



AGENDA
Donnelly City Council
Regular Meeting
Monday, September 17, 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 – August 27, 2018

Vouchers August 23 through September 13, 2018

Treasurer's Report for August 2018

Payroll Summary – August 30, September 5, September 13, 2018

PUBLIC COMMENT:

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

BUSINESS AGENDA:

AB 18-75 City Council Candidates (ACTION ITEM)

AB 18-76 WMC Community Partnership Discussion

AB 18-77 Donnelly Farmer's Market Request to Place Shed (ACTION ITEM)

AB 18-78 Ordinance 241 FY 2019 Appropriation Ordinance (ACTION ITEM)

AB 18-79 Ordinance 242 Conveyance of Property to Donnelly Rural Fire Protection District (ACTION ITEM)

AB 18-80 LHTAC Grant Opportunities (ACTION ITEM)

AB 18-81 Resolution 2018-017 Records Custodian Designation (ACTION ITEM)

STAFF REPORTS:

ADJOURN: Special Meeting, Monday, September 24, 2019 at 6:00 p.m.



City of Donnelly

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

City Council Meeting on Monday, August 27, 2018 at 6:00 pm Donnelly Community Center

MINUTES

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

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

Pledge of Allegiance

CONSENT AGENDA:

City Council Minutes – July 16, 2018
Vouchers July 13 through August 23, 2018
Treasurer's Report for July 2018
Payroll Summary – July 19, August 2, August 5, August 16

Motion by Davenport, 2nd by Stayton to approve the consent agenda. Motion carried.

PUBLIC HEARING:

AB18-73 FY 2019 Budget (ACTION ITEM)

Mayor Koch opened the Public Hearing at 6:06 p.m.

Clerk presented the Proposed FY19 Budget to Council. Clerk did not receive any written comments.

Mayor Koch asked for public comment:

In Favor of – None

Neutral – None

Opposed – None

Mayor Koch closed the Public Hearing at 6:07 p.m.

Motion by Minshall, 2nd by Davenport to approve the Fiscal Year 2019 Budget. Roll Call Vote:
Stayton – yes, Minshall – yes, Davenport – yes. Motion carried.

AB 18-74 Property Conveyance to Donnelly Rural Fire Protection District (ACTION ITEM)

Mayor Koch opened the public hearing at 6:09 p.m.

Mayor asked for any public comment:

In Favor of –

Jim Daniels is in favor of the conveyance and stated that when the lease began it was because the fire department was not a district and did not have the resources to purchase the land. This item has been a source of discussion many times since the formation of the district.

Neutral – None

Against – None

Mayor closed the public hearing at 6:14 p.m.

Motion by Minshall, 2nd by Davenport to approve the conveyance of property to the Donnelly Rural Fire Protection District indicating that it is underutilized and is the best interest of the City of Donnelly to convey property to the district without financial consideration as of October 1, 2018. Roll Call Vote: Stayton – yes, Minshall – yes, Davenport – yes. Motion carried.

BUSINESS AGENDA:

AB 18-75 City Council Vacancy (ACTION ITEM) 8

Clerk presented letters of interest of three candidates, Jacquelyn Hoogendyk, Chelsie Bergquish and Lisa Nelson. Each candidate took a moment and introduced themselves to the Mayor and Council.

Mayor requested that the Clerk and himself meet with each candidate and make a recommendation to Council at the next meeting.

Motion by Stayton, 2nd by Davenport to table the appointment of new council member to the September 17th meeting after receiving a recommendation from the Mayor. Motion carried.

AB 18-66 Valley County Pickleball

Clerk presented information received from Triton Construction who did the resurfacing of the court on the process and estimated cost to convert one court to 4 courts of pickleball. Also suggested that temporary nets could be used instead of boring new post holes as once they are there they would be hard to remove or change at a later date. Clerk did not receive anything from the School District in regard to the deed restriction. Larry Keene from Valley County Pickleball spoke in regard to these items and stated that Mr. Foudy from the district would need to discuss with the City as the pickleball club is not the grantor or grantee of the property. Mayor Koch will reach out to Mr. Foudy to discuss further. Mr. Keene stated that the cost would be a lot less if they were able to do the slurry and repaint the lines and have a contractor bore the holes. He also had a proposed agreement between them, the tennis players and the City. Clerk indicated that this had not been reviewed by the attorney. Mr. Keene asked the Council if they were able to continue to maintain the courts without the usage of the pickleball

players as they are the ones who primarily use it, and by creating more courts for pickleball it is a driver of growth and is in a centralized location.

Minshall has a concern of the comment that the courts are underutilized by tennis players.

Stayton asked if they had additional money to contribute to the courts as their proposed \$500 per year is not sufficient and local option tax money may not be awarded.

Davenport stated that currently with 2 tennis courts they tennis player are able to use both but if they are converted to 4 pickleball courts then tennis will only every have 1 court and pickleball could use the pickleball courts as well as the tennis court.

Motion by Davenport, 2nd by Stayton to table the decision until the October council meeting to give time to receive information for the school district. Motion carried.

AB 18-69 Grant Writing

Motion by Minshall, 2nd by Stayton to decline agenda item, so that further information can be submitted. Motion Carried.

AB 18-70 Engineering

Motion by Minshall, 2nd by Stayton to decline agenda item, so that further information can be submitted. Motion Carried.

AB 18-71 Over the Road Banner

Ad there have been structural concerns on the over the road banner system, council would like to get structural engineering costs and see if there is an alternative location for the placement of the banner system.

Motion by Davenport, 2nd by Minshall to table until additional cost information is received. Motion carried.

AB 18-76 WCM Community Partnership Agreement

McKenzie and Belinda from Midas Gold presented the agreement for review by the Council. They are asking if Donnelly would be willing to move forward without McCall as they are requiring a lengthy process which would delay the approval. Cascade is ready to move forward, and they are presenting to the other cities this week.

Council did not have any questions and felt it would be best to have the City Attorney review prior to making any decisions. Clerk will forward to attorney for review and recommendation.

STAFF REPORTS:

Clerk provided staff report in packet.

EXECUTIVE SESSION: 8:05 p.m.

Minshall moves that the Council, pursuant to Idaho Code § 74-206, convene in Executive Session to Communicate with legal counsel regarding pending/imminently-likely litigation (Idaho Code § 74-206 (1) (f)) and the vote to do so by roll call: Koch – yes, Stayton – yes, Minshall – Yes, Davenport – yes. Motion carried.

Exited Executive Session at 8:19 p.m.

Motion by Davenport, 2nd by Minshall to adjourn until the City Council Meeting on meeting on September 17, 2018 at 6:00 p.m. Motion carried.

Adjourned at 8:19 p.m.

