313741	05/15/17 ford truck	8.85		KEN	52 41100	481	10100
2378	12541S	120 SINCLAIR FLEET TRACK (STINKER)	13.28					
1	088156	05/15/17 grader	13.28		GRADER	10 43010	483	10100
2393	12541S	120 SINCLAIR FLEET TRACK (STINKER)	16.98					
1	309176	05/08/17 small engine fuel	16.98			10 44100	452	10100
2421	12541S	120 SINCLAIR FLEET TRACK (STINKER)	17.03					
1	326756	05/30/17 lawn mower fuel	17.03			10 43010	481	10100
2423	12541S	120 SINCLAIR FLEET TRACK (STINKER)	29.49					
1	90653	05/31/17 batteries for water locator	29.49			51 43400	463	10100
2444	12541S	120 SINCLAIR FLEET TRACK (STINKER)	53.87					
1		05/22/17 grader fuel	53.87		BRUCE	10 43010	483	10100
		Total for Vendor:	232.15					
2458		217 SKINNER FAWCETT LLP	21.98					
		conference call on sewer agreement						
1	38841	03/10/17 Conference call	21.98			52 41100	320	10100
		Total for Vendor:	21.98					

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 9 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2416	12542S	122 STAR NEWS	54.72					
		Fair housing publication for Dept of Commerce grant						
1	50393	05/25/17 publicationi	54.72		USDA	51 41100	530	10100
2417	12542S	122 STAR NEWS	25.08					
		Notice of Intent USDA Rural Development Application						
1	50395	05/25/17 publication	25.08			51 41100	530	10100
2420	12542S	122 STAR NEWS	63.00					
		Quarterly financial report						
1	50417	05/01/17 quarterly	37.80			10 41100	530	10100
2	50417	05/01/17 quarterly	18.90			51 41100	530	10100
3	50417	05/01/17 quarterly	6.30			52 41100	530	10100
2445	12542S	122 STAR NEWS	20.52					
		Sign & Design Review Amendments Public Hearing P&Z						
1	50484	05/18/17 publication	20.52			10 41100	530	10100
		Total for Vendor:	163.32					
2431	12543S	123 STATE INSURANCE FUND	2,871.00					
1	15929391	05/18/17 worker's compensation	2,871.00			10 41010	260	10100
		Total for Vendor:	2,871.00					
2501		219 T.O. ENGINEERS	1,771.05					
		charges for review and discussion for Northwest Passages						
1	160057-8	06/12/17 NWP	1,771.05			10 41100	341	10100
		Total for Vendor:	1,771.05					
2379	12544S	237 USA BLUE BOOK	1,166.63					
1	257865	05/12/17 hydrant flow tester/diffuser	1,166.63			51 43400	433	10100
		Total for Vendor:	1,166.63					
2408	1662M	138 USPS	84.61					
1	052617	05/26/17 postage	49.08			10 41100	614	10190
2	052617	05/26/17 postage	21.15			51 41100	614	10190
3	052617	05/26/17 postage	14.38			52 41100	614	10190

06/15/17
13:41:37

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 10 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2494	1671M	138 USPS	34.00					
1	060617 06/06/17 postcard stamps		34.00			51 41100	614	10190
	Total for Vendor:		118.61					
2453		245 WARD'S GREENHOUSE	971.00					
	Hanging baskets for street scape							
1	38858 06/07/17 hanging baskets		971.00			15 41100	922 11	10100
	Total for Vendor:		971.00					
2496	1672M	999999 WEBSCORER	50.00					
	registration and timing app for the huck trot							
1	061317 06/13/17 registration / timing		50.00			10 44100	921	10190
	Total for Vendor:		50.00					
2411	12545S	220 WELLS FARGO VENDOR FIN SERV	190.00					
1	67003309 05/21/17 copier lease		114.00			10 41100	612	10100
2	6700309 05/21/17 copier lease		57.00			51 41100	612	10100
3	670309 05/21/17 copier lease		19.00			52 41100	612	10100
	Total for Vendor:		190.00					
2440	12546S	215 WHITE PETERSON	42.00					
	to review MOU from SISCRA about grant application							
1	123306 05/22/17 SISCRA MOU		42.00			10 41100	320	10100
	Total for Vendor:		42.00					
2467		999999 WORLD BUILDER CONSTRUCTION LLC	500.00					
	Depot roof damage in February 2017 from the snow sliding off. Vents came off and were re-routed out the front and back of building to prevent future problems.							
	Insurance paid except for deductible.							
1	06/02/17 depot repair insurance deducti		500.00			10 44300	432	10100
	Claim - C17-02044-3853 ICRMP							
	Total for Vendor:		500.00					

