



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, September 18, 2017 at 6:30 pm

Donnelly Community Center
AGENDA

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA:

Vouchers August 19, 2017 to September 15, 2017
City Council Minutes – August 21, 2017

PUBLIC COMMENT:

At this time, the Mayor will call for any comments from the public on any subject whether or not it is on the agenda for any item(s) that public may wish to bring forward and discuss. **Please limit comments to three (3) minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Clerk at least one week in advance of a meeting.

BUSINESS AGENDA:

West Central Mountains Economic Development Council – Andrew Mentzer

AB 17-48 Sign Code Amendments Chapter 18.95

AB 17-43 Ordinance 234 Design Review

AB 17-44 Ordinance 235 Appropriation FY 2018 Budget

AB 17-45 Library Roof Repair

AB 17-46 T-Sheets Time Tracking Software

AB 17-47 Review Applications for City Council Appointment

STAFF REPORTS:

Clerk/Treasurer Report
- Northwest Passages Update
Mayor & Council

ADJOURN: Monday, October 16, 2017 at 6:00 p.m.

09/14/17
16:00:43

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/21/17 to 09/14/17

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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
2709	1699M	170 ADOBE SYSTEMS INC.	14.99					
1	081117 08/11/17 pdf solutions		14.99			51 41100	620	10190
	Total for Vendor:		14.99					
2719	1700M	6 AMAZON	77.83					
	office supplies							
1	5617867 08/31/17 ink		69.94			21 41100	605	10190
2	5617867 08/31/17 calculator rolls		7.89			10 41100	605	10190
	Total for Vendor:		77.83					
2744		8 ANALYTICAL LABORATORIES, INC	51.00					
1	47046 08/31/17 coliform bacteria test		51.00			51 43400	560	10100
	Total for Vendor:		51.00					
2703		149 BHS SPECIALTY CHEMICALS	105.00					
	sodium hypochlorite 12.5% 15 g pail							
1	87480 08/18/17 chemical		105.00			51 43400	462	10100
	Total for Vendor:		105.00					
2732		12 BLACK MOUNTAIN SOFTWARE	50.00					
	maintenance for email bills module							
2	22582 08/31/17 software new		50.00			52 41100	621	10100
	Total for Vendor:		50.00					
2701		14 BOISE OFFICE EQUIPMENT	33.53					
	maintenance agreement							
1	IN1328974 08/22/17 copier maintenance		19.45			10 41100	611	10100
2	IN1328974 08/22/17 copier maintenance		8.38			51 41100	611	10100
3	IN1328974 08/22/17 copier maintenance		5.70			52 41100	611	10100
	Total for Vendor:		33.53					
2707		150 CABLE ONE	102.57					
	city hall internet							
1	082217 08/22/17 internet		61.54			10 41100	437	10100
2	082217 08/22/17 internet		30.77			51 41100	437	10100
3	082217 08/22/17 internet		10.26			52 41100	437	10100

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2754	150 CABLE ONE		63.75					
	library internet							
1	082717 08/27/17 library internet		63.75			21 41100	437	10100
	Total for Vendor:		166.32					
2738	1701M 999999 CASCADE HARDWARE		50.83					
	sprinkler repair at city park							
1	56350 09/07/17 sprinkler repair		50.83			10 44100	451	10190
2739	1702M 999999 CASCADE HARDWARE		13.99					
	sprinkler repair at park							
1	56356 09/07/17 sprinkler repair		13.99			10 44100	451	10190
	Total for Vendor:		64.82					
2735	201 CC PAINTING LLC		586.24					
	ceiling stain block and painting community center							
1	1614 09/06/17 painting community center		586.24			15 41100	922	10100
	Total for Vendor:		586.24					
2714	29 CITY OF DONNELLY - WATER		82.64					
1	109-0817 08/28/17 library water		82.64			21 41100	415	10100
2715	29 CITY OF DONNELLY - WATER		320.00					
1	101-0817 08/28/17 ddc water		320.00			10 44300	415	10100
	Total for Vendor:		402.64					
2750	254 CONFLUENCE		80.00					
	grant writing							
1	11 09/01/17 grant writing		80.00			10 41100	615	10100
	Total for Vendor:		80.00					
2761	240 CONSOLIDATED ELECTRICAL		15.60					
	ballast for office light							
1	4438-47655 06/07/17 office light repair		15.60			10 41100	431	10100
	Total for Vendor:		15.60					

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2676	1694M	34 CROWN AWARDS	39.13					
		recognition award for Gene Tyler (mayor requested)						
1	78760	08/16/17 award	39.13			10 41100	605	10190
		Total for Vendor:	39.13					
2752		177 DELTA JAMES	630.00					
		P&Z Administer for May through Sept						
1	091217	09/12/17 administration	630.00			10 41100	330	10100
		Total for Vendor:	630.00					
2720		42 DONNELLY ELMENATARY SCHOOL	500.00					
		FY17 Local Option Tax Award for the Nordic Ski Program						
1	FY17	09/01/17 Nordic Ski Program	500.00			15 41100	922	10100
		Total for Vendor:	500.00					
2726		44 DONNELLY RURAL FIRE DEPARTMENT	1,500.00					
		FY17 Local Option Tax Award - Fireworks						
1	FY17Lot	09/01/17 Fireworks	1,500.00			15 41100	922	10100
2727		44 DONNELLY RURAL FIRE DEPARTMENT	1,000.00					
		FY17 Local Option Tax Award - Overage						
1	FYLot	Over 09/01/17 Fireworks	1,000.00			15 41100	922	10100
		Total for Vendor:	2,500.00					
2706		48 FRANKLIN BUILDING SUPPLY CO.	2.89					
1	674832	08/11/17 small tool	2.89			10 43010	460	10100
		Total for Vendor:	2.89					
2741		51 GEM STATE PAPER & SUPPLY COMPANY	132.40					
		bath tissue for campground boat docks						
1	1163683	09/07/17 bath tissue	132.40			10 44100	451	10100
		Total for Vendor:	132.40					

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2758		255 GRANITE EXCAVATION INC	3,950.00					
		relocate exsisting meters to right of way						
1	6290 09/05/17	relocate water meters	1,975.00			51 43400	433	10100
2	6290 09/05/17	relocate water meters	1,975.00			51 43400	463	10100
		Total for Vendor:	3,950.00					
2763		151 H.D. FOWLER COMPANY	3.21					
1	I4626648 09/08/17	city park water repair	57.33			51 43400	463	10100
9900	416787 06/15/17	order cancellation	-54.12			51 43400	463	10100
CI	31							
		Total for Vendor:	3.21					
2734		58 HONEY DIPPERS	60.00					
		porta potty for airport						
1	67943 08/31/17	porta potty for flyin	60.00			10 44100	925	10100
		Total for Vendor:	60.00					
2687	1703M	66 IDAHO POWER	25.92					
		150 E State Street						
1	0182-0817 08/18/17	Library Power	25.92			21 41100	416	10100
2688	1703M	66 IDAHO POWER	18.38					
		179 Halferty - Community Center						
4	4223-0817 08/18/17	community center	10.66			10 41100	416	10100
5	4223-0817 08/18/17	community center	4.60			51 41100	416	10100
6	4223-0817 08/18/17	community center	3.12			52 41100	416	10100
2689	1703M	66 IDAHO POWER	7.39					
		159 Gestrin Road - Street Light						
1	3329-0817 08/18/17	Gestrin Street Light	7.39			10 43010	416	10100
2690	1703M	66 IDAHO POWER	56.65					
		Main Street lights						
1	8211-0817 08/18/17	main street lightening cabi	56.65			10 43010	416	10100

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2691	1703M	66 IDAHO POWER	168.98					
Street lights								
1	0078-0817	08/18/17 street lights	168.98			10 43010	416	10100
2692	1703M	66 IDAHO POWER	5.24					
317 N Corbet Lane								
1	3291-0817	08/18/17 water supply	5.24			51 41100	416	10100
2693	1703M	66 IDAHO POWER	7.72					
fire pump								
1	6560-0817	08/18/17 fire pump	7.72			51 41100	416	10100
2694	1703M	66 IDAHO POWER	222.27					
153 E Jordan Pump House								
1	0899-0817	08/18/17 pump house	222.27			51 41100	416	10100
2695	1703M	66 IDAHO POWER	283.97					
North Corbett - newwell								
1	2555-0817	08/18/17 new well	283.97			51 41100	416	10100
2696	1703M	66 IDAHO POWER	83.03					
4	7988-0817	08/18/17 maintenace/city hall	48.15			10 41100	416	10100
5	7988-0817	08/18/17 maintenace/city hall	20.76			51 41100	416	10100
6	7988-0817	08/18/17 maintenace/city hall	14.12			52 41100	416	10100
2697	1703M	66 IDAHO POWER	15.19					
kiosk/rest area								
1	9405-0817	08/23/17 kiosk rest area lights	15.19			10 43010	416	10100
Total for Vendor:			894.74					
2684		202 INCOM	168.12					
telephone								
1	090117	09/01/17 telephone	97.51			10 41100	437	10100
2	090117	09/01/17 telephone	42.03			51 41100	437	10100
3	090117	09/01/17 telephone	28.58			52 41100	437	10100
Total for Vendor:			168.12					

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2716	165 LAKESHORE DISPOSAL		536.00					
	monthly contract							
1	082017 08/28/17 monthly contract		536.00			51 41100	414	10100
2731	165 LAKESHORE DISPOSAL		110.76					
1	23812516 09/01/17 ddc trash service		110.76			10 44300	414	10100
	Total for Vendor:		646.76					
2705	82 LONG VALLEY FARM SERVICE		5.32					
	park water leak							
1	63820 08/30/17 park water leak		5.32			51 43400	463	10100
	Total for Vendor:		5.32					
2678	86 MCCALL DELIVERY SERVICE		70.00					
	chlorine pickup							
1	2017-0699 08/21/17 chlorine delivery		70.00			51 43400	462	10100
	Total for Vendor:		70.00					
2722	89 MCPAWS		1,000.00					
	FY17 Local OptionT ax Award							
1	FY17Lot 09/01/17 Long Term Maint Fund		1,000.00			15 41100	922	10100
	Total for Vendor:		1,000.00					
2710	1698M 216 MICROSOFT		24.75					
1	081417 08/14/17 office 365		24.75			51 41100	620	10190
	Total for Vendor:		24.75					
2745	153 MOUNTAIN WATERWORKS		250.00					
1	2910 08/31/17 water operator		250.00			51 41100	360	10100
	Total for Vendor:		250.00					
2711	1780M 242 MYFAX		10.00					
	library fax service							
1	082617 08/26/17 fax		10.00			21 41100	437	10190
	Total for Vendor:		10.00					

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2730	154 NORTH LAKE RECREATIONAL SEWER & monthly contract		3,200.00					
1	090117 09/01/17 monthly contract		3,200.00			52 41100	541	10100
	Total for Vendor:		3,200.00					
2718	178 ORKIN PEST CONTROL community center & city hall pest control		102.00					
1	123093 08/31/17 pest control		102.00			10 41100	431	10100
	Total for Vendor:		102.00					
2724	253 PAYETTE LAKES SKI CLUB FY17 LOCAL OPTION TAX AWARD - Donnelly Ski Bus		1,000.00					
1	FY17LOT 09/01/17 Donnelly Ski Bus		1,000.00			15 41100	922	10100
	Total for Vendor:		1,000.00					
2674	105 PRINTSHOP MCCALL huck trot posters		60.70					
1	5309 08/12/17 posters		60.70			10 44100	921	10100
	Total for Vendor:		60.70					
2743	246 R&R HARDWOOD FLOORS community center floors		1,210.00					
1	19063 08/28/17 community center floors		1,210.00			15 41100	922	10100
	Total for Vendor:		1,210.00					
2680	1695M 999999 SAFETY FLAG CO OF AMERICA Road and Street safety signs and vests.		287.31					
1	08/09/17 public safety		287.31			10 42000	900	10190
	Total for Vendor:		287.31					
2717	1704M 120 SINCLAIR FLEET TRACK (STINKER) ford fuel		55.77					
1	02817 08/28/17 ford fuel		32.73		ken	10 43010	481	10100
2	02817 08/28/17 ford fuel		14.11		ken	51 41100	481	10100
3	02817 08/28/17 ford fuel		9.59		ken	52 41100	481	10100
9900	083117 08/31/17 rebate		-0.66			10 43010	481	10100
CI	30							

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2747	1704M	120 SINCLAIR FLEET TRACK (STINKER)	19.03					
		ford fuel						
1	080217	08/02/17 ford fuel	11.03		ken	10 43010	481	10100
2	080217	08/02/17 ford fuel	4.76		ken	51 41100	481	10100
3	080217	08/02/17 ford fuel	3.24		ken	52 41100	481	10100
2748	1704M	120 SINCLAIR FLEET TRACK (STINKER)	51.61					
		ford fuel						
1	081017	08/10/17 ford fuel	29.94			10 43010	481	10100
2	081017	08/10/17 ford fuel	12.90			51 41100	481	10100
3	081017	08/10/17 ford fuel	8.77			52 41100	481	10100
		Total for Vendor:	126.41					
2672		122 STAR NEWS	55.77					
		SIGN CODE & DESIGN REVIEW PUBLIC HEARING CC						
1	50844	08/17/17 Public Hearing	55.77			10 41100	530	10100
2682		122 STAR NEWS	136.80					
		combined public hearing notice						
1	50861	07/20/17 water improvement environment	136.80			51 41100	530	10100
		WATER IMPROVEMENT PROJECT						
2736		122 STAR NEWS	26.22					
		notice of candidacy filing						
1	50969	09/07/17 candidacy filing	26.22			10 41100	530	10100
		Total for Vendor:	218.79					
2764		219 T.O. ENGINEERS	2,221.05					
		northwest passages professional review						
1	160057-10	09/11/17 July & August Services	2,221.05		NWP	51 41100	341	10100
		Total for Vendor:	2,221.05					
2721		128 TREASURE VALLEY TRANSIT	2,500.00					
		FY17 Local Option Tax Award						
1	FY17Lot	09/01/17 Match Requirement	2,500.00			15 41100	922	10100
		Total for Vendor:	2,500.00					

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2673	1697M	138 USPS	98.00					
1	081717 08/17/17 postage		56.42			10 41100	614	10190
2	081717 08/17/17 postage		24.75			51 41100	614	10190
3	081717 08/17/17 postage		16.83			52 41100	614	10190
2712	1781M	138 USPS	49.00					
1	081117 08/11/17 postage		28.42			10 41100	614	10190
2	081117 08/11/17 postage		12.25			51 41100	614	10190
3	081117 08/11/17 postage		8.33			52 41100	614	10190
2713	1782M	138 USPS	13.72					
1	082917 08/29/17 postage		13.72			10 41100	614	10190
		Total for Vendor:	160.72					
2725		194 VALLEY COUNTY SEARCH & RESCUE	1,000.00					
	FY17 Local Option Tax Award - Upgrade Communication Equipment							
1	FY17Lot 09/01/17 communication equipment		1,000.00			15 41100	922	10100
		Total for Vendor:	1,000.00					
2683	1696M	171 VALLEY COUNTY TRANSFER STATION	18.00					
	old tv and heaters							
1	37191 08/25/17 dump		18.00			10 41100	414	10190
		Total for Vendor:	18.00					
2699		220 WELLS FARGO VENDOR FIN SERV	190.00					
1	67424878 08/19/17 copier lease		114.00		2	10 41100	612	10100
2	67424878 08/19/17 copier lease		57.00			51 41100	612	10100
3	67424878 08/19/17 copier lease		19.00			52 41100	612	10100
		Total for Vendor:	190.00					
2755		215 WHITE PETERSON	792.00					
	august services							
1	124572 08/31/17 administration		353.00			10 41100	320	10100
2	124573 08/31/17 water design contracts		490.00			51 41100	320	10100
3	124574 08/31/17 bonaminio		32.00		BONAMI	10 41100	320	10100
4	124575 08/31/14 Klingler		-83.00		KLINGL	10 41100	320	10100
		Total for Vendor:	792.00					

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2729		209 YORGASON LAW OFFICES PLLC	180.00					
1	0817 08/11/17 budget issue w/ star news		45.00			10 41100	320	10100
2	0817 08/23/17 usda letter of conditions revi		135.00			51 41100	320	10100
		Total for Vendor:	180.00					
		# of Claims	67	Total:				25,802.27

** 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, August 21st at 6:00 pm** Donnelly Community Center

MINUTES

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

Roll Call: Councilor Stayton, Councilor Minshall, and Councilor Davenport were present. Mayor Koch and Clerk Hedges were also present. Councilor Getto arrived at 6:18 p.m. Visitors included: Gene Tyler & Callie Smith

Pledge of Allegiance

Public Hearing:

Sign Code 18.95 Amendment

Mayor Koch opened the public hearing at 6:05 p.m. and asked for any comments. No written comments were received by clerk. Two individuals were neutral and were ask to speak.

