



AGENDA
Donnelly City Council
Regular Meeting
Monday, April 23, 2018 at 6:00 pm
Donnelly Community Center

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA: *(one motion needed for the Consent Agenda)*

City Council Minutes – March 19, 2018

Vouchers March 20, 2018 thru April 19, 2018

Treasurer's Report for March 2018

Payroll Summary – March 29th, April 5th, April 12th, 2018

PUBLIC HEARING:

AB 18-38 Resolution 2018-010 Farmers Market Fee

To establish a fee for Farmers Market's within the City of Donnelly

AB 18-39 Intent to Convey Real Property to the Donnelly Public Library District

DPLD requested that the City convey over the Library building and land to the District.

BUSINESS AGENDA:

AB 18-40 Request to Purchase new vehicle for Public Works

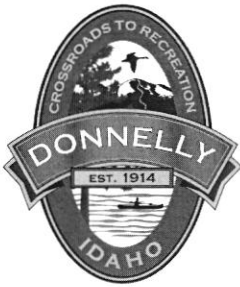
AB 18-41 Resolution 2018-011 Request for Interim Financing for the Water System Improvement Project.

AB 18-42 Discuss Qualification of the Planning & Zoning Commissioners

AB 18-43 Request to establish workshop sessions for FY19 Budget and Capital Improvements

STAFF REPORTS:

ADJOURN: Monday, May 21, 2018 at 6:00 p.m. (Celebrate Arbor Day)



City of Donnelly

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

City Council Meeting on **Monday, March 19, 2018 at 6:00 pm** Donnelly Community Center

MINUTES

Meeting called to order by Mayor Koch at 6:00 p.m.

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

Pledge of Allegiance

CONSENT AGENDA:

City Council Minutes, February 26, 2019

Vouchers dated February 26, 2018 through March 19, 2019 with the addition of Amazon \$40.16, Start News \$32.18, Star News \$37.62 and Filtration Technology \$1335.00 totaling \$1,444.96,

Treasurer's Report for February 2018,
Payroll Summary for March 1st, 5th, 15th

Motion by Stayton, 2nd by Davenport to approve the consent agenda with the additional vouchers with the added into record. Motion carried.

Public Hearing:

Mayor Koch opened Public Hearing at 6:02 p.m.

AB18-32 Resolution 2018-009 Trash/Refuse/Solid Waste/Garbage rate increase

Clerk received the Valley County Trash contract with Lake Shore Disposal from 2013. The contract indicated their rates for the period of 2013-2023. With what Lake Shore Disposal has presented to the City, this increase would still be lower than what the County has been proposed. If we spread out the increase over a longer period, we still will not meet the County rates by 2023. The CPI % increase is the consumer price index increase which could be up to 3% per year, but never more than 5%. Clerk also provided Lake Shore with an updated MOU for their review.

Minshall, is there any way that we can spread out the increase over a longer period of time. Clerk indicated that Lake Shore has only presented what they would like to do not what is required.

Mayor asked for those in favor of: None

Mayor asked for those that are Neutral: None

Mayor asked for those that are Against: None responded, clerk had received two to read into record.

John Lance 441 Payette Street – really not happy about the raises in the water and sewer rates, but who is. Donnelly is already pretty high. I am on SSI and my income is limited and if it is possible to spread the increases over a longer period of time it would help a lot.

Terry Clark – 441 Payette Street agrees with Mr. Lance and is in the same situation.

George Dorris – 163 Eld Lane, I am unable to attend the hearing for the “Garbage Pickup Contract”, and wish to have these comments read into the record, and considered during the debate. I do not oppose raising the price to the current request of \$10.60 per month. Inflation since 2007 has totaled to 18.4% so \$10.60 is a fair inflation adjusted price. I do strongly oppose incorporating the additional two years increases (2019 & 2020) into the new contract. The requirement to incorporate CPI essentially applies inflation to their price increase in addition to the dollar amount increase. For example with CPI/inflation estimated at 2%, factored in, the price increase for 2019 will be 26% ($13.14 \times 1.02 = 13.40$ $13.40 = 1.26 / 10.60$) Twenty six percent in one year is far too great of an increase. Given that the requirement to use carts will increase the pickup crew’s efficiency, and save time, puts even more money into Lake Shore’s profit margin. Applying the same CPI/inflation rate to the 2020 proposal results in another increase of 20% over the proposed 2019 price. Again, 20% in one year when inflation may be 2% is totally unreasonable. If Lake Shore insists on increased prices for 2019, 2020, then I suggest we offer 4 to 5% or CPI plus 1% or some other mechanism to auto adjust the contract through 2020. If we cannot remove/mitigate the proposed 2019 and 2020 increases, then I suggest we tell them to go pound sand. While I really like the way mandatory pickup helps “beautify” the city, I cannot support a 46% plus increase in cost over a two year period. Nobody in this City will get that kind of pay increase over those years. We provide Lake Shore with guaranteed income that has been growing slowly over the years as the city has grown. If they don’t like the guaranteed income, then we need to part ways. Perhaps we could contract with Meckel or some other provider, contrary to the county contract.

Mayor closed the public hearing at 6:10 p.m.

Mayor asked for Council discussion. Minshall said that the first year would be \$2.54 to get up to the \$15.68 plus the CPI, if we could spread of 4 year its would be a \$1.78. Clerk stated that if you spread over 5 years the increase would be approximately \$1.50 per year. Mayor Koch does seem that it is not out of line to ask for the increases since we haven’t had an increase in several years. Clerk stated that Lake Shore has come several times during this time to present increases but then staff changes, and it starts over. Clerk also stated that the amount proposed includes the \$0.60 service fee for the City. Mayor indicated that even in 2020 we will still be only paying \$5 per week to pick up the trash and provide a can. Doesn’t feel that it is out of line. Councilor Stayton said it seemed reasonable also.

Motion by Minshall, 2nd by Atkinson to accept Resolution 2018-009 Trash Rate Increase. Roll Call vote, Stayton (yes), Atkinson (yes), Minshall(yes), Davenport(yes). Motion carried.

BUSINESS AGENDA:

AB 18-25 West Central Mountains Economic Development Council Update – Andrew Mentzer

Andrew Mentzer - WCMEDC update for the 2017 year and the strategic plan for this upcoming year. Wanted to update on the achievements that have happened in 2017 and opportunities in 2018 and what we can help with Donnelly. Summary 2017 a lot of grant writing for regional

projects, and working with pathways, marketing resources, education portal, and economic summit. 113 businesses in the area. Mailing went out in the Donnelly area. 8 projects this year. Broadband analysis, finishing pathways projects, due diligence on a regional hospitality group. Collaboration of employees. Workforce gap analysis. Industry and what kids want to do for careers. Find opportunities for good careers. North Valley County Recreation district. May 2019 ballot potential. Work with cities for housing or projects. How to help scale it. Biomass project in collaboration with the County, located in Lake Fork. Things are regional in nature. Encourage participation. Thanks, you for being a contributing entity for the WCMEDC.

Gene Tyler who represents the Donnelly Chamber on the WCMEDC and is the current Treasurer. The work that they are doing is important and important to Donnelly. Donnelly is allowed two places on the board, one to represent the City and one for the Chamber, and we currently only have one. Could use more representation from the City. Highlight two things that can and will impact Donnelly. Current trainings that were performed, how to improve your credit and how even though you don't have a high credit rating you can purchase a home. One of the big efforts that the EDC is supporting is trying to bring workforce training to the area. Every year there is a summit but would like to have more people participate from Donnelly. Thank you again for your support.

AB 18-23 Horizon Towers Lease Agreement – Reviewed by City Attorney

A few changes were made by the Attorney on changes to the property and maintenance or termination of the lease. Mayor asked where we would want to have the rental income allocated. Clerk would create a resolution to allocate. Stayton wanted to confirm that Horizon had reviewed the changes.

Motion by Davenport, 2nd by Minshall to approve AB 18-23 Horizon Tower Land Lease. Motion carried.

AB 18-33 Donnelly Library District – Request for Conveyance of Property

Laura Bettis – Chair of the Board of Trustees of the Donnelly Public Library District, other trustees present are Lisa Graysen, Lydia Justice-Edawrad, and Jean Keyes (Susan Dorris is out of town). There are several other Library supporters in attendance as well. The DCL 5-7 years has been operating sporadically over the years. During that time, volunteers, donors, and friends of the library tried to keep it going. These people thought that it would be best for a District to be formed. Last year the City supported this decision. They focused on the election and would figure out the transition of the building and property when necessary. After the election in December I met with the City Clerk to find out the current situation of the Library finances, to get an idea of how to transition. The DPLD doesn't get any tax funding until 2019, so we wanted to figure out what would happen during this gap year. She indicated that the Library did not have enough money to operate through the current fiscal year and might run out in May or June. At that time, I indicated that the DPLD would like to have control of the building for future expansion and control purposes. She stated that although the City would like to give the library to the district that the attorney said it was not possible. I am an attorney but not representing the district, so I quickly looked up and found that it may be feasible. The district board authorized hiring an attorney (Amy Holm) to assist with this matter and having the necessary public hearing and to see if it is feasible. I was not part of the library when it was formed so I spoke with Friends of the Library at that time and George Betts the representative of the Lenox Milliam estate, who provided the Building and the Land that the Building is on. Also, I have provided a copy of the Memo of Understanding that was signed at that time. Separate of that, donations have been made to the Library. As a representative of the Laura Moore Cunningham Foundation last year we made a \$10K contribution to the library for the replacement of the roof where it had failed and ruined much of the children's book collection. The City did not have the funds to repair the roof. So they provided the funds to do this as

well as support other efforts at the Library. In paying for the roof, it was our intention that it would benefit the library to years to come. In addition, the City still holds \$50K that was granted for an addition to the Library. This is something that the District is still very interested in doing but felt that before expanding the Library that it is sustainable. We are really outgrowing the space and especially the Children's area. So, in order for the District to plan and fundraise for building improvements, is something that we are willing to take on, fund raising, management and to make sure that everything stays together we feel that it would make it a more streamlined process and would make it easier for the library to be successful if the District was in control. The land and building were not owned by the City prior to them being donated to be put into use for the library. Donation and all subsequent support has been made under the understanding that the building would have the exclusive use as the library. So, we are prepared and willing to take on this responsibility.

Amy Holm – The district approached me to take a cursory look at how this is legal and if it is possible. There is an Idaho Code section that allows City's to convey property to other governmental entities. It is referenced in the letter provide. To summarize it states that if it is in the best interest of the City they can convey real property for free or they can sell, or they can lease City owned property. In the information that Laura provided the Memo of Understanding that the City entered in 2009 was to provide a library property here to benefit the community. The MOU states that is the only things that this building and property can be used for. It has been operating as such, but now Laura and others would like to do additional things, expansion and other things for the community. So, there is an Idaho Code that it is in the City's best interest that the transfer be made, and it is allowed, and says that if the property is under utilized can be conveyed. This does require a public hearing and they wanted to present a proposal to the Council and hopefully get on the agenda for the next meeting in April. And at that time to ask the Council to make the decision and go forward. City's have done this and it is allowed under Idaho Code, and the District requests that the Council consider at their next meeting.

Mayor Koch indicated that he spoke with Clerk and the City of Donnelly's tax payers have not contributed any money to the library. The library has wholly been operating on membership, donations, Friends of the Library and Grants. They pay for all utilities etc. Clerk indicated that the MOU stated that the Library had to be self-sustaining at all times. The City only contributed administrative and maintenance labor and snow removal.

Laura Bettis stated that when the District takes over they would be asking for less Local Option Tax funds than what they have over the past years. The programs would bring more people into town and bring more commerce to town as well.

Minshall asked what the City would be responsible for once the District took over.

Attorney for the District answered that they are asking that all ownership of the building and property would be transfer to the District by a quick claim deed or warranty deed and therefore the City would have no other requirements of the MOU. And that the MOU would go away.

Davenport understands that the City was given the property for the use of only a Library.

Laura Bettis said that It was privately owned and donated and that the donors felt that the it was the best interest of the Library that the City own and administer.

Clerk stated that the Deed is not restricted. It is only the MOU that was signed that states what the intentions of the donation were for.

Brad Backus – former Mayor of Donnelly spoke since he was the Mayor at the time of the donation and MOU. There is no restrictions on the deed and thinks it is a great idea to transfer the property over as the City is limited on their resources. When it was originally donated to the City it was more like the City would be a crutch for it to help get it tow where it is now. I feel that it has achieved the goal that it was trying to get to and by turning over the property to the District and believe that if the property was conveyed that a deed restriction would be appropriate of stating that if the property was no longer used as a Library then it would revert back to the City.

Stayton wanted to make sure that the Attorney review the proposal etc. and was in support.

Motion by Davenport, 2nd by Stayton, upon approval of City Attorney recommendation. Motion Carried.

AB 18-34 Lake Shore Rate Change Proposal – Memorandum of Understanding

Scott from Lake Shore was able to look over and gave to their Attorneys to review and they decided to go to a contract instead of the MOU, since the verbiage is like a contract. They are going to put one together for review. Should be about a month out. There was a little confusion with the County agreement, so their increases were at a 3% for the CPI so they are being more careful on their sample as the CPI was only about 1.3%. They would like to do a 6 year so that the renewal is at the same time as the County contract renewal. There would only be increases of the CPI after the proposed increase in 2018, 2019 & 2020. If the CPI is ever over 3% Lake Shore would come into Council to let the City know. They would come in June or July each year for a January increase.

Mayor would like the Attorney to look at the contract prior to presenting to the Council.

AB 18-35 Donnelly Farmers Market – Liz Jones

Liz Jones works for St. Luke's and Donnelly is considered a food desert which means that the nearest grocery store is over 10 miles away. A lot of lower income or income challenged folks live here. But as far as far as healthy foods there are a couple of apples and oranges at the Stinker Station or Trading Post. So, there was an opportunity for a Farmers Market to get started in Donnelly. We have a lot of vendors that would like to be involved that are not able to get into the McCall market. It is happening, part of what we are asking for, is to bring vendors in with healthy foods, some craft vendors, and value-added foods and would like to ask for a flat rate as low as possible since as a start up we are already at about \$1,000 in start of costs. We would like a flat rate for the season for a vendor fee. We are going to charge a flat fee for vendors of \$10 per week, trying to lure them here. They would like to keep the costs low to get it going. WE are going to have a Market Manager who will collect Local Option Tax Fees the day of the market so that all the vendors are remitting. We are not taking any percentages from the vendors and only charging a flat fee. Want to make it a very attractive market for vendors to come. Cascade food pantry is also going participate in the market. There is some corporate sponsorship to trying to get people to come and enjoy the market and to increase the fruit and vegetable intake for our area. Fresh produce is not very affordable in our area and this will allow this to be a little more affordable. This would benefit the community. This would be held on Wednesdays 3:30 to 6:30 p.m. for 12 weeks and trying to capture crowds that are in the area. This market will also take food stamps. This a big benefit for the local community as there is not any other market that allows this. So, I ask that the City support us with a flat rate for each season.