06/15/17
13:41:37

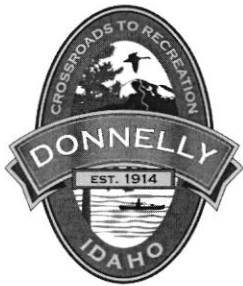
CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/16/17 to 06/15/17

Page: 11 of 11
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2461		209 YORGASON LAW OFFICES PLLC	195.00					
		depot parking lot lease						
1		2017-May 06/01/17 review lease	195.00			10 41100	320	10100
		Total for Vendor:	195.00					
		# of Claims	82	Total:				24,085.24

** 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, May 15, 2017 at 6:00 pm** Donnelly Community Center

MINUTES

Meeting called to order: 6:03 p.m.

Roll Call: Councilor Stayton, Councilor Minshall, Councilor Davenport, and Mayor Koch were present. Councilor Getto arrived at 6:09 p.m. Clerk Hedges also present. Visitors included: Ken Minshall, John Lillehaug, Amye Madsen, Kerri

Pledge of Allegiance

CELEBRATE ARBOR DAY – PROCLAMATION READ BY MAYOR KOCH

Arbor Day to be recognized as May 15, 2017 for the City of Donnelly.

John Lillehaug presented the Tree City USA recognition for the City of Donnelly as being a Tree City for 5 years. Donnelly also received a \$300 Arbor Day grant to plant a tree or shrub.

AB 17-28 Arbor Day Grant

Ken Minshall toured the city with John and Kurt Wolf to look at the trees and their conditions. Two trees were damaged and are going to be removed. John presented that Kay Coski retired from the Soil District and that they would like to partner in with Donnelly to recognize her with an inscribed stone to be placed by the tree or shrub that Donnelly selects to be planted this year. The Council discussed that this is a great idea and that a shrub would be planted at the Community Center with the grant funds. Clerk will work with John and Ken to choose the correct shrub.

CONSENT AGENDA:

Motion by Stayton, 2nd Davenport to approve the vouchers dated April 5, 2017 through May 12, 2017 with the Addition of the deposit check to Play Idaho for the new play equipment. Motion carried.

Motion by Minshall, 2nd Getto to approve the City Council minutes from April 17, 2017. Motion carried.

BUSINESS AGENDA:

AB 17-19 Post Office Residential Delivery – Amye Madsen Postmaster

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 bank of mail boxes, however the Post Office will not deliver to each house individually. There are currently 35 residents that receive free post office boxes that would then be required to rent a post office box if the City chooses to have residential delivery. If the City chooses not to have the residential delivery then all residents will be offered the free small Post Office box. The Post Office requires proof of residency to receive the free service. Council determined that no change would be made.

AB 17-21 Donnelly Tennis Club

The Donnelly Tennis Club is dissolving and they have some funds available for the courts. They would like to present the funds and request that the City become members of the Tennis Association each year to be able to list our court, apply for grants, etc. Nancy Sommerwerk did not attend. The Council was okay with this proposal and will wait to hear more from the club.

AB 17-22 Clearwater Economic Development Assoc. – Environment Review Officer

As part of the Department of Commerce Block grant we need to appoint an Environmental Review Officer from CEDA to perform and review the Environmental study of the new well site. CEDA would like the City to appoint Angela Edwards whom helps our Grant Administrator Kelly Dahlquist.

