

# AGENDA Donnelly City Council Monday, October 21, 2019 at 6:00 pm Donnelly Community Center

#### **ROLL CALL**

#### PLEDGE OF ALLEGIENCE

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

City Council Minutes - September 16, 2019

Vouchers September 12, 2019 thru October 18, 2019

Treasurer Report – September 2019

Payroll Summary – September 26th, October 5th and October 10th

#### **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.

#### **DISCUSSION ITEMS:**

Donnelly Pathways Update – Brett Shepherd Recycle Center Garbage

#### **BUSINESS AGENDA: (Action Items)**

AB 19-71 Donnelly Pathways Letter of Support

AB 19-72 Water Project Update/Contractor Payment

AB 19-73 Transportation Plan Scope of Work/Contract

AB 19-74 Donnelly Chamber Vendor Fee - Christmas in Donnelly

AB 19-75 DDC Usage/Rates

AB 19-76 Resolution 2019-007 Surplus Motor Grader

#### **STAFF REPORTS:**

**ADJOURN:** Monday, November 18, 2019 at 6:00 p.m.

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 208-325-8859, at least 24 hours in advance of the meeting date.

Number

**AB 19-71** 

**Meeting Date 10/21/19** 

169 Halferty Street Donnelly, Idaho 83615

Department Approvals Initials Originator or Support    Mayor / Council   Mayor / Council   Clerk/Treasurer   Public Works   Mayor / Council   Mayor / Council   Clerk/Treasurer   Public Works   Mayor / Council	Donnelly Pathways Letter of Support    Mayor / Council   Clerk/Treasurer   Public Works   Donnelly Pathways   Donnelly Pathways   Donnelly Pathways   Donnelly Pathway Project.		AGENDA ITEM	INFORMATION		
Donnelly Pathways Letter of Support    Mayor / Council   Clerk/Treasurer   Public Works	Donnelly Pathways Letter of Support    Mayor / Council   Clerk/Treasurer   Public Works	SUBJECT:		Department Approvals	Initials	
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		MEETING DATE				

169 Halferty Street Donnelly, Idaho 83615

Number

AB 19-72

Meeting Date 10/21/19

SUBJECT:		Department Approvals	Initials	Originato
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Water Project U	Ipdate/Contractor Payment	Mayor / Council		Supporter
<u>.</u>		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING				
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TIMELINE:		·	-	
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169 Halferty Street Donnelly, Idaho 83615

Number

**AB 19-73** 

Meeting Date 10/21/19

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1	AGENDA ITEM INFO	ORMATION		×
SUBJECT:		Department Approvals	Initials	Originator or Supposed
Transportation	Plan Scope of Work/Contract	Mayor / Council		Supporter
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				
approval.	ransportation Master Plan was last comples plan. TO Engineers has completed the state of the sta	scope of work and submitte	d to LHT	AC for
RECOMMENDED Approve Scope of w MEETING DATE	O ACTION:  work and Mayor to sign Agreement for So  RECORD OF COUNCIL  ACTION			

### T-O ENGINEERS, INC. AGREEMENT FOR PROFESSIONAL SERVICES

T-O Engineers, Inc. Project Number: M19307

Date: October 11, 2019

THIS AGREEMENT is between **The City of Donnelly**, hereinafter referred to as "**Client**" and **T-O Engineers**, **Inc.**, an Idaho Corporation, hereinafter referred to as "**Consultant**". The Client and Consultant in consideration of their mutual covenants herein contract and agree as follows:

The Client intends to Update the Donnelly Transportation Plan, hereinafter referred to as the "Project".

#### A) CLIENT INFORMATION AND RESPONSIBILITIES

- 1. The Client shall timely provide to Consultant a complete description of the Project including: Client's requirements for the Project, objectives and constraints, capacity and performance requirements, flexibility and expandability needs, any budgetary limitations, and all design and construction criteria which Client requires be incorporated into the Project.
- 2. Client shall timely provide to Consultant all associated or applicable project information including: data and documents prepared by others, soil and subsurface explorations, hydrologic information, laboratory tests, inspection reports, environmental assessments, title reports, records of survey, warranty deeds, and land use restrictions, all of which Consultant may use and rely upon, without liability, in performing services under this Agreement.
- 3. The Client shall timely obtain permission for Consultant to enter upon public and private property as required for Consultant to perform services under this Agreement.

#### B) SERVICES TO BE PERFORMED BY CONSULTANT

Consultant shall provide the following generally described services under this Agreement: See Exhibit B.

#### C) BASIS OF FEE AND BILLING SCHEDULE

The Client shall timely pay Consultant for services set forth and provided under this Agreement. Client shall timely pay Consultant for additional services authorized by written amendment to this Agreement.

