



## City of Donnelly

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### City Council Meeting on Monday, May 21, 2018 at 6:00 pm Donnelly Community Center

#### MINUTES

Meeting called to order by Council President Gabe Stayton at 6:00 p.m.

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

#### Pledge of Allegiance

**ARBOR DAY / TREE CITY USA RECOGNITION: John Lillehaug presentation of award.**

City of Donnelly has been recognized as a Tree City for the past 6 years. The City is planning to plant two larger pine trees at the campground for this arbor day. There are additional programs that the City may be eligible for that could assist in the planting and caring for the trees with in the City. The City was also rewarded a Plant Idaho grant for \$300.

#### CONSENT AGENDA:

City Council Minutes – April 23, 2018

Vouchers dated April 24, thru May 17, 2018 with addition of those read into record Amazon \$118.93, Frontier \$33.46, May Hardware \$93.55, Rocky Mountain \$190, Adobe \$14.99 Total = \$450.93

Treasurer's Report for April 2018

Payroll Summary for April 26<sup>th</sup>, May 5<sup>th</sup>, May 10<sup>th</sup>, 2018

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to approve the consent agenda with the additional vouchers with the added into record. Motion carried.

#### Public Hearing:

**AB 18-44 The Glen Annexation Amendment (ACTION ITEM)**  
**Request to approve amendment of the Glen Annexation Agreement**

**Councilman Stayton opened Public Hearing at 6:12 p.m.**

Steve Milliman, representing owners of the property. The amendment changes the existing annexation agreement that has a specific planning schedule that would require final plat. In discussions with the owner he did not want to ask for another extension as he did not have plan or a guarantee of the

project. He is electing to not proceed to the project. The amendment addresses potential conflict down the road. This makes it clear to the current owners or any subsequent owners. Any development on the property will have to go through the complete process at that time. The annexation agreement would also have to be amended to the project. This is just keeping things clean as a paper trail.

Public Comment:

Councilman Stayton asked for those in Favor: None  
Councilman Stayton asked for those that are Neutral: None  
Councilman Stayton asked for those that are Against: None

Councilman Stayton closed the public hearing at 6:20 p.m.

**Motion by Stayton, 2<sup>nd</sup> by Minshall** to approve The Glen Annexation Agreement Amendment and authorize Mayor to sign all necessary documents. Motion carried.

## **BUSINESS AGENDA:**

### **AB 18-39 Intent to Convey Real Property to the Donnelly Public Library District (ACTION ITEM)**

City Clerk presented the Council with a written opinion letter to council. Councilman Stayton would like to see more of a restricted deed than a lease and council agreed. Amy Holm and Laura Bettis representing the Donnelly Public Library District explained the proposed restrictions. Council agreed with the proposed restrictions and indicated that 10%, 10 years and first refusal would be agreeable. Attorney for district will provide updated deed and ordinance for the closing date of June 29, 2018.

**Motion by Minshall, 2<sup>nd</sup> by Davenport,** to approve AB 18-39 Intent to Convey Real Property to the Donnelly Public Library District with deed restrictions as follows: Library must be used as a library, if sold City has right to first refusal and 10% of sale proceeds. If district dissolves, title and interest revert to City. Motion carried.

### **AB 18-45 Request to Approve Copier Purchase and Maintenance Agreement (ACTION ITEM)**

Our current copier/fax/scanner lease is up for renewal. Option recommended is to purchase the current machine and have a monthly maintenance each month. The copier works great and should have a long life with the amount of usage that the City has on it. The purchase price would be \$4500.00 and maintenance of \$40.00 for the copier and \$15.40 for the color printer. Would like to reduce fax to a toll-free line for \$10 instead of \$30 since our usage is so low.

**Motion by Stayton, 2<sup>nd</sup> by Davenport,** to approve AB 18-45 to purchase the current copier in the amount of \$4500.00. Motion carried.