Motion by Davenport, 2nd by Minshall to appoint Angela Edward as the Environmental Review Officer for the City of Donnelly. Motion carried.

AB 17-23 West Central Mountains Economic Development Council – Sherry Maupin

WCMEDC would like to request a commitment from the City Council to assist with funding the Economic Development Executive for the upcoming year. These funds would be required later this year and would be part of a matching grant. No one from WCMEDC was in attendance to present the request or answer questions. No action taken.

AB 17-24 Valley County Road Maintenance Agreement

The agreement between the City of Donnelly and Valley County Road Department was presented for the maintenance of East Roseberry and West Roseberry Roads.

Motion by Davenport, 2nd by Stayton to accept and approve the Valley County Road Maintenance Agreement. Motion carried.

AB 17-25 Community Garden Green House

Clerk presented a plan that Eric Engberg would construct an 8x12 green house where the current boxes are located for the community garden for the cost of only the supplies. The current boxes would then be relocated and planted with items that will withstand the weather. The General Fund has money allocated to the current Community Garden. City Council discussed that they would like to see more participation in the current garden prior to building a green house. Council requested that a Sign be built and possible path to the current garden so that the community knows it exists and too see if there would be more participation. Clerk is to Thank Eric for his willingness to help with the garden.

AB 17-26 Local Option Tax Committee Formation

Clerk presented that previous committee members have expressed their intent to service on the Local Option Tax Committee this year. Clerk suggested that all applications for the LOT awards be received in June prior to the City Council meeting and then present to the Council to be ranked. Then the applicants would then present to the newly formed committee for awards and then brought back to Council for

review and acceptance. Council would like the Clerk to recruit a committee for presentations and award options. Clerk will send out email to businesses for participation.

AB 17-16 Bureau of Reclamation Contract Lease Renewal

BOR provided a draft copy of the contract lease in April for Council review. Council approved the draft and asked for the final. Final was presented to Council and accepted.

Motion by Davenport, 2nd by Minshall to approve the Bureau of Reclamation Contract Lease Renewal. Motion carried.

AB 17-27 SISCRA / BOR / City of Donnelly Memo of Understand for Grant Applications.

John Lee represented by Gerald from SISCRA would like the City of Donnelly to be the Sponsor applicant for the Idaho Parks and Recreation grant next fall. Questions from Council – What would be the responsibility of the City, what are the administrative duties required and would SISCRA pay for the review from the City Attorney. Clerk will look into how the sponsorship of the grant works as well as what the City attorney would charge to review the MOU. Gerald will also get more information on the sponsorship and provide to clerk for clarification. Council will review later when information is provided.

Staff Reports:

Treasurer Report – Currently \$481.07 30 days past due in water collection. Local Option Tax collected \$3348.48 for March sales, up 35.5% for the year. There are 2 businesses that are currently 2 months behind in LOT reporting. Letters have been sent. Lack of payment can result if revoking of the business license. Clerk proposed a Budget workshop for June 6th for Council and Mayor to review items and discuss needs of the City.

Clerk Report – Dust is already a problem and would like to see if we could have the dust abatement done twice this year. Council agreed to have it done soon and possibly again later if funds are available. For the crosswalk painting, the crosswalk on HWY 55 near Gestrin needs to be moved and signage put in place with flags. Community Floor is good to move forward, however would like to get another quote first.

Adjourn:

Motion by Davenport, 2nd by Stayton to adjourn until the next special workshop meeting on June 6th at 5:30 p.m. Motion Carried.

Approved:

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-23

Meeting Date 06/19/17

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
West Central Mountains Economic Development Council Sherry Maupin/Gene Tyler		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

WCMEDC would like to request a commitment from the City Council to assist with funding the Economic Development Executive (Andrew Mentzer) for the upcoming year. These funds would be required later this year and would be part of a matching grant.