#### 1. Hourly Rates

Compensation shall be timely made for all hourly charges and direct expenses during the performance of work described herein. Hourly charges are the product of actual time expended on the Project multiplied by the hourly billing rate for that employee classification as shown on the Fee Schedule, attached as Exhibit A. Direct expenses are the sum of all expenditures attributable to the Project that are not labor charges, including subconsultant fees. Hourly and direct expense rates are subject to annual review and revision by Consultant.

#### 2. Lump Sum

The lump sum fee for services to be provided is included in the scope of work attached as Exhibit B. The portion of the lump sum that is invoiced monthly will be based on Consultant's estimate of percentage of scope of work completed.

#### **TERMS AND CONDITIONS**

#### 1) GENERAL

- a. Consultant shall provide professional services for the Client on the Project described in this Agreement. These services shall be performed in accordance with generally accepted professional practices and standards of care and skill ordinarily used in Consultant's profession under similar circumstances. Consultant makes no warranty, either expressed or implied, as to performance of professional services.
- b. Consultant shall not be responsible for acts or omissions of any other party involved in the Project.
- c. Consultant has not been retained to supervise, direct or have control over the work of any construction

contractor or their subcontractor or supplier, hereinafter referred to collectively as "Contractor". Consultant does not have authority over, or responsibility for: Contractor's means, methods, techniques, sequences or procedures of construction, safety precautions and programs incident to the work of Contractor, or for any failure of Contractor to comply with applicable laws and regulations.

- d. Consultant can neither guarantee the performance of any Contractor nor assume responsibility for Contractor's failure to furnish and perform work in accordance with any construction contract documents or
- e. The Client understands and agrees that subsurface and soils characteristics may vary greatly between successive test points and sample intervals. Consultant makes no warranties, expressed or implied, as to the services or data furnished by professionals providing soils testing or geotechnical advice.

#### 2) OPINIONS OF COST

a. Consultant may be asked to provide opinions of probable construction or Project costs as part of the professional services under this Agreement. The Client understands and agrees that: Consultant has no control over the cost of labor or materials furnished by others or market conditions, Consultant's opinions of probable cost are based on Consultant's experience and judgment, Consultant does not guarantee or warrant that bids or estimates prepared by Contractors will not deviate from opinions of probable cost provided by Consultant, and Consultant is not responsible for variations between actual construction bids or costs and Consultant's opinions regarding probable construction costs.

### 3) REUSE AND OWNERSHIP OF DOCUMENTS

- a. All work product including documents prepared by the Consultant under this Agreement are proprietary instruments of the Consultant's professional service and shall remain the sole property of the Consultant and no work product shall be used or reused by the Client other than for the construction, operation and maintenance of the Project, without specific prior written permission of Consultant.
- b. Client agrees that: authorized use of Consultant's work product on the Project is subject to full payment for Consultant's services related to preparation of the product, work product is not suitable for use on the Project unless completed by the Consultant for the specific purpose intended, and any other use of Consultant's work product by Client will be at Client's sole risk without liability of Consultant.
- c. The Client shall timely pay, assume, defend, indemnify and hold Consultant harmless from any claims, damages, losses and expenses, including attorney's fees, arising from unauthorized reuse of all work product

#### 4) GOVERNING LAW

a. The laws of the State of Idaho shall govern the validity of this Agreement, its interpretation and performance, and all remedies for breach of contract or any other claims related to this Agreement.

#### 5) SUCCESSORS AND ASSIGNS

- a. Client and Consultant are hereby bound, and their partners, successors, executors, administrators and legal representatives are likewise bound, to the other party to this Agreement, in respect of all covenants, agreements
- b. Neither Client nor Consultant may assign or transfer any rights, duties or responsibilities under this Agreement
- c. Nothing under this Agreement shall be construed to provide any rights or benefits in this Agreement to anyone other than Client and Consultant, and all duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party.

#### 6) TIMES OF PAYMENTS

- a. Consultant shall submit monthly invoices for services rendered and for direct expenses incurred. Client shall timely make monthly payments. Invoices are due and payable within thirty (30) days of the date of the invoice.
- b. All account balances not paid in full within thirty (30) days of the date when first invoiced are overdue and subject to interest at the rate of twelve (12) percent (%) per annum compounded monthly from the date when first invoiced until paid in full. Any payments received shall be credited first to accrued interest and then to
- c. All fees and costs incurred by Consultant to collect overdue account balances shall be added to the account

balance.