Clerk indicated that our current fee schedule is at a \$25.00 per vendor per day. If they had 10 vendors, the City would collect \$250.00 per week. Our vendor fee ordinance also allows the Donnelly Chamber a 3-day pass at \$20.00 per event per vendor to help out with their fees. McCall's vendor description and signage requirements only charges a flat rate of \$50.00 for the season for paperwork. In the application it asks for the number of weekly vendors, insurance liability and a few other requirements. As proposed

by the Donnelly Farmers Market if they collect the Local Option tax at the end of each day this would eliminate the collection administration for the City for the tax.

Minshall asked if they would be using City property. Clerk indicated that they are proposing to use the City Park as well as some of the Bible Church property. Clerk will ask ICRMP if this is required for use of the park.

Liz Jones stated that they joined an umbrella non-profit corporation, but they only have a insurance policy for the board members, not any direct liability insurance for use of public property. If given a lower fee they would be willing to look at a liability coverage for the usage.

Mayor Koch would like to see that they look into an insurance policy for the use of City property.

Stayton would like to see the Farmers Market in Donnelly and would like to see that the City consider a \$50 flat fee for Farmers Market. Since we do not have a fee established for this it would need to go to public hearing.

Mayor requested that Clerk work on the Resolution of a new fee for the public hearing for the next City Council meeting.

Clerk indicated that the Farmers Market must abide by all state guidelines for a farmer's market.

Liz Jones stated that all vendors will receive a packet to complete prior to being a participating vendor. Craft vendors are much more lenient since they are not food. May charges craft vendors a little more because they do not want to discourage them, and they want to have participation to make livelier. Just not sure what to expect this year. The goal would be 60% fresh produce, 20% value-added foods, and 20% crafts. WE want to make sure that when it grows and that when more fresh produce comes up then we can expand the craft end of things. We will explore at the end of the year to see how it goes.

Stayton wants to make sure not exclude the craft vendors.

Davenport, wanted to point out that they are wanting it to be more local vendors, but the first year is a trial is hard and there are certain things that Valley county are not able to grow.

Liz Jones said they are going to try to fill in the holes from what is offered locally. Trying to get what the local people can do and fill in. There will also be a group of volunteers to be runners and sell them things if a vendor is not able to come to our farmer's market. We have a lot of community and corporate support which is amazing.

Motion by Minshall, 2nd by Atkinson to request that a fee be established with proper noticing for Farmer's Market flat fee of \$50.00 per season. Motion carried.

AB 18-36 City Budget Hearing Time & Date for FY19

Each year the City is required to hold a public hearing for the upcoming fiscal year's proposed budget. We have historically held this at the August regular City Council Meeting. This year it would be August 20, 2018.

Motion by Davenport, 2nd by Minshall to hold the FY 19 Budget hearing on August 20, 2018 at 6:00 p.m. Motion carried.

AB 18-38 Request to Re-Appoint P&Z Commissioners Dorris & Bryant

Two Planning & Zoning Commissioners are requesting to be reappointed for a new term which comes up in July 2018. Council asked that Clerk reach out to the community to place and ad and asked for those that may be interested in serving on the Commission.

Motion by Stayton, 2nd by Davenport to table appointment until advertising has been completed. Motion carried.

STAFF REPORTS:

Staff report was included in the packet. \$668 in past due water accounts 30 days or more. Turn off notices have been sent out. Local option tax is currently 12.9% over last year YTD. This collection is continuing to grow. A vet clinic will be held this weekend which Rene will be coming into conduct, Rene will issue dog licenses at that time as well. Several complaints have been received on dog waste and people not cleaning up after them. A second vehicle was discussed and would like to have a more budget workshop to see what our options and budget is for an additional vehicle. Clerk requested that the City Council regular meeting be rescheduled until the 23rd of April since it will provide a better time line for getting prepared for the meeting.

EXECUTIVE SESSION:

Pursuant to Idaho Code § 74-206, convene in executive session to: (1) (a) &(b) consider personnel matter;

Motion by Davenport, 2nd by Stayton, to enter executive session per Idaho Code 74-206 to consider personnel matter at 7:41 p.m. Motion carried.

Exit executive session at 8:20 p.m.

Motion by Davenport, 2nd by Stayton to adjourn until the next City Council Workshop on meeting on April 16, 2018 at 6:00 p.m. Motion carried.

Adjourned at 8:22 p.m.

Approved:

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 1 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3255		8 ANALYTICAL LABORATORIES, INC	51.00					
1	52080 03/31/18	coliform test	16.00			51 43400	560	10100
2	52080 03/31/18	Delivery charge	35.00			51 43400	560	10100
		Total for Vendor:	51.00					
3239	12866S	14 BOISE OFFICE EQUIPMENT	21.11					
		copier maintenance						
1	IN1579825 03/23/18	copier	12.24			10 41100	611	10100
2	IN1579825 03/23/18	copier	5.28			51 41100	611	10100
3	IN1579825 03/23/18	copier	3.59			52 41100	611	10100
		Total for Vendor:	21.11					
3243	12867S	150 CABLE ONE	93.23					
		city hall internet						
1	032318 03/23/18	city hall internet	55.94			10 41100	437	10100
2	032318 03/23/18	city hall internet	27.97			51 41100	437	10100
3	032318 03/23/18	city hall internet	9.32			52 41100	437	10100
3259	12874S	150 CABLE ONE	63.75					
		library internet						
1	04-18 03/31/18	library internet	63.75			21 41100	417	10100
		Total for Vendor:	156.98					
3228	1741M	29 CITY OF DONNELLY - WATER	340.00					
		DDC water / sewer						
1	101-0318 03/27/18	ddc	340.00			10 44300	415	10100
3230	1741M	29 CITY OF DONNELLY - WATER	76.96					
		library water/sewer/trash						
2	108-0318 03/27/18	library	76.96			21 41100	415	10100
		Total for Vendor:	416.96					
3245		169 CODE PUBLISHING INC.	350.00					
1	59582 03/29/18	donnelly municipal code	210.00			10 41100	621	10100
2	59582 03/29/18	donnelly municipal code	105.00			51 41100	621	10100
3	59582 03/29/18	donnelly municipal code	35.00			52 41100	621	10100
		Total for Vendor:	350.00					

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 2 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3267		177 DELTA JAMES	555.00					
		planning and zoning administrator						
1	031318	03/13/18 horizon cell tower	240.00			10 41100	330	10100
		Horizon						
2	031318	03/13/18 The Glen Annexation Amend	180.00			10 41100	330	10175
		Glen						
3	031318	03/13/18 Misc / P&Z	135.00			10 41100	330	10100
		Total for Vendor:	555.00					
3262		48 FRANKLIN BUILDING SUPPLY CO.	107.64					
		4x8 treated posts						
1	55072	04/10/18 sign posts	107.64			10 43010	461	10100
		Total for Vendor:	107.64					
3233	12868S	49 FRONTIER	42.69					
1	8237-0318	03/13/18 library phone	42.69			21 41100	437	10100
		Total for Vendor:	42.69					
3236	1743M	999999 HOME DEPOT	164.37					
		Shop bathroom						
1	881004	03/23/18 shop bathroom toilet/floor	164.37			10 43010	434	10190
		Total for Vendor:	164.37					
3214	1740M	66 IDAHO POWER	168.68					
		150 E State Street						
1	0182-0318	03/19/18 Library Power	168.68			21 41100	416	10100
3215	1740M	66 IDAHO POWER	144.00					
		179 Halferty - Community Center						
1	4223-0318	03/19/18 Community Center	83.52			10 41100	416	10100
2	4223-0318	03/19/18 Community Center	36.00			51 41100	416	10100
3	4223-0318	03/19/18 Community Center	24.48			52 41100	416	10100

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 3 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3216	1740M	66 IDAHO POWER	10.26					
159 Gestrin Road - Street Light								
1	3329-0318	03/19/18 Gestrin Street Light	10.26			10 43010	416	10100
3217	1740M	66 IDAHO POWER	97.67					
Main Street lights								
1	8211-0318	03/19/18 main street lightening cabi	97.67			10 43010	416	10100
3218	1740M	66 IDAHO POWER	168.98					
Street lights								
1	0078-0318	03/19/18 street lights	168.98			10 43010	416	10100
3219	1740M	66 IDAHO POWER	134.00					
317 N Corbet Lane								
1	3291-0318	03/19/18 water supply	134.00			51 41100	416	10100
3220	1740M	66 IDAHO POWER	7.60					
fire pump								
1	6560-0318	03/19/18 fire pump	7.60			51 41100	416	10100
3221	1740M	66 IDAHO POWER	189.41					
153 E Jordan Pump House								
1	0899-0318	03/19/18 pump house	189.41			51 41100	416	10100
3222	1740M	66 IDAHO POWER	101.97					
North Corbett - newwell								
1	2555-0318	03/19/18 new well	101.97			51 41100	416	10100
3223	1740M	66 IDAHO POWER	241.19					
1	7988-0318	03/19/18 city hall/shop	139.89			10 41100	416	10100
2	7988-0318	03/19/18 city hall/shop	60.30			51 41100	416	10100
3	7988-0318	03/19/18 city hall/shop	41.00			52 41100	416	10100

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 4 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3224	1740M	66 IDAHO POWER	6.53					
kiosk rest area								
1	9405-0318	03/22/18 rest area kiosk power	6.53			10 43010	416	10100
		Total for Vendor:	1,270.29					
3256		71 IIMC	160.00					
1	29515	03/14/18 annual membership	160.00			10 41100	520	10100
		Total for Vendor:	160.00					
3232	-99928E	202 INCOM	165.68					
telephone								
1	040118	04/01/18 telephone	99.41			10 41100	437	10100
2	040118	04/01/18 telephone	49.70			51 41100	437	10100
3	040118	04/01/18 telephone	16.57			52 41100	437	10100
		Total for Vendor:	165.68					
3227	12869S	165 LAKESHORE DISPOSAL	544.00					
1	032018	03/27/18 Trash Pickup	544.00			51 41100	414	10100
		Total for Vendor:	544.00					
3246	12875S	79 LAKESHORE DISPOSAL	105.96					
ddc trash collection								
1	24082922	04/01/18 ddc trash	105.96			10 44300	414	10100
		Total for Vendor:	105.96					
3260		85 MAY HARDWARE	60.46					
small engine oil / shop lights								
1	904875	04/10/18 shop	60.46			10 43010	461	10100
3268		85 MAY HARDWARE	94.91					
library fire code and shop bathroom								
1	905344	04/16/18 shop bathroom	48.95			10 43010	460	10100
2	905344	04/16/18 library fire code	45.96			21 41100	432	10100
		Total for Vendor:	155.37					

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 5 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3250	-99927E	216 MICROSOFT	30.00					
		business essential email - mayor & council members						
1	E01005KP2B	04/04/18 email service	30.00			10 41100	620	10190
3251	-99926E	216 MICROSOFT	37.50					
		email and software for office employees						
1	E01005K0Y1	04/05/18 office 365 subscription	37.50			10 41100	620	10190
		Total for Vendor:	67.50					
3235		153 MOUNTAIN WATERWORKS	9,758.75					
		nDonnelly water System Improvements						
1	3207	02/28/18 Final Design	9,061.25			60 41100	356	10125
2	3207	02/28/18 Water System Bidding & Neg	60.00			60 41100	357	10125
3	3207	02/28/18 Additional Services	637.50			60 41100	355	10125
3265		153 MOUNTAIN WATERWORKS	250.00					
		backup water operator						
1	3257	03/31/18 backup water operator	250.00			51 41100	360	10100
		Total for Vendor:	10,008.75					
3258		95 NAPA DBA MCCALL AUTO PARTS	69.72					
1	035704	04/02/18 small equipment maintenance	69.72			10 43010	434	10100
		Total for Vendor:	69.72					
3247	12876M	154 NORTH LAKE RECREATIONAL SEWER &	4,800.00					
1	040118	04/01/18 contract	4,800.00			52 41100	541	10100
		Total for Vendor:	4,800.00					
3237	1744M	113 RIVERSIDE HOTEL	306.00					
		Ken IDRW Conference						
1	209912	03/23/18 Ken Water Conference	306.00			51 41100	550	10190
		Total for Vendor:	306.00					

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 6 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3226	12870S 999999 SAMARA LLC - JANET WEIR		2,773.59					
	Refund request for connection fees paid, where there was a previous water connection.							
	Refund fees less time and materials of \$864.89							
1	WA138-01 03/27/18 refund connection fees		2,773.59			51 34347		10100
	Total for Vendor:		2,773.59					
3178	1742M 120 SINCLAIR FLEET TRACK (STINKER)		79.83					
1	747087 02/28/18 backhoe fuel		79.83		613	10 43010	482	10100
3179	1742M 120 SINCLAIR FLEET TRACK (STINKER)		56.21					
	ford f150 fuel							
4	590717 02/28/18 ford fuel		33.73			10 43010	481	10100
5	590717 02/28/18 ford fuel		16.86			51 41100	481	10100
6	590717 02/28/18 ford fuel		5.62			52 41100	481	10100
3194	1742M 120 SINCLAIR FLEET TRACK (STINKER)		74.06					
1	594928 03/05/18 backhoe fuel		75.68			10 43010	482	10100
9900	033118 03/31/18 rebate		-1.62			10 43010	481	10100
CI	40							
3238	1742M 120 SINCLAIR FLEET TRACK (STINKER)		39.89					
	skidsteer fuel							
1	604328 03/20/18 skidsteer fuel		39.89			10 43010	482	10100
	153 hrs							
3248	1742M 120 SINCLAIR FLEET TRACK (STINKER)		73.10					
1	171009 03/29/18 backhoe fuel		73.10			10 43010	482	10100
	642 Hrs							
	Total for Vendor:		323.09					
3241	122 STAR NEWS		47.88					
	ordinance publication for 238							
1	51799 03/29/18 ordinance publication		47.88			10 41100	530	10100

04/19/18
14:37:47

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/20/18 to 04/19/18

Page: 7 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3263		122 STAR NEWS	47.19					
		library legal publication - conveyance of property						
1	51890	04/12/18 library public hearing publica	47.19			21 41100	530	10100
3264		122 STAR NEWS	34.32					
		farmers market fee publication						
1	51891	04/12/18 public hearing fee established	34.32			10 41100	530	10100
		Total for Vendor:	129.39					
3240	-99929E	138 USPS	85.00					
		stamps						
1	032718	03/27/18 stamps	51.00			10 41100	614	10190
2	032718	03/27/18 stamps	25.50			51 41100	614	10190
3	032718	03/27/18 stamps	8.50			52 41100	614	10190
		Total for Vendor:	85.00					
3252	E	171 VALLEY COUNTY TRANSFER STATION	34.50					
		bone yard and shop cleanup						
1	42965	04/02/18 dump	34.50			10 43010	430	10190
		Total for Vendor:	34.50					
3229	12871S	220 WELLS FARGO VENDOR FIN SERV	190.00					
1	68193230	03/21/18 copier lease	114.00			10 41100	612	10100
2	68193230	03/21/18 copier lease	57.00			51 41100	612	10100
3	68193230	03/21/18 copier lease	19.00			52 41100	612	10100
		Total for Vendor:	190.00					
3254		215 WHITE PETERSON	42.00					
		Status of Order to show cause/judgement						
1	127456	03/31/18 phone call status	42.00		BONAMI	10 41100	320	10100
		Bonaminio						
		Total for Vendor:	42.00					
		# of Claims	48	Total:	23,096.59			
		Total Electronic Claims			352.68			
		Total Non-Electronic Claims			22743.91			