6/19 – see attached from Gene Tyler

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION
5/15/17	There was no-one to present in attendance

Cami Hedges

From: Gene & Cec Tyler <tylercg@frontier.com>
Sent: Monday, June 12, 2017 3:48 AM
To: 'Cami Hedges'
Subject: Information About the West Central Mountains Economic Development Council
Attachments: WCMEDCAccomplishments (1).pdf; WCMEDC Brochure April 2017.pdf

Cami,

Here is some information about the WCMEDC that I mentioned I would send on.

The West Central Mountains Economic Development Council (WCMEDC) a 501c3 representing the geographical area that consists of the Cascade, Donnelly, McCall, and New Meadows communities. The WCMEDC has a current year operating budget in excess of \$70,000.00 and that does not include funding our Executive Director position or monies allocated by some donors for specific projects. All of our operating revenue comes from grants, donations, monies received from our major cities, chambers of commerce, Valley County government and an Idaho Department of Commerce grant.

Our five major goals are:

- To encourage West Central Mountains communities, businesses and organizations to act more cohesively towards an improved local economy
- To solicit or assist projects that substantially strengthen the local economy (through business stimulation; community & infrastructure development; sector development)
- To inspire and solicit creative ("outside the box") solutions for issues at hand
- To attract businesses and economic opportunities to the region
- To assist in the creation and maintenance of a climate that fosters economic growth and viability

Our website, <http://wcmedc.org>, provides more detailed information that talks to our organization.

We have only one fulltime contracted employee – our Executive Director (ExDir). The ExDir is partially funded by an Idaho Department of grant and any funding we received from funding campaigns and outreach activities. Donations from organizations such as the City of McCall, Idaho Power, Midas Gold Inc., and Umpqua Bank have exceeded over \$5,000.00 each to support the WCMEDC. They are fully committed to our goals.

I am including copies of two products (WCMEDC Accomplishments and WCMEDC Brochure) that help explain who we are, what we do, and what we are about. These products and information provided in our above listed website talk to the areas needs and our responses to achieve measured sustainable growth.

Respectfully,



Gene Tyler
WCMEDC Treasurer
tylercg@frontier.com
208.325.4275



WEST CENTRAL MOUNTAINS

ECONOMIC DEVELOPMENT COUNCIL

Valley County • Cascade • Donnelly • McCall • Meadows Valley

May 5, 2017

Greetings,

Founded in 2012, the West Central Mountains Economic Development Council (WCMEDC) was able to hire a contracted economic development professional (executive director) on September 3, 2016. In doing so, the goal was to execute a series of tactics that would move the needle on some of the bigger challenges facing the region. The Council identified the following as guiding strategic spaces within which to work:

Jobs / Education / Infrastructure & Assets / Prosperity

To date, we have enjoyed many successes in these and other areas. Here is the short list of our recent accomplishments:

- Co-hosted the 2016 West Central Mountains Economic Summit alongside the McCall Area Chamber
- Co-hosted the 2017 Forestry Summit on Restoration alongside the ABC subcommittee, Valley County and the Woody Biomass working group
- Assisted with completion of the America's Best Communities (ABC) competition
- Coauthored the Robert Wood Johnson Foundation Culture of Health Award application and produced several promotional videos, which enabled us to advance to the national semi-final round
- Secured \$5,500 from Idaho Power and Umpqua Bank through grants to advance an education and economic development online portal
- Trademarked and built collateral and a website for the regional brand: West Central Mountains--Idaho's Adventure Corridor
- Strategic policy partner with the cities of Cascade, Donnelly, McCall and New Meadows as well as Valley County

- Fiscal agent for the West Central Mountains Housing Trust (pending receipt of their own 501c3), Payette River Scenic Byways and Water Trails
- Worked with Valley County, City of McCall and the National Parks Service to complete the Payette Basin Water Trails digital storymap website
- Assisted Valley County Pathways with re-writing the concept master plan and have been at the table formulating strategies for how to connect communities in the future
- Hosted SBDC and SBA trainings on doing business with the government and a soft skills training for the hospitality industry
- Met with dozens of businesses to identify financing and incentive packages, and have reviewed business plans for numerous entrepreneurs

We are also the conduit between businesses/individuals and state and federal economic development resources including ApprenticeshipIdaho, Tax Reimbursement Incentive (TRI), the Idaho Global Entrepreneurial Mission (IGEM) and many others. Our membership includes business professionals, chamber members, city and county officials, elected officials and community champions. In other words, we reflect the regional makeup of the West Central Mountains and bring diverse perspectives to the table.