### 7) SUSPENSION OR TERMINATION

- a. Consultant may, at its sole discretion, after giving seven (7) days written notice to Client, suspend or terminate service if undisputed charges are not paid within forty-five (45) days of receipt of Consultant's invoice and Client hereby waives any claim against Consultant, and shall timely pay, assume, defend, indemnify, and hold Consultant harmless from and against any claims arising from Consultant's suspension or termination of services
- b. Any charges in dispute shall be called to Consultant's attention, in writing, within ten (10) days of receipt of Consultant's invoice, and Client and Consultant shall work together in good faith to resolve any such disputes. If Client and Consultant are unable to resolve said disputes within twenty (20) days, Consultant may suspend or
- c. The obligation to perform under this Agreement may be terminated by either party upon thirty (30) days written notice. Such termination shall be based upon substantial lack of performance by the other party under the Terms
- d. Consultant may terminate services under this agreement upon seven (7) days written notice if Client requires or demands that Consultant perform services in conflict with Consultant's professional responsibilities and Client hereby waives any and all claims against Consultant for such termination.
- e. If this Agreement is terminated by either party, Consultant shall be timely paid for services rendered and for direct expenses incurred to the date of such termination plus close-out or suspension costs including but not limited to document management, rescheduling or re-assignment of personnel, and documentation as to status

### 8) RISK ALLOCATION AND REMEDY

- a. Client agrees to limit T-O's total aggregate liability to Client and all third parties arising from any and all injuries, damages, claims, losses, expenses or claim expenses, including attorney's fees and costs, arising out of or relating to this agreement based on any cause or any theory of liability, including, but not limited to negligence, errors or omissions, strict liability, breach of contract, breach of warranty, and claims for indemnification or contribution, such that T-O's total aggregate liability, including but not limited to attorney's fees and costs, shall not exceed the percentage share of T-O's fee as it relates to the Client's total fee, or in the case of an owner, the total project value, up to a maximum of one hundred thousand dollars (\$100,000).
- b. Client and Consultant hereby waive any and all claims for special, incidental, indirect or consequential damages arising out of or in any way related to the Project.
- c. Client and Consultant hereby contract and agree that any and all demands, mediation, arbitration, or lawsuits brought to enforce this Service Agreement shall be brought only against the parties hereto and shall not be brought individually against any shareholders, members, employees, directors, officers, partners, or agents of either of the parties to this Service Agreement. Client and Consultant further contract and agree that no rights, claims, or benefits shall arise or accrue to any party or entity not an express party to this Service Agreement, without the express written consent of both of the parties hereto.

### 9) HAZARDOUS ENVIRONMENTAL CONDITIONS OR MATERIALS

- a. Consultant's services exclude any services related to hazardous materials or a hazardous environmental condition, including hazardous materials as defined by federal, state and local law. Discovery of hazardous materials after the date of execution of this Agreement mandates renegotiation of Consultant's scope of work or
- b. The Client hereby waives any claim against Consultant, and shall timely pay, assume, defend, indemnify, and hold Consultant harmless from any claim or liability for injury, loss, damages or expenses arising from hazardous

#### 10) DISPUTE RESOLUTION

a. All claims or disputes arising out of this Agreement shall first be addressed through non-binding mediation and no litigation or arbitration shall occur unless said mediation is unsuccessful in resolving any such claims or

Client	Initials	

11) RECOV	FRY OF DISDUTE DESCRIPTION	
a. In the eve	ent that legal action is brough	■ON COSTS
reimbursed l	by the other party for the	by either party against y
settlement si	Ims. if any may be due 2	illing party's legal costs, in addition to whatever other judgme legal costs shall include, but not be limited to, reasonable atto se of the legal action, including researching the issues in addition to whatever other judgme her documented expenses, as well as the value of time spent theres, preparing for depositions
fees, court co	osts expert witness feet and	legal costs shall include in addition to whatever party shall be
prevailing pa	rty and its employees in defe	ner documented expone but not be limited to re-other judgme
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interrogatorie	natters with attorneys and seand requests for production of time spent and the expense	legal costs shall include, but not be limited to, reasonable atto her documented expenses, as well as the value of time spent left of documents, and so on.
b. The value	of time spent and the expon	documents, and so on and hearings in que
Consultant's	prevailing fee schedule and	s incurred shall, on Consult
		reimbursement - " and he some
12) EXTENT	OF AGREEMENT AND AMEN	policy. Somputed based
a. This Agree	ment, including any attachment	MENTS  Sedes all prior negotiations, represents the entire agreements, write computed based to the computed ba
between the C	Client and Consultant and super	and the Terms and Condition
or oral.	and super	edes all prior negotiations, represents the entire agreem copy of this Agreement by scanned or facsimile media a proceed in the absence of any written.
<b>b.</b> Client may	furnish to Consultant a sign	converse agreem
Consultant ma	y rely upon the authority of suc	copy of this Agreement by scanned or facsimile media a proceed in the absence of any written directive otherwise from the control of the cont
C. A Signed A	lifeement constitutor o neti-	scalined or face:
Client.		proceed in the absence of any written directive otherwise from the instrument duly executed by both Client and Consultant Consultant agree that e-mail directives, or soon
<b>u.</b> This Agreer	Nent may be amonded and	willen directi
For purposes of	of signatures on any amendmen	S. Client and a few secured by
or taxed signat	ures are acceptable and that	and Consultant by Doth Client
IN MUTHEOD I		vritten instrument duly executed by both Client and Consultant Ch party may rely upon the authority of such communications.
IN WITNESS V	WHEREOF, the parties hereto	have executed an additional of such communication
above written.		Party may rely upon the authority of such communications.  Pave executed this Agreement as of the day and year first
CLIENT.	0:4	as of the day and year a
ADDRESS:	City of Donnelly	To -
ADDRESS:	169 Halferty Street	T-O Engineers, Inc.
	P.O. Box 725	
	Donnelly, ID 83615	Nampa, Idaho 83687
BY:	Susan Dorris	
<b>5</b>	Ousail DOTTIS	BY:
TITLE:	Mayor	Kasey Ketterling, P.E.
4 1 1 Am Jun 4	Wayor	
		Project Manager
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SIGNATURE:		
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DATE:		
-		DATE: 10-15-214
		10-15-2019