Gene Tyler commented as a private citizen living in the Donnelly impact area. He has concerns on the updated sign ordinance. There were a lot of people at the P&Z public hearing and he believes that the P&Z stopped short with the amendments. The amendment does not reflect what the businesses want. Businesses in town are already using animated signs (open) at their businesses. He believes that the changes are narrowly focused and no change. He asked the council what was the harm of a flashing open/close sign in a business? He feels that the City is violating their own policy by the placement of the speed check sign and feels that the City is prohibiting business signage (he supports the speed check sign, just wants to see a change). Currently off-premise signage is prohibited, which he found that it was not prohibited by ITD as the P&Z administrator stated at the P&Z meeting. Why can't another business advertise for another? For example; why can't Brundage Realty advertise Hunter's Meadow on their manual reader board? What harm is it? He stated that there is already an off-premise signage violation that the City is not taking care of. He understands not wanting animated signs not being flashy but the City could regulate this. People look at this as the City not being business friendly. He approves the current changes but against that P&Z did not make more changes.

Callie Smith commented as a business owner at 283 Main Street, Donnelly. She also attended the P&Z public hearing. She stated that her business is doing well and she is seeing more

walking up and down Main Street, but does under the concerns of the businesses at Roseberry Plaza as no one knows that the businesses exist. She would like to see changes to the off-premise signage and animated signs as well. What does it hurt? She also has seen two off-premise signs that are in violation.

Mayor Koch asked for any further comment, there was none and closed the public hearing at 6:19 p.m.

Council members requested to receive more information on off-premise signage, electronic digital signage and animated signage. Clerk will ask that P&Z Administrator to attend the next meeting with more information and to be able to answer questions from the Council.

Motion by Davenport, 2nd by Stayton to table to the next City Council meeting. Motion carried.

Design Review 18.135 Amendment

Mayor Koch opened the public hearing at 6:40 p.m. and asked for any written comments. There were none. He then asked if there were any other comments. There were none.

Mayor Koch closed the public hearing at 6:41 p.m.

Mayor asked clerk to draft ordinance for the Design Review amendment for the next meeting.

FY2018 Budget

Mayor Koch opened the public hearing at 6:41 p.m. and asked for any written comments, there were none. He asked if there were any other comments.

Callie Smith property owner at 283 Main Street stated she contact City Clerk for a set of the detailed budget documents. She said the information was helpful but was still concerned of the increase on the water fund budget. She realized it was for the new water system improvements but how was that going to affect her taxes and water bill. Is it feasible for the City to spend this much money? She stated she approved the budget just wanted clarification.

No further comments.

Mayor Koch closed the public hearing at 6:44 p.m.

Clerk explained that the budget included the total water systems project expense as well as the grant funding that was awarded and proposed loan. As the initial bond passed last year it was indicated that the water bill would increase \$10 per EDU, but the City has found other ways to help save the users money.

Motion by Davenport, 2nd by Minshall to approve the FY2018 Budget. Motion carried. Clerk will draft the ordinance for the next city council meeting.

CONSENT AGENDA:

Vouchers July 17, 2017 through August 18, 2017

Motion by Davenport, 2nd by Getto to approve the vouchers. Motion carried.

City Council Minutes – July 17, 2017 and July 31, 2017

Motion by Minshall, 2nd by Davenport to approve the City Council minutes. Motion carried.

BUSINESS AGENDA:

AB 17-40 Review City Council & Mayor Salaries

Clerk presented the current salaries, salary history and salary studies done with other cities of Donnelly's size. City Council agreed that they were comfortable where the current salaries are.

AB 17-41 City Council Member Mallorie Getto Resignation

Council accepts resignation for the end of September 2017 and requests that Clerk begin to accept letters of interest and resumes to fill her vacancy. Clerk will notify residents of the vacancy.

AB 17-42 City Council and P&Z Meeting Discussion

Clerk presented the idea of merging the P&Z Commission into the City Council. Cities of Donnelly's size usually do not have a large enough volunteer pool to fill both and it would simplify the processes each month. This would require the council to meet twice a month. A concern would be input from the impact area and we could have a at-large member to help with input. Council requested Clerk to hold a public meeting on this option to get input from others and to be held as a joint meeting with P&Z Commission.

Staff Reports:

Mayor Koch recognized Gene Tyler for his contributions to the City of Donnelly.

Clerk – gave an update on the NWP apartments and will continue to work with the City Engineer to make sure that a punch list of concerns is created and finished with the contractor. There will be a dedication to the new playground equipment on Monday, September 18th from 5-6:15 prior to the Council meeting. Cake will be served. Additional notes in the clerk report part of the packet.

Executive Session:

Motion by Davenport, 2nd by Getto to enter Executive Session at 7:28 p.m.

Consider personnel matter [Idaho Code § 74-206 (1) (a) & (b)] & Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code §74-206(1) (f)]

Roll Call Vote: Mayor Koch (yes), Councilor Stayton (yes), Councilor Davenport (yes), Councilor Minshall (yes), Councilor Getto (yes)

Exited Executive Session at 8:18 p.m.

Adjourn @ 8:20 pm:

Motion by Davenport, 2nd by Getto to adjourn until the next City Council meeting on September 18, 2017 at 6:30 p.m. Motion Carried.

Approved:



WEST CENTRAL MOUNTAINS
ECONOMIC DEVELOPMENT COUNCIL

Valley County • Cascade • Donnelly • McCall • Meadows Valley

September 1, 2017

Status Report to Governments and Stakeholders

Regional: It's been a very busy summer and we have several regional wins to report:

- Economic Development and online education portal is live and functional:
portal.wcmedc.org
 - The economic summit is scheduled for October 2nd at Shore Lodge--join us for important conversations about housing, workforce development and open space access/preservation (register at wcmedc.org)
 - The National Association of Realtors and local partners are working on a pathways grant that would pay for a feasibility study to determine how/where we could place single track within existing right of way throughout the county, pending support/approval from the County.
 - We are in the process of writing a Dept. of Labor micro-grant for \$25,000 to help pay for training of medical professionals.
 - We have been busy promoting Registered Apprenticeships throughout the region.
 - There will be a group assembling to discuss what policy infrastructure may be viable regarding creating a new open space levy and/or a recreation district in the region.
 - We have offered leadership on the establishment of a Woody Biomass campus in the region and have helped move the woody debris discussion forward statewide alongside the Idaho National Lab and Idaho Dept. of Commerce.
 - SBDC training on finding the right funds (grant or financing) for businesses.
 - Statewide advocacy of economic development in our region.
-

COMMUNITY OUTREACH:

**The outreach listed below does not go into any detail about the nature or intent of meetings in order to protect any proprietary or business planning elements for the businesses listed. Some examples of services offered include:

- Tax Reimbursement Incentives
- New Market Tax Credits
- Apprenticeship creation
- Commercial lending programs
- Community development efforts
- Regional planning
- Market research
- Grant administration
- Fundraising
- And many others...

Cascade: In recent months we have engaged the following organizations:

- Cascade Mobility Team
 - City of Cascade
 - Horizons
 - U of I Extension
- Dunn Land Surveys
- Olson Excavation
- OK Gravel
- Road Runner
- Cascade Medical Center
- Cascade Rural Fire
- Cascade Aquatic and Recreation Center
- Cymbalik Construction
- Cascade School District
- Cascade Chamber

Take aways: Our apprenticeship outreach has been robust in Cascade and we anticipate great things in the long run with this program. This all started with a discussion with the school district, and we look forward to finding additional ways to keep and grow our talent pools. Please let us know how/where we can improve/expand our efforts to make your community the best it can be.

YOUR COUNCIL REPRESENTATIVES: Kathy Hull, Judy Nissula, Scotty Davenport

Donnelly: In recent months we have engaged the following organizations:

- Edgewood Homes
- Stinker Stations
- TBD Tap Room
- Midas Gold

Take-aways: Great work on the success of the water system grant with CEDA (one of our fellow EDO's) and the continued success of the Huckleberry Festival. As your local economic development organization, we would love to help with these efforts downstream, and be a resource on any future new initiatives you may have in the pipeline.

YOUR COUNCIL REPRESENTATIVES: Gene Tyler, Cami Hedges

McCall: In recent months we have engaged the following organizations:

- Unique AR's
- St. Lukes McCall
- Mohr Home Builders
- Valley County Pathways
- Brundage Mountain
- Shore Lodge
- Rustic Inn
- McCall Area Chamber

Take aways: As the City transitions through new leadership and some organizational updates, we look forward to playing a key role in your regional business support and development efforts. We could not have completed the ED portal without your support--thank you!

YOUR COUNCIL REPRESENTATIVES: Bob Giles, Donald Bailey, Sherry Maupin, Eric Borchers

Meadows Valley: In recent months we have engaged the following organizations:

- Hartland Inn
- Meadows Valley Library
- Meadows Valley School District

Take aways: We would like to expand our efforts in the Meadows Valley, but we need you help to get there. Your input and engagement are what guide our success in your community. Please don't hesitate to reach out with suggestions, needs or feedback.

YOUR COUNCIL REPRESENTATIVES: Linden Davis & Linnea Hall

Valley County: In recent months we have engaged the following organizations:

- Valley County Pathways
- National Association of Realtors
- Woody Biomass
- Dept. of Labor--Valley County

- West Central Mountains Housing Trust
- West Central Mountains Community Foundation

Take aways: Thank you to Valley County for being a major funder of W do this work without your support. The regionalism discussion starts with move past the America's Best Communities contest, we have many im opportunities that will require buy in from the County and municipalities engage with us regarding your community and economic development

YOUR COUNCIL REPRESENTATIVES: Blake Watson, Cynda Herrick

We'd be remiss in our outreach if we didn't also thank the Chamber's o companies who also support our efforts. Without your participation, we economic needle in the West Central Mountains. Heading into this fall a more on strategic business outreach and working with established busi opportunities to help them grow, save money and enhance their capaci feedback and guidance on these efforts, and would encourage you to r suggestions. We would also appreciate your participation in creating co newsletter. Please submit feedback and/or content entries to admin@v

Meeting Date 09/18/2017

169 Halferty Street
Donnelly, Idaho 83615

AGENDA ITEM INFORMATION

SUBJECT: Sign Code Amendments Chapter 18.95		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

A recommendation by Planning & Zoning was made for some Sign Code Amendments. A public hearing was held on August 21, 2017 and closed for public comment. Council asked for additional information to be presented from P&Z Administrator.

RECOMMENDED ACTION:

Review information provided and deny or accept amendments.

RECORD OF COUNCIL ACTION

<i>MEETING DATE</i>	<i>ACTION</i>

The proposed changes to Donnelly City Code regulations for signage (DCC 18.95):

- Makes the sign application process easier by removing the requirement that sign applicants provide a drawing that shows the scale of the proposed sign in proportion to the building.
- Permits more square footage of allowable signage by:
 - Calculating the total amount of allowable signage by one (1) square foot of signage for each linear foot of property frontage or two (2) square feet of signage for each foot of building frontage, whichever is greater.
 - Allowing corner lots with more than one street or public right of way frontage to calculate signage for the building or property frontage facing each street or public right of way.
 - Counting the square footage of only one side of a two-sided free-standing signs toward the total sign allowance.
 - Removing the 48 square footage limitation for free-standing signs.
 - Removing the limitation that signs on awnings are limited to no more than 25 percent of the face of the awning.
 - Removing the requirement that all window, wall or other surface mounted signs be limited to 10 percent of the building façade area.
- Allows more existing signs that do not meet current code (nonconforming signs) to remain by:
 - Allowing the face of a nonconforming sign to be changed without the rest of the sign being required to meet current code.
 - Removing the requirement that a nonconforming sign be brought into conformance with current code when a business changes ownership.
 - Allows signs damaged by natural or accidental events to be rebuilt as-is if damaged less than 50% of its replacement cost.
- Allows electronic or digital message signs to be changed twice each day rather than only once per day as currently permitted.
- Removes the limitation on how many times each day manual changeable signs with individual letters can be changed.
- Clarifies that the placement of portable signs placed within the public right of way must maintain 48 inches of unobstructed access for ADA compliance.

Chapter 18.95
FENCES AND SIGNS

Sections:

Article I. Fences

18.95.010 General provisions.

18.95.020 Specific standards.

Article II. Signs

18.95.030 Purpose.

18.95.040 Applications – Permits.

18.95.050 Computations of dimensions for sign area.

18.95.060 Violation – Penalty.

18.95.070 Removal of illegal, unsafe, or abandoned signs.

18.95.080 Prohibited signs.

18.95.090 Types of signs allowed by permit only.

18.95.100 Multiple-business developments.

18.95.110 Lighting.

18.95.120 Exempt signs.

Article I. Fences

18.95.010 General provisions.

The following requirements shall apply in all districts:

A. No fence may be located, constructed, or maintained in such a way as to obstruct the view of intersections by motorists and pedestrians.

B. No barbed wire or other sharp-pointed metal fence and no electrically charged fence shall be permitted in the city limits, unless, after consideration, the planning and zoning commission makes a determination that such materials are necessary for security purposes.

18.95.020 Specific standards.

The following provisions shall apply in addition to those specified in DCC 18.95.010:

A. For all residential districts, fences shall not exceed four feet in height when located within the required front yard setback and six feet when located within the required side and rear yard setbacks.

B. Entryway gates in the city limits shall be permitted only as part of an approved fence. They shall contain material sized no larger than twice the size of the material utilized in the fence, and shall be located no less than 10 feet from any existing or proposed structure, and shall be no more than eight feet in height.

C. For all uses in commercial and industrial districts, fences shall not exceed eight feet in height.

Article II. Signs

18.95.030 Purpose.

The purpose of this article is to establish standards for the fabrication, erection, and use of signs, symbols, markings, and advertising devices within the city. These standards are enacted to protect the public health, safety, and welfare of persons within the community. They are intended to aid in the development and promotion of business and industry by providing sign regulations which encourage aesthetic creativity, effectiveness and flexibility in the design of such devices without creating detriment to the general public.

18.95.040 Applications – Permits.

No person shall erect, alter, or relocate any permanent or temporary sign greater than four square feet in sign area within the city without first obtaining a sign permit from the city, unless the sign is exempt under DCC 18.95.120. Any person who hangs, posts, or installs a sign which requires a permit under this article, and who fails to obtain a permit before installing the sign, shall be in violation of this article.

