



**AGENDA**  
**Donnelly City Council**  
**Monday, April 20, 2020 at 6:00pm**  
**Donnelly Community Center**

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***The City Council meeting will be held through a Free Conference Call system due to COVID-19 and Social Distancing requirements.***

- 1. Dial the dial in number 701.802.5074**
- 2. When prompted, enter the access code 3042801#**
- 3. Guests introduce themselves and then enter \*6 to mute.**

*Each person calling in will be asked to introduce themselves once connected.*

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

City Council Minutes – March 16, 2020

Vouchers – March 11 thru April 10, 2020

Treasurer Report – March 2020

Payroll Summary – March 26, 2020 April 5, 2020 and April 9, 2020

**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 Recycling Center-Barb Dixon

Short Term Rental

Property South of 180 Payette Street

**BUSINESS AGENDA: (Action Items)**

AB 20-16 City Public Facilities

AB 20-17 TO Engineering Agreement Professional Services

**STAFF REPORTS:**

**ADJOURNMENT:**

**NEXT MEETING DATE:**

Monday, May 18, 2020

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.



## City of Donnelly

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

# City Council Meeting on Monday, March 16, 2020 at 6:00 p.m. Donnelly Community Center

## MINUTES

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

**Roll Call:** Mayor Dorris, Councilmember Davenport, Councilmember Minshall, Councilmember Bergquist and Councilmember Henggeler present. City Clerk Clemens also present.

Mayor Dorris lead Pledge of Allegiance

### CONSENT AGENDA

**Motion by Minshall, 2<sup>nd</sup> by Bergquist** to accept the consent agenda. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

### PUBLIC COMMENT

Mayor Dorris asked for any public comment

Larry Mangum spoke about the NLSWD Board, no City Representation. NLSWD meetings are held the 2<sup>nd</sup> Friday of each month.

### DISCUSSION ITEMS

Parking Regulations – Move forward

Paint Donnelly-Tyler Crockett has paint donated. Need to create a Letter of Interest/Nomination. Criteria for applications: Own house, owner occupied, year-round residence

### BUSINESS AGENDA: (Action Items)

#### **AB 20-11 Trash Bill Dispute – 194 South Main Street**

Non-appearance by Resident disputing bill. Clerk provided all known information on this matter.



**Motion by Davenport, 2<sup>nd</sup> by Henggeler** to table at this time and have clerk follow up with Lake Shore Disposal. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

**AB 20-12 Water Bill Dispute – 268 Halferty Street**

Non-appearance by Resident disputing bill. Clerk provided information on the Utility Billing and readings of the meter. Ken Minshall discussed the procedure followed to determine leak on the resident's property. Water was shut off to prevent further leaking.

**Motion by Bergquist, 2<sup>nd</sup> by Davenport** for water to remain shut off until payment in full. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

**AB 20-13 Resolution 2020-003 Fair Housing Month Proclamation**

The City proclaims April to be Fair Housing Month annually.

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to approve, adopt and authorize the Mayor to sign Resolution 2020-003 Fair Housing Month Proclamation. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

**AB 20-14 Resolution 2020-004 Arbor Day Proclamation**

The City proclaims April 24, 2020 to be Arbor Day. A celebration with the Donnelly Elementary School is planned.

**Motion by Minshall, 2<sup>nd</sup> by Bergquist** to approve, adopt and authorize the Mayor to sign Resolution 2020-004 Arbor Day Proclamation. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

**AB 20-5 Resolution 2020-005 WICAP Lease Agreement Renewal**

The City and Western Idaho Community Action Program (WICAP) have a 25-year land lease 1995-2020, at \$10.00 per year. WICAP asking to renew existing lease. Resolution 2020-005 extends existing lease for another 25 years.

**Motion by Minshall, 2<sup>nd</sup> by Bergquist** to approve, adopt and authorize the Mayor to sign Resolution 2020-005 WICAP Lease Agreement Renewal. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

**STAFF REPORT**

Staff report was included with packet

**ADJOURNMENT**

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to adjourn until next scheduled meeting April 20, 2020 at 6:00 p.m. Davenport (yes), Minshall (yes), Bergquist (yes), Henggeler (yes). Motion carried.

Adjourned at 8:15 p.m.