#### EXHIBIT "A" FUNCTIONAL FEE SCHEDULE PROFESSIONAL SERVICES Effective February 1, 2019

1.	PERSONNEL	
	Principal /Project Manager	\$190.00 - \$230.00 /hour
	Project Manager	\$140.00 - \$200.00 /hour
	Project Engineer	\$110.00 - \$150.00 /hour
	Environmental Specialist	\$105.00 - \$165.00 /hour
	Construction Manager	\$90.00 - \$150.00 /hour
	Staff Engineer	\$90.00 - \$115.00 /hour
	GIS Specialist	\$80.00 - \$130.00 /hour
	Inspector/Technician	\$70.00 - \$115.00 /hour
	Information Technology	\$70.00 - \$115.00 /hour
	Administrative	\$50.00 - \$120.00 /hour
11.	LANDSCAPE ARCHITECT	, and the same of
	Landscape Architect	\$100.00 - \$130.00 /hour
Ш.	SURVEYING	, , , , , , , , , , , , , , , , , , , ,
	Survey Manager	\$150.00 - \$170.00 /hour
	Staff Surveyor	\$100.00 - \$130.00 /hour
	Survey Technician	\$80.00 - \$105.00 /hour
IV.	SURVEY EQUIPMENT	
	GPS or Robotic Survey Equipment	\$65.00 /hour
	Conventional Survey Equipment	\$25.00 /hour
	GIS Data Logger	\$15.00 /hour
	UAV Flight Charge	\$75.00 /hour
	Drill and Generator	\$80.00 /day
٧.	COMPUTER SOFTWARE	•
	Property Database Research	\$50.00 /hour
	CADD and Other Technical Software	\$10.00 /flight
VI.	REPRODUCTION	9
	In-House Reproduction	Hourly Labor Rates Apply
	Outside Reproduction	Actual Cost + 10%
VII.	MILEAGE	
	Vehicle	0.55 - 0.65 /mile
	ATV Vehicle	\$20.00 /hour
VIII	OTHER DIRECT CHARGES	
	Direct costs for material or services incurred for the project	Actual Cost + 10%

When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate Notes: 1. established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.

2. This fee schedule is subject to periodic adjustment.

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### Exhibit B - Scope of Work

Date: October 11, 2019 Task Order Number: Project Number: M19307

Project Name: Donnelly Transportation Plan

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

Contract Amount: \$30,000.00 (Lump Sum)

#### Project Description and Assumptions:

The City of Donnelly is updating their existing transportation plan. This Transportation Plan is being developed to evaluate compatibility with the city's existing transportation plan and anticipated future growth patterns.

The City's current transportation plan was completed in 2006. This plan will be used as a starting point, with the understanding that some factors, including anticipated growth patterns, have changed since the previous plan was completed. T-O will coordinate with the City of Donnelly staff, Valley County Roadway Department, and the Idaho Transportation Department (ITD) throughout the planning process.

#### Project specifics include:

- · Research and Evaluation of Data
- Public Outreach
- Report Preparation

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

#### General Assumptions:

- a. Planning documents will be available from the city.
- No traffic counts will be conducted. (publicly available data from ITD and Valley County may be referenced)
- c. No boundary Surveys, temporary easements, permanent easements, or legal descriptions will be necessary to complete this project.

The tasks outlined in the Scope of Work (SOW) will include three (6) main categories.