** 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. **

04/19/18
14:36:03

CITY OF DONNELLY
Payroll Summary For Payrolls from 03/29/18 to 03/29/18

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMP HOURS (Comp Time Used)	7.00		139.09
J001 HOURS (ROAD&STREET)	56.00		1,077.17
J002 HOURS (PARKS)	3.00		52.50
J006 HOURS (SNOW REMOVAL)	2.00		39.74
J013 HOURS (WATER MONITORIN)	40.00		771.10
J014 HOURS (EQUIP MAINT)	6.00		105.00
J015 HOURS (SHOP/OFFICE)	46.00		805.00
REG HOURS (Regular Time)	122.00		2,280.00

GROSS PAY	5,269.60	0.00
NET PAY	3,899.74	0.00
FIT	392.45	0.00
IDAHO SIT	245.00	0.00
MEDICARE	76.41	76.41
PERSI	329.28	548.97
SOCIAL SECURITY	326.72	326.72
UNEMPL. INSUR.	0.00	42.47
ID FIRST BANK	1,658.35	0.00
STERLING SAVING	1,184.20	0.00
UMPQUA	1,057.19	0.00
FIT/SIT BASE	4,940.32	0.00
MEDICARE BASE	5,269.60	0.00
PERS BASE	4,849.60	0.00
SOC SEC BASE	5,269.60	0.00
UN BASE	5,269.60	0.00
WC BASE	5,269.60	0.00

Total	994.57
Total Payroll Expense (Gross Pay + Employer Contributions):	6,264.17

Check Summary

Payroll Checks Prev. Out.	\$1,740.00
Payroll Checks Issued	\$647.00
Payroll Checks Redeemed	\$1,740.00
Payroll Checks Outstanding	\$647.00
Electronic Checks	\$8,120.18

		Carried Forward	Deduction	Difference	Liab Account
Deductions Accrued		From Previous Month	Checks Issued		
		-----	-----	-----	-----
Social Security	653.44	1219.46	1872.90		21702
Medicare	152.82	285.22	438.04		21702
Unempl. Insur.	42.47	375.36		417.83	21713
Workers' Comp	0.00				21700
FIT	392.45	638.80	1031.25		21701
IDAHO SIT	245.00	402.00	647.00		21703
PERSI	878.25		878.25		21704
DENTAL INS	0.00				21706

04/19/18
14:36:03

CITY OF DONNELLY
Payroll Summary For Payrolls from 03/29/18 to 03/29/18

Page: 2 of 2
Report ID: P130

HEALTH INS	0.00			21705
VISION	0.00			21705
PERSI CHOICE 40	0.00			21704

Total Ded.	2364.43	2920.84	4867.44	417.83
------------	---------	---------	---------	--------

**** Carried Forward column only correct if report run for current period.

04/19/18
14:36:17

CITY OF DONNELLY
Payroll Summary For Payrolls from 04/05/18 to 04/05/18

Page: 1 of 1
Report ID: P130

Total for Payroll Checks

	Employee -----	Employer -----	Amount -----
MCC HOURS (Mayor & City Council)	640.00		1,300.00
REG HOURS (Regular Time)	160.00		300.00
GROSS PAY	1,600.00	0.00	
NET PAY	1,037.68	0.00	
FIT	50.00	0.00	
IDAHO SIT	25.00	0.00	
MEDICARE	23.20	23.20	
PERSI	81.48	135.84	
PERSI CHOICE 40	250.00	0.00	
PERSI-2	33.44	46.64	
SOCIAL SECURITY	99.20	99.20	
MOUNTAIN FCU	256.68	0.00	
STERLING SAVING	342.64	0.00	
US BANK	438.36	0.00	
FIT/SIT BASE	1,235.08	0.00	
MEDICARE BASE	1,600.00	0.00	
PERS BASE	1,600.00	0.00	
SOC SEC BASE	1,600.00	0.00	
WC BASE	1,600.00	0.00	
Total		304.88	
Total Payroll Expense (Gross Pay + Employer Contributions):		1,904.88	

Check Summary

Payroll Checks Prev. Out.	\$647.00
Payroll Checks Issued	\$1,162.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,809.00
Electronic Checks	\$1,585.08

		Carried Forward From Previous Month -----	Deduction Checks Issued -----	Difference -----	Liab Account -----
Deductions Accrued					
Social Security	198.40	198.40		396.80	21702
Medicare	46.40	46.40		92.80	21702
Workers' Comp	0.00				21700
FIT	50.00	50.00		100.00	21701
IDAHO SIT	25.00	25.00		50.00	21703
PERSI	217.32		217.32		21704
PERSI-2	80.08		80.08		21704
PERSI CHOICE 40	250.00		250.00		21704
Total Ded.	867.20	319.80	547.40	639.60	

**** Carried Forward column only correct if report run for current period.

04/19/18
14:36:25

CITY OF DONNELLY
Payroll Summary For Payrolls from 04/12/18 to 04/12/18

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee -----	Employer -----	Amount -----
COMP HOURS (Comp Time Used)	4.50		89.42
J001 HOURS (ROAD&STREET)	103.50		1,954.64
J003 HOURS (WATER OPERATOR)	10.00		186.85
J013 HOURS (WATER MONITORIN)	14.00		268.70
J015 HOURS (SHOP/OFFICE)	20.00		350.00
REG HOURS (Regular Time)	123.00		2,290.00
GROSS PAY	5,139.61	0.00	
NET PAY	3,451.30	0.00	
DENTAL INS	19.50	55.50	
FIT	354.85	0.00	
HEALTH INS	267.50	804.00	
IDAHO SIT	229.00	0.00	
MEDICARE	74.53	74.53	
PERSI	319.77	533.12	
PERSI CHOICE 40	100.00	0.00	
SOCIAL SECURITY	318.66	318.66	
UNEMPL. INSUR.	0.00	41.43	
VISION	4.50	12.50	
ID FIRST BANK	1,596.58	0.00	
STERLING SAVING	1,184.21	0.00	
UMPQUA	670.51	0.00	
FIT/SIT BASE	4,719.84	0.00	
MEDICARE BASE	5,139.61	0.00	
PERS BASE	4,709.61	0.00	
SOC SEC BASE	5,139.61	0.00	
UN BASE	5,139.61	0.00	
WC BASE	5,139.61	0.00	

Total	1,839.74
Total Payroll Expense (Gross Pay + Employer Contributions):	6,979.35

Check Summary

Payroll Checks Prev. Out.	\$1,809.00
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,809.00
Electronic Checks	\$4,404.19

	Carried Forward From Previous Month -----	Deduction Checks Issued -----	Difference -----	Liab Account -----
Social Security	637.32	835.72	1473.04	21702
Medicare	149.06	195.46	344.52	21702
Unempl. Insur.	41.43	416.79	458.22	21713
Workers' Comp	0.00			21700
FIT	354.85	404.85	759.70	21701
IDAHO SIT	229.00	254.00	483.00	21703

04/19/18
14:36:25

CITY OF DONNELLY
Payroll Summary For Payrolls from 04/12/18 to 04/12/18

Page: 2 of 2
Report ID: P130

PERSI	852.89		852.89		21704
DENTAL INS	75.00	75.00		150.00	21706
HEALTH INS	1071.50	1071.50		2143.00	21705
VISION	17.00	17.00		34.00	21705
PERSI CHOICE 40	100.00		100.00		21704
Total Ded.	3528.05	3270.32	952.89	5845.48	

**** Carried Forward column only correct if report run for current period.

City of Donnelly Treasurer's Report

Mar-18

Our Investments & Cash...

Balances as of March 31, 2018

General Fund - Investments & Cash

Mar-18	93,297
Mar-17	85,059

Local Option Tax Fund

Mar-18	131,010
Mar-17	93,902

Library Fund - Investments & Cash

Mar-18	4,901
Restricted	50,000
Mar-17	54,452

Water Fund - Investments & Cash

Mar-18	51,432
Restricted	22,543
Mar-17	99,319

Water System Improvement Fund

Mar-18	2,809
Mar-17	-

Sewer Fund - Investments & Cash

Mar-18	59,027
Restricted	17,812
Mar-17	71,472

Our Cash Flows...

General Fund Revenues & Expenditures % of Budget

Budget	298,184	
Cash Carryover	89,804	
Revenues to date	123,265	41.3%
Expenditures to date	94,112	31.6%
Revenues over Expenditures	118,957	

Local Option Tax Fund Revenues & Expenditures

Budget	55,000	
Cash Carryover	91,003	
Revenues to date	33,007	60.0%
Expenditures to date	500	0.9%
Revenues over Expenditures	123,510	

Library Fund Revenues & Expenditures

Budget	18,295	
Cash Carryover	14,796	
Revenues to date	1,050	5.7%
Expenditures to date	10,859	59.4%
Revenues over Expenditures	4,986	

Water Fund Revenues & Expenditures

Budget	132,126	
Cash Carryover	76,341	
Revenues to date	47,922	36.3%
Expenditures to date	68,234	51.6%
Revenues over Expenditures	56,029	

Water System Improvement Fund

Budget	1,496,000	
Revenues to date	79,250	5.3%
Expenditures to date	105,779	7.1%
Revenues over Expenditures	(26,529)	

Sewer Fund Revenues & Expenditures

Budget	78,480	
Cash Carryover	59,640	
Revenues to date	49,358	62.9%
Expenditures to date	38,719	49.3%
Revenues over Expenditures	70,279	

Prior Year Comparison

2017 (Includes Cash Carryover)

General Fund % of Budget

Fiscal Year 2017 Budget	325,892	
Revenues to Date	242,614	74.4%
Expenditures to Date	180,492	55.4%
Revenues over Expenditures	62,122	

Local Option Tax Fund

Fiscal Year 2017 Budget	87,000	
Revenues to Date	27,223	31.3%
Expenditures to Date	10,369	11.9%
Revenues over Expenditures	16,854	

Library Fund

Fiscal Year 2017 Budget	23,594	
Revenues to Date	13,445	57.0%
Expenditures to Date	9,198	39.0%
Revenues over Expenditures	4,247	

Water Fund

Fiscal Year 2017 Budget	160,155	
Revenues to Date	178,888	111.7%
Expenditures to Date	116,556	72.8%
Revenues over Expenditures	62,332	

**some exp to be reimbursed by grant

Water System Improvement Fund

Budget	-	
Revenues to date	-	
Expenditures to date	-	

Sewer Fund

Fiscal Year 2017 Budget	112,588	
Revenues to Date	80,580	71.6%
Expenditures to Date	41,359	36.7%
Revenues over Expenditures	39,220	

City of Donnelly

LOT Actual Dollars Earned per Month

Month	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	% Increase from LY	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	7,164.19	40.9%	
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	6,187.60	14.4%	21.4%
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	5,230.22	9.1%	17.7%
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	4,045.28	6.2%	15.6%
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	4,951.66	0.8%	12.9%
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	4,936.35	57.0%	16.5%
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		-100.0%	6.2%
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		-100.0%	-4.7%
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		-100.0%	-26.8%
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		-100.0%	-52.5%
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		-100.0%	-89.4%
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	10,876.88		-100.0%	-144.9%
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	72,486.41	32,515.30		
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	24,190.36			
Budgeted Dollars					34,000.00	34,000.00	34,000.00	36,000.00	40,000.00	45,100.00	55,000.00		

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-38

Meeting Date 04/23/18

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
Establishment of Farmer's Market Free Resolution 2018-010		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:	NA			
TIMELINE:				

SUMMARY STATEMENT:

City of Donnelly has an ordinance that applies to Street Vendors. At the March 192, 108 City Council meeting the council requested to set a fee for a Farmer's Market at \$50 and for Clerk to do proper noticing for public hearing.

Donnelly Farmers Market is a formed 501(3)c group that has been formed to start a Farmers Market in Donnelly located at the City Park and Donnelly Bible Church parking lot, for 12 Wednesdays beginning on June 20th. They will be open tentatively from 3 p.m. to 6:30 p.m.

The Donnelly City Code requires all temporary vendors to receive a daily permit for \$25 for each vendor. The Farmers Market is hoping to have 15-20 weekly vendors.

The are requesting that the Council make a special consideration to promote farm fresh produce in Donnelly as it is considered as a food desert (more than 10 miles away from the closest full grocery store).

Other municipalities charge a one time fee for the season for farmers markets.

RECOMMENDED ACTION:

- 1. Hold Public Hearing**
- 2. Adopt Resolution 2018-010 Farmers Market Fee**

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

CITY OF DONNELLY

RESOLUTION NO. 2018-010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO, ESTABLISHING A NEW FEE FOR LOCAL FARMERS MARKETS WITHIN THE CITY OF DONNELLY;

WHEREAS, the City of Donnelly Ordinance No. 181 established the definition of a Street Vendor;

WHEREAS, the City of Donnelly does not have a definition of a Farmers Market,

WHEREAS, the City of Donnelly does not have a fee established for a Farmers Market;

WHEREAS, the Mayor and City Council of the City of Donnelly has properly noticed and held required public hearing for the establishment of a Farmers Market fee in the amount of \$50.00;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Donnelly establishes a Farmers Market annual fee in the amount of \$50.00 effective May 1, 2018.

PASSED by the City Council this 23rd day of April 2018.

Brian Koch, Mayor

Attest:

Cami Hedges, City Clerk Treasurer

Chapter 5.20 STREET VENDORS AND PEDDLERS

Sections:

Article I. Street Vendors

- 5.20.010 Title.
- 5.20.020 Definition.
- 5.20.030 Application and approval.
- 5.20.040 Application process.
- 5.20.050 Sponsor.
- 5.20.060 Fees.

Article II. Peddlers

- 5.20.070 Definition.
- 5.20.080 Fee.
- 5.20.090 Exceptions.

Article I. Street Vendors

5.20.010 Title.

The title of this chapter is the city of Donnelly street vendor ordinance. [Ord. 181 § 1, 2006.]

5.20.020 Definition.

“Street vendor” means every person or business who offers goods or services for sale or rent, or offers to purchase goods, on the streets, or from a vehicle or a stand open to street access, who has a primary business location conducted from a vehicle, stand, temporary structure not regulated elsewhere by the city code, or wagon within the city of Donnelly. A separate license is required for each street vendor stand. Excluded from this definition are persons or businesses:

- A. Making delivery of goods previously ordered by any business or personal customer;
- B. A peddler (see Article II of this chapter) whose activity in major part is thus driving a regular route to the location of existing customers who have arranged for return visits;
- C. All vendors that fall under the special event designation currently administered by the Donnelly chamber of commerce; and
- D. All nonprofit organizations that fall under the special event designation administered by the Donnelly chamber of commerce. [Ord. 181 § 2, 2006.]

5.20.030 Application and approval.

Prior to any street vendor operating within the city of Donnelly, such street vendor must first apply for, pay for and obtain or renew a license from the city. [Ord. 181 § 2, 2006.]