Applications for permits for signs must include the following:

A. A developer or landlord who retains control over one or more structures or buildings as per DCC 18.95.100(C) shall include in the application a master sign plan. Individual business owners shall include a site plan drawn to scale which specifies the building frontage, and the location of the sign or sign structure, or drawings which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.

B. Colored rendering or scaled drawing including dimensions of all sign faces, descriptions of materials to be used, manner of construction and method of attachment, and color samples.

C. A copy of a state of Idaho electrical installation permit for any internally lighted or neon sign.

D. A sign permit application on the form provided by the city.

E. Appropriate fees as established by city council resolution.

F. Complete sign permit applications will be reviewed by the administrator within 10 days of the receipt of the complete application. The application shall be approved, denied, or returned with requested modifications. Any applicant who feels a denial is not justified has the right to appeal the decision to the commission, and to appear on the next regularly scheduled meeting for which proper notice can be given and for which agenda space is available. Intention to appeal to the commission shall be filed with the Donnelly city clerk in writing within 10 days following the date of the denial of the permit.

18.95.050 Computations of dimensions for sign area.

- A. Maximum sign area: The total permitted square footage of all signs on a property shall be a total sign area of two (2) square feet for each linear foot of building frontage or one (1) square foot for each linear foot of property frontage, whichever results in the larger sign area. The maximum aggregate area of all signs shall not the total allowable sign area established by this

article. All signs displayed, except permitted portable signs, shall be included in determining the sign area.

- B. Corner lots: Where property frontage is on more than one street or public right of way, the allowable sign area facing one of those streets or public rights of way shall be based on the the frontage of the building or property facing that street or public right of way.
- C. The area of a sign face shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the sign display, together with any color or material forming an integral part of the sign.

18.95.060 Violation – Penalty.

Any person violating this article shall be guilty of a misdemeanor and may be punished by fine or incarceration. The maximum penalty for any offense shall be by fine of not more than \$300.00, or by imprisonment not exceed six months, or by both such fine and imprisonment. Each day the violation continues shall be considered a separate offense.

18.95.070 Removal of illegal, unsafe, or abandoned signs.

A. Any sign which has been determined to be unsafe by the building inspector, or which has been constructed, erected or maintained in violation of this article, must be repaired, made safe, made in conformance with this article, or removed within 10 working days after receipt of certified notice from the city. Abandoned signs shall be dismantled and removed within 30 calendar days after the day that the business advertised by the sign ceases doing business. Failure to respond to remedy the violation is unlawful, and the person having charge or control over the sign will be guilty of a misdemeanor.

~~B. A nonconforming sign shall not be transferred to a new tenant or occupant of the premises on which the sign is erected, but shall be removed at the termination of the tenancy to which it applies.~~ All signs in the city on the effective date of the ordinance codified in this title shall conform to this article upon any change, including a change to the lessor or tenant of the business or buildings to which the sign pertains, a structural change to the sign, or sign base, upon any increase to the square footage of the sign, or upon a change of the building footprint to which it applies, or upon any change in the face of the sign.

C. Existing signs deemed by the ~~administrator~~ city council to have historic significance shall not be required to comply with subsection (B) of this section.

D. It is the obligation of the owner of every sign within the city to maintain the sign in a good state of repair at all times. Nonconforming signs may be repaired and maintained, provided the repairs are for the purpose of maintaining the sign in its original condition, do not increase the degree of nonconformity in the sign, and are in accordance with this article.

E. If a nonconforming sign and/or sign structure is damaged due to natural or accidental events to an extent where repair would cost less than fifty percent (50%) of the current cost of replacement, then the sign and/or sign structure may be rebuilt in a manner identical to the original or in a matter more in accordance with this article.

18.95.080 Prohibited signs.

No person shall erect, maintain, or relocate any sign as specified in this section in any district:

A. Signs Creating Traffic Hazards. A sign at or near any public street, or at the intersection of any public streets, situated in such a manner as to create a traffic hazard by obstructing vision. Additionally, any sign at any location which would interfere with, obstruct the view of, or be confused with any authorized traffic sign.

B. Hazardous Signs. A sign which, due to structural weakness, design defect, or other reason, constitutes a threat to the health, safety, and welfare of any person or property.

C. Flashing Signs or Lights. Any sign which contains an intermittent light source, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. A sign on which the only intermittent lights display an indication of time or temperature shall not be considered a flashing or electronic message sign for the purpose of this title.

D. Electronic or Digital Message Sign. A permanent sign which changes copy electronically more than ~~once~~ twice per day using ~~switches~~ digital displays and/or electric lamps.

E. Signs on Vacant Property. No sign over four square feet per face, except freestanding signs advertising the property "for sale" or "for lease" on properties or subdivisions of greater than five acres in the aggregate, shall be erected or maintained on a property on which either no structure is erected or on which the primary structure is vacant. This provision shall not include those properties for which a valid building permit exists.

F. Roof Signs. Any sign erected in a manner so that it projects either partially or wholly over any roof or is mounted to any roof.

G. Animated Signs. A rotating or revolving sign, or signs, where all or any portion of the sign moves in some manner.

H. Bench Signs. Any outdoor furniture with commercial signage.

I. Mobile Signs. A sign mounted on wheels.

J. Vehicle Signs. Signs mounted on the roof or antenna of automobiles, with the exception of student driver and auto transportation services, or those painted on the vehicles parked and visible from the public right-of-way, unless said vehicle is licensed, registered, and used as a vehicle in the normal day-to-day operations of the business.

K. Inflatable Signs or Displays. Any inflatable object used for promotional or sign purposes.

L. Off-premises signs.

18.95.090 Types of signs allowed by permit only.

A. Awnings. The copy area of awnings shall be included in the sign area permitted; ~~provided,~~
~~that no more than 25 percent of any one face of an awning may be used for signage.~~

B. Changeable Copy Signs. ~~The copy on any changeable copy sign shall not be changed more than once per day.~~ Changeable copy signs shall be maintained in a legible and serviceable manner and shall consist of individual letters that are changed manually.

C. Freestanding Signs. The highest point on any freestanding sign shall not exceed 15 feet, measured from ground level to the highest point of the sign.

1. Multiple-business developments are limited to one freestanding sign.

2. ~~Double-sided freestanding signs are permitted and shall not exceed 48 square feet in sign face (24 feet per side). All placards displayed shall be totaled in the sign area. In calculating the size of a two (2) sided sign, only one sign is counted.~~

3. Freestanding signs shall not project over a public right-of-way.

4. Residential subdivisions of more than 20 lots or subdivisions of greater than five acres in the aggregate shall be allowed one freestanding identification sign at each major entrance to the subdivision. Said sign shall not be permitted on any public right-of-way, shall be no higher than eight feet above natural grade, and shall not exceed ~~the a~~ maximum sign area set forth in subsection (C)(2) of this section of 48 square feet.

D. Hanging Signs. Hanging signs may be placed on a building or underneath an approved canopy, awning or colonnade, but may not project beyond same. Signs hanging over a public right-of-way must have at least eight feet of ground clearance and may not hang over any roadway.

E. Portable Signs.

1. Portable signs are limited to eight square feet per side, and limited to two sides, not to exceed 30 inches in width.

2. Portable signs shall be weighted or anchored in some manner so as to prevent them from being moved or blown over by the wind.

3. Portable signs may not be located so as to obstruct pedestrian or vehicular traffic, or visibility for vehicles at intersections. An unobstructed pedestrian access width of 48 inches minimum shall be provided.

4. Portable signs may be permitted in the city sidewalk within the business frontage.

5. Portable signs must be separately permitted, but do not affect total allowable square footage.

6. Portable signs must be removed from the permitted display location at the end of the business day and after removal placed in a location not ~~visible from~~ within any public right-of-way.

7. Only one portable sign shall be permitted per business location.

F. Projecting Signs. No projecting sign may extend, at any point, more than three feet from the surface to which it is attached. Signs projecting over a public right-of-way must have at least eight feet of ground clearance, and may not project over any roadway.

G. Temporary Signs. Temporary signs are those signs installed on a property with the intent of being displayed for more than 72 hours, and may not be displayed for more than six weeks. All signs intended for display for a period longer than six weeks shall be considered to be permanent signs and will be required to meet the provisions of this article. All temporary signs greater than 20 square feet per face in size are required to obtain a sign permit. Required permit for temporary sign less than 20 square feet per face will be issued without a fee.

H. Wind Signs. Any temporary pennant, propeller, or similar device which is designed to flutter, rotate, whirl, or display other movement under the influence of the wind. May be approved by the commission and are not to be included in allowable square footage for building.

I. Wall Signs. Wall signs may be placed on a structure; provided, that they meet the standards and requirements of DCC 18.95.100.

J. Window Signs. Permanent window signs may be placed in or on any window; provided, that no more than 50 percent of the total transparent area of the window is obscured. Merchandise displayed in windows that does not involve copy is not regulated by this article.

K. Standardized directional signage relating to the central business district, general commercial and light industrial zones shall be allowed. The standardized directional signage shall be attached to street signs in the general commercial, light industrial and central business district zones, and is intended to temporarily assist in the incubation of new commercial zones within the city. One standardized directional sign will be allowed per applicant. Square footage of standardized directional signs shall be deducted from the total allowed signage limitations for the applicant. Fees shall be set by resolution of the city council, and shall be subject to change with increased production costs. The owner/operator of the commercial business making application shall bear the fee for said sign. Standardized directional signs shall not exceed three hanging signs per street sign. A waiting list generated from any additional applications for a particular location shall be maintained by the city of Donnelly. Those commercial applicants placed on the waiting list shall be notified within 10 business days of abandonment of a standardized directional sign for replacement. The city of Donnelly is required by resolution to determine areas qualified for this signage. This signage shall conform to standards set forth by design review, and shall be uniform in design throughout the city. A standardized directional sign master plan for street and directional signage shall be available upon request from the city of Donnelly for a fee to cover printing costs. Standardized directional signage shall be reviewed for continued use after three years. The review date shall be clearly stated in the resolution and provided on the master plan.

18.95.100 Multiple-business developments.

A. Each occupant in multiple-business developments shall comply with the aggregate area allowed for all signs under this article. The developer or owner shall be responsible to assign the distribution of the sign area to the occupants in their development or developments. Should the development install or have an existing freestanding sign, as per DCC 18.95.090(C), the area of signage included for the individual occupancies on the freestanding sign shall be included toward the compliance with this section of the individual occupancy.

~~1. The maximum aggregate area of all signs shall not exceed the total allowable sign area established by this article. All sign faces displayed, except permitted portable signs, shall be included in determining the sign area for a building.~~

~~2. Total sign area permitted for any use shall not exceed a total of two square feet of sign area per lineal foot of building frontage for the principal building.~~

~~3. Total sign area permitted for all wall, window, or other surface-mounted signs shall not exceed a total of 10 percent of the facade to which they are attached.~~

~~B. In no case shall any single sign exceed 50 square feet.~~

~~C. B.~~ A developer or landlord who retains control over one or more structures or buildings intended for business occupancy in a shopping center site, mini-mall, multitenant commercial or industrial facility, or similar project shall submit a master sign plan to the design review board for approval. The master sign plan shall show sign colors, styles, and location on buildings, and maximum size, illumination and materials to be used. All signs in a master sign plan shall be in harmony with the adjacent and nearby building architecture and colors, as determined by the design review board. The master sign plan shall comply with all sections of this article.

18.95.110 Lighting.

Allowed methods of illumination are divided into several types as described in this section; all other forms of sign lighting are prohibited. All lighted signs shall comply with lighting standards as set forth in DCC 18.30.070.

A. Unlighted. A sign with neither an internal light nor an external source intended specifically for the purpose of lighting the sign.

B. Internally Lighted. A sign with an internal light intended to illuminate translucent portions of the sign.

C. Externally Lighted. A sign with an external light source intended specifically to illuminate the sign. External light fixtures which produce glare shall not be permitted.

D. Neon. A sign with exposed neon tubes.

18.95.120 Exempt signs.

The following signs shall not be subject to the permit process as defined by this article:

A. Flags, Symbols, or Insignias. The flag of Idaho, the United States, or any other flag adopted or sanctioned by the legislative body of Idaho or the United States, may be displayed, providing that the flag is no larger than 60 square feet and is flown from a pole the top of which is no higher than 40 feet.

B. Hours of operation or other such information signs.

C. Private Recreation Signs. Signs located on the property of recreational facilities, not oriented to the general public, and intended to provide information or direction to those using the facility.

D. Signs posted by a government entity.

E. Temporary special events and temporary political signs not in excess of 32 square feet.

DRAFT

Definitions

ABANDONED SIGN: means a sign which no longer advertises a bona fide business, lessor, owner, product or activity.

ALTERATION – building/structure shall mean any change in size, shape, character, occupancy, or use of a building or structure.

ANIMATED SIGN means any sign that uses movement or change of lighting to depict action or create a special effect or scene.

AREA OF SIGN/SIGN AREA: means the area of all faces of a sign within a perimeter which forms the outside shape, excluding any necessary supports upon which the sign may be placed. Where a sign consists of more than one face, section, or module, all areas shall be totaled.

CHANGEABLE COPY SIGN: means a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face of the sign. A sign on which the message changes more than one time per day shall be considered an animated sign.

ELECTRONIC MESSAGE SIGN: means a permanent sign which changes copy electronically more than once per day using switches and electric lamps.

FLASHING SIGNS OR LIGHTS: Any sign which contains an intermittent light source, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. A sign on which the only intermittent lights display an indication of time or temperature shall not be considered a flashing or electronic message sign for the purpose of this article.

FREESTANDING SIGN: means any sign erected on a freestanding frame, platform, base, mast, or pole and not structurally attached to any building.

HAZARDOUS SIGNS: A sign which, due to structural weakness, design defect, or other reason, constitutes a threat to the health, safety, and welfare of any person or property.

HEIGHT OF SIGN: means the vertical distance measured from the ground plane to the top of the sign, including the air space between the ground and the sign.

INFLATABLE SIGNS OR DISPLAYS: Any inflatable object used for promotional or sign purposes.

MARQUEE SIGN: means any sign attached to or made part of any permanent roof-like structure projecting beyond a building, generally designed and constructed to provide protection from the weather.

MOBILE SIGNS: A sign mounted on wheels.

NEON SIGN: means any sign or portion of a building illuminated or outlined by tubes using electrically stimulated neon or other gas.

NON-CONFORMING SIGN: means any advertising structure or sign which was lawfully erected and maintained prior to the effective date of the ordinance codified in this article, and which fails to comply with any applicable regulations and restrictions herein.

OFF-PREMISES SIGN: means any sign not located on the property associated with the business advertised. It does not include real estate or political campaign signs.

PORTABLE SIGN: means any sign not permanently attached to the ground or to a building, and designed to be easily relocated; e.g., "sandwich board" signs.

PROJECTING SIGN: means any sign affixed to a building or wall in such a manner that its leading edge extends more than nine inches beyond the surface of a building or wall.

ROOF SIGNS: Any sign erected in a manner so that it projects either partially or wholly over any roof or is mounted to any roof.

SIGN: means every advertising message, announcement, declaration, demonstration, display, illustration, insignia, surface or space erected or maintained in view of the observer thereof for identification, advertisement, or promotion of the interest of any person, entity, product, or service. The definition of "sign" shall also include the sign structure, supports, lighting system, and any attachments, ornaments, or other features used to draw the attention of others.

SIGNS CREATING TRAFFIC HAZARDS: A sign at or near any public street, or at the intersection of any public streets, situated in such a manner as to create a traffic hazard by obstructing vision. Additionally, any sign at any location which would interfere with, obstruct the view of, or be confused with any authorized traffic sign.