#### Task 1 - Research and Gathering of Existing Data

#### 1.1 Identify and assemble existing plans and reports

T-O will compile existing transportation plan documents, available studies, ordinances, and comprehensive planning components from pertinent agencies: City of Donnelly, Valley County, and ITD. T-O will prepare a summary of information received by agencies to be considered for integration with the Transportation Plan.

#### 1.2 Assemble and evaluate traffic information

Collect existing traffic volume data from ITD and Valley County to include in the transportation plan. Average daily traffic, peak hour traffic volumes, operations and level of service for roads and intersections inside city limits and within the city's Area of Impact will be analyzed and included in the transportation plan. Traffic counts will not be preformed in this scope.

#### 1.3 Assemble and review traffic safety data

Collect and evaluate the crash information available from ITD and the Valley County Police Department. Analyze key crash areas and provide remediation recommendations as appropriate. Evaluate areas of concern relating to geometry and sight distance.

#### 1.4 Gather Future Growth Information

Assemble the City's and County's future Land Uses and comprehensive plans. Coordinate with Valley County on projected growth within the impact area.

#### 1.5 Gather existing roadway data

Gather an understanding of the City's roadway maintenance plan. The City maintains the roadways on a consistent basis the maintenance schedule will be incorporated into the Plan.

#### Task 2 - Evaluation of Data

#### 2.1 Define Goals and Objectives of City

Define priorities and set goals for transportation plan. These will be discussed in the kickoff meeting with City staff.

#### 2.2 Review City transportation budgets and technical data

Review street budget, possible funding sources and most immediate needs within city limits and impact areas.

#### 2.3 Examine & include the City's existing Bicycle and Pedestrian Plan

Meet with City staff to discuss existing trail system, future trail plan and possible treatments and challenges between trail plan, roadway plans and intersection plans. This scope does not include public transit, airport facilities, but mainly focuses on pedestrians, bicyclists and car traffic. The Valley County Pathway plan will be incorporated.



#### Task 3 - Draft Plan Preparation

#### 3.1 Draft Transportation Plan

Assemble and draft a transportation plan with all attachments and maps and will provide copies to city staff to distribute to the Planning and Zoning Commission and City Council to review and comment.

#### 3.2 Draft Capital Improvement Plan

Develop priority list of near term (within 10 years) and long-range projects along with budgets for each. Potential funding sources will be identified.

#### Task 4 - Public Involvement

#### 4.1 Meetings with City Staff

This scope assumes 2 meetings with City staff: 1 Kick-off and goals meeting, and 1 Planning and Zoning meeting to discuss future .

#### 4.2 City Council Meetings

T-O will provide a presentation at two City Council meetings: the first to present the draft transportation plan and the second for the final transportation plan.

#### 4.3 Public Open House Meeting

Advertise and complete one public open house meeting to display the draft Transportation Plan. City will be responsible for advertisement of Open House. T-O will provide 2 large graphic displays for the meeting.

#### Task 5 - Final Plan Preparation

#### 5.1 Final Transportation Plan

T-O will incorporate staff, council and public comments and complete the final transportation plan. Plan will include all attachments and maps. T-O will provide copies to city staff to distribute to the Planning and Zoning Commission and City Council for approval.

#### 5.2 Final Capital Improvement Plan

After reviewing with staff and incorporating comments, T-O will finalize the Capital Improvement Plan, including development of planning level project budgets and funding source requirements.

#### Task 6 - Project Management

#### 6.1 Project Tracking

Apprise staff of project milestones and track progress and timelines for project. These updates will contain project budget updates and timeline updates.

#### **Project Schedule**

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

Notice to Proceed:

October 21, 2019 November 2019

Kick-Off Meeting: Data Collection:

November 2019 - January 2020

Draft Report:

April 2020

Public Meeting:

May 2020

Final Report:

July 2020

#### **Cost of Services**

The cost for this project Services will be on a Lump Sum (LS) Basis.

#### Local Highway Technical Assistance Council

3330 Grace Street Boise, Idaho 83703

Phone 208.344.0565 Fax 208.344.0789 Toll Free 1.800.259.6841

www.lhtac.org



Diana Thomas Chairman

Gilbert Hofmeister Vice Chairman

Todd Smith Secretary/Treasurer

> Jeff R. Miles, P.E. Administrator

April 19, 2019

RE: Local Rural Highway Investment Program FY 2020 LRHIP Grant

Dear Sir or Madam,

Congratulations! Your application for a FY 2020 Local Rural Highway Investment Program (LRHIP) grant has been approved for funding by the Local Highway Technical Assistance Council (LHTAC).