In summary, we have been highly involved with most aspects of economic activity in the region both before and since hiring an executive director, and we believe there are many opportunities to grow our presence in a way that benefits the region and helps connect businesses, municipalities the county and individuals to opportunities.

Regards,

A handwritten signature in black ink, appearing to read 'Andrew Mentzer', with a stylized, flowing script.

Andrew Mentzer, Executive Director
West Central Mountains Economic Development Council
208.703.0161

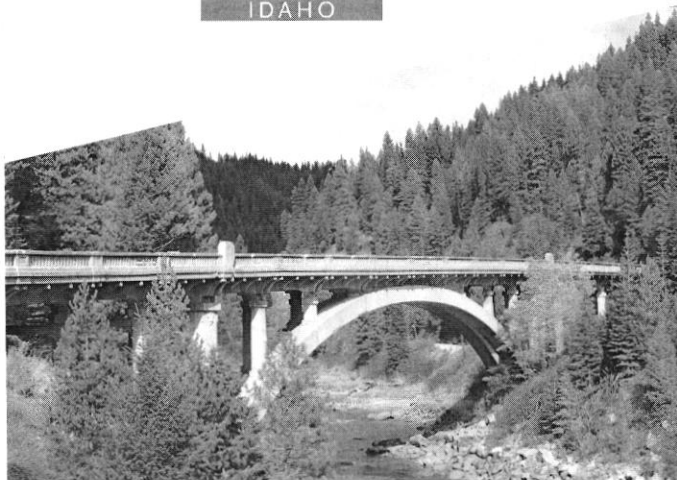
PARTNERS

We are the fiscal agent for the following organizations:

Payette River Basin Water Trails

Payette River National Scenic Byway

We also work closely with Valley County, Cascade, Donnelly, McCall, Meadows Valley as well as these partners:



UNITED WE THRIVE!

WEST CENTRAL MOUNTAINS
ECONOMIC DEVELOPMENT COUNCIL
FULFILLING OUR COMMITMENT
TO A DYNAMIC, SUSTAINABLE
REGIONAL ECONOMY.

CONTRIBUTE

None of what we do is possible without the support of our community. We rely on businesses and individuals like you to implement these programs and make resources available to businesses of all sizes and from all industries.

PLEASE DONATE TODAY BY VISITING:
WCMEDC.org/donate

UNITED WE THRIVE!