5.20.040 Application process.

All applications and renewals shall be submitted on the city-supplied application form together with suitable identification and other requirements which the city may require on the form and are subject to review and

approval by the city planning and zoning administrator. All licenses are of six-month or annual duration beginning with the start date set by the applicant or upon approval, if later in time. [Ord. 181 § 3, 2006.]

5.20.050 Sponsor.

All applicants must have a private property owner or business sponsor which provides adequate private property upon which to conduct their street vendor business. In addition, either the sponsor or the applicant is to have a minimum \$100,000 liability insurance coverage for the street vendor's activities at said location. The applicant is required to execute a hold harmless clause as part of the application in favor of the city for any ensuing liability. [Ord. 181 § 4, 2006.]

5.20.060 Fees.

The six-month license fee is \$300.00 and the annual license fee is \$600.00, plus a refundable \$100.00 fee (which will be refunded at the time of license expiration). In the event the city planning and zoning administrator does not approve the application, all fees except for a \$25.00 processing fee will be returned to the applicant. [Ord. 181 § 5, 2006.]

Article II. Peddlers

5.20.070 Definition.

"Peddler," for the purpose of this article, shall be construed to include any person, either principal or agent, who goes from place to place and house to house, carrying for sale, or offering for sale, or exposing for sale goods, wares or merchandise. [Ord. 13, 1952.]

5.20.080 Fee.

A license tax is hereby levied and assessed on each and every peddler of goods, wares or merchandise of any character, whether a peddler on foot or by and from a vehicle, in the sum of \$10.00 per day. [Ord. 13, 1952.]

5.20.090 Exceptions.

Nothing in this chapter shall apply to peddlers in agriculture, horticulture or farm products grown within the boundaries of Valley County. [Ord. 13, 1952.]

**The Donnelly City Code is current through Ordinance 237,
passed October 16, 2016.**

Disclaimer: The City Clerk's Office has the official version of the Donnelly City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number **AB 18-39**

Meeting Date **04/23/18**

AGENDA ITEM INFORMATION				
SUBJECT: <i>Conveyance of Building & Property to Donnelly Public Library District</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: At the Mach 19, 2018 the Donnelly Public Library District presented their request of convancy of real property. City Council requested that Clerk do proper noticing for public hearing for the intent to convey real property.				
RECOMMENDED ACTION: <i>1. Hold Public Hearing</i> <i>2. Make Decision on how to proceed.</i>				
RECORD OF COUNCIL ACTION				
MEETING DATE	ACTION			



City of Donnelly

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

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

Date: April 23, 2018
Property Owner: City of Donnelly
Property Location: 150 E. State Street, Donnelly, Valley County, Idaho
Request: Conveyance of Property

Findings and Conclusions:

1. The newly formed Donnelly Public Library District requested at the March 19th City Council meeting, that the City of Donnelly convey the above referenced property to the District.
2. Under Idaho Code §50-1401, 50-1403(4) et seq is intended to allow cities the general authority to sell or convey city owned property for the public interest. "The city council shall have the power to sell, exchange or convey, by good and sufficient deed or other appropriate instrument in writing, any real property owned by the city which is underutilized, or which is not used for public purposes."
3. The city published notice of intent to convey said property in the Star News on April 5, 2018 and April 12, 2018. Attorney for Library District posted notice on library property.
4. Ordinance 225 adopted on June 5, 2015 allowed the exchange of real property between the City and Donnelly Food Pantry to consolidate City parcels to the East of Highway 55. Ordinance 225 was adopted with the understanding that it would be combined for the expansion of the library. The only access to this parcel is through the alley way. This property was used for all snow storage for the current library. This parcel is not included in the conveyance request.
5. During the March 19, 2018 Council indicated that the intention of said conveyance would be restricted to be used for library use only and if at anytime it no longer was used for this purpose it would revert to the City.
6. On April 13, 2018 a letter was received from the Donnelly Public Library District's attorney clarifying their request for full conveyance of the library property without a restriction in the deed.
7. During the request of conveyance at the March 19th meeting it was indicated that once the property was conveyed the MOU would no longer be valid. The MOU was not recorded with the deed. The deed was only an exhibit of the MOU.

Suggestion Questions from City Attorney:

1. Why is conveying property a better option than leasing the property for long term? i.e. Fire Department, WICAP?
2. What is there to ensure that the property is continued to be used for or part of the Library?
3. What happens to the property if the Library outgrows the space?
4. What are future plans for the property?
5. What happens if the Library District no longer exists?



MILLEMANN, PITTENGER & PEMBERTON LLP
ATTORNEYS AT LAW

Mailing Address: P.O. Box 1066, McCall, ID 83638
Physical Address: 706 North First St., McCall, ID 83638

STEVEN J. MILLEMANN (sjm@mpmplaw.com)
AMY N. PEMBERTON (amy@mpmplaw.com)
AMY K. HOLM (aholm@mpmplaw.com)

TELEPHONE (208) 634-7641
FACSIMILE (208) 634-4516

April 13, 2018

VIA: EMAIL

Cami Hedges
City Clerk Treasurer
City of Donnelly
Email: chedges@cityofdonnelly.org

Chris Yorgason
Yorgason Law Offices, PLLC
Email: chris@yorgasonlaw.com

Re: Donnelly Public Library District request for conveyance

Dear Donnelly City Council Members and Mr. Yorgason:

Thank you for setting the matter of the library building conveyance for public hearing on April 23, 2018. I am writing to clarify for the record the Donnelly Public Library District's legal position as to their request for full conveyance of the library property from the City of Donnelly to the District, without a restriction in the deed. Our letter dated March 6, 2018, provides the factual and legal framework for this request. This letter serves to further explain a couple items that were raised during the March 19 City Council meeting.

During that meeting, one question was addressed as to whether or not the July 7, 2009 Warranty Deed transferring title of this property from the donors to the City of Donnelly itself restricted this property's use as a library. We explained that while the restriction was not explicit in the deed, the 2009 Memorandum of Understanding ("MOU") signed by the donors and interested parties clearly showed that the donors intended that the building be used as a library (See MOU, 1.1). That MOU is a restriction on the use of this property. Because the property was donated for a specific charitable purpose the property is considered a charitable asset.¹ It simply cannot be used by the City for another City purpose.

Not only does the MOU restrict this property for use as a library, but Idaho law also protects the donor's intent for use of this property. Idaho law recognizes donative intent in that when property or assets are donated to a third-party for charitable purposes a quasi-charitable trust is created meaning the entity holding the property cannot use that property for anything other than the designated charitable purpose. Idaho law recognizes that holders of donated assets

¹ See Model Protection of Charitable Assets Act (2011) which defines charitable assets as "property, given, received, or held for a charitable purpose. The term [excludes] property acquired or held for a for profit purpose."

or property have a fiduciary duty to use the contribution according to the donor's instructions.²

The Idaho Attorney General has authority to enforce restrictions on charitable assets.³ This authority governs property subject to a public or charitable trust and also charitable assets.⁴ Once an organization accepts a donation with restriction, it may not – in most instances – unilaterally modify the restriction. Under Idaho Code, for contributions over \$25,000 and held for less than 10 years, donor's consent to release the restriction must be obtained.⁵ If the donor is unavailable or unwilling to consent, court permission must be obtained to release the restriction. The Attorney General must receive notice of the petition to the court and an opportunity to object.⁶

Here, this charitable asset – the library – is restricted under the MOU regardless of a lack of restriction in the 2009 deed. Even if the City put a reversion clause or restriction in a deed transferring title to the District, and even if the property did revert back to the City, the City would still be held to the original donor's intent and would have to go to Court to get the restriction lifted. The transfer from the donors to the City occurred less than 10 years go. The donor's intent to convey this property to the Library District now is supported in the record.⁷ Idaho law recognizes that the donor's intent needs to be honored.

Another issue which warrants clarification relates to taxes. This library is known as the Donnelly Community Library as tax funds are not used to operate the library. The library relies solely on grants, donations and membership. The City of Donnelly does not levy taxes for a library (McCall and Cascade both do). The City of Donnelly has graciously helped the Donnelly Community Library operate, held Donnelly Community Library funds in a separate account, and otherwise been stewards of the Donnelly Community Library for which the District and the library patrons and community are thankful. Now the District would like to take the vision of the original donors of this property and further this amazing community resource.

George E. Betts's letter dated February 27, 2017 (Document No. 4 to the March 6, 2018 Letter from the District to Cami Hedges) documents donor support for the transfer of this property to the newly formed Donnelly Public Library District, without restriction. Furthermore, there is a legal framework which supports this transfer. For your convenience, I have attached a proposed transfer deed.

Please let us know if the City would like more information or analysis of this conveyance prior to the public hearing. Thank you.

² See Idaho Code §33-5002(3).

³ See Attorney General's Factual Findings, Legal Conclusions, and Recommended Changes, *Young Men's Christian Association of Twin Falls, Inc.*, Aug. 29, 2016, http://www.ag.idaho.gov/media/newsReleases/2016/YMCA_TwinFallsReport.pdf.

⁴ See Idaho Code § 67-1405(5), 1405(11); *In re Eggan's Estate*, 86 Idaho 328, 386 P.2d 563 (1963); *Dolan v. Johnson*, 95 Idaho 385, 509 P.2d 1306 (1973).

⁵ See Idaho Code 33-5006(4)(a)-(b).

⁶ See Idaho Code 33-5006(2)-(3).

⁷ March 6, 2018 Letter from District to Cami Hedges, Document No. 3 (Letter from Friends of the Donnelly Library) and Document No. 4 (Letter from George E. Betts).

April 13, 2018
Page 3

Sincerely,

A handwritten signature in dark ink, appearing to read 'Amy K. Holm', with a stylized, flowing script.

Amy K. Holm

AKH/hp
Enclsoure
Cc: Client

QUITCLAIM DEED

FOR VALUE RECEIVED, the CITY OF DONNELLY, a municipality incorporated under the laws of the State of Idaho, (hereinafter "Grantor"), whose current address is P.O. Box 725, Donnelly, Idaho 83615, hereby conveys, releases, remises, and forever quitclaims unto the DONNELLY PUBLIC LIBRARY DISTRICT (hereinafter "Grantee"), whose current address is P.O. Box 403, Donnelly, Idaho 83615, all of Grantor's right, title and interest, together with all right, title and interest hereafter acquired by Grantor, in the following premises located in Valley County, Idaho, to-wit property described as:

A parcel of land being situated in Section 10, Township 16 North, Range 3 East, Boise Meridian, Township of Donnelly, County of Valley, State of Idaho; said parcel being a portion of the "Resulting Westerly Parcel" as shown on the map of the Cooper Boundary Line Adjustment, recorded as Instrument No. 316469 of the Valley County records, and being more particularly described as follows:

Commencing at the Northeast corner of the Townsite of Donnelly; Thence South 89°56'34" West a distance of 625.54 feet to a rebar and cap at the Southwest corner of said "Resulting Westerly Parcel," the True Point of Beginning; Thence North 00°05'57" West along the Westerly line of said parcel, a distance of 100.00 feet to a rebar and cap at the Northwest corner of said parcel; Thence North 89°56'34" East along the Northerly line of said parcel, a distance of 67.79 feet; Thence South 00°03'09" West a distance of 100.00 feet to the Southerly line of said parcel; Thence South 89°56'34" West along said Southerly line, a distance of 67.52 feet to the True Point of Beginning.

Together with their appurtenances.

DATED this _____ day of _____, 2018.

CITY OF DONNELLY
MAYOR BRIAN KOCH

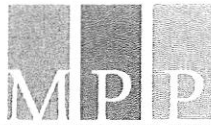
QUITCLAIM DEED

STATE OF IDAHO)
) ss.
County of Valley)

On this _____ day of _____, 2018, before me, a Notary Public in and for said State, personally appeared Brian Koch, known or identified to me to be the City of Donnelly Mayor whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

NOTARY PUBLIC FOR IDAHO
My Commission Expires: _____



MILLEMANN, PITTENGER & PEMBERTON LLP
ATTORNEYS AT LAW

Mailing Address: P.O. Box 1066, McCall, ID 83638
Physical Address: 706 North First St., McCall, ID 83638

STEVEN J. MILLEMANN (sjm@mpmplaw.com)
AMY N. PEMBERTON (amy@mpmplaw.com)
AMY K. HOLM (aholm@mpmplaw.com)

TELEPHONE (208) 634-7641
FACSIMILE (208) 634-4516

March 6, 2018

VIA Email

Cami Hedges
City Clerk Treasurer
City of Donnelly
P.O. Box 725
Donnelly, Idaho 83615
Email: chedges@cityofdonnelly.org

Re: March 19th meeting – Donnelly Public Library District request for conveyance

Dear Ms. Hedges:

On behalf of my client, the Board of Trustees of the Donnelly Public Library District ("the District"), we are requesting to be placed on the March 19, 2018 Donnelly City Council meeting agenda. The District is requesting conveyance of the library property from the City of Donnelly to the District. Attached hereto are documents for the Council's consideration including the following:

1. the July 7, 2009 Memorandum of Understanding Between the Lenox P. Milam Living Trust, The Willis B. Johnson Living Trust, the City of Donnelly, and the Friends of the Donnelly Library, Inc.;
2. the July 7, 2009 Warranty Deed Instrument #343061;
3. the February 15, 2018 letter from the Friends of the Donnelly Library;
4. the February 27, 2018 letter from George E. Betts who is the Personal Representative of the Estates of Willis B. Johnson and Lennox P. Milam; and
5. the Donnelly Library Background and History prepared by George Betts.

There is a mechanism under Idaho Code for the City of Donnelly to convey this land to the District. Idaho Code §50-1401, 50-1403(4) et seq. is intended to allow cities the general authority to sell or convey city owned property for the public interest. "The city council shall have the power to sell, exchange or convey, by good and sufficient deed or other appropriate instrument in writing, any real property owned by the city which is underutilized **or** which is not used for public purposes." I.C. §50-1401. (emphasis added).

The District asks that the City consider this request at the March 19th Council meeting and declare its intent to convey the library property to the Donnelly Public Library District. We then need to publish in the Star News and provide notice of a public hearing before the City Council. The publication needs to occur at least 14 days before the public hearing. I.C. §50-1402.

We believe that transferring the library property to the District would do the following:

- consolidate the library resources and allow for efficient management and sustainability
- enable the board to raise money for and complete regular maintenance and operations
- meet the intent of the original donors of the building
- honor the intent of the volunteers and donors to the library over the years
- enable the Board to effectively raise money and plan for expansion.

The District requests that after the public hearing, the City of Donnelly convey the library property to the District based on its authority to make such conveyance.

Please let us know if you need anything else for the upcoming meeting and the Council's consideration. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Amy K. Holm', with a stylized, flowing script.

Amy K. Holm

AKH/hp
Enclosures
Cc: Client

Document No. 1

SCANNED

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE LENOX P. MILAM LIVING TRUST

AND

THE WILLIS B. JOHNSON LIVING TRUST

AND

THE CITY OF DONNELLY,

AND

THE FRIENDS OF THE DONNELLY LIBRARY, INC.