ATTEST:

Lori Clemens, City Clerk

04/14/20

11:16:58

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 03/11/20 to 04/10/20

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
4763	-99690E	170 ADOBE SYSTEMS INC.	14.99					
	PDF Solutions							
1	1117680103 04/08/20	AprilService	14.99			10 41100	620	10190
	Total for Vendor:		14.99					
4750	-99696E	6 AMAZON	52.99					
	Keyboard /Clerk Computer							
1	7468225 03/31/20	Keyboard/Mouse Combo	49.99			10 41100	605	10190
2	7468225 03/31/20	Tax	3.00			10 41100	605	10190
4751	-99695E	6 AMAZON	302.10					
	Enclosed Bulletin Board/City Hall							
1	7421830 03/31/20	Bulletin Board	285.00			10 41100	605	10190
2	7421830 03/31/20	Tax	17.10			10 41100	605	10190
4752	-99694E	6 AMAZON	509.73					
	Water Meter Computer/Protection Plan							
1	7297067 03/31/20	Water System Computer	393.15			51 41100	605	10190
2	7297067 03/31/20	Tax	23.59			51 41100	605	10190
3	8686660 03/31/20	Protection Plan	92.99			51 41100	605	10190
	Asurion 4 Year Laptop Accident Protection Plan							
	Total for Vendor:		864.82					
4757	13625S 999999	AME ELECTRICAL INC	2,700.00					
	Installation lighting pump house							
1	190499 10/16/19	Installation Lighting	2,700.00			51 43400	463	10100
	Total for Vendor:		2,700.00					
4732	13605S	8 ANALYTICAL LABORATORIES, INC	1,841.00					
	New well #5 -Testing							
1	70057 02/29/20	Well #5	1,841.00			51 43400	560	10100
	Total for Vendor:		1,841.00					

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4748	13615S	257 CASCADE HARDWARE	46.65					
Billing								
1	2003-19239	03/10/20 City Hall Light Bulb	17.28			10 41100	431	10100
2	2003-19239	03/10/20 Equipment Repair	4.78			10 43010	434	10100
3	2003-19239	03/10/20 DDC Repair	24.59			10 41100	431	10100
Total for Vendor:			46.65					
4743	-99697E	29 CITY OF DONNELLY - WATER	340.00					
Water Billing								
1	03252020	03/25/20 March	340.00			10 44300	415	10100
Total for Vendor:			340.00					
4741	13616S	169 CODE PUBLISHING INC.	480.00					
web hosting for code								
1	66272	03/07/20 web hosting for code	312.00			10 41100	621	10100
2	66272	03/07/20 web hosting for code	144.00			51 41100	621	10100
3	66272	03/07/20 web hosting for code	24.00			52 41100	621	10100
Total for Vendor:			480.00					
4742	13617S	202 CTC BUSINESS	83.52					
telephone								
1	04012020	04/01/20 telephone-April	54.39			10 41100	437	10100
2	04012020	04/01/20 telephone-April	25.07			51 41100	437	10100
3	04012020	04/01/20 telephone-April	4.06			52 41100	437	10100
Total for Vendor:			83.52					
4746	13618S	272 DRAKE DIVERSIFIED LLC	375.00					
Drinking Water System Operational Services								
1	622	04/01/20 Water System Services March	375.00			51 41100	351	10100
Total for Vendor:			375.00					
4735	13606S	149 DUBOIS	118.40					
sodhypo								
1	IN-1947029	03/10/20 chemical	118.40			51 43400	462	10100
Total for Vendor:			118.40					

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4731	13607S	46 ED STAUB & SONS	324.73					
	propane for shop							
1	2035755 03/04/20	propane	211.08			10 41100	416	10100
2	2035755 03/04/20	propane	97.42			51 41100	416	10100
3	2035755 03/04/20	propane	16.23			52 41100	416	10100
	Total for Vendor:		324.73					
4762	-99691E	306 ENABLING ELEMENTS, INC	40.00					
	Broad Band Internet Service/Pump System							
1	D161531 04/10/20	AprilService	40.00			51 41100	437	10190
	Total for Vendor:		40.00					
4739	13613S	999999 FIRST AMERICAN TITLE COMPANY	500.00					
	Escrow/Land Bible Church							
1	escrow 03/24/20	Escrow/Land Bible Church	500.00			10 43010	700	10100
	Total for Vendor:		500.00					
4730	13608S	151 H.D. FOWLER COMPANY	1,753.86					
	Meter Installation Parts							
1	I5381645 02/03/20	Meter Parts	1,753.86			51 43400	710	10100
4758	13626S	151 H.D. FOWLER COMPANY	1,415.69					
	New Meter/Box							
1	I5423312 03/30/20	Meters	1,394.08			51 43400	710	10100
2	I5423312 03/30/20	Freight	21.61			51 43400	710	10100
	Total for Vendor:		3,169.55					
4734	13609S	63 ICRMP	3,647.50					
	2nd Half Fy2020							
1	02044-1920 04/01/20	general liability	2,370.88			10 41100	510	10100
2	0244-1920- 04/01/20	general liability	1,094.25			51 41100	510	10100
3	0244-1920- 04/01/20	general liability	182.37			52 41100	510	10100
	Total for Vendor:		3,647.50					