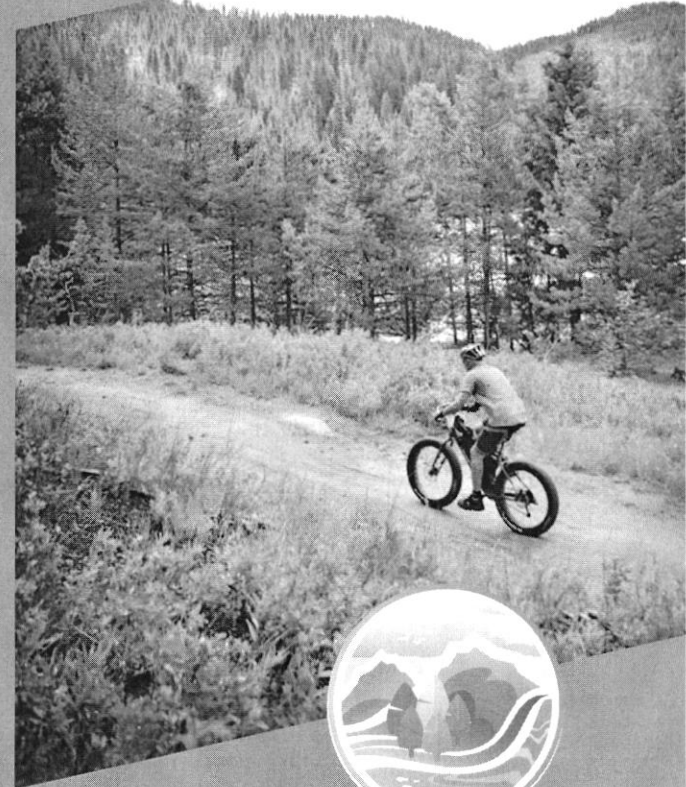
WEST CENTRAL MOUNTAINS
ECONOMIC DEVELOPMENT
COUNCIL

Box 2365
McCall, Idaho 83638

p: 208-398-3321
wcmedc.org



WEST CENTRAL MOUNTAINS
ECONOMIC DEVELOPMENT COUNCIL
Valley County • Cascade • Donnelly • McCall • Meadows Valley



WEST CENTRAL MOUNTAINS
ECONOMIC DEVELOPMENT COUNCIL
Valley County • Cascade • Donnelly • McCall • Meadows Valley



TOGETHER WE THRIVE!

Since 2012, the West Central Mountains Economic Development Council (WCMEDC) has played a vital role in bringing together people and organizations from throughout the region. With the central mission of creating opportunities, opening communication channels and fortifying common understandings about the challenges and strengths of our communities, we have realized that many of our values are shared; and a regional approach to problem solving is beneficial.

OUR 4 AREAS OF IMPACT:

Jobs
Education
Infrastructure/Assets
Prosperity

SERVICES

We are the conduit between the Idaho Department of Commerce, Idaho Department of Labor, Small Business Administration (SBA) and many other resources throughout the region and state. If a business is growing or changing, we encourage them to talk to us early in the process. We can assist with:

- Business planning
- Registered apprenticeship opportunities
- Tax incentives
- Business training workshops
- Policy advisement
- Project strategic planning
- B2B networking
- Education resources
- And much more!

New businesses can benefit from WCMEDC as well. We are happy to review business plans, plug entrepreneurs into local, state and national resources, and help them to identify what their options are for financing.

Last but not least, we assist with grant writing and advocacy for community projects as resources allow.

DID YOU KNOW?

The West Central Mountains has higher than average unemployment, yet there are historically hundreds of positions available, year-round? This suggests a skills gap, seasonal underemployment gap and education gap. Housing, wages and education are our biggest challenges and all are regional issues.



OUR PROGRAMS.

We are in the process of implementing several crucial programs in the West Central Mountains. Business training workshops through the Small Business Development Center and SBA are available for everything from soft skills trainings to search engine optimization. An on-line education portal is in the works that will make higher education accessible through local libraries.

We are also coordinating an apprenticeship program with the Idaho Department of Labor that would give employers and employees the opportunity to register their training processes to become federally certified, with over 1,000 different options.



HELP
SUPPORT
GUIDANCE

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-29

Meeting Date 06/19/17

AGENDA ITEM INFORMATION			
SUBJECT: <i>Local Option Tax Review Application and Rank for Committee</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: Review applications received and provide ranking for the Local Option Tax Committee and City Tax Applications			
RECOMMENDED ACTION:			
RECORD OF COUNCIL ACTION			
MEETING DATE	ACTION		

FY18 LOT AWARDS

FY 18 Lot Committee Meeting
Committee Meeting:

Tuesday, July 11, 2017

Committee Members:

Gene Tyler, Paul Sevoian, Susan Dorris, Doreen Johnson, Julie Stauts

Committee Members Attending:

Council Mtg: 07/17/2017

									Category
#	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	
Donnelly Rural Fire District	\$ 4,000.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$2,500.00	\$3,000.00	\$ 4,000.00	\$ 6,000.00	F
Treasure Valley Transit	\$ 3,500.00	\$ 4,620.00	\$ 3,500.00	\$ 2,500.00	\$2,500.00	\$2,500.00	\$ 2,500.00	\$ 5,000.00	A
Valley County Search & Rescue					\$500.00		\$ 1,000.00	\$ 2,000.00	C
Donnelly Chamber of Commerce	\$ -	\$ 2,500.00	\$ -	\$ 1,500.00	\$2,000.00	\$2,000.00	\$ 2,000.00	\$ 4,000.00	F
Valley County Economic Board						\$1,000.00		\$ 4,000.00	H
McPaws Regional Animal Shelter	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$1,000.00	\$1,000.00	\$ 1,000.00	\$ 3,000.00	G
City of Donnelly - Boat Docks						\$200.00	\$ 300.00	\$ 3,000.00	I
City of Donnelly - City Park						\$700.00	\$ 1,300.00	\$ 4,000.00	I
City of Donnelly - New Vehicle							\$ 2,000.00	\$ 5,000.00	I
City of Donnelly - Library	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$7,000.00	\$8,500.00	\$ 7,000.00	\$ 9,000.00	F
City of Donnelly - Community Center				\$ 2,000.00	\$2,000.00	\$100.00	\$ 2,000.00	\$ 500.00	I
City of Donnelly - Community Scholarships				\$ 250.00	\$250.00	\$300.00	\$ 500.00	\$ 500.00	F
City of Donnelly - Dust abatement			\$ 3,620.00	\$ 2,000.00	\$4,000.00	\$4,000.00	\$ 5,000.00	\$ 5,000.00	A
City of Donnelly - Long Valley Gardeners		\$ 1,500.00	\$ 500.00	\$ 750.00	\$1,000.00	\$1,500.00	\$ 1,500.00	\$ 1,500.00	E
City of Donnelly - P&Z			\$ 5,000.00	\$ 1,000.00		\$2,000.00	\$ 2,000.00	\$ 2,000.00	C
City of Donnelly - Huck. Trot	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 750.00	\$1,000.00	\$500.00	\$ -	\$ 500.00	F
City of Donnelly - Gazette								\$ 500.00	H
City of Donnelly - Streets								\$ 5,000.00	A
City of Donnelly - Racquet Sports	\$ -	\$ 500.00	\$ 1,500.00	\$ 750.00	\$1,000.00	\$500.00	\$ 500.00	\$ -	I
City of Donnelly - Backup Well	\$ 1,500.00	\$ 1,000.00	\$ 5,338.13	\$ 2,000.00	\$1,000.00	\$2,000.00	\$ 2,185.00	\$ -	
Other One-Time Awards	\$ 7,000.00	\$ 6,023.11	\$ 2,300.00		\$2,750.00				
Adminstration costs 12%	\$ 1,500.00	\$ 4,080.00	\$ 4,671.56	\$ 4,000.00	\$4,320.00	\$4,800.00	\$ 5,400.00	\$ 6,000.00	J
Budget	\$ 30,000.00	\$ 31,356.18	\$ 36,429.69	\$ 31,500.00	\$36,000.00	\$40,000.00	\$ 45,100.00	\$ 50,000.00	
Actual Collected	\$ 34,884.68	\$ 34,856.16	\$ 38,974.31	\$ 40,836.24	\$47,778.06	\$48,296.05			
								\$ 60,500.00	

Short fall Category =

Percentage from all

12% increase over last year's budget is \$50,512.00

Budget
Contingent Dollars

FY17 Overages
Fireworks \$ 1,000.00
City Park \$ 1,000.00
Street Scape \$ 500.00

Purposes for the use of revenues

- A. Streets – New paving, parking, bike paths, public transit and transportation;
- B. Matching funds to leverage grant funding
- C. Public Safety
- D. Parks and land acquisition for new park facilities
- E. City beautification including, but not limited to, open space acquisition, streetscapes, burial of overhead utility lines;
- F. Recreations and cultural activities and facilities including, but not limited to, library, community art and cultural events;
- G. Animal shelter support (currently McPaws)
- H. Economic growth, marketing, advertising, promotion and development
- I. Capital Improvement fund; and
- J. Direct costs to collect and enforce the tax.