SIGNS ON VACANT PROPERTY: No sign over four square feet per face, except freestanding signs advertising the property "for sale" or "for lease" on properties or subdivisions of greater than five acres in the aggregate, shall be erected or maintained on a property on which either no structure is erected or on which the primary structure is vacant. This provision shall not include those properties for which a valid building permit exists.

TEMPORARY SIGN: means a sign which is intended for use during a specified, limited time, and removed from display following that specified time.

VEHICLE SIGNS: means signs mounted on the roof or antenna of automobiles, with the exception of student driver and auto transportation services, or those painted on vehicles parked and visible from the public right-of-way, unless said vehicle is licensed, registered and used as a vehicle in the normal day-to-day operations of the business.

WALL SIGN: means any sign attached parallel to, but within nine inches of, a wall, painted on the wall surface of or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

WIND SIGNS: means any pennant, propeller, or similar device which is designed to flutter, rotate, whirl, or display other movement under the influence of the wind.

WINDOW SIGN: means any sign installed upon or within three feet of a window for the purpose of viewing from outside the premises. This term does not include merchandise displayed.

Outdoor Advertising General Information

- ATTENTION -

This information is only a guideline for outdoor advertising and is not intended to be a substitute for local laws. Sign applicants and owners are responsible for knowing the laws and ordinances that apply to their signs. If there is a conflict between this information and any federal, state, or local laws or ordinances, the local laws or ordinances will prevail. Please call ITD If you have questions.



Why is the Idaho Transportation Department involved with outdoor advertising?

As part of the Highway Beautification Act (also known as the Lady Bird Johnson Act), the Department of Transportation is required to provide continuing, effective control of outdoor advertising (Title 23, U.S. Code, § 139). Failure to comply with the Act may result in a 10 percent reduction in Idaho's Federal Highway funds.

Is there anything I need to do before erecting a sign?

Yes. Before you erect a sign adjacent to a controlled highway, you need to apply for a permit from the Idaho Transportation Department. You can get an application form from an outdoor advertising sign company or from the Idaho Transportation Department.

- Proof of local approval (if applicable), such as an approved building permit for the sign
- Zoning type and signature of local zoning authority
- The property owner's signature and contact information. If you don't have the property owner's signature, you may provide a copy of a lease for the sign site. NOTE: Licensed sign companies are required to provide a copy of a lease from the property owner that includes signatures and a termination date.
- A site plan, which is a sketch of the proposed sign on the subject parcel showing the sign's proximity to structures, property lines (applicants are responsible for establishing property lines), highways, overpasses, interchanges, driveways, power lines, waterways, sidewalks, etc.
- A plan-view showing the sign configuration from all angles, including from above. Make sure to include any illumination and cat walks.
- A copy of the last deed of record to confirm ownership of the property where the proposed sign will be located.

ITD may ask you to provide additional information needed to process your application. Processing time is approximately 30 days. The annual renewal fee for sign permits is \$3.

You will have 180 days from the permit issuance date to complete the installation of your sign structure and sign face. ITD will inspect the sign 180 days from the permit issuance date to make sure the sign complies with the information provided in your application.

Where can I get an application form?

To get an Outdoor Advertising Sign Application form (ITD-1850), contact any ITD office, or click on the Advertising Sign Application Permit to download one, and click on the Permit Requirements.

District 1:
600 W. Prairie Avenue
Coeur d'Alene, ID 83815-8764
Phone: (208) 772-1215
Sign Agent: Yvonne Dingman

District 2:
2600 Frontage Road
P.O. Box 837
Lewiston, ID 83501-0837
Phone: (208) 799-4226

District 5:
5151 South 5th Avenue
P.O. Box 4700
Pocatello, ID 83205-4700
Phone: (208) 239-3355
Sign Agent: Chuck Heisler

District 6:
206 North Yellowstone Ave.
P.O. Box 97
Rigby, ID 83442-0097

Sign Agent: Doug Freeman

Phone: (208) 745-5625

Sign Agent: Anthony Black

District 3:

8150 Chinden Boulevard

P.O. Box 8028

Boise, ID 83707-2028

Phone: (208) 334-8343

Sign Agent: Lana Servatius

Idaho Transportation Department

Right of Way Headquarters Office

3311 W. State Street

Boise, ID 83707

(800) 745-2752

District 4:

216 S. Date Street,

Shoshone, ID 83352-0820

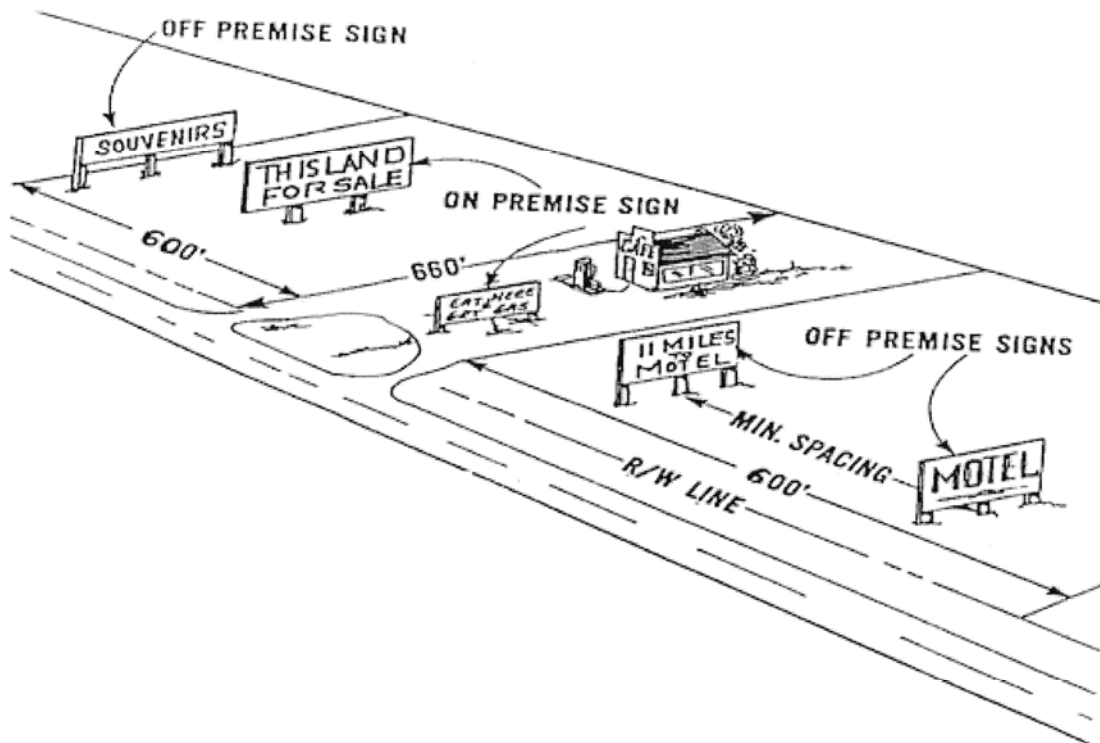
Phone: (208) 886-7839

Sign Agent: Deb Pierson

Can I put a sign on my own property?

If your property borders a controlled highway, you will need to contact an ITD Office because there are some state restrictions, however, an ITD permit is not required. Your sign must also comply with city or county sign ordinances.

If your local government approves your sign, the state of Idaho allows:



- On-premise signs advertising activities conducted on the property where the sign is located (including subdivision signs and real-estate signs). There can only be one sign visible to traffic proceeding in any one direction (see diagram above).

- "For Sale" signs on the property advertised for sale.

Please check with an ITD Office to make sure your sign fits in one of the above categories.

Can I put a sign on someone else's property?

You can put a sign for your business on someone else's property along a state highway. This is called outdoor advertising.

- The sign must have an ITD Permit.
- The sign must follow local ordinances and, if required, you must have a local permit.
- The sign site must be on commercial or industrial-zoned property.
- You must have the property owner's permission.
- There must be a visible, licensed business or industry that has been in operation for at least six months on the property.

Where can I put a property-for-sale sign?

If you are a realtor or the owner of property along a state highway you can put one sign visible to each direction of travel on the property. A permit is not required.

Placing a property-for-sale sign on someone else's property along a state highway is considered outdoor advertising and is subject to the following:

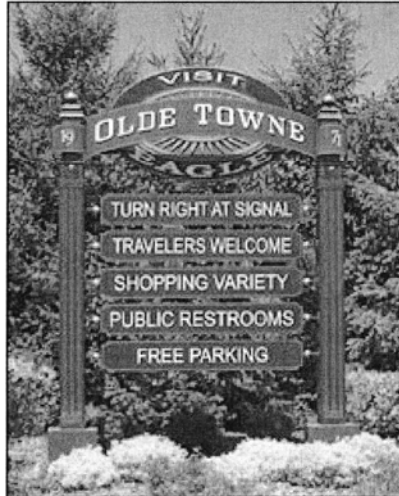
- You must get a permit prior to placing the sign on the property.
- Access to the sign cannot be solely from the state highway right-of-way.
- Property-for-sale signs are not allowed in the state highway right-of-way.

What kind of signs are available to public agencies, churches, and service clubs?

There are several options available to public agencies and non-profit organizations:

- Directional signs pertaining to public places owned or operated by federal, state, or local governments, or their agents; publicly and privately owned natural phenomena, historical, cultural, scientific, educational, or religious sites; and areas of natural scenic beauty or areas naturally suited for outdoor recreation deemed to be in the interest of the traveling public. Directional signs must have a maximum area of 150 square feet, a maximum height of 20 feet, and a maximum length of 20 feet
- Non-commercial signs such as "Welcome to . . ." community signs. Welcome signs cannot exceed 300 square feet. Only one welcome sign will be allowed for each route entering a community.
- The following signs cannot be larger than eight square feet, but still require a permit from the Idaho Transportation Department:
 - service club signs

- church or other religious signs
 - charitable association signs.
- Directional signs relating to communities that have been bypassed by a highway. These signs must be located within five miles of the bypassed community.



This is an example of a bypassed community sign.

Public agencies are required to obtain an ITD Permit. Contact your local ITD Office for specific information regarding the location, size, spacing, and message content.

Where can we put a sign for our subdivision or development?

Subdivision entryway signs along state highways are considered outdoor advertising and must be located within the subdivision boundaries and cannot be placed within the highway right-of-way.

If you want to place a sign along a state highway to advertise or inform the traveling public that your subdivision is located nearby, you must obtain an ITD Permit prior to placing the sign along the highway.

Where are outdoor advertising signs prohibited?

There are certain areas where signs are prohibited by law. The following is a partial listing of some of the areas signs are not allowed, such as:

- Along scenic byways, which are specially designated highways protected for their scenic or historic value. Existing signs are allowed to remain along scenic byways, but new signs may not be erected.
- In the right-of-way of any highway.

- Within a stream or drainage canal.
- In any location that hinders the clear, unobstructed view of approaching or merging traffic, or obscures from view any traffic sign or other official sign.
- In any location that obscures the view of any connecting highway or intersection.

Signs may also be prohibited if they are visible from interstate or primary highways and are:

- Not maintained in safe condition.
- Not clear or in good repair.
- Painted, affixed, or attached to any natural feature (rock, tree, etc.)
- Simulating or imitating any directional, warning, danger, or information sign.
- Intended or likely to be construed as giving traffic warnings.
- Illuminated or positioned in a way that interferes or obscures an official traffic sign, signal, or device.
- Displaying any red, blue, or blinking light likely to be mistaken for a warning or danger signal, or any light that may blind or distract drivers.

What restrictions apply to outdoor advertising?

Outdoor advertising signs placed along state highways:

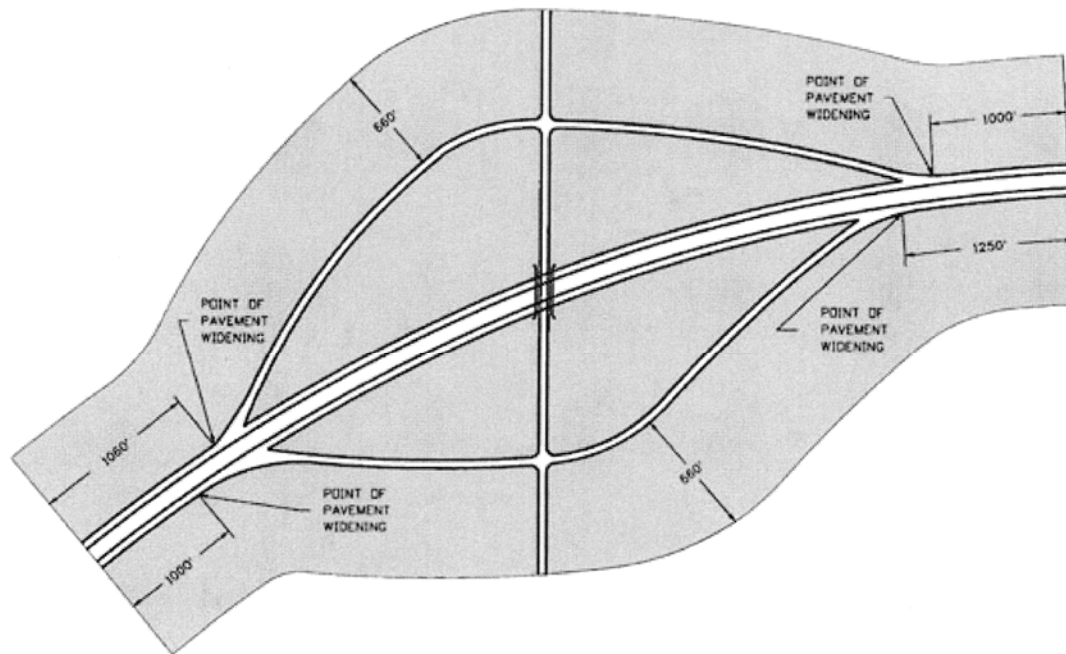
- Can be no larger than 1,000 square feet. (A 48-foot by 14-foot sign is 672 square feet.)
- Can have a sign face no more than 30-feet high and no wider than 50 feet. This includes the border, trim, cutouts, and extensions, but does not include supports and decorative bases.
- Must be at least 500 feet from other signs along interstate highways.
- Must be at least 250 feet from other signs along primary highways outside of urban areas. Additional restrictions may apply.
- Must be at least 100 feet from other signs along primary highways within urban areas.

- May not be located adjacent to a highway and within 500 feet of the following:
 - public parks, public forests, and public playgrounds
 - scenic areas designated as such by ITD or other state agency
 - railroad overpasses
 - the point of pavement widening at the entrance or exit to a port-of-entry weight-checking station, or port of entry or other state-operated facility for motorists
 - highway grade separations structures, where the highway passes beneath a railroad or highway and there is no traffic connection between the highways
- May not be located within 1,000 feet of an interchange or rest area.
- May not be located within the actual interchange area, defined as commencing or ending at the beginning of pavement widening at the exit or entrance to the main traveled way of the freeway. *Note: existing permitted signs are allowed but are classified as non-conforming signs.*
- May not be located within 100 feet of the right-of-way line of the intersecting road where intersections are more than 500 feet apart, unless buildings or structures control cross vision. In such cases, advertising signs may be allowed up to and on top of the intervening structures.
- May not be located within 50 feet of the right-of-way line of an intersecting road where intersections are 500 feet or less apart. However, to assure visibility under the signs, the bottom edge of all signs (excluding posts) that are between 50 and 100 feet from an intersecting road's right-of-way line must be at least 14 feet above the travel surface of the road.

If electronic, must display a static image for a minimum of eight seconds, and have a dwell time of two seconds or less. Electronic sign faces must be at least 5,000 feet apart on interstates, at least 1,000 feet apart on primary highways in urban areas, and at least 5,000 feet apart on primary highways outside of urban areas.