### **AB 18-46 Request to Approve Donnelly Depot Center Lease Renewals (ACTION ITEM)**

A question was asked about additional storage for the renter. Unit #1 is the only one that is leasing outside storage in the fenced area. The outside area is looking horrible and very messy.

Council would like to see the lease to be updated to have more restrictions of the parking and storage outside, sidewalk, subleasing and enforce these requirements.

**AB 18-47 Request to Approve Donnelly Depot Center Lease Rate Increase (ACTION ITEM)**

In May 2016 we increased the lease rate by \$50.00. Would like to recommend increasing rent with the next lease agreement. Lease to include an exhibit to increase \$50.00 per year for the next two years or until reaching market rate. No decision until new lease is approved.

**AB 18-48 Request to Adopt Resolution 2018-012 Surplus Property – Landscaping Blocks (ACTION ITEM)**

After the demolition of the retaining wall we have 27 pallets of 18 blocks to surplus. This amount would help offset some of the grant match that the City is required. \$5 per block at \$90 for 18 pieces.

**Motion by Stayton, 2<sup>nd</sup> by Minshall**, AB 18-48 adopt Resolution 2018-012 Surplus Property with minimum bid of \$90 per pallet. Motion carried.

**AB 18-49 Adopt Ordinance 239 Water Revenue Bond, Series 2018 (ACTION ITEM)**

**Motion by Minshall pursuant to Idaho Code Section 50-902 that the proposed Ordinance 239 pass its first reading by title only, 2<sup>nd</sup> by Davenport.** Roll Call Vote: Stayton (yes), Minshall (yes), Davenport (yes).

Clerk read Ordinance 239 by title only.

**Motion by Minshall pursuant to Idaho Code Section 50-902, that the rule requiring ordinances to be read on three different days with one reading to be in full to be dispensed with and that the proposed Ordinance 239 be considered read, passed and adopted after being read by title only, 2<sup>nd</sup> by Davenport.** Roll Call Vote: Stayton (yes), Minshall (yes), Davenport (yes) Motion carried.

**AB 18-50 Adopt Resolution 2018-013 Bond Anticipation Note (ACTION ITEM)**

This resolution authorizes a Bond Anticipation Note for the Water System Improvement System.

**Motion by Stayton, 2<sup>nd</sup> by Minshall** to adopt resolution 2018-013 and authorize mayor to sign all necessary documents. Motion Carried.

**AB 18-53 USDA Resolution 2018-0 14**

This resolution is required from USDA for the Bond Anticipation Loan

**Motion by Stayton, 2<sup>nd</sup> by Davenport** to adopt Resolution 2018-014 and authorize the mayor to sign all necessary documents. Motion carried.

**AB 18-51 Request to Approve the purchase of Speed Check Sign (ACTION ITEM)**

Planning and Zoning Commission has been awarded over the past few years fund from the Local Option Tax to install an additional Speed Check sign. This is the same as the previous one installed and it would include additional statistical data.

**Motion by Davenport, 2<sup>nd</sup> by Stayton** to approve the purchase of AB 18-51 Speed Check sign. Motion carried.

**AB 18-52 Request for Fee Reduction or Abatement for Weir Residence (ACTION ITEM)**

Property owner requested that her Design Review fee be abated or reduced. She has already done two design reviews for the property and this would be the 3<sup>rd</sup>. Council would not like to set a precedence by reducing or abatement the design review fee.

**Motion by Davenport, Minshall** to deny AB 18-52 request for reduction or abatement of design review fee. Motion carried.

**STAFF REPORTS:**

Clerk provided staff report in packet. Dust abatement should be done in June.

Budget workshop FY19

**Motion by Minshall, 2<sup>nd</sup> by Davenport** to adjourn until the next City Council Meeting on meeting on June 18, 2018 at 6:00 p.m. Motion carried.

Adjourned at 7:32 p.m.

Approved: June 18, 2018