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-27

Meeting Date 06/19/17

AGENDA ITEM INFORMATION

SUBJECT: <i>SISCRA / BOR / City of Donnelly</i> <i>Memo of Understanding</i> <i>For Grant Applications</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:

John Lee from SISCRA would like to present a MOU between all parties for SISCRA to apply for an Idaho Dept. of Parks & Recreation Grant. The City of Donnelly would be the Host of the Grant application. This does not affect the City of Donnelly to apply for grant funds in any way. The City would be able to charge for any work that the Clerk is to perform for the grant.

Clerk had Jay Kiiha review MOU and everything looked okay. Clerk contact Idaho Parks and spoke with Kathy Muir. She stated that they grant would be the City's and the City would be required to administer, create plan, and make sure project was completed. Completely liable for the grant and project. This would not impact other grant applications.

RECOMMENDED ACTION:

Approve / Deny

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION
5/15/17	Presented the MOU and asked for the City involvement. Council asked for more information and review of MOU from attorney.

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-30

Meeting Date 06/19/17

AGENDA ITEM INFORMATION

SUBJECT:

***Millington Zwygart Engagement Letter
Audit FY17 to be completed in early December***

Department Approvals

Initials

***Originator
or
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT: \$6,000

***FUNDING
SOURCE:*** General Fund 60%, Water 30%, Sewer 10%

TIMELINE:

SUMMARY STATEMENT:

RECOMMENDED ACTION:

Approve / Deny

RECORD OF COUNCIL ACTION

MEETING DATE ***ACTION***



1803 Ellis Ave, Caldwell, Idaho 83605
PH: 208-459-4649 | FAX: 208-454-9091
www.MZcpas.com

Millington Zwygart

CERTIFIED PUBLIC ACCOUNTANTS

May 12, 2017

To the Mayor and City Council
City of Donnelly
P. O. Box 725
Donnelly, ID 83615

We are pleased to confirm our understanding of the services we are to provide City of Donnelly for the year ended September 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Donnelly as of and for the year ended September 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), budget comparison, to supplement City of Donnelly's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Donnelly's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Budgetary Comparison Schedules.
- 2) GASB-required supplementary pension.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Donnelly's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Statement of Revenues and Expenses.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Donnelly and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Donnelly's financial statements. Our report will be addressed to governing board of City of Donnelly. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Donnelly is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Donnelly's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Donnelly in conformity with U.S. generally accepted accounting principles based on information provided by you and assist with the preparation of the depreciation schedule with our software. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous

financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the governing body; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Millington Zwysgart CPAs, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to proper regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Millington Zwysgart CPAs, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jared Zwysgart, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$6,000.00. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Donnelly and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Millington Zwysgart CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of Donnelly.

Signature: _____

Title: _____

Date: _____

Clerk/Treasurer Report – June 19, 2017

Decision/Discussion

Treasurer Report:

- We currently have \$ ^{364⁹³} over 30 days past due.
- We collected \$3,527.00 in lot funds for April Sales – we are up 35.5% for the year
- Past Due Lot Tax Reports – (3) Months – Hunters Meadow

Clerk Report:

- Cell Tower is looking at submitting application in the next month.
- Business License – 0
- Temporary Vendor – 0
- Playground is scheduled for installation last week of June – would like to set up a Community Day to honor the supporters. July ???
- We have received several items for the computer recycle program. Going to see if we can get more over the next month.
- Huck Trot Planning going forward – any Council Volunteers?
- Solar Eclipse – does the City want to do anything?

Information Still Important:

- Chamber Meeting – June 28th @ 5:00 p.m.
- Complete Solar Eclipse – August 21st

Training/Out of Office:

- June 23-27 Vacation

Planning & Zoning:

- P&Z Meeting – July 10th, 2017
- At the last meeting, the Sign and Design Review Amendments were recommended to City Council for July public hearing.

Repairs & Maintenance:

- Dust Abatement – Completed first on June 14, 2017
- Crosswalk Painting – Will be scheduling this to be done in June.

Library:

- Summer Kids program in July