Distances between and from signs are measured horizontally along the pavement edge nearest the signs.
Distances are measured from the point of the sign nearest to the highway.



Alleys, undeveloped rights-of-way, private roads, and private driveways do not qualify as intersecting streets, roads, or highways.

Are there alternatives to outdoor advertising signs?

Yes. There are two alternatives:

- Logo signs are available to eligible business activities such as gas, food, lodging, camping, and other attractions at eligible interchanges on the interstate system. See example below. LOGOS Contact Info.



- Tourist Oriented Directional Signs are available along the state highway system to provide directional information to tourist-oriented businesses, seasonal agricultural products, services, and attractions that cannot be seen from the highway (see examples below). Tourist Oriented Directional Signs are not

allowed along interstate highways.



What laws and rules govern outdoor advertising on controlled routes?

In addition to the information provided in this handbook, advertisers should acquaint themselves with the following laws and rules that apply to outdoor advertising in the State of Idaho.

- Title 23, U.S. Code, Section 131
- Title 23, Code of Federal Regulations, Part 750
- Title 40, Chapter 19, Idaho Code
- IDAPA Rule 39.03.60, Rules Governing Outdoor Advertising
- IDAPA Rule 39.03.61, Rules Governing Directional and Official Signs and Notices
- IDAPA Rule 39.03.62, Rules Governing Logo Signs
- IDAPA Rule 39.03.64, Rules Governing Tourist Oriented Directional Signs (TODS)
- IDAPA Rule 39.03.40 - Rules Governing Junkyards and Dumps

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-43

Meeting Date 09/18/17

AGENDA ITEM INFORMATION

SUBJECT: <i>Ordinance 234</i> <i>Design Review Chapter 18.135 Amendments</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		Gabe
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

Amending the Zoning Ordinance for the City of Donnelly in regard to the applicability, procedures and application requirements of design review.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

ORDINANCE NO. 234

AN ORDINANCE AMENDING THE ZONING ORDINANCE FOR THE CITY OF DONNELLY, IDAHO IN REGARD TO THE APPLICABILITY PROCEDURES AND APPLICATION REQUIREMENTS OF DESIGN REVIEW; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DONNELLY, IDAHO:

Section 1. AMENDMENTS. The City of Donnelly hereby amends Donnelly Zoning Ordinance 230, adopted on February 22, 2016, with reference to Section numbers as follows:

Design Review

Section 18.135.020 Applicability.

All new construction, exterior remodels, and additions in the central business district and general commercial district, and where specified in this title, are subject to the design review process. All duplex, triplex, and other multifamily buildings within the city, regardless of the zone in which they are proposed, and all buildings proposed for the light industrial zone are subject to design review.

Section 18.135.030 Procedures.

B. The commission shall review the application without a public hearing and will approve, approve with conditions or modifications, or deny the application within 15 days of the review. Review of applications for projects that include 250 or less square feet of new construction shall not require a public hearing. Applications for projects that include 251 square feet or more of new construction shall require a public hearing in accordance with DCC 18.125.

Section 18.135.040 Application

B. Applications for projects that include 250 or less square feet of new construction shall be submitted a minimum of 15 working days prior to the commission meeting for which the design review will occur. Applications for projects that include 251 square feet or more of new construction shall be submitted a minimum of 30 working days prior to the commission meeting for which the design review and associated public hearing will occur.

Section 2. SEVERABILITY. If any on or more of the sections of this Ordinance or the application thereof shall be held by a Court of competent jurisdiction to be invalid, the remaining section of the Ordinance shall not be affected.

Section 3. EFFECTIVE DATES. This Ordinance shall be in full force and effect after its passage, approval and publication.

PASSED AND APPROVED this 18th day of September 2017.

CITY OF DONNELLY, VALLEY COUNTY, IDAHO.

Brian Koch, Mayor

ATTEST:

Cami Hedges City Clerk Treasurer

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-44

Meeting Date 9/18/17

AGENDA ITEM INFORMATION				
SUBJECT: <i>Ordinance 235 Appropriation FY 2018 Budget</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		Mallorie
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				
SUMMARY STATEMENT: Appropriating sums of money in the aggregate amount of \$1,985,746 to defray all necessary expenses and liabilities of the City of Donnelly for the Fiscal Year 2018				
RECOMMENDED ACTION:				
RECORD OF COUNCIL ACTION				
MEETING DATE	ACTION			

CITY OF DONNELLY ORDINANCE NUMBER 235

AN ORDINANCE TO BE TERMED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF DONNELLY, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018, APPROPRIATING SUMS OF MONEY IN THE AGGREGATE AMOUNT OF \$1,985,746 TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF DONNELLY FOR SAID FISCAL YEAR; SPECIFYING THE OBJECT AND PURPOSES FOR WHICH SUCH AUTHORIZING THE CERTIFICATION TO THE COUNTY COMMISSIONERS OF VALLEY COUNTY, IDAHO THE AMOUNT OF \$92,339 IN PROPERTY TAXES TO BE LEVIED AND ASSESSED UP THE TAXABLE PROPERTY IN THE CITY; PROVIDED FOR THE FILING OF A COPY OF THIS ORDINANCE WITH THE OFFICE OF SECRETARY OF STATE AS PROVIDED BY LAW; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE,

BE IT ORDAINED by the Mayor and City Council of the City of Donnelly, Valley County, Idaho.

SECTION 1: That the sum of \$1,985,746 is hereby appropriated to defray the necessary expenses and liabilities of the City of Donnelly, Valley County, Idaho for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

SECTION 2: The objects and purposes for which such appropriation is made, and the amount of each object and purpose is as follows:

ESTIMATED EXPENDITURES:

GENERAL FUND:

Personnel	\$62,596
Administrative	\$43,311
Public Safety	\$5,000
Roads & Streets	\$127,202
Parks & Recreation	\$48,335
Donnelly Depot Center	\$11,740
TOTAL	\$298,184

LOCAL OPTION TAX FUND	\$55,000
LIBRARY FUND	\$18,295
WATER FUND	\$1,628,126
SEWER FUND	\$78,480

TOTAL BUDGET	\$1,985,746
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SECTION 3: The amount of \$92,339 is hereby authorized to be certified by the City of Donnelly to be levied in the amount allowed by law for the general purposes for said City, for the fiscal year beginning October 1, 2017.

SECTION 4: All Ordinances and Resolutions or parts thereof in conflict with this Ordinance are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force upon its passage, approval and publication according to law.

PASSED BY THE CITY COUNCIL and approved by the Mayor this 18th day of September 2017.

Brian Koch, Mayor

ATTEST:

Cami Hedges, City Clerk

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-45

Meeting Date 09/18/2017

AGENDA ITEM INFORMATION

SUBJECT: <i>Library Roof Repair</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:	\$7090.00			
FUNDING SOURCE:	Laura Moore Cunningham Grant			
TIMELINE:	Sept/October 2017			

SUMMARY STATEMENT:

The library roof has leaked the past several years damaging books and other assets. A grant was received from the Laura Moore Cunningham Foundation in the amount of \$10,000 to assist with the roof repairs and operations for the upcoming year.

The repair would remove existing shingles, installation of ice & water shield, and installation of new architectural shingles over the entire roof is \$7,090. Shingles on the front of the building are deteriorating and lifting throughout. (Rear side only \$3735.00)

Bids were requested from 3 companies, 2 rejected as they were too busy this year.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**TRUeline
EXTERIOR
CONTRACTORS LLC**

302 W. 5th St
Emmett, ID 83617 (208)369-0998

ESTIMATE
09/13/2017

RCE-42277

TO: City of Donnelly

Library reroof

QTY	DESCRIPTION	RATE
8SQ (rear only)	Multiple leaks due to ice dams. Recommend: Removal of existing roofing materials on entire rear roof deck and installation of ice and water shield on entire deck and new limited life time architectural shingles.	

TOTAL: \$3,735.00

15SQ (entire roof)

Upon inspection of entire roof found
shingles to be extremely deteriorated
on the original section of the roof.
Recommend: Removal and
replacement of shingles on entire
roof and installation of ice and water
shield on entire roof.

TOTAL:
\$7,090.00

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-46

Meeting Date 09/18/2017

AGENDA ITEM INFORMATION

SUBJECT: <i>T-Sheets Timetracking Software / App</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:	General			
TIMELINE:				

SUMMARY STATEMENT:

T-Sheets is an online time tracking software/phone app. You can change your activity at any time throughout the day, add notes, clock in and out, and can use GPS. This would eliminate hand written time sheets. New Meadows began using this and can provide Council with more accurate time tracking for public works, clerk, library and others. Council can log into the account and see who is clocked in, taking a personal day and where they are located. The activities are customizable to the needs of the City. With grant requirements, this is ideal for time tracking. The cost is \$4 per person and a monthly fee of \$16. This would be an annual fee of \$432 for 5 employees. Sample Reports Attached.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Report Dates: Aug 1—Aug 15, 2017

78.92

Straight

78.92

Regular

0.00

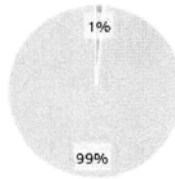
PTO

1.17

Overtime

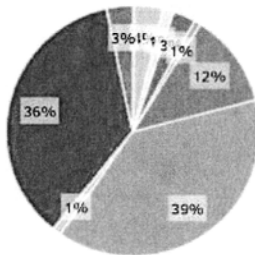
80.08

Total Hours



Sample

78.92 1.17 80.08



Job Breakout

MTG > MTG - Council Meeting:
3.02 hrs

MTG > MTG - Staff Meeting:
1.12 hrs

PARK > PARK - Irrigation:
2.27 hrs

SWR > SWR - Auger Room

Maintenance: **0.67 hrs**

SWR > SWR - Land Application Project: **9.65 hrs**

SWR > SWR - Sewer Logs: **31.07 hrs**

WTR > WTR - Grant Project - DEQ: **0.87 hrs**

WTR > WTR - Service Call: **28.70 hrs**

WTR > WTR - Water Testing: **2.73 hrs**

Overtime Details

Week of Jul 30 - Aug 05: none

Week of Aug 06 - Aug 12: 1.17 hrs OT

Week of Aug 13 - Aug 15: none

Date	Day	In	Out	Hours	Day Total	Week Total	Job	Notes
Week 1								
08/01/2017	Tue	10:34 am	1:13 pm	2.65	2.65	2.65	SWR > SWR - Sewer Logs	
08/02/2017	Wed	7:50 am	8:19 am	0.48	0.48	3.13	SWR > SWR - Sewer Logs	
08/02/2017	Wed	8:19 am	9:23 am	1.07	1.55	4.20	SWR > SWR - Land Application Project	
08/02/2017	Wed	9:23 am	9:46 am	0.38	1.93	4.58	PARK > PARK - Irrigation	
08/02/2017	Wed	9:46 am	10:43 am	0.95	2.88	5.53	SWR > SWR - Land Application Project	
08/02/2017	Wed	10:43 am	11:35 am	0.87	3.75	6.40	WTR > WTR - Grant Project - DEQ	Meeting with Tim
08/02/2017	Wed	1:19 pm	4:03 pm	2.73	6.48	9.13	WTR > WTR - Water Testing	
08/03/2017	Thu	7:13 am	9:41 am	2.47	2.47	11.60	SWR > SWR - Land Application Project	
08/03/2017	Thu	10:47 am	11:54 am	1.12	3.58	12.72	MTG > MTG - Staff Meeting	
08/03/2017	Thu	11:54 am	12:58 pm	1.07	4.65	13.78	SWR > SWR - Land Application Project	
08/03/2017	Thu	12:58 pm	2:22 pm	1.40	6.05	15.18	WTR > WTR - Service Call	Meter replacement
08/04/2017	Fri	7:20 am	1:32 pm	6.20	6.20	21.38	SWR > SWR - Sewer Logs	
08/04/2017	Fri	2:32 pm	3:12 pm	0.67	6.87	22.05	SWR > SWR - Auger Room Maintenance	

Week 2

Report Dates: Aug 16—Aug 31, 2017

74.00

Straight

74.00

Regular

0.00

PTD

0.00

Overtime

74.00

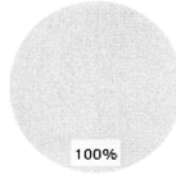
Total Hours

0.00

Paid Breaks

0.25

Unpaid Breaks



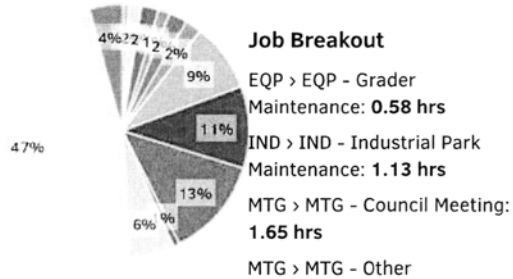
Sample

Public Works

74.00

74.00

0.25



Overtime Details

Week of Aug 13 - Aug 19: none

Week of Aug 20 - Aug 26: none

Week of Aug 27 - Aug 31: none

Gouvernement: **1.08 hrs**

MTG > MTG - Staff Meeting: **1.72 hrs**

PARK > PARK - Irrigation: **1.57 hrs**

PW > PW - City Shop: **6.52 hrs**

STRTS > STRTS - Street Sweeping: **7.80 hrs**

STRTS > STRTS - Traffic Control: **9.42 hrs**

SWR > SWR - Auger Room Maintenance: **0.58 hrs**

SWR > SWR - Land Application Project: **4.23 hrs**

SWR > SWR - Sewer Logs: **34.55 hrs**

SWR > SWR - System Maintenance: **3.17 hrs**

Date	Day	In	Out	Hours	Day Total	Week Total	Job	Notes
Week 1								
08/16/2017	Wed	6:56 am	3:23 pm	8.45	8.45	8.45	SWR > SWR - Sewer Logs	
08/17/2017	Thu	7:15 am	11:59 am	4.73	4.73	13.18	SWR > SWR - Sewer Logs	
08/18/2017	Fri	7:31 am	8:00 am	0.48	0.48	13.67	SWR > SWR - Sewer Logs	
08/18/2017	Fri	8:00 am	10:07 am	2.12	2.60	15.78	SWR > SWR - Land Application Project	
08/18/2017	Fri	10:07 am	11:39 am	1.53	4.13	17.32	SWR > SWR - System Maintenance	
08/18/2017	Fri	11:39 am	12:14 pm	0.58	4.72	17.90	EQP > EQP - Grader Maintenance	
Week 2								
08/21/2017	Mon	7:30 am	7:56 am	0.43	0.43	0.43	SWR > SWR - Sewer Logs	
08/21/2017	Mon	7:56 am	8:11 am	0.25	-	-	Other	
08/21/2017	Mon	8:11 am	2:13 pm	6.03	6.47	6.47	SWR > SWR - Sewer Logs	
08/22/2017	Tue	7:31 am	11:05 am	3.57	3.57	10.03	SWR > SWR - Sewer Logs	
08/22/2017	Tue	12:48 pm	2:26 pm	1.63	5.20	11.67	SWR > SWR - System Maintenance	
08/24/2017	Thu	7:46 am	11:18 am	3.53	3.53	15.20	SWR > SWR - Sewer Logs	