Approved:

09/13/18
14:08:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/28/18 to 09/13/18

Page: 1 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3562	-99880E	170 ADOBE SYSTEMS INC.	14.99					
1	071116 08/11/18 pdf solutions		14.99			10 41100	620	10190
		Total for Vendor:	14.99					
3656	1768M	6 AMAZON	54.95					
	huck trot grab bag stuff chap stick							
1	080318 08/03/18 huck trot		54.95			10 44100	921	10190
		Total for Vendor:	54.95					
3665		8 ANALYTICAL LABORATORIES, INC	379.00					
	annual testing							
1	56064 08/31/18 coliform		16.00			51 43400	560	10100
2	56064 08/31/18 nitrate		18.00			51 43400	560	10100
3	56064 08/31/18 pickup		70.00			51 43400	560	10100
4	56064 08/31/18 EPA 524.2 THM		110.00			51 43400	560	10100
5	56064 08/31/18 552.2 HAAs		165.00			51 43400	560	10100
		Total for Vendor:	379.00					
3644		12 BLACK MOUNTAIN SOFTWARE	707.00					
	cloud hosting							
1	23688 10/01/18 cloud hosting bms		459.55			10 41100	621	10100
2	23688 10/01/18 cloud hosting bms		212.10			51 41100	621	10100
3	23688 10/01/18 cloud hosting bms		35.35			51 41100	621	10100
		Total for Vendor:	707.00					
3668		14 BOISE OFFICE EQUIPMENT	87.92					
	copier maintenance							
1	IN1750530 09/05/18 copier maintenance & overag		52.75			10 41100	611	10100
2	IN1750530 09/05/18 copier maintenance & overag		26.38			51 41100	611	10100
3	IN1750530 09/05/18 copier maintenance & overag		8.79			52 41100	611	10100
		Total for Vendor:	87.92					
3630	12965M	150 CABLE ONE	211.30					
	city hall internet/phone							
1	080118 08/31/18 city hall internet		126.78			10 41100	437	10100
2	080118 08/31/18 city hall internet		63.39			51 41100	437	10100

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3	080118 08/31/18 city hall internet		21.13			52 41100	437	10100
	Total for Vendor:		211.30					
3650	13017M 257 CASCADE HARDWARE		58.66					
1	115836 08/30/18 boat dock dolly		58.66		10	44100	451	10100
	Total for Vendor:		58.66					
3622	201 CC PAINTING LLC		5,425.24					
1	ddc painting west / north side		5,425.24		10	44300	432	10100
	Total for Vendor:		5,425.24					
3660	-99874E 29 CITY OF DONNELLY - WATER		340.00					
water								
1	101-0818 08/27/18 water bill for ddc		340.00		10	44300	415	10100
	Total for Vendor:		340.00					
3647	270 COYLEMOOR LLC		645.00					
Idaho Community Foundation Grant								
1	1 08/29/18 ICF & Shelton Grant Parks		645.00		10	41100	615	10100
	Total for Vendor:		645.00					
3628	269 DLL FINANCE LLC		10,241.61					
1	0434161 08/29/18 skidsteer payment		6,144.97		10	43010	435	10100
2	0434161 08/29/18 skidsteer payment		3,072.49		51	41100	435	10100
3	0434161 08/29/18 skidsteer payment		1,024.15		52	41100	435	10100
	Total for Vendor:		10,241.61					
3625	149 DUBOIS		105.00					
1	834223 08/22/18 Chlorine		105.00		51	43400	462	10100
3652	149 DUBOIS		105.00					
7/24/18 3 15 gallon								
1	1738355 08/16/18 chlorline7/24		105.00		51	43400	462	10100
	Total for Vendor:		210.00					

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3654	1767M 999999	FLIGHT OF FANCY	16.05					
1	08/13/18 lunch meeting		16.05			10 41100	552	10190
		Total for Vendor:	16.05					
3636	63 ICRMP		3,164.50					
1/2 of FY 19								
1	FY19 10/01/18	general liability	2,056.93			10 41100	510	10100
2	FY19 10/01/18	general liability	949.35			51 41100	510	10100
3	FY19 10/01/18	general liability	158.22			52 41100	510	10100
		Total for Vendor:	3,164.50					
3638	197 IDAHO DEPT OF ENVIRONMENTAL		635.00					
1	2019 10/01/18	assessd connections	635.00			51 41100	520	10100
		Total for Vendor:	635.00					
3627	13018M 79 LAKESHORE DISPOSAL		100.12					
ddc trash								
1	24273505 09/01/18	ddc trash	100.12			10 44300	414	10100
		Total for Vendor:	100.12					
3664	13021M 165 LAKESHORE DISPOSAL		730.32					
monthly trash service								
1	2018-08 08/27/18	trash service	730.32			51 41100	414	10100
		Total for Vendor:	730.32					
3653	152 MASTER METER SYSTEMS		1,500.00					
annual support fyl9								
1	188461 10/01/18	master meter software	1,200.00			51 41100	621	10100
2	188461 10/01/18	master meter software	300.00			52 41100	621	10100
		Total for Vendor:	1,500.00					
3646	13019M 85 MAY HARDWARE		29.68					
1	921486 08/31/18	shop supplies bits	29.68			10 43010	461	10100
		Total for Vendor:	29.68					

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3624		86 MCCALL DELIVERY SERVICE	70.00					
		chemical pickup						
1	2018-679	08/23/18 chemical pu / delivery	70.00			51 43400	462	10100
		Total for Vendor:	70.00					
3642	-99876E	216 MICROSOFT	30.00					
		business essential email - mayor & council members						
1	09-2018	09/05/18 email service	30.00			10 41100	620	10190
3643	-99875E	216 MICROSOFT	37.88					
		email and software for office employees						
1	09-2018	09/05/18 office 365 subscription	37.88			10 41100	620	10190
		Total for Vendor:	67.88					
3631	13020M	154 NORTH LAKE RECREATIONAL SEWER &	4,800.00					
1	090118	09/01/18 contract	4,800.00			52 41100	541	10100
		Total for Vendor:	4,800.00					
3648		115 ROCKY MOUNTAIN SIGNS & APPAREL,	137.00					
1	15965	08/08/18 DECALS FOR TRUCKS	137.00			10 43010	460	10100
		Total for Vendor:	137.00					
3629		199 SHRED-IT	87.67					
		shredding service						
1	8125425629	08/22/18 shredding service	87.67			10 41100	605	10100
		Total for Vendor:	87.67					
3601	1769M	120 SINCLAIR FLEET TRACK (STINKER)	64.07					
1	751680	08/02/18 Ford F150	38.44		Ken	10 43010	481	10100
2	751680	08/02/18 Ford F150	19.22		Ken	51 41100	481	10100
3	751680	08/02/18 Ford F150	6.41		Ken	52 41100	481	10100
3602	1769M	120 SINCLAIR FLEET TRACK (STINKER)	114.93					
1	515009	08/08/18 Dodge 3500	68.96		Greg	10 43010	481	10100
2	515009	08/08/18 Dodge 3500	34.48		Greg	51 41100	481	10100
3	515009	08/08/18 Dodge 3500	11.49		Greg	52 41100	481	10100