JULY 7, 2009

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into this 7th day of July, 2009, by and between the Lenox P. Milam Living Trust ("Milam Trust"); the Willis B. Johnson Living Trust ("Johnson Trust"); the City of Donnelly ("Donnelly"); and, the Friends of the Donnelly Library, Inc., ("Friends") an Idaho non-profit corporation. This MOU shall cover specific responsibilities and obligations to be undertaken by the City, Milam Trust, Johnson Trust, and Friends to create a viable library in the City of Donnelly, County of Valley, State of Idaho.

WHEREAS, all parties agree to work together in good faith towards the goal of opening and maintaining a public library ("Donnelly Library") to benefit the residences of Donnelly and surrounding areas;

WHEREAS, all parties agree to cooperate to gain further funding through, but not limited to, donations, fund raisers, thrift store sales, and grants; and,

WHEREAS, all parties agree to cooperate to revise this MOU to reflect current service levels, budgets and party obligations.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

Section 1. *Obligations of the Lenox P. Milam Living Trust and Willis B. Johnson Living Trust:*

1.1. The Milam Trust shall donate the lot at 150 East State Street and the structure thereon to the City Donnelly by Warranty Deed to be used as the Donnelly Public Library in accordance with the terms of the Trust. Said Deed is attached hereto as EXHIBIT A and incorporated herein by reference;

1.2. The Milam Trust and the Johnson Trust shall work with the City regarding the design and operation of the building;

1.3. The Milam Trust and Johnson Trust shall work with the City and the Friends to manage the maintenance and operation of the Library; and,

1.4. The Milam Trust and Johnson Trust shall provide a member for the Donnelly Library advisory board created by the City of Donnelly ("Library Board").

Section 2. *Obligations of the City of Donnelly:*

2.1. Donnelly shall accept the donation of the land and building in order to create and open the Donnelly Library;

2.3 Donnelly shall accept the donation of the Donnelly Library donations designated for the buying, maintaining, and operation of a building for the Donnelly library ("Building Funds") to be kept in a separate Donnelly fund account;

2.4. Donnelly shall create a separate Donnelly Library accounting system where all funds donated or designated for the Donnelly Library will be held separately from other Donnelly funds ("Library Account");

2.5. Donnelly shall provide a professional construction project manager for the management of construction and building improvements as well as set up weekly status meetings with all stakeholders until such time that the building is operational;

2.6. Donnelly's City Council shall create, supervise and oversee a advisory Library Board, operations, budget, maintenance, and any and all activity involving the Donnelly Library;

2.7. Donnelly shall designate a Donnelly official to be a member of the Library Board;

2.8. Donnelly shall prepare and administer a budget for maintenance of the Donnelly Library;

2.9. Donnelly shall maintain the Library building, e.g., building maintenance, and repair, snow removal, landscaping maintenance, etc.;

2.10. Donnelly shall provide the labor to hook-up the water and sewer to the Donnelly Library building;

2.11. Donnelly shall provide trash collection and recycling;

2.12. Donnelly shall provide landscaping labor and landscaping maintenance;

2.13. Donnelly shall facilitate the remainder of the land use applications necessary for the Donnelly Library to receive its occupancy permit, including but not limited to , drainage plan, landscaping plan, sign permits, etc.;

2.14. Donnelly shall provide a plaque, or monument, or some equivalent honoring and acknowledging Willis B. Johnson and Lenox P. Milam as the library benefactors, and such monument shall be approved by Mr. Lenox P. Milam; and,

2.15. Donnelly shall work in good faith with all interested parties to apply for and administer grants to benefit the Donnelly Library, including, but not limited to, grants for computers, books, assets, staff and programming.

Section 3. *Obligations of the Friends of the Donnelly Library, Inc.*

3.1. The Friends shall donate any and all fund designated as "building funds" to the City to be deposited in the Library Account for the purpose of library improvements;

3.2. The Friends shall work with all parties to facilitate the operation of the Donnelly Library operation and programming; and,

RB ~~3.3. The Friends shall work with all parties to facilitate the operation of a thrift store to benefit the Donnelly Library.~~

3.4. The Friends shall maintain its non-profit 501(c) 3 status and work diligently to raise funds for the benefit of the Donnelly Library.

Section 4. *Salary or Benefits:*

4.1. At this time, no benefits shall be provided by Donnelly for staff and/or volunteers who work for or for the benefit of the Donnelly Library. However, in the event that Donnelly is able to fund a full time staff member for the Donnelly Library, salary and benefits may be offered to such staff member at that time.

Section 5. *Terms of this Memorandum of Understanding:*

5.1. This memorandum of Understanding shall be for a term of two (2) years, and shall, unless agreed to by the Parties, renew automatically for a periods of 1 year.

Section 6. *Notices:*

6.1. Any notice which a party may desire to give to another party must be in writing and may be giving by personal delivery; by mailing the same by registered or certified mail, return receipt requested, postage prepaid; or by Federal Express or other reputable delivery service; or by acknowledged facsimile; or by acknowledged electronic-mail; to the party to whom the notice is directed at the address of such party as set forth below:

THE LENOX P. MILAM LIVING TRUST

Mr. Lenny Milam, Trustee
P.O. Box 535
Donnelly, Idaho 83615
Tel.: (208) 325-8396

THE WILLIS B. JOHNSON LIVING TRUST

Mr. George Betts, Trustee
P.O. Box 209
Donnelly, Idaho 83615
Tel.: (208) 325-8611
Cell: (208) 761-3245

FRIENDS OF THE DONNELLY LIBRARY, INC.

Ms. Reese Burton, President
P.O. Box 403
Donnelly, Idaho 83615
Tel.: (208) 634-8263

CITY OF DONNELLY

Ms. Judy Linman, City Clerk
P.O. Box 725
Donnelly, Idaho 83615
Tel.: (208) 325-8859
Fax.: (208) 325-4091

Section 7. *Entire Agreement:*

7.1. This document constitutes the entire understanding of the parties and shall supersede all previous agreements entered into. This document shall be construed in accordance with the laws of the State of Idaho and shall be deemed to have been accepted in said state. *Any and all modifications and/or changes to this agreement must be in writing and signed by all parties.*

Section 8. *Severable Survival:*

8.1. The provisions of this Agreement are severable, and the event that any section or part of the agreement is found to be unenforceable, the other sections or parts shall remain fully valid and enforceable. This agreement shall survive the termination of any arrangements contained herein.

Section 9. *Disputes and Mediation:*

9.1. Any controversy, dispute and/or claim (collectively referred to as "Dispute") arising out of or relating to this agreement, shall be referred initially to mediation by a mutually agreed upon mediator. If the matter is still unresolved thereafter, the parties agree to the jurisdiction in the County of Valley, State of Idaho.

Section 10. *Binding Upon Successors:*

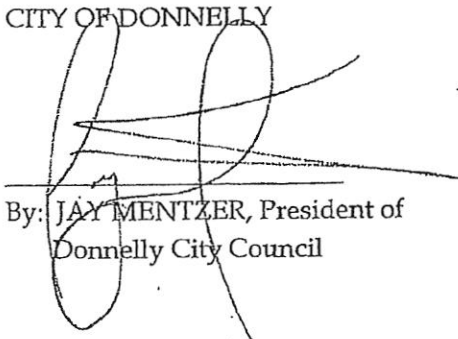
10.1. This agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

Page 5 of 6

(Initials: LM / LB)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective officers as of the day and first year first above written.

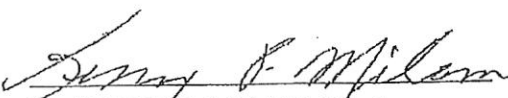
CITY OF DONNELLY


By: JAY MENTZER, President of
Donnelly City Council

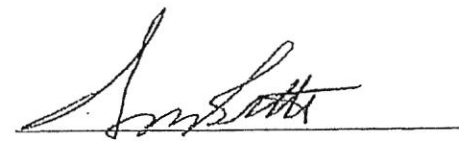
FRIENDS OF THE DONNELLY
LIBRARY, INC.


By: REESE BURTON, President

THE LENOX P. MILAM LIVING TRUST


By: LENOX P. MILAM, Trustee

THE WILLIS B. JOHNSON LIVING TRUST


By: GEORGE BETTS, Trustee

Instrument # 343061

VALLEY COUNTY, CASCADE, IDAHO

7-7-2009 03:53:17 No. of Pages: 2

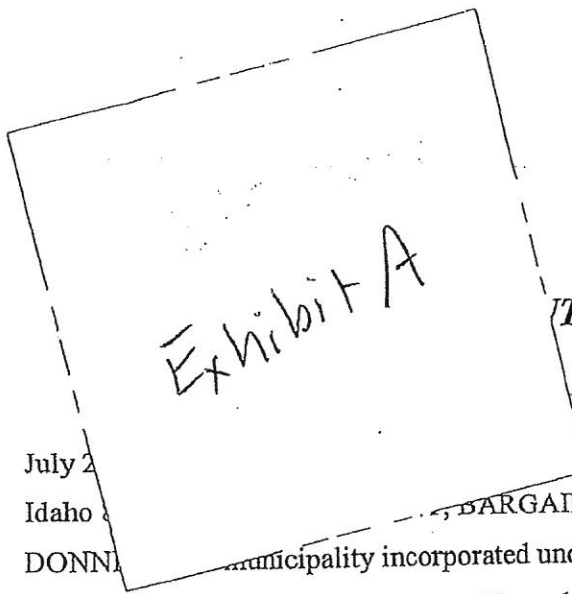
Recorded for: CITY OF DONNELLY

ARCHIE N. BANBURY

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: DEEDS



CITY DEED

July 2, 2009, X P. MILAM LIVING TRUST, U/A dated
Idaho, whose address is P.O. Box 535, Donnelly,
DONNELLY, BARGAIN, SELL, and CONVEY unto the CITY OF
DONNELLY, a municipality incorporated under the laws of the State of Idaho,
(hereinafter "GRANTEE"), whose mailing address is P.O. Box 725, Donnelly, Idaho
83615, the following described real property, to-wit:

A parcel of land being situated in Section 10, Township 16 North, Range 3
East, Boise Meridian, Township of Donnelly, County of Valley, State of
Idaho; said parcel being a portion of the "Resulting Westerly Parcel" as
shown on the map of the Cooper Boundary Line Adjustment, recorded as
Instrument No. 316469 of the Valley County records, and being more
particularly described as follows:

Commencing at the Northeast corner of the Townsite of Donnelly; Thence
South 89°56'34" West a distance of 625.54 feet to a rebar and cap at the
Southwest corner of said "Resulting Westerly Parcel," the True Point of
Beginning; Thence North 00°05'57" West along the Westerly line of said
parcel, a distance of 100.00 feet to a rebar and cap at the Northwest corner
of said parcel; Thence North 89°56'34" East along the Northerly line of
said parcel, a distance of 67.79 feet; Thence South 00°03'09" West a
distance of 100.00 feet to the Southerly line of said parcel; Thence South
89°56'34" West along said Southerly line, a distance of 67.52 feet to the
True Point of Beginning.

TO HAVE AND TO HOLD the premises with its appurtenances unto the said
GRANTEE, its heirs and assigns forever. And the said GRANTOR does hereby
covenant to and with the said GRANTEE, that it is the owner in fee simple of said
premises and that said premises are free from all encumbrances except the current year's
taxes and assessments, conditions, covenants, restrictions, reservations, easements, rights

and rights of way, apparent or of record and that it will warrant and defend the same from all lawful claims whatsoever.

DATED this 7th day of July, 2009.

LENOX P. MILAM LIVING TRUST

LENOX P. MILAM LIVING TRUST

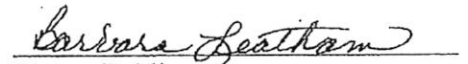

By: LENOX P. MILAM


By: GEORGE BETTS

State of Idaho)
SS
County of Valley)

On this 7 day of July, 2009, before me, Barbara Leatham, a notary public in and for said State, personally appeared before me, LENOX P. MILAM, who being by me first sworn, declared that he is the Trustee of the LENOX P. MILAM LIVING TRUST, U/A dated July 24, 2006, a living trust, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me and he executed the same in such capacity, and the statements therein contained are true.



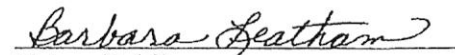

Notary Public
Residing at: Cascade, Idaho
Commission Expires: _____

State of Idaho)
SS
County of Valley)

MY COMMISSION EXPIRES
October 19, 2011
BONDED THRU NOTARY PUBLIC UNDERWRITERS

On this 7 day of July, 2009, before me, Barbara Leatham, a notary public in and for said State, personally appeared before me, GEORGE BETTS, who being by me first sworn, declared that he is the Trustee of the LENOX P. MILAM LIVING TRUST, U/A dated July 24, 2006, a living trust, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me and he executed the same in such capacity, and the statements therein contained are true.




Notary Public
Residing at: Cascade, Idaho
Commission Expires: _____

MY COMMISSION EXPIRES
October 19, 2011
BONDED THRU NOTARY PUBLIC UNDERWRITERS

Document No. 2

Instrument # 343061
VALLEY COUNTY, CASCADE, IDAHO
7-7-2008 03:53:17 No. of Pages: 2
Recorded for: CITY OF DONNELLY
ARCHIE N. BANBURY Fee: 0.00
Ex-Officio Recorder Deputy
Index to: DEEDS

WARRANTY DEED

FOR VALUE RECEIVED, the LENOX P. MILAM LIVING TRUST, U/A dated July 24, 2006, (hereinafter "GRANTOR"), whose address is P.O. Box 535, Donnelly, Idaho 83615, does hereby GRANT, BARGAIN, SELL, and CONVEY unto the CITY OF DONNELLY, a municipality incorporated under the laws of the State of Idaho, (hereinafter "GRANTEE"), whose mailing address is P.O. Box 725, Donnelly, Idaho 83615, the following described real property, to-wit:

A parcel of land being situated in Section 10, Township 16 North, Range 3 East, Boise Meridian, Township of Donnelly, County of Valley, State of Idaho; said parcel being a portion of the "Resulting Westerly Parcel" as shown on the map of the Cooper Boundary Line Adjustment, recorded as Instrument No. 316469 of the Valley County records, and being more particularly described as follows:

Commencing at the Northeast corner of the Townsite of Donnelly; Thence South 89°56'34" West a distance of 625.54 feet to a rebar and cap at the Southwest corner of said "Resulting Westerly Parcel," the True Point of Beginning; Thence North 00°05'57" West along the Westerly line of said parcel, a distance of 100.00 feet to a rebar and cap at the Northwest corner of said parcel; Thence North 89°56'34" East along the Northerly line of said parcel, a distance of 67.79 feet; Thence South 00°03'09" West a distance of 100.00 feet to the Southerly line of said parcel; Thence South 89°56'34" West along said Southerly line, a distance of 67.52 feet to the True Point of Beginning.

TO HAVE AND TO HOLD the premises with its appurtenances unto the said GRANTEE, its heirs and assigns forever. And the said GRANTOR does hereby covenant to and with the said GRANTEE, that it is the owner in fee simple of said premises and that said premises are free from all encumbrances except the current year's taxes and assessments, conditions, covenants, restrictions, reservations, easements, rights

and rights of way, apparent or of record and that it will warrant and defend the same from all lawful claims whatsoever.