To receive funds please submit a written request to LHTAC via email or mail. Transportation Plan scopes must be approved prior to funds being issued. Keep in mind any funds received by any one (1) Jurisdiction in an amount greater than \$50,000 shall be used for contracting out to private enterprise for the work or project to be accomplished. You also must comply with Idaho Code Sec. 67-2309, 67-2320, 67-2803 to 67-2808 and Title 54, Chapter 19. Funds cannot be used for wages, purchase of property, engineering services (except Transportation Plan projects) or equipment purchases/reimbursement.

Funds granted shall be spent in the year they are applied for and on the project specified in the application. You may begin work at the beginning of the Fiscal Year, October 1, 2019. Recipients will be required to notify LHTAC in the event that project expenditures require modification and differ from that shown on the approved application. Project Document Summaries (PDS) including before/after photos are due at the end of the project by the end of fiscal year, September 30, 2020. If your project is not complete, please submit a written extension request by September 30<sup>th</sup>. Jurisdictions who do not submit PDS documents or extensions may be required to repay funds. They will also be ineligible to apply for future funds until all documentation has been submitted. The PDS document is available online at <a href="https://www.lhtac.org">www.lhtac.org</a>.

LHTAC has a responsibility to report to the IT Board and evaluate the LRHIP program. The local jurisdiction must adhere to the following requirements:

- 1) Recipients will be required to provide documents on project expenditures and activities if requested.
- 2) Recipients will be required to provide before and after digital photos.
- 3) Recipients may be requested to provide on-site project review with LHTAC staff.

Any excess funds that cannot be used on eligible expenses must be returned to LHTAC. If you receive any other grants or reimbursements on this project along with the LRHIP grant that are in excess of the total cost of the project, then these excess funds also need to be returned to LHTAC.

If you have any questions, please contact Laila Kral (!kral@ihtac.org).

Sincerely,

Laila Kral, PE LRHIP Administrator

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Council Members

Idaho Association of Counties Commissioner Phil Lampert Benewah County

> Commissioner Mark Rekow Gem County

Commissioner Todd Smith Madison County Ex-Officio Members Jessica Harrison, Executive Director Association of Idaho Cities

Nick Veldhouse, Executive Director Idaho Association of Highway Districts

Seth Grigg, Executive Director Idaho Association of Counties

Association of Idaho Cities Mayor Mac Pooler City of Kellogg

Mayor Robert Berlin City of Roberts

Mayor Diana Thomas City of Weiser Idaho Association of Highway Districts Commissioner Neal Gier Buhl Highway District

Commissioner Terry Werner Post Falls Highway District

Commissioner Gilbert Hofmeister Power County Highway District **Construction Grants** 

C18 City of Dayton 214 \$ 100,000 C37 City of Roberts 211 \$ 100,000 C29 Butte County R&B 210 \$ 100,000 C11 City of Idaho City 197 \$ 100,000 C16 City of Mullan 196 \$ 100,000 C23 City of Marsing 189 \$ 100,000 C12 Notus Parma Hwy Dist 2 186 \$ 100,000 C40 Hillsdale Hwy Dist 0 \$ 100,000 C17 Shoshone County 0 \$ 100,000		nstruction Grants				
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C22         City of Midvale         240         \$ 100,000           C39         Filer Hwy Dist         239         \$ 100,000           C36         City of Aberdeen         238         \$ 100,000           C47         Evergreen Hwy Dist         237         \$ 100,000           C15         Blaine County         231         \$ 100,000           C24         Madison County         231         \$ 100,000           C4         Jerome Hwy Dist         227         \$ 100,000           C19         City of Buhl         226         \$ 100,000           C10         City of Driggs         225         \$ 100,000           C9         City of Lapwai         224         \$ 100,000           C8         City of Peck         223         \$ 100,000           C32         City of Paris         219         \$ 100,000           C32         City of Paris         219         \$ 100,000           C33         Gooding Hwy Dist         218         \$ 100,000           C34         City of Dayton         214         \$ 100,000           C35         City of Roberts         211         \$ 100,000           C37         City of Roberts         211         \$ 100,000	C1	Homedale HD			100,000	1
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C36         City of Aberdeen         238         \$ 100,000           C47         Evergreen Hwy Dist         237         \$ 100,000           C15         Blaine County         231         \$ 100,000           C24         Madison County         231         \$ 100,000           C4         Jerome Hwy Dist         227         \$ 100,000           C19         City of Buhl         226         \$ 100,000           C10         City of Driggs         225         \$ 100,000           C9         City of Lapwai         224         \$ 100,000           C8         City of Peck         223         \$ 100,000           C42         City of Plummer         222         \$ 100,000           C32         City of Paris         219         \$ 100,000           C33         North Latah Hwy Dist         218         \$ 100,000           C34         Gity of Paris         214         \$ 100,000           C35         Gooding Hwy Dist         214         \$ 100,000           C36         Gity of Roberts         211         \$ 100,000           C37         City of Roberts         211         \$ 100,000           C40         Gity of Marsing         189         \$ 100,000     <	C39	Filer Hwy Dist	the register of the contract o			1
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O41 Oily of New Phymouth 0 \$ 100,000		the control of the co				
	U4 I	City of New Plymouth	0	φ ΄	100,000	