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3605	1769M	120 SINCLAIR FLEET TRACK (STINKER)	66.22					
ford fuel								
1	770413	08/15/18 Ford Fuel	39.73		Ken	10 43010	481	10100
2	770413	08/15/18 Ford Fuel	19.87		Ken	51 41100	481	10100
3	770413	08/15/18 Ford Fuel	6.62		Ken	52 41100	481	10100
3620	1769M	120 SINCLAIR FLEET TRACK (STINKER)	19.10					
gas jugs for mowers								
1	193525	08/17/18 gas jugs for mowers	19.10			10 43010	481	10100
3639	1769M	120 SINCLAIR FLEET TRACK (STINKER)	84.96					
backhoe								
1	197084	08/28/18 backhoe	86.72			10 43010	483	10100
740								
9900	083118	08/31/18 rebate	-1.76			10 43010	481	10100
CI	46							
Total for Vendor:			349.28					
3661		122 STAR NEWS	77.00					
HUCK TROT Advertising								
1	52463	08/31/18 huck trot advertising	77.00			10 44100	921	10100
Total for Vendor:			77.00					
3658	-99879E	138 USPS	3.26					
postage								
1	080218	08/02/18 postage	3.26			10 41100	614	10190
Total for Vendor:			3.26					
3623	-99885E	171 VALLEY COUNTY TRANSFER STATION	9.60					
1	49211	08/24/18 shop clean up	9.60			10 41100	414	10190
3632	-99883E	171 VALLEY COUNTY TRANSFER STATION	5.25					
2	49670	09/04/18 dump run	5.25			10 41100	414	10100

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3633	-99882E	171 VALLEY COUNTY TRANSFER STATION	33.00					
1	49551	08/31/18 dump run	33.00			10 41100	414	10100
3634	-99878E	171 VALLEY COUNTY TRANSFER STATION	38.70					
1	49472	08/30/18 dump run	38.70			10 41100	414	10190
3637	-99884E	171 VALLEY COUNTY TRANSFER STATION	13.50					
1	49327	08/27/18 dump run	13.50			10 41100	414	10190
		Total for Vendor:	100.05					
3666		215 WHITE PETERSON	252.00					
		moudy lot issue						
1	129803	08/31/18 moudy lot issue	252.00		MOUDY	10 41100	320	10100
		Total for Vendor:	252.00					
3645		209 YORGASON LAW OFFICES PLLC	255.00					
1	2018-aug	09/01/18 pickleball	180.00			10 41100	320	10100
2	2018-aug	09/01/18 fire department land	75.00			10 41100	320	10100
		Total for Vendor:	255.00					
		# of Claims	40	Total:				30,750.48
		Total Electronic Claims						526.18
		Total Non-Electronic Claims						30224.30

** This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. **

City of Donnelly Treasurer's Report

Aug-18

Our Investments & Cash...

Balances as of August 2018

General Fund - Investments & Cash

Aug-18	76,144
Aug-17	89,459

Local Option Tax Fund

Aug-18	105,856
Aug-17	116,481

Library Fund - Investments & Cash

Aug-18	-
Restricted	-
Aug-17	61,500

Water Fund - Investments & Cash

Aug-18	88,176
Restricted	22,712
Aug-17	91,904

Water System Improvement Fund

Aug-18	671
Aug-17	-

Sewer Fund - Investments & Cash

Aug-18	72,807
Restricted	17,946
Aug-17	76,101

Our Cash Flows...

General Fund Revenues & Expenditures % of Budget

Budget	298,184	
Cash Carryover	89,804	
Revenues to date	259,894	87.2%
Expenditures to date	253,581	85.0%
Revenues over Expenditures	96,116	

Local Option Tax Fund Revenues & Expenditures

Budget	55,000	
Cash Carryover	91,003	
Revenues to date	67,854	123.4%
Expenditures to date	66,751	121.4%
Revenues over Expenditures	92,106	

Library Fund Revenues & Expenditures

Budget	18,295	
Cash Carryover	14,796	
Revenues to date	1,357	7.4%
Expenditures to date	15,700	85.8%
Revenues over Expenditures	454	

Water Fund Revenues & Expenditures

Budget	132,126	
Cash Carryover	76,341	
Revenues to date	123,801	93.7%
Expenditures to date	102,564	77.6%
Revenues over Expenditures	97,579	

Water System Improvement Fund

Budget	1,496,000	
Revenues to date	297,252	19.9%
Expenditures to date	297,758	19.9%
Revenues over Expenditures	(507)	

Sewer Fund Revenues & Expenditures

Budget	78,480	
Cash Carryover	59,640	
Revenues to date	95,429	121.6%
Expenditures to date	71,091	90.6%
Revenues over Expenditures	83,979	

Prior Year Comparison

2017 (Includes Cash Carryover)

General Fund % of Budget

Fiscal Year 2017 Budget	325,892	
Revenues to Date	377,342	115.8%
Expenditures to Date	302,726	92.9%
Revenues over Expenditures	74,616	

Local Option Tax Fund

Fiscal Year 2017 Budget	87,000	
Revenues to Date	62,051	71.3%
Expenditures to Date	30,118	34.6%
Revenues over Expenditures	31,933	

Library Fund

Fiscal Year 2017 Budget	23,594	
Revenues to Date	25,723	109.0%
Expenditures to Date	14,282	60.5%
Revenues over Expenditures	11,441	

Water Fund

Fiscal Year 2017 Budget	160,155	
Revenues to Date	225,173	140.6%
Expenditures to Date	163,595	102.1%
Revenues over Expenditures	61,577	

--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	112,362	99.8%
Expenditures to Date	68,633	61.0%
Revenues over Expenditures	43,729	

City of Donnelly

LOT Actual Dollars Earned per Month

Month	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	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	
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	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	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	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	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	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	3,950.94	16.4%
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	4,102.85	16.1%
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	5,452.92	10.4%
July	8,432.87	3,854.73	3,372.45	2,609.42	7,111.05	4,078.08	3,856.99	4,738.66	5,785.51	8,326.42	7,734.23	7.8%
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	13,255.76	8.1%
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		-10.1%
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	67,012.00	
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	