DATED this 7th day of July, 2009.

LENOX P. MILAM LIVING TRUST

LENOX P. MILAM LIVING TRUST

By: LENOX P. MILAM

By: George Betts
GEORGE BETTS

State of Idaho)
County of Valley)
SS

On this 7 day of July, 2009, before me, Barbara Leatham, a notary public in and for said State, personally appeared before me, LENOX P. MILAM, who being by me first sworn, declared that he is the Trustee of the LENOX P. MILAM LIVING TRUST, U/A dated July 24, 2006, a living trust, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me and he executed the same in such capacity, and the statements therein contained are true.



Carena Leatham
Notary Public
Residing at: Crescent, Idaho
Commission Expires:

State of Idaho)
County of Valley)
SS

MY COMMISSION EXPIRES
October 19, 2011
BONDED THRU NOTARY PUBLIC UNDERWRITERS

On this 7 day of July, 2009, before me, Barbara Leatham, a notary public in and for said State, personally appeared before me, GEORGE BETTS, who being by me first sworn, declared that he is the Trustee of the LENOX P. MILAM LIVING TRUST, U/A dated July 24, 2006, a living trust, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me and he executed the same in such capacity, and the statements therein contained are true.



Barbara Leatham
Notary Public
Residing at: Cascade, Idaho
Commission Expires:

MY COMMISSION EXPIRES
October 19, 2011
BONDED THRU NOTARY PUBLIC UNDERWRITERS

Document No. 3

Friends of the Donnelly Library
Box 403
Donnelly, ID 83615

February 15, 2018

Dear Donnelly City Council Members,

We are some of the founding members of the Friends of the Donnelly Library. When the generous donation of the library building and lot were made possible by the William Johnson estate, we committed to providing funds and volunteer hours to run the library. A labor of love, members catalogued books, manned the desk, and raised money for books and furnishings.

We are excited by the results of the recent election which established the Donnelly Public Library District because we see a stable future for the library and that was our goal from the beginning. We continue to support the mission of the library. We feel it is important to transfer ownership of the library to the newly formed Donnelly Public Library District. When we raised money for the furnishing, books, and computers which make the library, it was to provide library service to this community, not to provide assets to the City of Donnelly. When our representative signed the Memorandum of Understanding between the City, Friends and Estate of William Johnson, it was our understanding that the building would be dedicated only for use as a library. In order for the current Friends leadership and the leaders of the Donnelly Public Library District to effectively raise money for future expansion of the library, it is important for them to have control over the building.


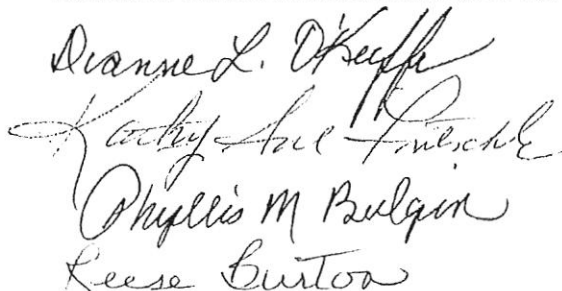
Sincerely,



Reese Burton

Former President Friends of the Donnelly Library
Signatory of 2008 Memorandum of Understanding

Additional former members Friends of the Donnelly Library:



Document No. 4

GEORGE E. BETTS
P O BOX 209
DONNELLY, ID 83615
TEL: 208-761-3245
E-MAIL: GEOBETTS37@GMAIL.COM

February 27, 2018

Dear Donnelly City Council Members,

I am writing to you as the Representative of the Estates of Willis B Johnson and Lennox P Milam regarding their wishes for the disposition of the Donnelly Community library building. I am also a signer of the deed and Memorandum of Understanding that transferred ownership of the library building to the City of Donnelly in 2008. As the City acknowledged in the MOU, we intended to provide a library to our community, not to transfer a valuable asset for the benefit of the City in general.

I am also attaching a History and Background prepared at the time the MOU was executed which reflects the thoughts of Bill and Lennie at the time the building was transferred to the City of Donnelly. It was always their desire to see the Library be a self sufficient facility managed by it's own Board of Directors and Staff.

I think Bill and Lennie would be pleased that the recent election establishing the Donnelly Public Library District finally ensured that the library has a sustainable future. I am grateful to the City for serving as a fiscal agent and assuring in the last nine years that the accounts of the library and the building have been taken care of. Now that there is a more stable future in sight, there is no reason for the City to maintain ownership of the building. Hopefully now this building will be able to meet its true potential and provide expanded hours and library programming for our community.

Sincerely,



George Betts

Representative of Estates of Willis B Johnson and Lennox P Milam

Signatory of 2008 Memorandum of Understanding

Document No. 5

DONNELLY LIBRARY

BACKGROUND AND HISTORY

The history of the Donnelly Library goes back many years. Originally, the Friends of the Library formed an organization to provide an all volunteer library and to fund that by operating a thrift store located in the Flight of Fancy bakery. There have been a lot of volunteers and contributors to the thrift store, to many to name here.

Long time residents of Donnelly, Willis "Bill" Johnson and Lennox Milam, were very interested in the future Library based on their experience in Sun Valley. There the thrift store provides significant funding for the Sun Valley Library.

Bill and Lenny contributed items to the thrift store and Bill donated \$50,000 to the Friends to start a permanent building fund. The Friends had several functions to raise additional funds but not enough to buy or build a permanent structure.

In 2007 Bill passed away and one of his requests was to help the Friends obtain a permanent home for the Library. Several different approaches were considered but Lenny and the Trustee of Bill's Estate decided to purchase a lot in Donnelly, buy the present building from the contractor who owned it in McCall and move the building to Donnelly and donate the land and building to the City of Donnelly for the future home of the Library. The friends contributed the \$50,000 they received from Bill and additional funds they raised to the City to pay for the addition for a bathroom and additional library space.

Due to the hard work of the Friends of the Library ; two outstanding citizens of Donnelly and a very hard working cooperative City Administration we now have an excellent facility with very competent volunteers to provide our town with an outstanding Library.

It was the hope and desire of both Bill and Lennie that someday the Library could be a self-sustaining operation with an active Board and Staff to provide quality Library service to the community of Donnelly.

George Betts

Personal Representative to the Estates of
Willis B Johnson and Lennox B Milam

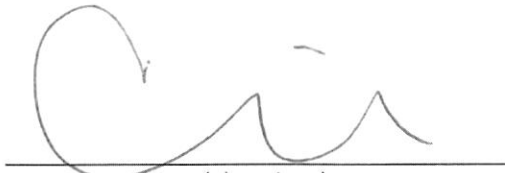
CITY OF DONNELLY
Valley County, Idaho

STATE OF IDAHO)
) ss.
County of Valley)

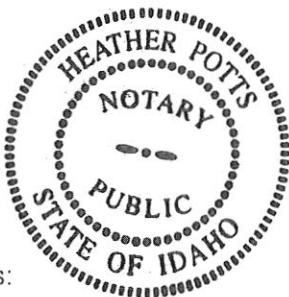
AFFIDAVIT OF POSTING

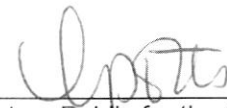
I, **COURTNEY NIMMO**, of the City of Donnelly, Valley County, Idaho, being
(name)

first duly sworn on oath, depose and say that on **4/6/2018**, I physically posted the
PUBLIC HEARING NOTICE FOR AB 18-33 DONNELLY PUBLIC LIBRARY DISTRICT -
REQUEST FOR CONVEYANCE OF PROPERTY on the property at the following
address/location **150 EAST STATE STREET, DONNELLY, ID.**


(signature)

SUBSCRIBED AND SWORN To before me this 10th day of April, 2018.




Notary Public for the State of Idaho
My commission expires 4/23/2021

Attachments:

1. Photo of public hearing posting on property.

Cami Hedges

From: susan bliss <sbwild2000@hotmail.com>
Sent: Sunday, April 8, 2018 8:03 PM
To: Cami Hedges
Subject: Letter of Support - Donnelly Library Building

For Our Council Members, please.

Dear Donnelly City Council Members:

I'm writing to share my support for transferring the title of the library building back to the library. It is our understanding that this will actually meet the true intent of the benefactors that first gifted the community with the building.

The library means a great deal to us and many others that enjoy what it offers to our community. For us, it has provided not only a place for great reading material, but also a place that fosters learning and a joy of books. Since becoming a Library District in November, our daughter's reading skills have also improved significantly. Recently, she was recognized as an Accelerated Reader by her school. While she has always loved to read, I know this improvement is also due to the programs the library offers. Twice a week, she goes to the Library for the after school program where she is able to continue broaden her horizons with books and through the creative programs Sherry provides. We are concerned that if the Library can not obtain the title from the city that the ability to put these types of programs in place will be in doubt. (Owing to the cost of rent back to the City.)

We hope the City of Donnelly will be able to transfer the building title back to the library. Doing so will mean increasing opportunities for everyone that enjoys our library.

Thank you.

Susan Jenkins

285 Payette St.
Donnelly

Cami Hedges

From: DONNELLY LIBRARY <dannellylibrary@cableone.net>
Sent: Tuesday, April 17, 2018 11:58 AM
To: Cami Hedges; Brian Koch
Subject: Transfer of the building

Dear Cami and Donnelly City Council,

I have attempted to stay out of the politics of the transfer of the building as per I am currently a city employee. I did want to address a few things that may be of concern. I took the position as interim director to assist the library to stay functioning until the district could take over. I began and was lucky to see 2 faces throughout the day. Inconsistent hours, volunteers that did not show up and we were lacking book inventory as well as a complete lack of programming. We now run 5 set programs throughout the week. We have Teatime on Tuesdays, Toddler Time Wednesdays and Fridays from 10-11 and then DRC on Wednesdays and Thursdays. On average we in the month of April have thus far served 21 patrons a day on average. The kids at the Donnelly Elementary school have clocked 117 hours of reading in the library since April 1st. This increased use is because of a motivated group of people directly tied to the Donnelly Library District. We now are consistently open 12-6 Tuesday through Saturday. The increased constant flow is going to bring a greater need for maintenance and building up keep. Our membership has grown, our inventory has rapidly increased and the library is growing. The city does not have the financial means to continue to pay me the hours I need to successfully run the library. At present the library is positioned better than it has ever been in its history. I believe if the building is signed over to the library district completely, they will be able to successfully take over and let it become what it is meant to be. The library is something Donnelly needs. The vote showed that the library was something Donnelly wanted. I am pleased with the direction the library is going at present. I do feel that without a full transfer of the deed some of our programs will become threatened due to lack of finances. Cami has told me that the city can pay me until approx. June. I would love to see the Donnelly Library District be able to take over by then so that I could work in conjunction with their employees to give the library a smooth and effective transition. I will not be present for the city hearing as per I have had a trip planned for quite some time. I will be available that night via phone should anyone have any questions about the library itself. Programming, inventory, etc... I feel that the foundation has been set and currently we are in a position to give the Library District a beautifully functioning start. Bill and Lenny would have been pleased I am sure.

Please feel free to call me on my cell 208-630-3723 if you have any questions about the library itself. I will stay out of the politics component but I am fully equipped to answer programming questions, inventory questions, building needs, etc....

Sherry Scheline
107 Scheline Ln.
McCall, ID 83638

--

Library Director
Donnelly Community Library
City of Donnelly

Cami Hedges

From: Lisa Marie <lisamarieflows@gmail.com>
Sent: Monday, April 16, 2018 10:10 AM
To: Cami Hedges
Subject: Library Building Public Hearing 4/23/18

Dear City of Donnelly,

Justin Douty and Lisa Marie Glodowski, Donnelly residents and property owners at 240 E. State Street within the city limits support the transfer of the city building to the Donnelly Library district. We would love to see the library thrive and grow and believe it will support the community in positive ways.

Thank you

Lisa Marie Glodowski and Justin Douty

Cami Hedges

From: Berea Williams <bereawilliams@gmail.com>
Sent: Saturday, April 14, 2018 11:27 AM
To: Cami Hedges
Subject: Donnelly library

Hello,

I am a frequent patron of the Donnelly library and I fully support the complete, full transfer of the title of the current library property to the new library entity. I believe it will allow the library independent control to expand and grow as needed.

Thank you,
Berea Thompson

To whom it may concern:

As a residing Donnelly resident
I support the complete
transfer of the library to
the Library District.

Sincerely

Caron McPherson



To whom it may concern:

As a resident of Donnelly

I support the transfer

of the library to the

library district.

Sincerely

 Dan McNamara



DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number **AB 18-40**

Meeting Date **04/20/18**

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
Purchase of New City Vehicle		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	May 1, 2018			

SUMMARY STATEMENT:

At the City Council meeting workshop on April 16, 2018 it was determined that purchasing a new vehicle at this time was warranted. Clerk gathered Idaho State Vehicle contracts and discussed with Public Works personnell.

Request: Dodge 3500 Regular Cab & Chassis (Long bed) approx \$25,743.00

Flat Bed with 4 boxes PJ 4 box \$4,450 installed

TOTALLED NEEDED: \$30,193.00

Funding Source:

Local Option Tax Surplus FY17 = \$18,735

Local Option Tax Set-Aside FY17 = \$2,000

Local Option Tax Award FY18 = \$5,000

Balance Needed = \$4,458.00

Road & Street Capital Improvment Budget Available \$17,500

Cash Carryover Available \$71,284

RECOMMENDED ACTION:

- 1. Accept the proposed purchase*
- 2. Authorize Mayor to sign all necessary purchasing documents.*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

ITB18000254 - Statewide Vehicles

Manufacturer: Dodge/RAM

Bidder (Company) Name: Mountain Home Auto Ranch

All vehicles to be bid are base model vehicles as defined in Section 5.

Dealer-Net Invoice	Mfg's Dest. Charge	Mfg's Gov't. Bid Assistance	AREA A Dealer's Margin	AREA B Dealer's Margin	AREA A Final Cost	AREA B Final Cost
-----------------------	--------------------------	-----------------------------------	------------------------------	------------------------------	-------------------------	-------------------------

Group 4

Item	TRUCKS - 3500 SERIES	Model Code									
R-20	Ram 3500 Tradesman Reg Cab 4WD 8' Bed	D28L62	2018	Gas	\$ 31,953.00	\$ 1,395.00	\$ 8,900.00	\$ 500.00		\$ 24,948.00	
R-21	Ram 3500 Tradesman Crew Cab 4WD 6'4" Bed	D28L91	2018	Gas	\$ 35,031.00	\$ 1,395.00	\$ 10,000.00	\$ 500.00		\$ 26,926.00	
R-22	Ram 3500 Tradesman Crew Cab 4WD 8' Bed	D28L92	2018	Gas	\$ 35,202.00	\$ 1,395.00	\$ 10,000.00	\$ 500.00		\$ 27,097.00	

Group 5

Item	CAB AND CHASSIS - 3500 SERIES	Model Code									
R-26	Ram 3500 ST Reg Cab Chassis 4WD (60" CA)	DD8L63	2018	Gas	\$ 32,577.00	\$ 1,395.00	\$ 8,900.00	\$ 500.00		\$ 25,572.00	
R-27	Ram 3500 ST Reg Cab Chassis 4WD (84" CA)	DD8L64	2018	Gas	\$ 32,748.00	\$ 1,395.00	\$ 8,900.00	\$ 500.00		\$ 25,743.00	
R-28	Ram 3500 ST Crew Cab Chassis 4WD (60" CA)	DD8L93	2018	Gas	\$ 35,912.00	\$ 1,395.00	\$ 10,000.00	\$ 500.00		\$ 27,807.00	

ITB18000254 - Statewide Vehicles

Manufacturer: GMC

KENDALL GMC

All vehicles to be bid are base model vehicles as defined in Section 5.