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4747	13619S	66 IDAHO POWER	1,101.19					
Power Billing - Mar								
1	2200853329	03/19/20 Gestrin Street Light	9.72			10 43010	416	10100
2	2205677988	03/19/20 City Hall / Maintenance	106.81			10 41100	416	10100
3	2205677988	03/19/20 City Hall / Maintenance	49.30			51 41100	416	10100
4	2205677988	03/19/20 City Hall / Maintenance	8.21			52 41100	416	10100
5	2204034223	03/19/20 Community Center	125.39			10 41100	416	10100
6	2201629405	03/19/20 Kiosk / Rest Area	7.81			10 43010	416	10100
8	2206076560	03/19/20 Fire Pump	278.68			51 41100	416	10100
9	2200223291	03/19/20 Water Supply	5.19			51 41100	416	10100
10	2201910078	03/19/20 Street Lights	161.55			10 43010	416	10100
11	2206228211	03/19/20 Main Street Lights	84.47			10 43010	416	10100
12	2207365186	03/19/20 NW Pump	220.65			51 41100	416	10100
13	2207408630	03/19/20 Traffic Control Signal	0.00			10 44100	900	10100
14	2202080178	03/19/20 DDC	28.19			10 41100	416	10100
15	2201173198	03/09/20 DDC-3	15.22			10 41100	416	10100
Total for Vendor:			1,101.19					
4740	13614S	165 LAKESHORE DISPOSAL	1,128.28					
trash pickup service								
1	03312020	03/31/20 March trash pickup	1,128.28			51 41100	414	10100
4756	13627S	165 LAKESHORE DISPOSAL	177.37					
DDC trash pickup service								
1	24939003	04/07/20 Feb/Mar trash pickup	177.37			10 44300	414	10100
Total for Vendor:			1,305.65					
4759	13628S	80 LES SCHWAB TIRE	111.54					
backhoe tire repair								
1	1250026305	02/19/20 backhoe tire repair	111.54			10 43010	434	10100
Total for Vendor:			111.54					
4754	-99693E	216 MICROSOFT	25.00					
email and software for office employees								
1	E0100AO6SJ	04/04/20 office 365 subscription	25.00		0	10 41100	620	10190



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4755	-99692E	216 MICROSOFT	37.88					
		business essential email - mayor & council members						
1	E0100A09Q6	04/04/20 email service	37.88			10 41100	620	10190
		Total for Vendor:	62.88					
4737	10480S	153 MOUNTAIN WATERWORKS	220.00					
		WATER SYSTEM Improvement Project						
1	4617	02/29/20 RPR Services	220.00			60 43400	358	10125
		Total for Vendor:	220.00					
4761	13629S	999999 MOWERS DIRECT/POWER EQUIPMENT	2,939.99					
		Airport Mower Deck						
1	LMD2375024	10/09/20 Airport Mower Deck	2,939.99			10 44100	925	10100
		Total for Vendor:	2,939.99					
4745	13620S	154 NORTH LAKE RECREATIONAL SEWER &	4,800.00					
		Contract Sewer Service						
1	04012020	04/01/20 Contract April	4,800.00			52 41100	541	10100
		Total for Vendor:	4,800.00					
4729	13610S	111 RIDLEY'S	25.94					
		Cleaning supplies						
1	0100003211	02/17/20 cleaning supplies	25.94			10 41100	605	10100
		Total for Vendor:	25.94					
4736	-99699E	113 RIVERSIDE HOTEL	386.46					
		Ken - IRWA conference FY 2020						
1	307152	03/13/20 conference stay	386.46			51 41100	550	10190
		Total for Vendor:	386.46					
4760	13630S	115 ROCKY MOUNTAIN SIGNS	259.00					
		Transit Parking Sign						
1	19076	04/02/20 signage-Transit 24X36	129.00			10 44100	900	10100
2	19076	04/02/20 signage-Transit 24X18	130.00			10 44100	900	10100
		Total for Vendor:	259.00					