Federal-aid Match Grants

No.	Local Sponsor	SHOTE	M:77	The Contract of the State of th
F1	Oakley Hwy Dist	144	\$	73,400
F2	Idaho County R&B	115	\$	100,000

Transportation Plan Grants

LE:	Sportation Plan Grants Local Sciensor	Comment of the property	20.545%	
T20	West Point Hwy Dist	\$607	CALLED STREET,	GE ()
T21	City of New Meadows	276	\$	30,000
T16	Bannock County	264	\$	30,000
T9	Custer Co R&B	239	\$	30,000
T6	Bonneville County	201	\$	30,000
T17	Bingham County	192	\$	50,000
T5	City of Cascade	185	\$	50,000
T3	City of Donnelly	179	\$	30,000
T25	City of East Hope	178	\$	30,000
T7	Clearwater Hwy Dist	172	\$	25,000
T12		171	\$	40,000
m Martin State on the	Clark County R&B	165	\$	35,000
T19	Hagerman Hwy Dist	164	\$	30,000
T11	Washington County R&B	158	\$	30,000
Γ22	Boundary County R&B	158	\$	30,000
Γ15	Atomic City	150	\$	40,000
24	City of Preston	149	\$	50,000
1	City of Weippe	145	\$	50,000
13	Owhee County R&B	140	\$	30,000
10	Weiser Valley Hwy Dist	138	\$	50,000
23	City of Moyie Springs	138	\$	50,000
14	City of Firth	116	\$	30,000
2	City of Challis	113	\$	30,000
18	City of Montpelier	113	\$	30,000
4	City of Potlatch	79	\$	30,000
8	City of St. Maries	72	\$	30,000

Sign Replacement Grants

	Local Sponsor	Score	137 E	THE THE TRANSPORTER
S8	Glenns Ferry Hwy Dist	321	\$	30,000
S7	Shoshone Hwy Dist	316	\$	30,000
S9	Notus Parma Hwy Dist #2	314	\$	30,000
S13	City of Nezperce	291	\$	25,453
S3	Post Falls Hwy Dist	255	\$	24,170
S4	City of Pinehurst	240	\$	35,000
S11	City of Glenns Ferry	229	\$	28,000
S2	City of Pierce	218	\$	7,000
S12	Plummer Gateway Hwy Dist	207	\$	23,250
S1	City of Fairfield	197	\$	23,960
S6 S5	City of Eden	173	\$	30,000
	City of Castleford	125	\$	2,500
S10	City of Troy	100	\$	10,000

Projects above the solid dark line were approved for funding

169 Halferty Street Donnelly, Idaho 83615

Number

AB 19-74

**Meeting Date 10/21/19** 

	AGENDA ITEM INFO	ORMATION		n n n
SUBJECT:		Department Approvals	Initials	Originator or Supporter
Donnelly Chan	nber Vendor Fee – Christmas in	Mayor / Council		Supporter
Donnelly		Clerk/Treasurer		
_ = = = = = = = = = = = = = = = = = = =		Public Works		
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				
	er would like the Vendor Fee wavied or re	duced for the Christmas in	n Donnelly	Event
RECOMMENDEL	O ACTION:			
MEETING DATE	RECORD OF COUNCIL	L ACTION		

169 Halferty Street Donnelly, Idaho 83615

Number

**AB 19-74** 

Meeting Date 10/21/19

SUBJECT:	AGENDA ITEM INFO		T	101:
SUBJECT:		Department Approvals	Initials	Originate or
Donnelly Chai	mber Vendor Fee – Christmas in	Mayor / Council		Supporte
Donnelly		Clerk/Treasurer		
Donnerry		Public Works		
COOK DAD ACK				
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				
Belinda Provanch	ner would like the Vendor Fee wavied or re-	duced for the Christmas ir	n Donnelly	Event
Belinda Provanch	ner would like the Vendor Fee wavied or re	duced for the Christmas ir	n Donnelly	Event
Belinda Provanch	er would like the Vendor Fee wavied or re	duced for the Christmas ir	n Donnelly	Event
Belinda Provanch	er would like the Vendor Fee wavied or re	duced for the Christmas in	n Donnelly	Event
Belinda Provanch	er would like the Vendor Fee wavied or re	duced for the Christmas in	n Donnelly	Event
Belinda Provanch	er would like the Vendor Fee wavied or re	duced for the Christmas in	n Donnelly	Event
		duced for the Christmas in	n Donnelly	v Event
	ED ACTION:		n Donnelly	v Event
RECOMMENDE	ED ACTION:  RECORD OF COUNCIL		n Donnelly	Event
	ED ACTION:  RECORD OF COUNCIL		n Donnelly	Event