09/13/18
14:13:44

CITY OF DONNELLY
Payroll Summary For Payrolls from 08/30/18 to 08/30/18

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	7.50		0.00
J001 HOURS (ROAD&STREET)	71.00		1,327.82
J002 HOURS (PARKS)	29.00		538.31
J009 HOURS (AIRPORT)	1.00		17.50
J013 HOURS (WATER MONITORIN)	10.00		193.96
J015 HOURS (SHOP/OFFICE)	26.00		455.00
REG HOURS (Regular Time)	80.00		1,953.60
VACA HOURS (Vacation Time Used)	23.00		457.01

GROSS PAY	4,943.20	0.00
NET PAY	3,581.76	0.00
FIT	411.64	0.00
IDAHO SIT	236.00	0.00
MEDICARE	71.68	71.68
PERSI	335.64	559.57
SOCIAL SECURITY	306.48	306.48
UNEMPL. INSUR.	0.00	39.84
ID FIRST BANK	1,340.37	0.00
STERLING SAVING	1,184.20	0.00
UMPQUA	1,057.19	0.00
FIT/SIT BASE	4,607.56	0.00
MEDICARE BASE	4,943.20	0.00
PERS BASE	4,943.20	0.00
SOC SEC BASE	4,943.20	0.00
UN BASE	4,943.20	0.00
WC BASE	4,943.20	0.00
Total		977.57
Total Payroll Expense (Gross Pay + Employer Contributions):		5,920.77

Check Summary

Payroll Checks Prev. Out.	\$2,314.00
Payroll Checks Issued	\$2,524.00
Payroll Checks Redeemed	\$3,047.00
Payroll Checks Outstanding	\$1,791.00
Electronic Checks	\$8,275.65

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	612.96	1424.32		21702
Medicare	143.36	333.12		21702
Unempl. Insur.	39.84	203.79	243.63	21713
Workers' Comp	0.00			21700
FIT	411.64	873.28		21701
IDAHO SIT	236.00	497.00		21703
PERSI	895.21			21704
DENTAL INS	0.00	150.00		21706

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CITY OF DONNELLY
Payroll Summary For Payrolls from 08/30/18 to 08/30/18

Page: 2 of 2
Report ID: P130

HEALTH INS	0.00	1608.00	1608.00	21705
VISION	0.00	33.00	33.00	21705
PERSI CHOICE 40	0.00			21704
Total Ded.	2339.01	5122.51	7217.89	243.63

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09/13/18
14:13:54

CITY OF DONNELLY
Payroll Summary For Payrolls from 09/05/18 to 09/05/18

Page: 1 of 1
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
MCC HOURS (Mayor & City Council)	320.00		1,300.00
GROSS PAY	1,300.00	0.00	
NET PAY	781.00	0.00	
FIT	50.00	0.00	
IDAHO SIT	25.00	0.00	
MEDICARE	18.85	18.85	
PERSI	61.11	101.88	
PERSI CHOICE 40	250.00	0.00	
PERSI-2	33.44	46.64	
SOCIAL SECURITY	80.60	80.60	
STERLING SAVING	342.64	0.00	
US BANK	438.36	0.00	
FIT/SIT BASE	955.45	0.00	
MEDICARE BASE	1,300.00	0.00	
PERS BASE	1,300.00	0.00	
SOC SEC BASE	1,300.00	0.00	
WC BASE	1,300.00	0.00	
Total		247.97	
Total Payroll Expense (Gross Pay + Employer Contributions):		1,547.97	

Check Summary

Payroll Checks Prev. Out.	\$1,791.00
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,791.00
Electronic Checks	\$1,274.07

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	161.20	161.20	322.40	21702
Medicare	37.70	37.70	75.40	21702
Workers' Comp	0.00			21700
FIT	50.00	50.00	100.00	21701
IDAHO SIT	25.00	25.00	50.00	21703
PERSI	162.99	162.99		21704
PERSI-2	80.08	80.08		21704
PERSI CHOICE 40	250.00	250.00		21704
Total Ded.	766.97	273.90	493.07	547.80

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

09/13/18
14:14:05

CITY OF DONNELLY
Payroll Summary For Payrolls from 09/13/18 to 09/13/18

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	3.50		0.00
HOL HOURS (Holiday Pay)	24.00		494.32
J001 HOURS (ROAD&STREET)	88.00		1,634.80
J002 HOURS (PARKS)	46.00		857.14
J013 HOURS (WATER MONITORIN)	10.00		198.70
REG HOURS (Regular Time)	56.00		1,367.52
VACA HOURS (Vacation Time Used)	16.00		390.72
GROSS PAY	4,943.20	0.00	
NET PAY	3,558.26	0.00	
DENTAL INS	19.50	55.50	
FIT	411.64	0.00	
HEALTH INS	0.00	804.00	
IDAHO SIT	236.00	0.00	
MEDICARE	71.68	71.68	
PERSI	335.64	559.57	
SOCIAL SECURITY	306.48	306.48	
UNEMPL. INSUR.	0.00	39.84	
VISION	4.00	12.50	
ID FIRST BANK	1,340.37	0.00	
STERLING SAVING	1,184.20	0.00	
UMPQUA	1,033.69	0.00	
FIT/SIT BASE	4,607.56	0.00	
MEDICARE BASE	4,943.20	0.00	
PERS BASE	4,943.20	0.00	
SOC SEC BASE	4,943.20	0.00	
UN BASE	4,943.20	0.00	
WC BASE	4,943.20	0.00	

Total 1,849.57
Total Payroll Expense (Gross Pay + Employer Contributions): 6,792.77

Check Summary

Payroll Checks Prev. Out.	\$1,791.00
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,791.00
Electronic Checks	\$4,453.47

		Carried Forward	Deduction	Difference	Liab Account
		From Previous Month	Checks Issued		
		-----	-----		
Social Security	612.96	774.16		1387.12	21702
Medicare	143.36	181.06		324.42	21702
Unempl. Insur.	39.84	243.63		283.47	21713
Workers' Comp	0.00				21700
FIT	411.64	461.64		873.28	21701
IDAHO SIT	236.00	261.00		497.00	21703

09/13/18
14:14:05

CITY OF DONNELLY
Payroll Summary For Payrolls from 09/13/18 to 09/13/18

Page: 2 of 2
Report ID: P130

PERSI	895.21		895.21		21704
DENTAL INS	75.00	75.00		150.00	21706
HEALTH INS	804.00	804.00		1608.00	21705
VISION	16.50	16.50		33.00	21705
PERSI CHOICE 40	0.00				21704
Total Ded.	3234.51	2816.99	895.21	5156.29	

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DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-75

Meeting Date 09/17/18

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
City Council Vacancy Candidates Mayor Recommendation		Mayor / Council		
		Clerk/Treasurer		Koch/Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

City Council member Rheta Atkinson resigned on July 27, 2018 as she was moving out of the City limits. Clerk received 3 letters of interest for the position (attached).