Dealer-Net Invoice	Mfg's Dest. Charge	Mfg's Gov't. Bid Assistance	AREA A Dealer's Margin	AREA B Dealer's Margin	AREA C Dealer's Margin	AREA A Final Cost
-----------------------	--------------------------	-----------------------------------	------------------------------	------------------------------	------------------------------	-------------------------

Group 4

Item	TRUCKS - 3500 SERIES	Model Code	Model Year	Fuel							
G-36	Sierra 3500HD 4WD Reg Cab 133.7" Work Truck Flex Fuel (L96)	TK35903	2018	FLEX	\$ 34,538.00	\$ 1,295.00	\$ 9,400.00	\$ 671.00	\$ 118.00	\$ 435.00	\$ 27,104.00
G-37	Sierra 3500HD 4WD Ext Cab 158.2" Work Truck Flex Fuel (L96)	TK35953	2018	FLEX	\$ 37,565.00	\$ 1,295.00	\$ 10,700.00	\$ 671.00	\$ 118.00	\$ 435.00	\$ 28,831.00
G-38	Sierra 3500HD 4WD Crew Cab 153.7" Work Truck Flex Fuel (L96)	TK35743	2018	FLEX	\$ 38,788.00	\$ 1,295.00	\$ 9,900.00	\$ 671.00	\$ 118.00	\$ 435.00	\$ 30,854.00
G-39	Sierra 3500HD 4WD Crew Cab 167.7" Work Truck Flex Fuel (L96)	TK35943	2018	FLEX	\$ 38,665.00	\$ 1,295.00	\$ 9,900.00	\$ 671.00	\$ 118.00	\$ 435.00	\$ 30,731.00

Group 5

Item	CAB AND CHASSIS- 3500 SERIES	Model Code	Model Year	Fuel							
G-43	Sierra 3500HD 4WD Reg Cab 137.5" WB, 59.8" CA WT	TK36003	2018	FLEX	\$ 34,197.00	\$ 1,295.00	\$ 8,400.00	\$ 671.00	\$ 118.00	\$ 460.00	\$ 27,763.00
G-44	Sierra 3500HD 4WD Reg Cab 162" WB, 84.3" CA WT	TK36403	2018	FLEX	\$ 33,997.00	\$ 1,295.00	\$ 8,400.00	\$ 671.00	\$ 118.00	\$ 460.00	\$ 27,563.00
G-45	Sierra 3500HD 4WD Crew Cab 171.5" WB, 59.4" CA WT	TK36043	2018	FLEX	\$ 34,128.00	\$ 1,295.00	\$ 8,900.00	\$ 671.00	\$ 118.00	\$ 460.00	\$ 27,194.00

Riverside Trailers - Caldwell

Flat Bed	Steel	Work Boxes	Bradford	\$4,100.00	Installed
Flat Bed	Steel	Work Boxes	Norstar	\$3,000.00	Installed

GMC \$ 31,663.00

First Pick

DODGE \$29,843.00



321 N 21st Ave, Caldwell, ID 83605
208-459-2030

Flatbed Quote

Quote Date

4/19/2018

Customer Name

Cami Hedges (City of Donnelly)

Customer Phone #:

208-325-8859

Customer email

chedges@cityofdonnelly.org

Description	Bradford 4 Box	PJ 4 Box	Norstar SF
7x8.5" Flatbed			
Fits 2018 Ram 3500 Single Wheel Long Bed			
Gooseneck Ball	Standard	Standard	Standard
Base Price	\$ 4,100.00	\$ 3,900.00	\$ 2,100.00
Installation	\$ 400.00	\$ 400.00	\$ 400.00
DEF Fuel Fill (if Equipped	\$ 50.00	\$ 50.00	\$ 50.00
Backup Camera (if Equipped)	\$ 100.00	\$ 100.00	\$ 100.00
Backup Sensors (if Equipped)	\$ 100.00	N/A	N/A
Sales Tax on Bed	Exempt	Exempt	Exempt
Grand Total	\$ 4,750.00	\$ 4,450.00	\$ 2,650.00

	Bradford 4 Box	PJ 4 Box	Norstar SF
Toolbox Options			
24" Underbody Toolbox	N/A	N/A	\$ 250.00
30" Underbody Toolbox	N/A	N/A	\$ 275.00
36" Underbody Toolbox	N/A	N/A	\$ 300.00

Contract Instructions

SBPO18200324

Statewide Vehicles

Mountain Home Auto Ranch

1. Vehicles are assigned by area. To obtain a list of vehicles that is for your area click on "Summary of Awards".
If you are unsure of the correct Area click on "Area Map".
5. For ordering cut-off dates click on "Ordering & Production Schedule for US Vehicles". On the top of the page, select "Purchasing News".
6. For Pricing click on "Chevrolet", "GMC", "Ford", "Dodge/Ram".
7. To verify any options that may be unclear, or for any additional discounts, contact the Contractor for specifics on option pricing.
8. Submit a requisition in IPRO or DA1 including a vehicle order form. For vehicle order form click on "Vehicle Order Form"
9. Contact for this contract:
 - i. Name: Butch Wade
 - ii. Direct Number: 208.249.1330
 - iii. E-mail: vernonwade@msn.com

If you have any questions regarding this contract, or need the login and password information for Chrome, feel free to contact Daniel Downen at 208-332-1605, daniel.downen@adm.idaho.gov.



State of Idaho

State Wide Blanket Purchase Order

Purchase Order Summary

Purchase Order Name: Statewide Vehicles
Purchase Order Number: SBPO18200324
Contract Number:
Purchase Order Date: February 05, 2018
Service Start Date: February 5, 2018
Service End Date: February 4, 2020
Submitted By: Danny Downen

Supplier

BUTCH WADE
MOUNTAIN HOME AUTO RANCH
2800 AMERICAN LEGION BLVD
MOUNTAIN HOME, ID 83647
Phone: 208-249-1330

Fax: 208-587-5291

Email: vernonwade@msn.com

Shipping Details

Delivery Date: February 04, 2019
Shipping Method: Delivery
Shipping Instructions:
Ship FOB: Destination

Buyer Contact

Danny Downen
Tel:208-332-1605
Fax:208-327-7320
daniel.downen@adm.idaho.gov

Bill To Address

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Payment Details

Ship To Address

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Item Type Details

Payment Method: Invoice

Item Type:

Payment Terms: NET30

Item Type Supplemental Data:


Additional Information

Instructions

Statewide Blanket Purchase Order (SBPO) Contract for Statewide Vehicles for the benefit of the State of Idaho and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. the Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against the Contract on an as needed basis for a period of two (2) years commencing February 5, 2018, ending February 4, 2020, with the option to renew for one (1) additional one (1) year period.


Contractor: Ship to the FOB DESTINATION point and Bill Directly to the Ordering Agency. Do NOT mail invoices to the Division of Purchasing. Notate the Contract Award Number on any invoices/statements will facilitate the efficient processing of payment.

Quantities: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Quantity	Back Order	Unit	Supplier Part Number	Item Description	Commodity Code	Unit Price	Tax	Total
1.00	0	ANN		#1 Statewide Vehicles for Ford's (See Attached Bid Schedule) 	07104	2,650,000.00	\$0.00	\$2,650,000.00


Special Instructions: Bill to and Ship to address will be provided upon order.

Internal Comments:

Quantity	Back Order	Unit	Supplier Part Number	Item Description	Commodity Code	Unit Price	Tax	Total
1.00	0	ANN		#2 Statewide Vehicles for GMC's (See Attached Bid Schedule) 	07104	100,000.00	\$0.00	\$100,000.00

Special Instructions: Bill to and Ship to address will be provided upon order.


Internal Comments:

Quantity	Back Order	Unit	Supplier Part Number	Item Description	Commodity Code	Unit Price	Tax	Total
1.00	0	ANN		#3 Statewide Vehicles for Chevrolet's (See Attached Bid Schedule) 	07104	850,000.00	\$0.00	\$850,000.00

Special Instructions:

Bill to and Ship to address will be provided upon order.

Internal Comments:


Quantity	Back Order	Unit	Supplier Part Number	Item Description	Commodity Code	Unit Price	Tax	Total
1.00	0	ANN		#4 Statewide Vehicles for Dodge/Ram's (See Attached Bid Schedule) 	07104	400,000.00	\$0.00	\$400,000.00

Special Instructions:

Bill to and Ship to address will be provided upon order.

Internal Comments:

TOTAL: (USD)						\$4,000,000.00		
--------------	--	--	--	--	--	----------------	--	--

Signature: 

Signed By : Daniel Downen

Meeting Date **04/20/18**

169 Halferty Street
Donnelly, Idaho 83615

AGENDA ITEM INFORMATION

SUBJECT: Resolution 2018-011 Request for Interim Financing for the Water System Improvement Project		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:	USDA Grant/ Water Fund			
TIMELINE:	June 1, 2018			

SUMMARY STATEMENT:

USDA, Rural Development requires interim financing on any loans over \$500,000.

RECOMMENDED ACTION:

- 1. Adopt Resolution 2018-011 and authorize Mayor to sign all necessary and required documents.*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

CITY OF DONNELLY

RESOLUTION NO. 2018-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO, AUTHORIZING CITY TO CONTRACT WITH ZIONS BANK PUBLIC FINANCE FOR INTERIM FINANCING ON THE WATER SYSTEM IMPROVEMENT PROJECT;

WHEREAS, the City of Donnelly voter passed a Water System Improvement Bond in November 2016;

WHEREAS, the City of Donnelly request a "REQUEST FOR OBLIGATION OF FUNDS" assistance from USDA, Rural Development and a direct loan of \$549,000 was awarded;

WHEREAS, all loans exceeding \$500,000, where loan funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing will be used to preclude the necessity for multiple advances of USDA, Rural Development loan funds;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Donnelly authorize the Mayor to execute a contract for Interim financing of the City's Water System Improvement Project in the amount of \$549,000 from Zions Bank Public Finance.

PASSED by the City Council this 23rd day of April 2018.

Brian Koch, Mayor

Attest:

Cami Hedges, City Clerk Treasurer

April 19, 2018

Mayor Brian Koch
169 Halferty Street
Donnelly, ID 83615

Dear Mayor Koch,

Zions Bank Public Finance (Zions) presents the following indicative terms for the City's interim financing. These terms are contingent upon final credit approval and receipt of additional items and information including, but not limited to, USDA's Commitment Letter.

- a) **Purchaser:** ZB, N.A.
- b) **Interest Rate:** 2.85% fixed through June 1, 2020
- c) **Repayment:** Semi-annual interest due each June 1 and December 1, beginning December 1, 2018. The City will be required to make semi-annual interest payments, but can reimburse itself via a draw on the Note before or after the due date with USDA approval.
- d) **Maximum Loan:** \$549,000
- e) **Closing Date:** On or around June 1, 2018
- f) **Maturity:** August 1, 2022
- g) **Custody Account:** At closing, the full amount of the Note will be drawn and deposited with Zions Corporate Trust as Custodian. Draws on the funds will be processed through the Custodian. Undrawn funds will be invested in a money market account, currently yielding approximately 1.25%-1.35%, and all interest earnings become the property of the City to be used for any lawful purpose.
- h) **Custodian Fees:** Annual fee of \$1,000 with first year's fee due at closing
- i) **Bank Fees:** Purchaser's Fee of \$5,000 due at closing
- j) **Prepayment:** Pre-payable at any time at par plus accrued interest without penalty
- k) **Draw Feature:** The City can make monthly draws of no minimum size by submitting applicable documentation (e.g. invoices, letter of USDA approval for draw, etc.) to the Custodian. Maximum of one (1) draw per calendar month. Requests received before noon will fund the next day via ACH deposit. Rush draws (same day if received before noon) can be fulfilled with a \$15 wire transfer fee.
- l) **Rate Reset:** On June 1, 2020, and each year thereafter until maturity, the Note interest rate will reset to 1-year LIBOR plus 0.50%. The final maturity of the Note has been set to match the expiration date for USDA's loan approval, but the interest rate of 2.85% is based on the anticipated construction timeline and USDA payoff of the Note. In the event that construction extends beyond June 1, 2020, the Note will remain outstanding rather than forcing the City to issue a new Note. This provision is meant to save the City considerable

time and expense if construction is delayed.

m) **Other Conditions:** Subject to legal, valid, and binding opinion from Skinner Fawcett designating the note as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the IRS code.

n) **Expiration:** Terms valid for 60 days if accepted within 15 days

Thank you for your consideration of our proposal. Please direct all communication to Michael Tippets at (208) 501-7481 or michael.tippets@zionsbancorp.com

Sincerely,



J. Michael Tippets
Asst. Vice President
Zions Bank Public Finance

Acceptance:

Mayor Brian Koch

Date: _____



Zions Bank

Disclosure Regarding the Direct Purchase of a Bank Loan, Municipal Lease, or Municipal Security

Identified Transaction: City of Donnelly 2018 Bond Anticipation Note (USDA
Interim)

For the transaction identified above, Zions Bank including all of its affiliates (the Bank) is not recommending an action to you as the potential issuer. The Bank is not acting as a municipal advisor to you for this issue and does not owe you a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 with respect to the information and material contained in this communication. The Bank is acting in its own best interests and you may wish to discuss any information or material provided to you by the Bank with any internal or external experts that you deem appropriate before acting on that information.

If the Bank has previously provided any advice to you regarding the transaction or project identified above, the Bank will not be allowed to purchase the transaction.



July 31, 2017

Mayor and Council Members
City of Donnelly
POB 725
Donnelly, Idaho 83615

SUBJECT: Recipient Name: City of Donnelly
Project Name: Water System Upgrade Application
CFDA NUMBER – 10-760
Loan: \$549,000
Grant: \$447,000

Dear Mayor and Council Members:

USDA, Rural Development has reviewed your application and has determined that:

1. The City of Donnelly is eligible for financial assistance from USDA, Rural Development and will compete with other applications.
2. The application requested financial assistance in the amount of \$996,000 and we are agreeable to consider this amount.

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The loan and grant will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development, both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or applicant must be reported to and concurred with by the Agency by written amendment to this letter. If significant changes are made without obtaining such concurrence, the Agency may discontinue processing of the application.

All conditions set forth under Section III – Requirements Prior to Advertising for Bids must be met within 180 days of the date of this letter. If you have not met these conditions, the Agency reserves the right to discontinue the processing of your application. The applicant is cautioned against starting construction or otherwise incurring obligations prior to completion of the loan docket.