Report Dates: Aug 1—Aug 15, 2017

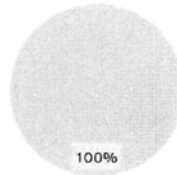
24.18
Straight

24.18
Regular
0.00
PTO

0.00
Overtime

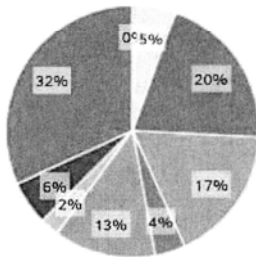
24.18
Total Hours

0.00
Paid Breaks
0.50
Unpaid Breaks



Sample

24.18 24.18 0.50



Job Breakout

IND > IND - Industrial Park
Maintenance: **0.12 hrs**
MTG > MTG - Staff Meeting:
1.22 hrs
PARK > PARK - Mowing /
Trimming: **4.92 hrs**
PARK > PARK - Restroom:

4.20 hrs

PW > PW - City Shop: **0.93 hrs**

WTR > WTR - Booster Station & Well Logs: **3.15 hrs**

WTR > WTR - Reporting: **0.58 hrs**

WTR > WTR - Service Call: **1.37 hrs**

WTR > WTR- Fire Hydrants: **7.70 hrs**

Overtime Details

Week of Jul 30 - Aug 05: none
Week of Aug 06 - Aug 12: none
Week of Aug 13 - Aug 15: none

Date	Day	In	Out	Hours	Day Total	Week Total	Job	Notes
Week 2								
08/09/2017	Wed	8:15 am	9:28 am	1.22	1.22	1.22	MTG > MTG - Staff Meeting	Meet with Mac for Employee setup
08/09/2017	Wed	9:28 am	10:50 am	1.37	2.58	2.58	WTR > WTR - Service Call	Running Pump to McCall Rental
08/09/2017	Wed	10:50 am	1:28 pm	2.63	5.22	5.22	WTR > WTR- Fire Hydrants	
08/09/2017	Wed	1:28 pm	1:59 pm	0.52	5.73	5.73	PARK > PARK - Restroom	
08/09/2017	Wed	1:59 pm	2:15 pm	0.27	6.00	6.00	WTR > WTR- Fire Hydrants	
08/10/2017	Thu	8:04 am	9:00 am	0.93	0.93	6.93	PW > PW - City Shop	
08/10/2017	Thu	9:00 am	10:43 am	1.72	2.65	8.65	WTR > WTR- Fire Hydrants	
08/10/2017	Thu	10:43 am	11:46 am	1.05	3.70	9.70	PARK > PARK - Restroom	
08/10/2017	Thu	11:46 am	12:21 pm	0.58	4.28	10.28	WTR > WTR - Reporting	
08/11/2017	Fri	10:21 am	10:28 am	0.12	0.12	10.40	IND > IND - Industrial Park Maintenance	
08/11/2017	Fri	10:28 am	11:25 am	0.95	1.07	11.35	WTR > WTR - Booster Station & Well Logs	
08/11/2017	Fri	11:25 am	12:27 pm	1.03	2.10	12.38	PARK > PARK - Restroom	
08/11/2017	Fri	12:27 pm	2:35 pm	2.13	4.23	14.52	WTR > WTR- Fire Hydrants	
08/11/2017	Fri	2:35 pm	3:05 pm	0.50	-	-	Lunch Break	



Sign In
(888) 836-2720
TRY FREE



Track Time



Manage Time



Report Time



App Marketplace



Security



API

Timesheet Reports On Demand

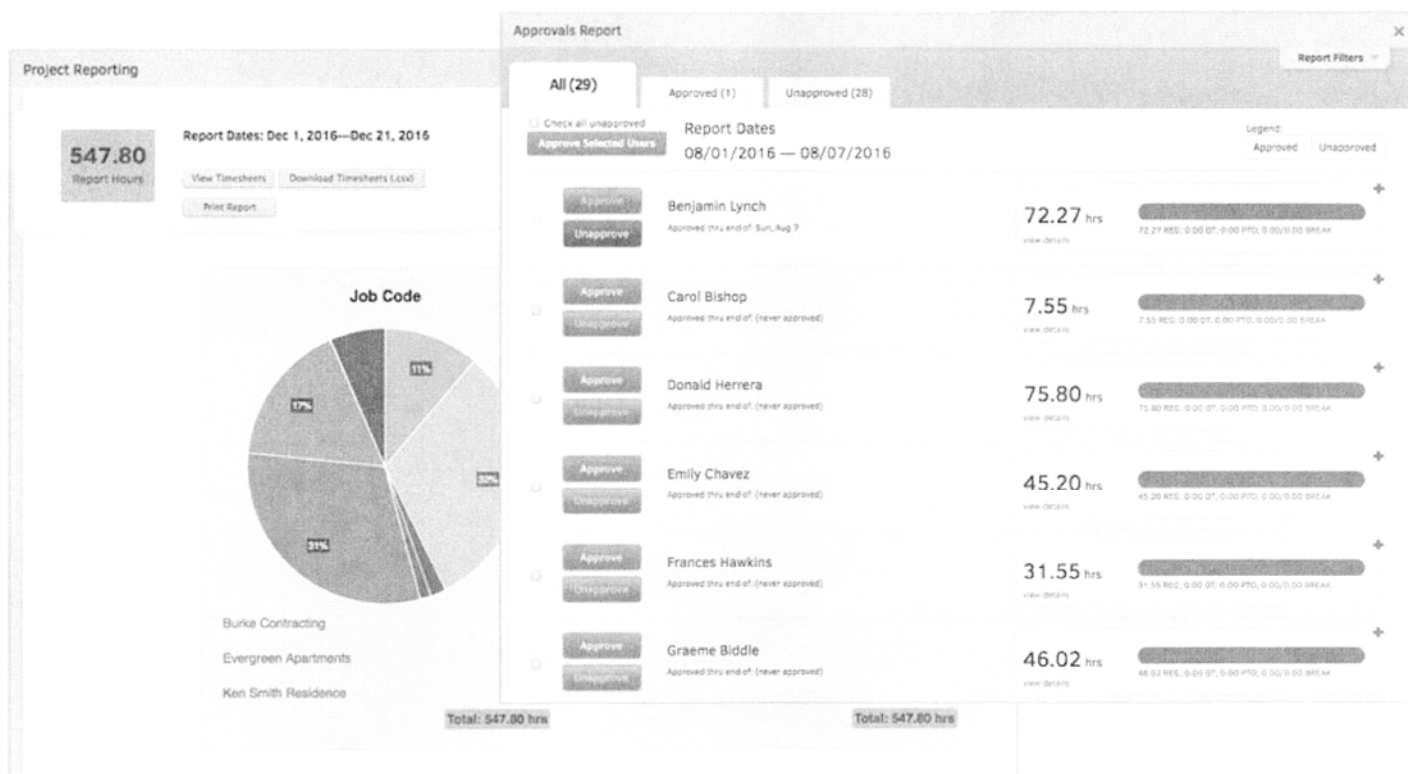
Real-Time

Payroll Reports
Data Export

Approvals Report
Audit Trail

Project Reporting
ALE Report

Live Chat



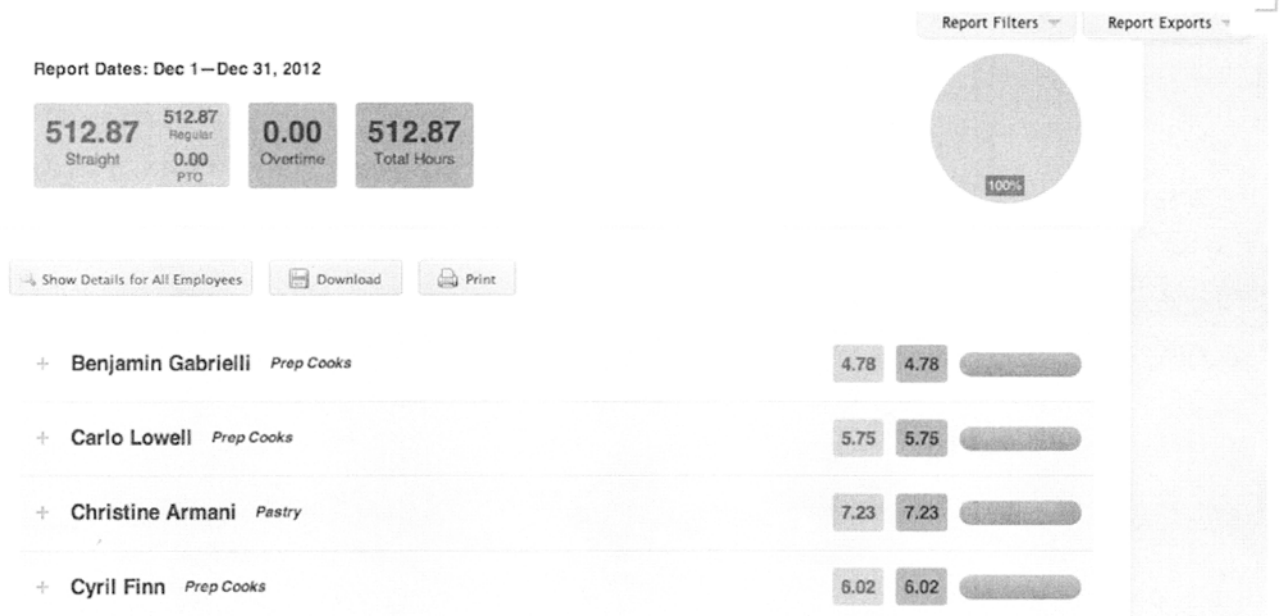


TRY IT FREE NOW.

Time Card Reports in Real Time

Who else wants precise and detailed reporting of employee hours?

Now you can manage labor expenses as they occur with accurate, detailed reporting of your labor expenses, including regular time, overtime and PTO. TSheets' customizable filters capture the precise timesheet information you want - sorted by date, payroll period, employee(s), group(s), project(s), job code(s), and more, and can be viewed from a high level, or drilled down to the details of an individual employee.



Payroll Reports

How to quickly view employee time cards and overtime for payroll.

Easily view all your employee hours at a glance with easy-to-understand graphs, then drill down within the report to an individual employee to view details such as job breakouts, overtime, and time worked



Timesheet Approval Reporting

Easily review employee timesheets and "approve" for payroll.



Approval reporting allows managers, administrators and those with permission within TSheets, to look over employee times in a single report and either approve or reject the submitted timesheets. Once the employee times have been reviewed and approved, then those specific timesheets become locked to ensure the final payroll reports accurately reflect the approvals. If a timesheet is rejected or "unapproved", then an email is sent to the employee that can be personalized by the supervisor regarding what they need to review and change to resubmit their time.

Live Chat

Project Reporting

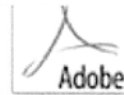
Now you can report by job code or project and be able to immediately review job costing.

Project reporting allows businesses to sort employee times by job code, group, or service item and can filter down to further detail when selecting an individual segment on the chart. Even view the individual timesheets within a project and print or download the data as needed.

Exporting Timesheet Data



After choosing a report and filtering down to the desired data, an administrator can download or export the data in multiple formats. Exporting to .PDF allows for easy printing and sharing; exporting to excel or as a .CSV file, provides the option to customize or edit the labor information to meet the specific needs of the business. Of course you can also pull TSheets timesheets into QuickBooks, ADP, or other accounting and payroll services.



[Learn about our Integrations & API](#)

Live Chat

DCAA Compliant Audit Trail

Here's a quick way to have the record keeping detail and audit trail the government requires.



In order to be DCAA compliant, contractors must keep accurate records of employee time cards, such as tracking hourly time to specific projects or tasks. An audit trail must exist for daily time entries, timesheet corrections, approvals and adjustments. TSheets time tracker provides the detailed time card data tracking needed for compliance as well as the reporting needed in the case of an audit. [Learn How TSheets is DCAA and DOL Compliant](#)



Track Time



Manage Time



Report Time



App Marketplace



Security



API

Track Timesheets with Ease

Mobile

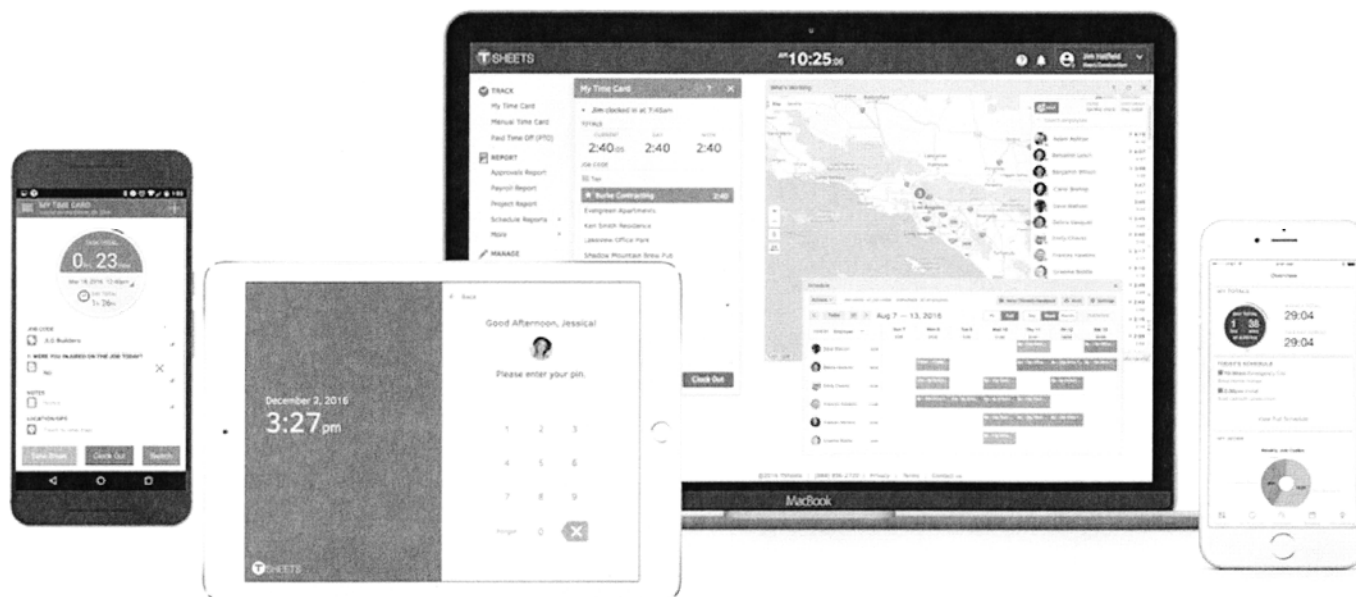
Time Entry

PTO & Vacation

Employee Alerts

Scheduling

GPS



Your Email Address

Try it FREE now!

No credit card required. Cancel anytime.

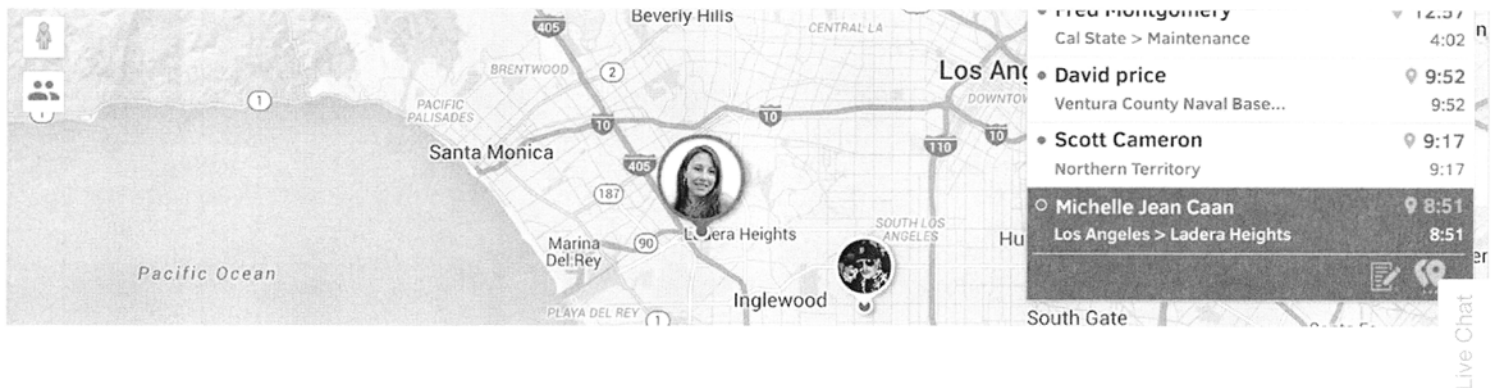
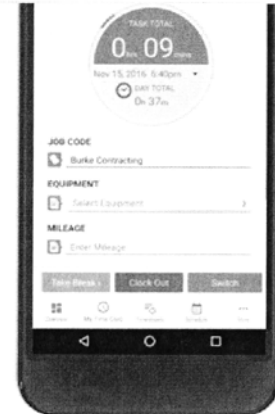
Mobile Timesheet Tracker

Track time from any location, using any device, in real time.