Jacquelyn Hoogendyk
Chelsie Bergquist
Lisa Nelson

Lisa Nelson withdrew her interest on September 6th, 2018.

Mayor and Clerk met with candidates on Tuesday, September 11th. Mayor would like to recommend to the City Council to appoint Jacquelyn Hoogendyk to complete the seat term until December 31, 2021.

RECOMMENDED ACTION:

1. *Accept Recommendation of Appointment*
2. *Appointment to take Oath of Office.*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-76

Meeting Date 09/17/18

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
WCM Community Partnership Agreement Discussion		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

Midas Gold provided the council with the proposed WCM Community Partnership Agreement and asked for feedback, suggestions or comments on the proposed draft agreement

THEY ARE REEQUESTING APPOINTMENT FOR REPRESENTATION.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number

AB 18-77

Meeting Date 09/17/18

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Donnelly Farmer's Market Request to Place Shed at City Park</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

SUMMARY STATEMENT:

Please see attached request from Donnelly Farmer's Market.

RECOMMENDED ACTION:

- 1. Accept or Deny Request*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Cami Hedges

From: liz jones <dannellyfarmersmarket@gmail.com>
Sent: Thursday, September 13, 2018 11:24 AM
To: Cami Hedges
Subject: Donnelly Farmers Market Shed

Hello Cami,

I would like to get onto the agenda of the next city council meeting if possible. Up for discussion is a storage shed to be permanently located on the most western edge of the City Park where we have our market.

We are nearing the end of the season and have accumulated signage, tables, banners, chairs, carts etc, and would like to purchase an 8X8 shelter from Long Valley Farm Store. The shed would look similar to those that you see on 55. Inside of the shed could also be used for storage of any city items associated with the market such as trash cans and "no parking" signs. The close proximity to the actual event will allow us to take on more responsibilities for signage, as well as ease a few of our current storage issues. We would agree to donate the shed to the city, should the market discontinue at some point, and also agree to maintain the shed if necessary, as long as it is in our possession.

We would like to purchase the shed this fall, to have it installed before the snow sets in. We seek the approval of the city to put this shed into position, and hope the above terms seem reasonable.

Market vendors and customers have commented on many occasions how much they like the venue. The majority did not know that it was the City of Donnelly's Park.

We were very pleased with the Market's success this year, and hope to expand our numbers in years to come. It has been a great weekly social event and community gathering for Donnelly folks, whether part-time or full, as well as local tourists. We are grateful to the city for supporting the development of this market.

Liz Jones

President of the Donnelly Farmers Market

**DONNELLY CITY COUNCIL
AGENDA BILL**

Number

AB 18-78

Meeting Date 09/17/18

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Appropriation Ordinance for FY19 Budget</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

SUMMARY STATEMENT:

Ordinance 241 is the Appropriation Ordinance for the FY2019 Budget adoption

RECOMMENDED ACTION:

- 1. Adopt Ordinance 241*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

CITY OF DONNELLY ORDINANCE NUMBER 241

AN ORDINANCE TO BE TERMED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF DONNELLY, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019, APPROPRIATING SUMS OF MONEY IN THE AGGREGATE AMOUNT OF \$1,954,101 TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF DONNELLY FOR SAID FISCAL YEAR; SPECIFYING THE OBJECT AND PURPOSES FOR WHICH SUCH AUTHORIZING THE CERTIFICATION TO THE COUNTY COMMISSIONERS OF VALLEY COUNTY, IDAHO THE AMOUNT OF \$105,886 IN PROPERTY TAXES TO BE LEVIED AND ASSESSED UP THE TAXABLE PROPERTY IN THE CITY; PROVIDED FOR THE FILING OF A COPY OF THIS ORDINANCE WITH THE OFFICE OF SECRETARY OF STATE AS PROVIDED BY LAW; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE,

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

SECTION 1: That the sum of \$1,954,101 is hereby appropriated to defray the necessary expenses and liabilities of the City of Donnelly, Valley County, Idaho for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

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

ESTIMATED EXPENDITURES:

GENERAL FUND:

Personnel	\$57,826
Administrative	\$67,889
Public Safety	\$3,500
Roads & Streets	\$173,746
Parks & Recreation	\$71,175
Donnelly Depot Center	<u>\$8,400</u>
TOTAL	\$382,536

LOCAL OPTION TAX FUND	\$70,350
WATER FUND	\$158,730
WATER IMPROVEMENT FUND	\$1,200,000
SEWER FUND	<u>\$142,485</u>
TOTAL BUDGET	\$1,954,101

SECTION 3: The amount of \$105,886 is hereby authorized to be certified by the City of Donnelly to be levied in the amount allowed by law for the general purposes for said City, for the fiscal year beginning October 1, 2018.

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

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

PASSED BY THE CITY COUNCIL and approved by the Mayor this 17th day of September 2018.

Brian Koch, Mayor

ATTEST:

Cami Hedges, City Clerk

**DONNELLY CITY COUNCIL
AGENDA BILL**

Number

AB 18-79

Meeting Date 09/17/18

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		Department Approvals	Initials	Originator or Supporter
Conveyance of Property to the Donnelly Rural Fire Protection District Ordinance 242		Mayor / Council		Koch
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

SUMMARY STATEMENT:

Ordinance 242 is the ordinance approving the conveyance of property to the Donnelly Rural Fire Protection District.

A public hearing was held on August 27, 2018 and properly noticed in the newspaper.

RECOMMENDED ACTION:

1. Adopt Ordinance 242 and authorize mayor to sign all necessary documents.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

ORDINANCE NO. 242

AN ORDINANCE OF THE CITY OF DONNELLY, IDAHO, CONVEYING REAL PROPERTY TO THE DONNELLY RURAL FIRE PROTECTION DISTRICT:

WHEREAS, the City of Donnelly owns property located in Valley County Idaho, to-wit property described as:

A tract of land located in the SE ¼ of the SW ¼ of Section 10, T. 16 N., R. 3 E., B.M., Valley County, Idaho, more particularly described as follows:

Commencing at the ¼ Corner common to Sections 10 and 15, T. 16 N., R. 3 E., B.M.; thence S 89 34' 25" W 351.28 feet on the line common to said Sections 10 and 15 to a point on the Easterly Right-of-way of the abandoned Idaho Northern Branch of the Oregon Short Line Railroad; thence W 08 56' 00" W on said Easterly Right-of-Way 35.39 feet to a point on the Northerly Right-of-Way of a County Road said point being marked with a ½ in. diameter steel pin, thence S 89 34' 25" W on said Right-of-Way 111.22 feet to a ½ in diameter steel pin, said point being the REAL POINT OF BEGINNING; thence continuing on said Northerly Right-of-Way S 89 34' 25" W 141.56 feet to a ½ in. diameter steel pin on the Westerly Right-of-Way of the said Oregon Short Line Railroad; thence N 08 56' 00" W 308.39 feet to a ½ in. diameter steel pin on the South Boundary of Jordan Street extended; thence N 89 34' 25" E on said South Boundary of Jordan Street extended 141.56 feet to a ½ in. diameter steel pin; thence S 08 56' 00" E 308.39 feet to the REAL POINT OF BEGINNING, containing 0.99 acres more or less.