If you agree to meet the conditions set forth in this letter and desire further consideration be

Rural Development • Idaho State Office
9173 West Barnes Drive • Suite A1 • Boise, ID 83709
Voice (208) 378-5600 • Fax (208) 378-5643

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

15. **System Policies, Procedures, Contracts, and Agreements** – The facility must be operated on a sound business plan. You must adopt policies, procedures, and/or ordinances outlining the conditions of service and use of the proposed system. Mandatory connection policies should be used where enforceable. The policies, procedures, and/or ordinances must contain an effective collection policy for accounts not paid in full within a specified number of days after the date of billing. They should include appropriate late fees, specified timeframes for disconnection of service, and reconnection fees. A draft of these policies, procedures, and/or ordinances must be submitted for Agency review and concurrence prior to advertising for bids, along with the documents below, unless otherwise stated.

- a. **Conflict of Interest Policy** – Prior to obligation of funds, you must certify in writing that the City is in compliance with the state's policy on conflict of interest as per Idaho Code Title 74 Chapter 4. By signing the attached Form RD 1942-46, "Letter of Intent to Meet Conditions", you will be completing this requirement.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure in the same format is required if no conflicts are anticipated.

Sample conflict of interest policies may be found at the National Council of Nonprofits website, <https://www.councilofnonprofits.org/tools-resources/conflict-of-interest>, or in Internal Revenue Service Form 1023, Appendix A, "Sample Conflict of Interest Policy," at <http://www.irs.gov/pub/irs-pdf/i1023.pdf>. Though these examples reference non-profit corporations, the requirement applies to all types of Agency borrowers.

Assistance in developing a conflict of interest policy is available through Agency-contracted technical assistance providers if desired.

Fully executed copies of any policies, procedures, ordinances, contracts, or agreements must be submitted prior to loan closing, with the exception of the conflict of interest policy, which must be in place prior to obligation of funds.

16. **Closing Instructions** – The Agency will prepare closing instructions as soon as the requirements of the previous paragraphs are complete, as well as a draft of the security instrument(s). Closing instructions must be obtained prior to advertising for bids.

17. **Interim Financing** – For all loans exceeding \$500,000, where loan funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing will be used to preclude the necessity for multiple advances of Agency loan funds. You must provide the Agency with a copy of the interim loan financing agreement for review prior to advertising for bids. The Agency approving official may make an exception when interim financing is cost prohibitive or unavailable. Grant funds from the Agency will be disbursed by multiple advances through electronic transfer of funds after

interim financing or Agency loan funds are expended, in accordance with RUS Instruction 1780.45.

18. **Construction Account** – You must establish a construction account for all funds related to the project. Construction funds will be deposited with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. A separate account will not be required for Federal funds and other funds; however, the recipient must be able to separately identify, report, and account for all Federal funds, including the receipt, obligation and expenditure of funds. Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral, in accordance with 31 CFR Part 202. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. Your financial institution can provide additional guidance on collateral pledge requirements.

Agency funds will be disbursed into the borrower's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

19. **System Users** – This letter of conditions is based upon your indication at application that there will be at least 118 residential users and 41 non-residential users on the water system when construction is completed.

Before the Agency can agree to the project being advertised for construction bids, you must certify that the number of users indicated at application are currently using the system or signed up to use the system once it is operational.

If the actual number of existing and/or proposed users that have signed up for service is less than the number indicated at the time of application, you must provide the Agency with a written plan on how you will obtain the necessary revenue to adequately cash flow the expected operation, maintenance, debt service, and reserve requirements of the proposed project (e.g., increase user rates, sign up an adequate number of other users, reduce project scope, etc.). Similar action is required if there is cause to modify the anticipated flows or volumes presented following approval.

20. **Mandatory Connections**

If you are relying on mandatory connection requirements, you must provide evidence of the authorizing ordinance or statute along with your user certification.

21. **Other Funding** – Prior to advertising for bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter from each source.

Meeting Date **04/23/18**

169 Halferty Street
Donnelly, Idaho 83615

AGENDA ITEM INFORMATION

SUBJECT:

Discuss Qualification of Planning & Zoning Commissioners

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

Cami

COST IMPACT:

FUNDING

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

At the last City Council meeting it was asked to revisit the discussion of the qualifications of the Planning & Zoning Commissioners. Currently the qualifications per DCC 18.130.020:

“All members shall be qualified electors within the county and county residents for a minimum of two years prior; members may be appointed from outside of city limits”

RECOMMENDED ACTION:

Discussion

RECORD OF COUNCIL ACTION

MEETING DATE

ACTION

Chapter 18.130 PLANNING AND ZONING COMMISSION AND HEARING EXAMINER

Sections:

Article I. Planning and Zoning Commission

- 18.130.010 Planning commission created.
- 18.130.020 Qualifications – Term of office.
- 18.130.030 Organization.
- 18.130.040 Compensation – Reports – Meetings.
- 18.130.050 Duties.
- 18.130.060 City departments to cooperate.
- 18.130.070 Problems to be submitted.
- 18.130.080 Relation to other boards.
- 18.130.090 Authority to expend money withheld.
- 18.130.100 Zoning commission.

Article II. Hearing Examiner

- 18.130.110 Authority.
- 18.130.120 Hearing examiner.
- 18.130.130 Hearing procedures.
- 18.130.140 Fees for processing applications and appeals.

Article I. Planning and Zoning Commission

18.130.010 Planning commission created.

There is hereby created a planning commission for the city, which commission shall be known and designated as the Donnelly planning and zoning commission. [Ord. 230, 2016.]

18.130.020 Qualifications – Term of office.

Said planning and zoning commission shall consist of five members to be appointed by the mayor without respect to political affiliation. All appointments are subject to advice and approval of the council. All members shall be qualified electors within the county and county residents for a minimum of two years prior; members may be appointed from outside the city limits. At the first meeting of the planning and zoning commission the members shall choose their term of office by lot as follows: one for three years, two for four years, and two for five years, and shall immediately thereafter notify the mayor and council of such terms. Thereafter their successors shall be appointed for, and shall hold office for a term of, six years. Members may be removed in the like manner as appointments. In the event of death, resignation, or any vacancy in said commission, the mayor is hereby authorized and empowered to fill such vacancy by appointment for the unexpired term of such member or members. [Ord. 230, 2016.]

18.130.030 Organization.

The planning commission shall at its first meeting elect a chairman and a vice chairman who shall be members and who shall hold office during the pleasure of the commission. The commission shall also appoint a secretary who need not be a member of the commission. [Ord. 230, 2016.]

18.130.040 Compensation – Reports – Meetings.

Members of the planning commission shall receive no compensation. The secretary shall keep an accurate record of all proceedings of said commission and shall distribute copies of the minutes to the city engineer, clerk and members of the city council. Regular meetings shall be held each month for not less than nine months in a year. [Ord. 230, 2016.]

18.130.050 Duties.

It shall be the duty of the commission to recommend and make suggestions to the city council for the adoption of a long-range comprehensive plan for the physical development of the city; for the formation of zoning districts; to make suggestions concerning the laying out, widening, extending and locating of streets, roads and highways for the relief of traffic; to make suggestions concerning density of population and development of land within the jurisdiction of the city; to make suggestions concerning the future growth, development and beautification of the city in respect to its public buildings, streets, parks, grounds and lands consistent with the future growth and development of the city in order to promote the public health, morals, safety and welfare of the inhabitants thereof; and to give suggestions and advice to individuals concerning landscaping or location of buildings, structures or works to be erected, constructed or altered by or for such individuals. [Ord. 230, 2016.]

18.130.060 City departments to cooperate.

All departments and employees of the city are hereby instructed to cooperate with and furnish to the planning commission maps, reports and all available data necessary for the commission to properly and adequately carry out its functions. The planning commission is also authorized to appoint such technical and advisory committees as are necessary to carry out its work, and to call upon the citizens of the community and the various civic organizations for cooperation and assistance to the end that a coordinated program of city planning may be promoted. [Ord. 230, 2016.]

18.130.070 Problems to be submitted.

All matters pertaining to the planning, laying out, and the development and construction of public works shall be submitted to the planning commission for its study and recommendations before being presented to the council. The various departments of the city government, in submitting plans and recommendations to the council, are hereby required to furnish copies in full duplicate to the planning commission. [Ord. 230, 2016.]

18.130.080 Relation to other boards.

Nothing in this article shall be construed as infringing upon the authority previously granted to any existing commission or board, but it provides that such commissions or boards shall coordinate their efforts with the planning commission to the end that a more comprehensive plan of the city's development may be evolved. [Ord. 230, 2016.]

18.130.090 Authority to expend money withheld.

The planning commission shall have no authority to make expenditures on behalf of the city nor to obligate the city for the payment of any sum of money unless authorized by the council, who shall specify the administrative method by which such funds shall be expended. [Ord. 230, 2016.]

18.130.100 Zoning commission.

A. Zoning Commission Created. There is hereby created a zoning commission for the city, which commission shall be known as the city of Donnelly zoning commission.

B. Planning Commission to Be Zoning Commission. The city of Donnelly planning commission shall be, constitute and act as the city of Donnelly zoning commission, which such combined commission may be referred to as the city of Donnelly planning and zoning commission.

C. Powers and Duties. The city of Donnelly zoning commission shall administer the zoning ordinances of the city of Donnelly and shall have the powers and duties promulgated by the mayor and council of the city of Donnelly and the statutes of the state of Idaho. [Ord. 230, 2016.]

Article II. Hearing Examiner

18.130.110 Authority.

This article is adopted pursuant to the authority set forth in Idaho Code, Section 67-6520, as well as the general authority provided by Idaho's Land Use Planning Act. [Ord. 230, 2016.]

18.130.120 Hearing examiner.

A. A hearing examiner may be appointed by the council and/or commission for hearing an application for a subdivision, conditional use permit (CUP), planned unit permit (PUD), variance permit, and requests for zoning district boundary change. Individuals appointed shall be professionally trained or licensed staff planners, engineers, architects, lawyers or others deemed by the council and/or commission as holding equivalent knowledge and competency through training, education or experience.

B. Appointments shall be made on a case-by-case basis at the discretion of the council and/or commission. Any examiner retained shall not be hired as a city employee but shall be employed as temporary independent contractor when and as needed. [Ord. 230, 2016.]

18.130.130 Hearing procedures.

A. Notice, the hearings themselves, and related documentation and record keeping shall be as provided for in governing ordinances for the processing of subdivision applications, conditional or special use permits, variances, and zoning district boundary changes.

B. Upon completion of a hearing conducted by an examiner, the examiner shall make a written recommendation to the council and/or commission as to the granting or denial of the subject application. The council and/or commission shall make its decision with due consideration of the examiner's recommendation.

C. The written recommendation shall specify:

1. The ordinances and standards used in evaluating the application;
2. The reasons for the recommendation; and
3. The actions, if any, that the applicant could take to obtain approval of the matter applied for, if the recommendation is for a denial.

D. Prior to the conduct of a hearing, an application may be rejected if it is incomplete or the applicant is ineligible to apply; any such rejection shall inform the applicant of the deficiencies relied upon and how, if possible, they may be remedied.

E. Timely appeals may be taken from the decision or recommendation of the council and/or commission, not from the recommendation of the hearing examiner to the council or commission; procedures on appeals shall be as set forth in Section 3.04.10 of Donnelly Ordinance No. 90, or any subsequently adopted zoning ordinance. [Ord. 230, 2016.]

18.130.140 Fees for processing applications and appeals.

A. Fee Schedule Established. The city clerk, at the time of the filing of an application for or an appeal of a land use planning action, shall collect the fee for such action as established by the city together with any estimated

direct costs to be incurred by the city in obtaining a review of the application by architects, engineers or other professionals necessary to enable the city to evaluate the application in an informed manner.

B. Fees and costs shall be estimated in advance by the city clerk at the time the application is tendered; any surplus shall be remitted following completion of the application process; deficiencies shall be billed when recognized; failure to timely remit shall result in tabling of the application until funds are received.

C. Fees shall be periodically reviewed by the city council and may be changed by resolution. [Ord. 230, 2016.]

**The Donnelly City Code is current through Ordinance 237,
passed October 16, 2016.**

Disclaimer: The City Clerk's Office has the official version of the Donnelly City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-43

Meeting Date 04/23/18

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
<i>Request to schedule Workshop Sessions for FY19 Budget and Capital Improvements.</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

SUMMARY STATEMENT:

Workshops allow open discuss on priority budget items with that the Council, Mayor, Public Works and Clerk.

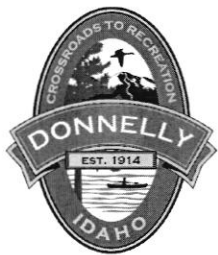
Suggested dates: May 14, June 11, July 9th

RECOMMENDED ACTION:

Set an extra workshop each month for May, June & July for budget preparation and discussion.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



City of Donnelly

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

To: Mayor & City Council
From: Cami Hedges, City Clerk Treasurer
Re: Staff Report
Date: April 23, 2018

Water Accounts: As of Thursday, April 19, 2018 we have \$97.24 past due 30 days or more, in water billings. They have been notified to pay by the 25th or they will be disconnected.

Local Option Tax: Our local option tax receipts for sales in March were \$4936.35 which is an increase from last year. We are currently up 16.5% in collection for this fiscal year compared to last year.

Clerk Report: I will be sending out letters to property owners that have collapsed or dangerous buildings in town with a cleanup date. This letter will be going out the first week of May. We are recipients of the \$300 plant Idaho grant. I would like to suggest we purchase a couple larger pine trees to plant at the campground since we will have a way to water them to get them established. Also, we are able to purchase some 1-2 inch diameter Ponderosa Pine seedlings. These could also be planted in the campground. Budget preparation and workshops for next fiscal year and capital purchases/improvement discussion.

Parks & Recreation: The construction on the wall at the boat docks will begin the first week of May. Ken and Greg have removed all of the landscape blocks. These will go on to the surplus list if there is not foreseen need for them. We are estimating that there are over 250 pieces. There are few trees that need to be removed on the Fulton trail. We are able to remove a couple, but one will require more work as if it was to fall it would damage the bridge.

Planning & Zoning: The April meeting was held. The commission recommended the Glen Annexation Agreement amended to be heard by City Council. This will be a public hearing at the May meeting.

Road & Streets: Streets need to have some additional material placed and compacted. Am currently obtaining quotes for this. Would like to do this prior to the dust abatement in June.

Office Closed / Vacation: We are currently still closed on Friday. I will be proposing that we keep the office closed on Friday's but I will come in and work without interruption. Can we discuss further?

Upcoming Meeting Dates: May 21st Arbor Day and City Council.

Public Works Report

April 2018

Water System No Issues

The city should acquire its own pipe locator (830RT is approx.. \$4,000)

Roads and Streets Greg is maintaining pot holes with the backhoe. (And doing really good job!)

The city road grader is too costly to maintain and use (\$20k cost estimate to make it correctly road ready)

City signage has been repaired from winter damage.

Trees on Main St have been pruned.

Parks / Campground All closed - Everything should be open by the end of April. Boat docks pending the installation of the boulder retaining wall.

Airport - Necessary repairs will be done on the fences. No trespassing signs to be purchased.

Other