For employees who work remotely or switch jobs or locations regularly, there's TSheets' mobile time tracking. Using the devices they already have and are familiar with, your employees can track time quickly and easily, with handy clock in/out reminders, employee breaks and overtime alerts to keep everyone on the same page. Employees can clock in and out on their desktop, laptop, or mobile phone—using iPhone or Android apps, text



iPhone Android Crew App Dial In Text Message Twitter Touch



Online Timesheet Tracking with GPS

Easily track time and location for your mobile employees.

Looking for easy-to-use time tracking with GPS for your mobile or remote employees? Using TSheets' time clock solution for iPhone, Android, or for Crews, GPS location points are automatically attached to the individual employee timesheet when they clock in or out, change job codes and more. Our GPS tracking even works on your Windows 8 phone. [Read More About GPS Time Tracking](#)

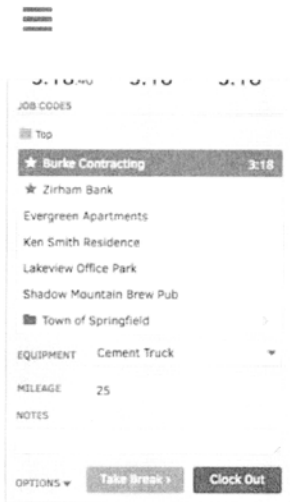
Android iPhone Crew App GPS FAQs

Watch our One-Minute Online Time Tracking Video

Timesheet Entry: Manual, Punch & Custom

From manual to punch card time entry, it's all tracked down to the second.

Regardless of how your business would like to track and manage employee time, TSheets has a solution. Employees can clock in and out in real time, enter their time manually, and use advanced time tracking features to customize time entry for fields, projects, and tasks. Using TSheets' detailed online time tracking, multilevel job coding and down-to-the-second time stamping, business insight has never been greater.



Job Codes

Top

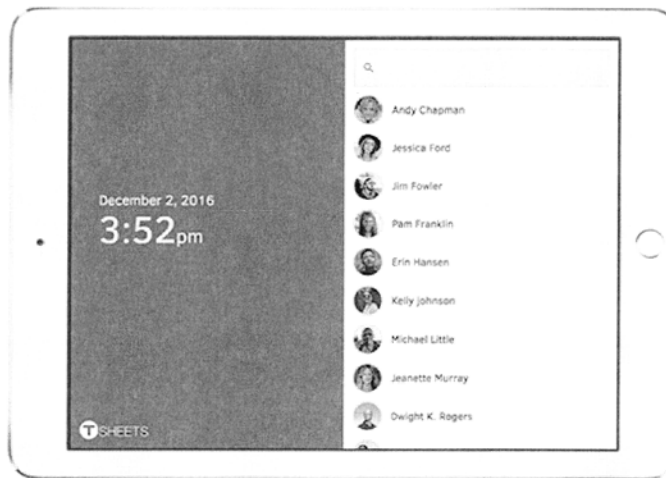
- ★ Burke Contracting 3:18
- ★ Zirham Bank
- Evergreen Apartments
- Ken Smith Residence
- Lakeview Office Park
- Shadow Mountain Brew Pub
- Town of Springfield

EQUIPMENT Cement Truck

MILEAGE 25

NOTES

OPTIONS Take Break Clock Out



Sign In
TRY FREE

Live Chat

A fast, easy way for employees to track timesheets on site

TSheets offers an easy, cost-effective alternative to traditional punch time clocks. No expensive, bulky hardware necessary! TSheets kiosk time tracking works on any device with an internet connection. Forget complicated usernames or passwords — TSheets Kiosk is optimized for speed with a simple 4-digit PIN, but it doesn't skimp on the advanced time tracking features you need.

Learn more about TSheets Kiosk



Tracking Employee Time Off

An easy way to manage sick time, vacation time and paid time off (PTO).

Everyone needs time off, for sick days, personal days, or their own Griswold family vacation. However your business currently tracks employee time off, we prescribe TSheets for tracking employee hours and managing employee PTO. Employees can request time off directly from the mobile time tracker app, and managers can approve the request just as easily.

Paid Time Off

User: Kara Schoop

Jun, 14th — Jun, 20th

Week Total: 0 hrs

Personal Avail.: -20.9 hrs

Sick Avail.: 14.15 hrs

Training Avail.: 0 hrs

	Sun, 6/14	Mon, 6/15	Tue, 6/16	Wed, 6/17	Thu, 6/18	Fri, 6/19	Sat, 6/20
PTO Code	Select...	Select...	Select...	Select...	Select...	Select...	Select...
Hours	0	0	0	0	0	0	0

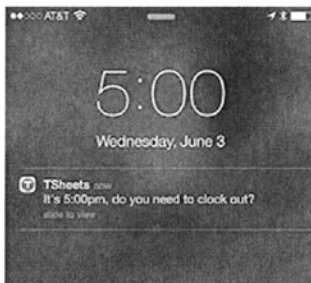
kschoop (Kara Schoop)

Switch User

Cancel

Save

[More About Managing Employee Time](#)

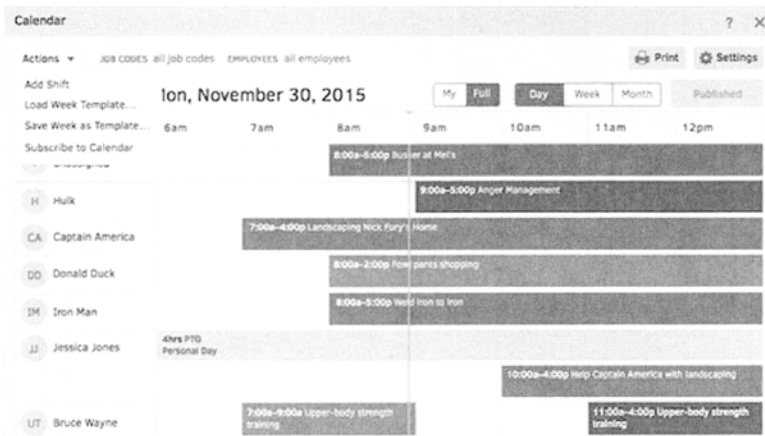


Employee Alerts and Reminders

See how easily you can remind employees to clock in/out.

Simply and tactfully remind your employees to clock in and out with automatic reminders, and enjoy an increase in employee time tracking compliance of up to 99 percent. Save on costly overtime by taking advantage of customizable overtime alerts that notify managers and employees as daily or weekly limits approach.

Live Chat





Frequently Asked Questions About GPS Tracking

What's our position on GPS? Find out!

Knowing where your employees are at in real time gives you the power to help your mobile workforce stay organized, on track, and working as a team.

We also know you probably have a few questions about GPS. How does it work? Does it track data all the time? What do your employees need to know?

They're all terrific questions, so let's get you some answers!

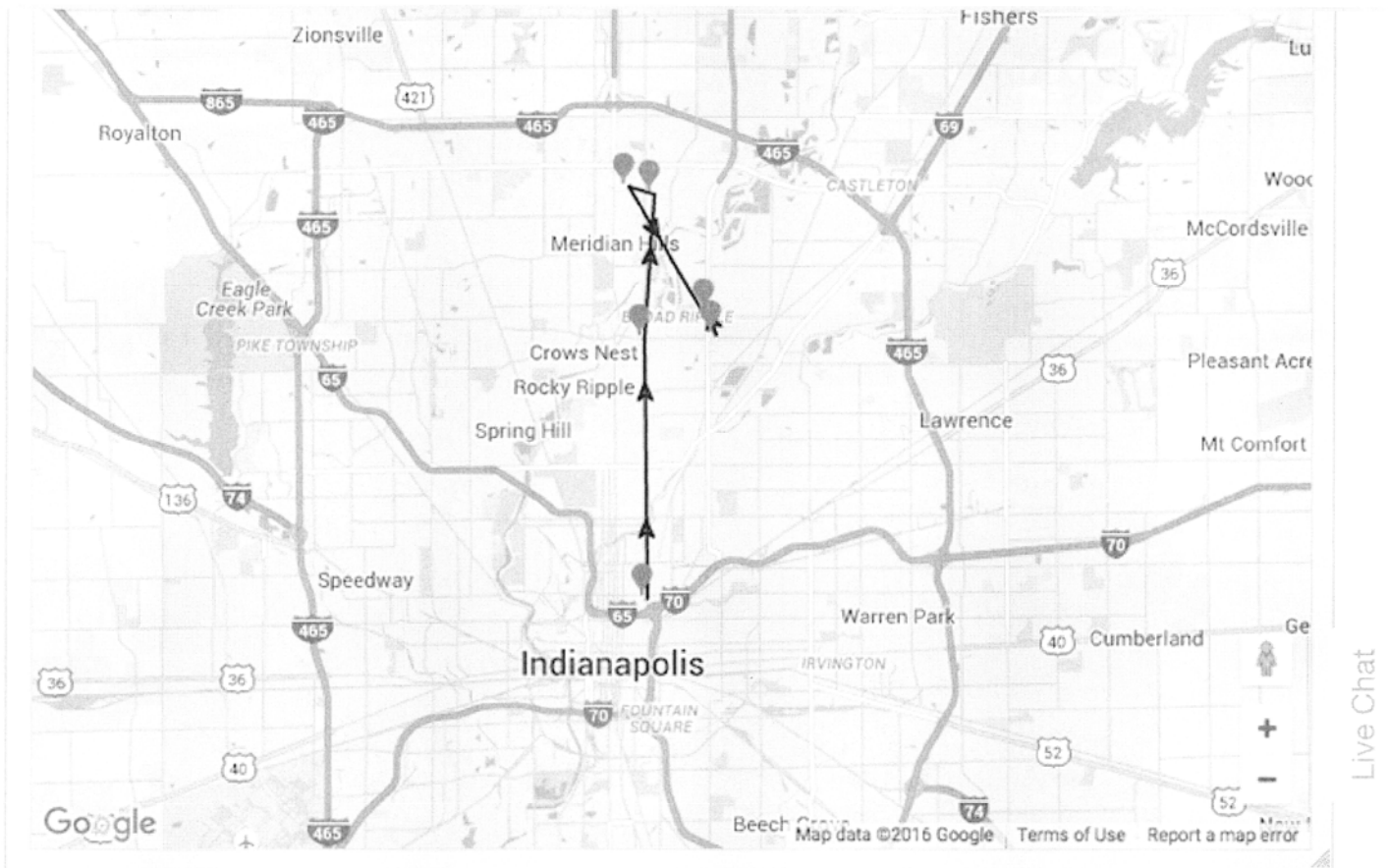
Q. Is GPS tracking an additional cost?

A. No. GPS tracking is included with your TSheets account.

Q. What are the benefits of GPS tracking?

A. GPS tracking tells you which employees are on the clock and where they're located. You'll be able to see who is closest to a customer when scheduling a new job on the fly, more effectively manage employees at various locations, identify inefficiencies in workloads and routes, and build trust by adding accountability safeguards that benefit everyone.

Live Chat



Q. What are some examples of ways I can expect to see improvements to my business by adding GPS?

A. GPS tracking makes it possible—and simple—to target inefficiencies that are pulling everyone down. For example, does one driver consistently have to scramble to make her daily pickups while another driver has extra time on his route? Now you'll be able to see it in real time, with real data, and either adjust the routes or the workloads.

GPS also enables you to allow for more flexibility and freedom, whether it be in using company vehicles or working from home on occasion. You'll also gain a new safeguard when disputes arise with customers or employees. Is a customer claiming an employee didn't show up to a job or was late? Now it's easy to verify the he-said/she-said claims.

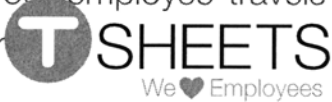
Q. When does GPS start tracking, and how often is GPS data gathered?

A. TSheets GPS begins tracking when an employee clocks in. Location information is recorded when the employee clocks in, changes job codes, adds notes, or clocks out.



Q. How far does my employee and his or her device have to travel to trigger a new GPS point?

A. If your employee travels more than 150 feet, a new GPS point will automatically be triggered.

[Sign In](#)[TRY FREE](#)

Q. How accurate are GPS points?

A. GPS points are accurate within a 1000-meter radius

Q. How long does it take to display the information when a new GPS point is captured?

A. It can take up to 15 seconds for TSheets to receive and display a new GPS point

Q. Does GPS track employee locations while employees are off the clock or on a break?

A. No. When an employee clocks out for lunch, a break, or at the end of the day, both time tracking and GPS turn off, respecting your employees' personal time.

Q. Can I choose whether GPS activation is optional or required?

A. Yes. To make location tracking a prerequisite for an employee to track time, just go to the employee's "mobile options" tab and select "require location to track time." The employee will only be able to clock in once their GPS is activated.

Live Chat



☐ Use company settings Open

☒ Custom Rules for this Employee

TSheets Mobile Apps (Android and iOS)

☒ Require location to track time

Enabling this option means employees...

- Can't clock in if mobile location is off.
- Will be clocked out automatically if they turn off location while on the clock.
- Will need to keep mobile location on, even if they clocked in from the web dashboard.

Cancel

Save

Live Chat

Q. What happens if my employee turns off location services while logged in to TSheets?

A. If you require GPS to be turned on while an employee is on the clock, and an employee turns location services off while he or she is clocked in, the employee will be clocked out and prompted to turn location services back on to clock back in.

Q. Can I apply my preferences globally and to individuals?

A. Yes. Our flexible GPS location tracking feature can be turned on or off for employees on an individual basis, or globally.

Q. Can my employees see each other's GPS points?

A. Employees can view their own GPS points, but only administrators, managers, and anyone granted the "Manage Timesheets for All Employees" permission level will be able to see another employee's GPS locations.

Q. Can managers or administrators see employees' GPS locations while the employee is disconnected from WIFI or a data network?

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 17-47

Meeting Date 09/18/2017

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
Review Applications for City Council Appointment		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

With the resignation of Council Member Getto, the Council will need to appoint someone to the City Council for a term to expire on January 15, 2018. Applicants must be a qualified elector, at least 18 years of age, a U.S. Citizen, and their primary residence must be within the city limits for at least 30 days prior to submitting their application.

A press release was submitted to the paper to run the vacancy request. The vacancy was also posted on the City's website and Facebook page. As of September 14, 2017, one letter of intent had been submitted and is attached. Any additional submittals will be provided to the Council upon receipt via email with hard copies at the Council meeting.

RECOMMENDED ACTION:

Review all applications received and direct staff to set up interviews for September 25, 2017 at 6:15 p.m.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Sept. 7, 2017

Robert Hall wishes to apply for the position on City Council that is available.