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4749	13621S	120 SINCLAIR FLEET TRACK (STINKER)	116.42					
Fuel								
1	02282020	02/28/20 Backhoe	67.37			10 43010	482	10100
2	03162020	03/16/20 Skid Steer	49.83			10 43010	482	10100
6	04022020	04/02/20 Credit	-0.78			10 43010	481	10100
Total for Vendor:			116.42					
4744	13622S	150 SPARKLIGHT	83.70					
Internet Services								
1	03132020	03/13/20 internet-Mar/Apr	54.40			10 41100	437	10100
2	03132020	03/13/20 internet-Mar/Apr	25.11			51 41100	437	10100
3	03132020	03/13/20 internet-Mar/Apr	4.19			52 41100	437	10100
Total for Vendor:			83.70					
4733	13611S	219 T.O. ENGINEERS	9,795.00					
City Engineer								
1	190531-5	03/10/20 Engineering Transportation P	9,795.00			10 41100	340	10100
Total for Vendor:			9,795.00					
4738	-99698E	138 USPS	145.00					
Postage								
1	8405990014	03/24/20 Postage x 2	110.00			10 41100	614	10190
2	8405990014	03/24/20 Post Card Postage	35.00			10 41100	614	10190
Total for Vendor:			145.00					
4753	13623S	209 YORGASON LAW OFFICES PLLC	510.00					
Legal Services								
2	2020-Mar	04/01/20 Misc. Phone/Email Correspond	510.00			10 41100	320	10100
Total for Vendor:			510.00					
# of Claims			35	Total:	36,408.93			
Total Electronic Claims			1,854.15					
Total Non-Electronic Claims			34554.78					

\*\* 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. \*\*

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 20-16**

**Meeting Date 04/20/2020**

AGENDA ITEM INFORMATION				
<b>SUBJECT:</b>  <i>City Public Facilities</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>				
<b>TIMELINE:</b>				
<b>SUMMARY STATEMENT:</b>  Discussion and Decision on when to open City Public Facilities: Boat Dock, Camp Ground, Raquet Court, Kiosk/Rest Area				
<b>RECOMMENDED ACTION:</b>				
<b>RECORD OF COUNCIL ACTION</b>				
<b>MEETING DATE</b>	<b>ACTION</b>			

**DONNELLY CITY COUNCIL**  
**AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 20-17

**Meeting Date** 04/20/2020

***Action Item***

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>		<b>Department Approvals</b>	<b>Initials</b>	<b>Originator or Supporter</b>
<b>TO Engineering Agreement Professional Services</b>		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>	\$6,070			
<b>FUNDING SOURCE:</b>	General Funds			
<b>TIMELINE:</b>				

**SUMMARY STATEMENT:**

Agreement for engineering services for the pathway to continue from Crossing of East Roseberry Road to Payette Street.

**RECOMMENDED ACTION:**

*Approve and Authorize Mayor to sign Agreement*

**RECORD OF COUNCIL ACTION**

<b>MEETING DATE</b>	<b>ACTION</b>





## City of Donnelly

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

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To: Mayor & City Council

From: Lori Clemens

Re: Staff Report

Date: April 15, 2020

**Utility Billings:** As of Wednesday, April 15, 2020 there is \$1,469.08 - (11) past due 30 days or more/\$2,671.83 – (3) shut off, in water billings.

**Local Option Tax:** Our local option tax receipts for March were \$9,087.88

**Airport:** Grant-purchase of Mower Deck

**Clerk:** AIC Conference in Boise June 10-12 - Cancelled.  
Arbor Day – Grant/Trees/Celebration  
Local Option Tax Applications Fy2021-time frame

**Donnelly Depot Center:**

**Parks & Recreation:** City Park Lighting

**Road & Streets:** Contract Grading mid-May/Speed Bumps

**Water:** Leak off Hwy 55

**Planning & Zoning:** Meeting held on the 13<sup>th</sup> of April, discussion on Short-Term Rentals

**Office Closures:**

**Upcoming Meeting Dates:** Planning & Zoning, Monday, May 4, 2020