("Fire Department Property").

WHEREAS, Idaho law recognizes that the cities of the state of Idaho shall have general authority to manage real property owned by the city in ways deemed to be in the public interest. The city council shall have the power to convey by deed any real property owned by the city which is underutilized or which is not used for the public purpose. Idaho Code §50-1401, *et seq.*;

WHEREAS, Idaho law recognizes that after a public hearing has been conducted the city council may proceed to convey real property when it is determined to be in the city's best interest that a transfer or conveyance be made, the city council may, by ordinance duly enacted, authorize the transfer or conveyance of any real property owned by such city to any tax supported governmental unit, with or without consideration. Idaho Code §50-1403;

WHEREAS, the property specifically described above as the Fire Department Property was Leased by the Donnelly Rural Fire Protection Association for a term of 50 years on June 15, 1987 for the purpose of fighting fire, furnishing quick response ambulance service, and to protect life and property;

Ordinance 242 Fire Department Land Conveyance

WHEREAS, the Donnelly Rural Fire Protection District is a tax supported district created to operate in Donnelly;

WHEREAS, the Mayor and the City Council held a public hearing on August 20, 2018 and as a result of that public hearing find that the Fire Department Property is underutilized, or is not used for public purposes, and the conveyance of the fire department property from the City of Donnelly to the Donnelly Rural Fire Protection District without financial consideration is in the best interest of the City of Donnelly;

WHEREAS, the Mayor and the City Council of the City of Donnelly desire to convey the Fire Department Property from the City of Donnelly to the Donnelly Rural Fire Protection District subject to certain restrictions.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO, AS FOLLOWS:

Section 1. PURPOSE. The City of Donnelly finds that it is in the City of Donnelly's best interest to convey the Fire Department Property from the City of Donnelly to the Donnelly Rural Fire Protection District without financial consideration.

Section 2. CONVEYANCE. On October 1, 2018, the City of Donnelly shall convey the Fire Department Property from the City of Donnelly to the Donnelly Rural Fire Protection District by way of a Warranty Deed with Restrictions, to wit:

1. The Fire Department Property will continue to be used for emergency services.

Section 3. REPEALER CLAUSE. All Ordinances or Resolutions or parts thereof in conflict herewith are hereby repealed and rescinded.

Section 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication according to law.

PASSED AND ADOPTED BY THE DONNELLY CITY COUNCIL and approved by the Mayor this 17th
day of September, 2018.

Brian Koch, Mayor, City of Donnelly

ATTEST:

Cami Hedges, City Clerk

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-80

Meeting Date 09/17/18

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
LHTAC Grant Opportunities Carol Coyle – Grant Contractor		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

SUMMARY STATEMENT:

Clerk has asked to have Carol Coyle come and disucuss the upcoming oportunties through LHTAC.

RECOMMENDED ACTION:

- 1. Determine the priorities of the grants*
- 2. Authorize Clerk to work with Carol Coyle on the upcoming LHTAC*
- 3. Authorize Engineering costs for development.*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Memo

Date: September 12, 2018

To: Mayor and Council members, City of Donnelly

From: Carol Coyle, Coylemoor LLC, grant consultant

Re: 2019 Transportation funding options through the Local Highway Technical Assistance Council (LHTAC)

City Clerk/Treasurer Hedges asked me to review the funding programs through LHTAC and provide some recommendations for potential grant applications for City of Donnelly transportation projects. I reviewed four funding programs and my recommendations are detailed below:

1. **Local Rural Highway Investment Program (LRHIP)** to update the City of Donnelly's Transportation Plan
 - Strongly recommended. Having an up-to-date plan will go a long way in obtaining future funding, as it will identify strengths and weaknesses in Donnelly's transportation system and define priorities for future projects. This Plan would assist the Council in developing an annual capital improvement plan for City roadways and pathways
 - No match-maximum funding is \$30,000. Applications are due November 20, 2018.
2. **Child Pedestrian Safety Program** for E. Roseberry pathway connection to Donnelly Elementary.
 - Strongly recommended. This funding would allow the City to construct a safe route to school and increase safety for local residents. Connecting existing pathways to schools are very competitive projects for this funding.
 - Applications can be up to \$250,000 with no matching funds required. Important to note that engineering and design costs are ineligible for this funding, so Donnelly would have to pay those costs separately, as the grant funding is only for construction-related expenses. Project would need to be ready to go to bid in early Spring, so design would need to be done sometime in Jan-Mar. 2019.
 - Another option for this funding is to consider safety improvement projects such as crosswalks, ADA ramps, or pedestrian crossing facilities on City streets. Applications are due December 21, 2018.
3. **Local Strategic Initiatives Program**-for E. Roseberry reconstruction.
 - Recommended with reservations. This program maxes at \$1 million. No match required. There will be about \$10 million available statewide. All jurisdictions in the state are eligible, so there is no rural set aside and program is very

competitive. Funds of up to 10% of the project award may be used for design and engineering.

- Project would need to be ready to go in early summer and done by November, 2019, so **readiness** is a big component. If the Council wishes to apply for this funding, Council would be advised to task the City's engineers to develop scope, cost estimate and a preliminary plan set to submit with the application. A successful application would also require a full-on effort of Council, staff, consultants and community members to demonstrate the support for this project (i.e. letters of support from PTA, MDSD, businesses, etc.).
- Applying is feasible, but the project would need local facilitation to coordinate community meetings, obtain letters of support, work closely with the engineering team, etc. My recommendation is to consider other projects that will require engineering services (such as Child Pedestrian program) and look at applying for this funding in a future year, if such funding is available (will depend on state legislature). Applications are due December 21, 2018.

4. I reviewed the **Local Highway Safety Improvement Program** and based on Donnelly's crash data for the 5-year period that is used for eligibility, the frequency and type of crashes do not put Donnelly in a highly competitive position for this funding.

As pathway development is very important to Donnelly, another consideration is the Recreational Trails Program that is administered through the Idaho Department of Parks and Recreation. This may be a great option for the Valley County Pathways-supported project on the west side of Donnelly. Matching funds of 5% are required for this funding. Applications will be due in January, 2019.

Thank you for the opportunity to review these funding options for the City of Donnelly, and I welcome any questions or comments.