He lives at 412 Halferty, Donnelly, Idaho 83615, P. O Box 546 Donnelly, Idaho 83615.

His cell-telephone number is 208-315-2767. Robert has lived in the city for 21 years.

Robert Hall

Robert Hall

Resume & letter of interest (why)
open position until Dec.
By 9/18/17 3:00 PM

Robert Hall
412 Halferty ST.
Donnelly, ID. 83615
(208)315-2767

1996 – 2009 Donnelly Food Bank

Started food bank

Went and picked food up from Boise for food bank

Found volunteers to work.

Stocked food

I passed the food out to residents, 3 days a week.

We made meals Fridays for residents in need.

2009 – 2015 The Trading Post

I ran the cash register.

I stocked and cleaned store.

I closed the store every evening.

I Robert Hall, would like to help the people of Donnelly. I have lived here for 21 years and know a lot of the residents. I feel I would be a useful member of the counsel.

Thank you for your consideration,

Robert Hall

Clerk/Treasurer Report – September 18, 2017

Decision/Discussion

Treasurer Report:

- We currently have \$350.70 over 30 days past due.
- We collected \$12015.17 in lot funds for July Sales – we are up 34% for the year

Clerk Report:

- Public Hearing Scheduled for Monday, September 25th at 6:00 p.m. on FY17 Budget Amendment
- Voluntary Compliance of Violation letters sent to Hall & Withers regarding junk vehicles
- Violation letter sent to RV parked at 150 Rosebery
- Chisham/Moudy Building Violation Update
- Looking at LHTAC grants for Transportation Plan update & Safe Passage to School application
- Received a \$1200 grant from Payette Lakes Progressive Club for picnic tables
- Awarded a \$24,000 grant from the Valley County Soil Conservation for sea wall replacement planning, permitting, etc. in the works.

Information Still Important:

- Chamber Meeting – September 27th @ 8:30 Midas Gold & 5:00 Community Center

Training/Out of Office:

- September 20-22 ITFFOCA Conference in Boise Downtown
- October 2nd, West Central Mountains Economic Summit – Shore Lodge
- October 5th, LHTAC Workshop, McCall
- October 9th, Office Closed Columbus Day

Planning & Zoning:

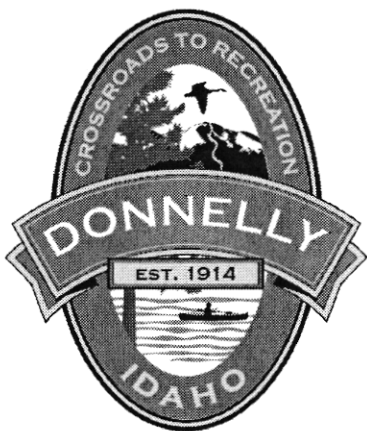
- P&Z Meeting – October 2, 2017

Repairs & Maintenance:

- Maintenance is cleaning out drainage ditches and culverts
- Street lights will be adjusted to time by end of September
- Top Soil delivered at Park, will be seeding area for grass and again in Spring

Library:

- District vote to be on November ballot
- Roof Repair



City of Donnelly

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-40

Planning & Zoning Commission Meeting

Monday, June 5, 2017 at 6:00 pm
AT

Donnelly Community Center
MINUTES

Roll Call: 6:00 p.m. Sally Gilbert, George Dorris, Gene Tyler, Maggie Bryan present. Quorum exists. Clerk Cami Hedges and Administrator Delta James

PUBLIC HEARING

Sign Code 18.95 Amendments

Chairman Mangum opened the public hearing at 6:02 p.m.

Administrator recapped the amendments to the sign code per her staff report.

Mangum asked for supporters:

Paul Sevioan owner Roseberry Plaza spoke in favor of the changes to the sign code. He has problems with changes and said that the Council has the real concerns as to the let the people advertise as they want to.

Sherry Gesirin owner of Long Valley Farm Service. Thanks the commission for the fact that the City relax a little and look a little better. Common sense should take

Leon Renz – Brundage Realty like the changes however wants to see changing staticly illuminated should be allowed to change five to ten times in a 24 h

Kristi Aauker owner of Donnelly Thrift Store located in Roseberry Plaza. She would like to be able to place a sandwich board or sign at the intersection of SH55 and Roseberry to advertise her business.

Mangum asked for Opposition:

Charles Hunter owner of Hunters Meadow located at Roseberry Plaza. He thanked the commission for their hard work. He stated that they were doing well but would thrive if off premise signage would be allowed. He asked the commission if it really mattered how many times the a sign changes electronically, manually or digital?

Peggy Boyette owner of Donnelly Thrift Store located at Roseberry Plaza. She stated that people do not know that they are even there. Wants to be able to let people know that they exist and other business in the plaza do as well. She also relates to all other comments made.

Michelle Basey owner of Brundage Realty. She stated that Wellington's sign in Cascade received a grant for their animated sign.

No further comment was stated. Chairman Mangum asked the commission for their comments.

Gilbert stated that the Commission was trying to make things easier and directional signage may help.

Dorris said he didn't hear anything against the proposed changes of the code that is presented in front of the commission at this meeting to go into further discussion. If we want to go into more information on the animated and off premise signage it is not reflected in the changes presented.

Tyler indicated that the Commission did great work and the administrator did a good job with the changes. The public say they want electronic signage to be allowed so we should address this. He stated that the City violates their own policy with the speed sign which he believes to be an animated informational sign. The Commission needs to look into this and change it. The City needs to adhere to the current policy, there are already flashing OPEN signs in town and we need to address this and be consistent. He also stated that he did not see an issue with the off-premise signage and asked why can't Brundage Realty advertise other businesses within the city on their reader or sign?

Bryant had no comment.

Mangum said he likes the small town and wants businesses to survive.

Chairman Mangum closed the hearing at 6:52 p.m. as there were no further comments.

PUBLIC HEARING

Design Review Code 18.135 Amendments

Chairman Mangum opened the public hearing at 6:53 p.m.

Administrator recapped the amendment to the design code per her staff report.

Mangum asked for any public comment. There was none. Clerk did not receive any written comment.

Dorris was unclear on the 500 sq ft requirement.

Mangum closed the public hearing at 6:57 p.m.

Previous Minutes

Motion by Gilbert, 2nd by Tyler to approve the minutes from the April 3, 2017 meeting as written. Motion carried.

Motion by Gilbert, 2nd by Bryant to approve the minutes from May 1, 2017 meeting as written. Motion carried.

GENERAL BUSINESS:

Election of P&Z Chairman

Clerk presented each year a new P&Z Chairman is to be elected. It was a tie vote for the past two meeting for Mangum and Gilbert. Dorris was able to attend this meeting and make his vote.

Mangum – Dorris, Tyler
Gilbert – Bryant

Larry Mangum will reside as the P&Z Chairman for this year 2017.

Donnelly Sign Code 18.95 Recommendation

Gilbert stated she felt good with the proposed changes and would like to recommend the amendments to be sent to City Council. She believes that the other changes that were brought up during the Public Hearing should go back to the Commission to review. She also asked what historical signs are in Donnelly to fit criteria to City Council. Long Valley Motel, State Bank

Administrator James would recommend that the Commission does not allow off-premise signage.

Dorris stated that the internally lit signs discussed in the public hearing had a cut off time was already there. He is good to recommend to the City Council the proposed amendments.

Tyler had a concern that if the Commission did not address it now then it will never happen.

Motion by Dorris, 2nd by Gilbert to recommend the proposed sign code amendments to City Council. **Discussion** - Tyler did not agree with recommending to City Council and stated it was not business friendly and that the commission is not wanting to discuss further changes. Mangum stated that everyone here was in agreement with the proposed changes. Bryant had no comment.

A roll call vote was taken for the Motion.

Gilbert (yes) Dorris (yes) Tyler (no) Bryant (yes). Motion carried to recommend the proposed changes to City Council.

Donnelly Design Review 18.135 Recommendation

Commission verified with Administrator the application must be received 45 days prior to commission meeting, since it is proposed to be a public hearing, not 45 working days.

Dorris is concerned that the Commission may opening itself up by allowing less than the 500 sq ft to not have a public hearing.

Motion by Tyler, 2nd by Bryant to recommend the proposed Design Review amendments to City Council. Motion carried.

ADJOURN

Motion by Gilbert, 2nd by Tyler to adjourn until the next regular scheduled meeting at 6:00 p.m. July 10, 2017. Motion carried.

Adjourned: 7:37 p.m.

Approved:



City of Donnelly

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-4091

Planning & Zoning Commission Meeting

Monday, September 11, 2017 at 6:00 pm

AT

Donnelly Community Center
MINUTES

Roll Call: 6:05 p.m. Sally Gilbert, George Dorris, Maggie Bryant and Larry Mangum were present. Gene Tyler was absent. Quorum exists. Clerk Cami Hedges and Administrator Delta James were present.

Previous Minutes – August 7, 2017

Motion by Gilbert, 2nd by Dorris to approve the minutes from the August 7, 2017 meeting as corrected. Motion carried.

GENERAL BUSINESS:

Design Review – DR17-01 Nancy Moudy

Administrator presented her staff report to Commission. Applicant received a violation notice and was instructed at the last P&Z meeting on what she needed to do for compliance. Applicant had placed a shed on property in the Central Business District which requires a Design Review. Applicant submitted a partial application that proposed 3 options. Administrator's Recommendations were to have applicant choose an option, submit a site plan drawn to scale showing all buildings, parking and loading areas, snow storage, traffic access and circulation, open spaces, easements, existing and proposed grade, landscaping, exterior lighting, refuse and service areas, utilities, signs and property. Also, to present a separate plan showing all exterior elevations of the proposed structure or improvements to an existing structure.

Administrator explained to the Commission if the applicant wanted to pursue placing the structure on the North parcel this would trigger a building permit as it would then be a commercial building and would need to meet Commercial building codes and if it was determined by the commission if it was a new commercial use it would trigger a water connection requirement to the City water and sewer system. Commission indicated that this would not be a new use as it has been used for an outdoor sales area for years. However, agreed that the building would need to meet the Commercial Building codes and would applicant would need to obtain a building permit from the City.

Administrator presented that Option 2, to move the shed to the rear of the already occupied lot and to use it for storage only would be the best option for the applicant.

Option 1 & 2 have considerable more obstacles, i.e. meeting Commercial Building Code, not being used as an accessory building.

Applicant – Nancy Moudy at 14078 Farm to Market road stated she wanted the building up front so it would look nicer and with the façade of an old building it would fit in with the Pioneer Victorian look the City recommends. She talked to other businesses in town and they thought it was a good idea. She also asked if the design review money is returned if she goes with the simpler option.

Commissioner Gilbert responded as the fee is a set fee and pays for the review time by staff, ad

Commission discussed the option of combining lots, however applicant said that the lots would not be combined because she was going to buy or lease the northern lot.

Motion by Gilbert, 2nd by Dorris to table the Design Review application until next meeting to give the applicant enough time to submit staff recommendation items provided in staff report. Motion Carried.

Staff Updates:

Clerk – Open House at park on the 18th from 5-6:15 p.m. City Council is asking for input on P&Z commission to become part of the council responsibility. There will be some public meetings to discuss. Gilbert – is concerned of the ditch along SH55 north of Old Street. She was going to call ITD as a private concerned citizen. She is not sure that it was approved the way it is now.

ADJOURN

Motion by Gilbert, 2nd by Bryant to adjourn until the next regular scheduled meeting at 6:00 p.m. October 2, 2017. Motion carried.

Adjourned: 7:40 p.m.

Approved:

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	37.2%
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	44.6%
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	3,348.48	35.6%
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	3,527.00	36.3%
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	7,215.00	38.4%
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	8,326.42	37.0%
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	12,015.17	34.3%
September	16,360.63	4,524.84	5,118.40	4,425.35	4,430.56	6,015.16	6,004.02	6,441.56	7,851.76		
Total Dollars Received	50,838.98	40,130.83	35,120.80	34,884.68	34,856.16	38,974.31	40,836.24	47,778.06	48,296.05	61,586.34	
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	45,100.00	

Our Cash Flows Prior YTD Comparison...

Balances as of August 31, 2017

<i>General Fund</i>		Percentage
Fiscal Year 2017 Budget	338,732	
Revenues to Date	377,342	111.4%
Expenditures to Date**	302,726	89.4%
Revenues over Expenditures	74,616	

**DDC repairs

<i>Local Option Tax Fund</i>		
Fiscal Year 2017 Budget	45,100	
Revenues to Date	62,051	137.6%
Expenditures to Date	30,118	66.8%
Revenues over Expenditures	31,933	

<i>Library Fund</i>		
Fiscal Year 2017 Budget	23,594	
Revenues to Date	25,723	109.0%
Expenditures to Date	14,282	60.5%
Revenues over Expenditures	11,441	

<i>Water Fund</i>		
Fiscal Year 2017 Budget	160,155	
Revenues to Date	225,173	140.6%
Expenditures to Date	152,345	95.1%
Revenues over Expenditures	72,827	

** Haven't received all grant reimbursements

<i>Sewer Fund</i>		
Fiscal Year 2017 Budget	112,588	
Revenues to Date	112,362	99.8%
Expenditures to Date	68,633	61.0%
Revenues over Expenditures	43,729	

City of Donnelly

2016

<i>General Fund</i>		Percentage
Fiscal Year 2016 Budget	297,957	
Revenues to Date	201,889	67.8%
Expenditures to Date	198,766	66.7%
Revenues over Expenditures	3,123	

<i>Local Option Tax Fund</i>		
Fiscal Year 2016 Budget	40,000	
Revenues to Date	40,477	101.2%
Expenditures to Date	11,611	29.0%
Revenues over Expenditures	28,867	

<i>Library Fund</i>		
Fiscal Year 2016 Budget	20,030	
Revenues to Date	53,935	269.3%
Expenditures to Date	14,847	74.1%
Revenues over Expenditures	39,088	

<i>Water Fund</i>		
Fiscal Year 2016 Budget	126,980	
Revenues to Date	93,697	73.8%
Expenditures to Date	96,270	75.8%
Revenues over Expenditures	(2,573)	

<i>Sewer Fund</i>		
Fiscal Year 2016 Budget	111,890	
Revenues to Date	87,043	77.8%
Expenditures to Date	69,131	61.8%
Revenues over Expenditures	17,913	

City of Donnelly

Our Investments & Cash...

Balances as of August 31, 2017

General Fund - Investments & Cash

Aug-17	89,459
Aug-16	123,664

Local Option Tax Fund

Aug-17	116,481
Aug-16	108,929

Library Fund - Investments & Cash

Aug-17	61,500
Aug-16	53,920

Water Fund - Investments & Cash

Aug-17	91,904
Aug-16	54,244

Sewer Fund - Investments & Cash

Aug-17	76,101
Aug-16	82,012

Our Cash Flows...

Includes Cash Carryover for each fund

General Fund Revenues & Expenditures

		Comparison of YTD%
Budget	325,892	
Revenues to date	377,342	115.8%
Expenditures to date	302,726	92.9%

Local Option Tax Fund Revenues & Expenditures

Budget	45,100	
Revenues to date	62,051	137.6%
Expenditures to date	30,118	66.8%

Library Fund Revenues & Expenditures

Budget	23,594	
Revenues to date	25,723	109.0%
Expenditures to date	14,282	60.5%

Water Fund Revenues & Expenditures

Budget	160,155	
Revenues to date	225,173	140.6%
Expenditures to date	152,345	95.1%

** Haven't received all grant reimbursements

Sewer Fund Revenues & Expenditures

Budget	112,588	
Revenues to date	112,362	99.8%
Expenditures to date	68,633	61.0%