Number AB 19-75

**Meeting Date 10/21/19** 

169 Halferty Street Donnelly, Idaho 83615

	AGENDA ITEM IN	FORMATION		
SUBJECT:		Department Approvals	Initials	Originato or Supporter
Donnelly Depo	ot Center Usage/Rates	Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				
11/12221 (2)			-	
SUMMARY STA  City property arouse removal will be an	and the DDC is being used for storage of	of trailers, job materials, etc.	Winter sn	ow
City property arou	and the DDC is being used for storage of	of trailers, job materials, etc.	Winter sn	ow
City property arou	and the DDC is being used for storage of	of trailers, job materials, etc.	Winter sn	ow
City property arou	and the DDC is being used for storage on issue.	of trailers, job materials, etc.	Winter sn	ow
City property arouremoval will be an	and the DDC is being used for storage on issue.		Winter sn	ow
City property arous removal will be an RECOMMENDE	and the DDC is being used for storage on issue.  DACTION:  RECORD OF COUN		Winter sn	ow
City property arouremoval will be an	and the DDC is being used for storage on issue.  DACTION:  RECORD OF COUN		Winter sn	ow
City property arousemoval will be an RECOMMENDE	and the DDC is being used for storage on issue.  DACTION:  RECORD OF COUN		Winter sn	ow

169 Halferty Street Donnelly, Idaho 83615

Number

**AB 19-76** 

Meeting Date 10/21/2019

	AGENDA ITEM IN	FORMATION	2 1 2	
SUBJECT:		Department Approvals	Initials	Originator or Supporter
Resolution 2019	9-007 Surplus Motor Grader	Mayor / Council		**
		Clerk/Treasurer		T
		Public Works		
ν <sup>2</sup>				
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				
The City's Motor Commendation to Recommendation to RECOMMENDED	Grader will cost a minimum of \$30,000 to se funds toward other equipment. Contra o surplus.	get operational. It is outdate eting grade work would be m	d and the O	City would fective.
	lution 2019-007 Surplus Motor Grader			
	RECORD OF COUNC	CIL ACTION		
MEETING DATE	ACTION			

#### CITY OF DONNELLY

#### **RESOLUTION 2019-007**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO RELATING TO SURPLUS PERSONAL PROPERTY; DECLARING PERSONAL PROPERTY SURPLUS; AUTHORIZING AND DIRECTING THE DISPOSAL OF SURPLUS PROPERTY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City of Donnelly, Idaho has acquired certain personal property for the purpose of carrying out services in the public interest;

WHEREAS, the City Council has deemed it unnecessary to maintain ownership of surplus personal property of the City of Donnelly; and

WHEREAS, the City Council, desires to sell as surplus the following property:

(a) CATERPILLAR MOTOR GRADER 70D852

NOW THEREFORE BE IT RESOLVED that the City Council of Donnelly, Idaho as follows:

<u>Section 1:</u> The City Council finds and declares that the City no longer has a use for the surplus property listed above.

<u>Section 2:</u> The City Clerk is authorized and directed to sell and or dispose of the surplus property above.

<u>Section 3:</u> This Resolution shall take effect and be in force immediately upon its passage and approval

Passed and approved this 21st day of October 2019		
Susan Dorris, Mayor		
,		

ATTEST:\_\_\_\_\_\_\_\_Lori Clemens, City Clerk



### 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: Lori Clemens

Re:

Staff Report

Date: October 18, 2019

Water Accounts: As of Thursday, August 12th, 2019 we have \$1,096.38 - (5) past due 30 days or more/\$2,289.74 - shut off, in water billings. Disconnection notices were sent on the 16th, they have 10 days to avoid disconnection.

Local Option Tax: Our local option tax receipts for sales in September were \$13,683.93. We currently have 2 past due account.

Parks & Recreation: Campground RV Host Grant – Received NEPA documents to move forward. Late in the season to start project, will be asking for an extension.

Water: DEQ has to improve the Operation and Maintenance Manual, then can issue an official Operation of Use.

Road & Streets: Snowplow for Dodge 3500

North West Passage drainage issue has been addressed and should not impede Halferty Street.

Clerk: Overtime/Comp time

Citizen complaint about neighbors yard

**Property Purchase Policy** 

ICCTFOA Conference overview

Public Records & Open Meetings overview/books

Office Closure: Oct.23-25, 2019

Upcoming Meeting Dates: Planning & Zoning, Monday, November 4th, City Council, Monday, Nov. 18th