Carol Coyle

Scope of Work

Date: 7/11/2018

Task Order Number:

Project Number:

Project Name: Donnelly School Pathway

Consultant Company Address: T-O Engineers, 332 Broadmore Way, Nampa, Idaho 83687

Contract Amount: \$14,670 (T/M NTE)

Project Description and Assumptions:

The project generally consists of creating construction documents for a gravel pathway and pedestrian crossing with pedestrian activated signals. The pathway will be constructed along to Roseberry Road and will connect Main Street to Donnelly Elementary School. The intent of the pathway is to create a safe route to the elementary school. The pathway is not anticipated to affect storm drainage.

A topographical survey will be conducted. The topographic survey will pick up roadway, drainage ditches, storm water structures, and other features in the area of the project. The topographical survey will be used as a basis for design. An electrician will be consulted to verify the connection to power is acceptable as designed.

Project specifics include:

- Topographic Survey
- Utility and Storm Drain research
- Project design
- Construction drawings and specifications
- Electrical design to provide power to signal

This scope of work assumes the following general assumptions based on discussions with City staff and other available information.

General Assumptions:

- a. Design will generally follow the attached exhibit
- b. The City will provide any available record drawings
- c. Existing Right of Way is sufficient to complete the proposed work. No additional Right of Way or Easements will be necessary.
- d. Contractor will obtain any permits required to work within the Right of Way.
- e. No boundary Surveys, temporary easements, permanent easements, or legal descriptions will be necessary to complete this project.



T-O ENGINEERS

The tasks outlined in the Scope of Work (SOW) will include two (2) main categories.

1. Project Management

- 1.1. Kick Off Meeting – CONSULTANT will prepare agenda and conduct meeting with City staff to discuss project approach, schedule, available information, etc.
- 1.2. Budget and Tracking – CONSULTANT to provide monthly progress report(s), detailing expenditures per task to date, percent of budget spent and percent complete. Provide schedule updates, progress report(s) and revisions. Monthly progress report(s) will be submitted with monthly invoice(s). A one-page bi-monthly project summary will be submitted as requested by City staff.

2. Design Services

- 2.1. Topographic Survey– Survey marked underground utilities (T-O to call Digline for marking and mapping), above ground utilities, edge of pavement, curblines, general roadway topography, existing water meters and hydrants. Set benchmarks for survey control will be placed for use during construction. Assumes no traffic control will be necessary, and no boundary survey or legal descriptions.
 - 2.1.1. Monument Survey - Per Idaho Code 55-1613 all property controlling corners, accessories to corners, as well as benchmarks established and points set in control surveys by agencies of the United States government or the State of Idaho shall be located by field search and survey prior to any construction activities. Construction documents or plans prepared by professional engineers shall show the existence of such monuments and shall be reestablished and remonumented at the expense of the agency or person causing their loss or disturbance.

T-O will survey in these monuments. No disturbance to these monuments is anticipated. Should monuments be located within the project disturbance area, T-O Engineers will alert the City of Donnelly and show the monuments on the plans.
- 2.2. Base Mapping – Create a Base Map with survey information and utility maps. City to provide all utility and other GIS information for this area.
- 2.3. Pathway Design – Consultant will complete a pathway design along Roseberry between Donnelly Elementary School and Main Street. A HAWK Beacon signal will be designed in the project. The project will be designed to meet City Code and ADA standards. Storm drainage will be perpetuated (no new storm drainage facilities are anticipated). The City will be provided with several options for the signal. An electrical engineer will be consulted to determine the best source of power for the beacon.
- 2.4. Erosion and Sediment Control Plan – T-O Engineers will complete a Erosion and Sediment Control Plan. Less than 1 acre of area is anticipated to be disturbed, therefore, a SWPP will not

be completed. The contractor will be responsible to meet all local and state requirements related to erosion and sediment control.

2.5. Engineers Construction Cost Estimate – Compile a list of bid items, estimate unit costs, and calculate total estimated cost of construction. This is meant as a budgeting tool; actual Contractor's bids may vary from estimated cost.

2.6. Final Design Review – CONSULTANT will submit plans to City for review.

2.7. Revise and Resubmit Plans – After receiving City comments on the management plan, CONSULTANT will revise and resubmit for final City approval.

3. Bid Administration and Support

This scope of work is intended to prepare a project for application for funding. No bid administration or construction inspection is included in this scope. An additional services contract may be completed at the request of the City.



T-O ENGINEERS

Project Schedule

(To include Kick-Off Meeting, Design meeting, Construction Start, Construction Completion and Other Milestone Dates)

Notice to Proceed:

Kick-Off Meeting:

Survey: 1 Week

Design: 3 Weeks

Draft Review Meeting: 2 Weeks

Final Plans: 2 Weeks

Cost of Services

Services will be on a time and materials not-to-exceed (NTE) basis.

Attached is the labor estimate and cost summary.

Attach all supporting information including: a man-hour estimate outlining who will be working on each sub-task and their hourly rate. Include total cost for each sub-task, main task, sub consultant SOW/fees and PROJECT.

Project Budget



City of Donnelly
Safe Route To School Project
July 11, 2018

Task No.	Description of Work	Total Man-hours	Project Manager	Survey Manager	Engineer	Surveyor	Clerical	Direct Expenses	Category Totals
1	Project Management								\$ 1,760
1.1	Kick Off Meeting	12	2		10				
1.5	Budget and Tracking	4	4						
2	Design								\$ 11,025
2.1	Topographic Survey	24		4		20			
2.2	Base Mapping	4			2	2			
2.3	Pathway Design	44	4		40			\$ 1,385	
2.4	Erosion and Sediment Control Plan	5	2		3				
2.5	Engineers Construction Estimate	8	2		6				
2.6	Final Design Review	10	5		5			\$ 500	
2.7	Revise and Resubmit	20	4		12		4		
	Total Estimated Hours	131	23	4	78	22	4	\$ 1,885	\$ 14,670

A. Summary of Estimated Labor Costs

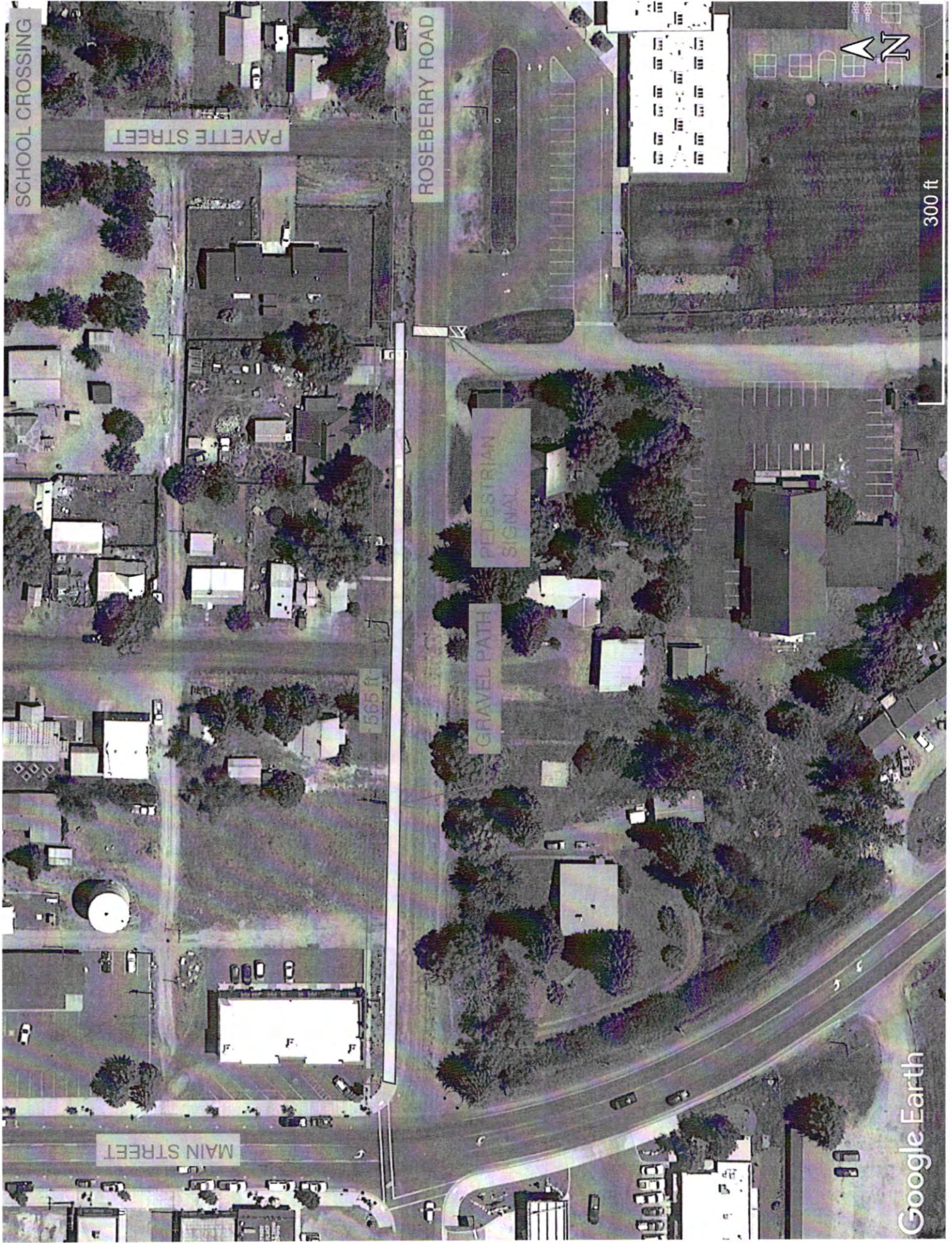
Personnel	Man-hours	Rate	Extension
Project Manager (Ketterling)	23	\$ 135.00	\$ 3,105.00
Survey Manager (O'Malley)	4	\$ 110.00	\$ 440.00
Engineer (Howell)	78	\$ 95.00	\$ 7,410.00
Surveyor (Stone)	22	\$ 75.00	\$ 1,650.00
Clerical (Orr)	4	\$ 45.00	\$ 180.00
Total Estimated Labor Costs	131		\$ 12,785.00

B. Direct Expenses

Electrical Sub-Consultant		\$ 1,000.00
Travel	700 Miles @ \$ 0.55 =	\$ 385.00
Production Copies, Postage, Misc.		\$ 500.00
Total Estimated Direct Expenses		\$ 1,885.00

Total	\$ 14,670.00
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Time and Material, Not to Exceed



DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-81

Meeting Date 09/17/18

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Resolution 2018-017</i> <i>Records Custodian Designation</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:	Unknown			

Per Idaho Code, effective July each Municipality is required to designate a records custodian by resoltuion.

RECOMMENDED ACTION:

- 1. Approve Resolution*

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

RESOLUTION NO. 2018-017

A RESOLUTION OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO,
DESIGNATING RECORDS CUSTODIAN FOR THE CITY OF DONNELLY;

WHEREAS, Senate Bill 1274 requires Idaho cities to designated records custodians and alternates
to help members of the public who want to request public records; and

WHEREAS, Senate Bill 1274 takes effect July 1, 2018.

NOT THEREFORE BE IT RESOLVED, by the City Council of the City of Donnelly, Idaho as
follows:

Cami Hedges is designated as the primary records custodian for the City of Donnelly for all city
departments.

APPROVED by the City Council on this 17th Day of September 2018.

DATED this 17th day of September 2018.

CITY OF DONNELLY
Valley County, Idaho

By _____
Brian Koch, Mayor

ATTEST:

Cami Hedges, City Clerk Treasurer

(S E A L)



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: September 17, 2018

Water Accounts: As of Thursday, September 13, 2018 we have _____ past due 30 days or more, in water billings. They have been notified for disconnection on the 21st if payment has not been received.

Local Option Tax: Our local option tax receipts for sales in July were \$13255.76 which is up 8.1% in collection for this fiscal year compared to last year. We will be amending the budget for the surplus at the September meeting at the September 24th meeting. We would like to propose using some of the overages to upgrade the over the road banner system.

Clerk Report: Training in September in Coeur d'Alene, this is Tuesday through ½ Friday. The office will be closed, and I will be working on emails and returning calls throughout my breaks. We have received several business license renewals, missing 16. Maintenance will begin to look at the cost to stain Community Center and City Hall this Fall or Spring. Have reached out to 3 structural engineering companies and have not heard anything at this time. I will follow up on Monday.

Parks & Recreation: Ken and Greg have removed the boat docks and noticed that the top float is damaged. We will need to fix prior to having them placed next Spring. We have had several requests for a toddler swing for the park. This will be installed next week. We are researching the costs to replace the picnic tables in the pavilion and swap with tables that need to be replaced at the campground.

Planning & Zoning: The September meeting was held but did not have any agenda items.

Road & Streets: Tube traffic study was done on Front Street, Eld Lane and E Jordan Street. We are currently conducting a study of foot traffic to the school as well as a radar, car count on E Roseberry Road and W Roseberry Road. We will have the date in October.

Office Closed / Vacation: October 8th Columbus Day.

Upcoming Meeting Dates: Planning & Zoning, Monday, October 1st, City Council September 24th and October 15th.



HAVE QUESTIONS ABOUT THE STIBNITE GOLD PROJECT?

We'll be holding office hours in Donnelly
for anyone who would like to stop by
and speak with our experts.

Friday, September 14: 11am-3pm
Friday, October 12: 11am-3pm
Friday, November 9: 11am-3pm