



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

## AGENDA CITY COUNCIL MEETING

**Monday, Aug. 16th, 2021, at 6:00 PM**  
**Donnelly Community Center**

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### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIENCE**

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

City Council Minutes – July 19, 2021

Vouchers – July 15, 2021 thru August 10, 2021

Treasurer Report – July 2021

Payroll Summary – July 29, 2021, August 5, 2021, and August 12, 2021

### **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 ITEM:**

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

AB 21-22 Appoint Planning and Zoning Commissioners

AB 21-23 Grant Acceptance of State of Idaho, Division of Aeronautics, Resolution

### **PUBLIC HEARING**

FY 22 Budget Hearing-published in the Star News July 29<sup>th</sup> and August 5<sup>th</sup>, 2021

AB 21-24 FY 22 Budget (Action Item)

### **PUBLIC HEARING**

Proposed City Fee Increase-published in the Star News July 29<sup>th</sup> and August 5<sup>th</sup>, 2021

AB 21-25 Proposed City Fees (Action Item)

### **BUDGET/FEES (Action Items)**

AB 21-26 FY22 Budget Ordinance

AB 21-27 City Fee Resolution

**AGENDA  
CITY COUNCIL  
MEETING**

**Monday, Aug. 16th, 2021, at 6:00 PM  
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**STAFF REPORTS:**

**ADJOURNMENT:**

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.



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# CITY COUNCIL

## Monday, July 19, 2021, at 6:00 PM

### 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 Henggeler, Councilmember Bergquist, and City Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

#### CONSENT AGENDA

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

#### PUBLIC COMMENT

Mayor Dorris asked for any public comment.

No Comment

#### DISCUSSION ITEMS

Fulton Deeded Property – Easement for path was granted to Valley County Pathways in 2011, parcel RP16N03E150151 (11.506 acres) was deeded to the City of Donnelly in 2014. Fence along west property line is inside City property (not on property line).

Everett Street possibility of continuing through to Payette Street, to alleviate traffic on Halferty and State Street. Everett extension would consist of the road being completely built from base. Currently pastureland with no base.

#### BUSINESS AGENDA: (Action Items)

##### AB 21-20 Fiscal Year 2022 Proposed Budget

Review proposed budget for FY22

**Motion by Minshall, 2<sup>nd</sup> by Bergquist** to tentatively approve the proposed FY22 budget. Davenport (yes), Minshall (yes), Henggeler (yes), Bergquist (yes). Motion carried.



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**CITY COUNCIL**  
**Monday, July 19, 2021, at 6:00 PM**  
**Donnelly Community Center**  
**MINUTES**

**AB 21-21 City of Donnelly Parking Ordinance**

**Motion by Minshall, 2<sup>nd</sup> by Davenport** pursuant to Idaho Code Section 50-902, that the proposed Ordinance No. 254 pass its first reading by title only. Davenport (yes), Minshall (yes), Henggeler (yes), Bergquist (yes). Motion carried.

**Motion by Minshall, 2<sup>nd</sup> by Bergquist** 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 proposed Ordinance No. 254 be considered read, passed and adopted after being read by title only.

City Clerk read Ordinance No. 254 by title only into record.

Davenport (yes), Minshall (yes), Henggeler (yes), Bergquist (yes). Motion carried.

**STAFF REPORT**

Staff report was included with packet.

**ADJOURNMENT**

**Motion by Henggeler, 2<sup>nd</sup> by Davenport** to adjourn meeting. Davenport (yes), Minshall (yes), Henggeler (yes), Bergquist (yes). Motion carried.

Adjourned at 7:33 p.m.

ATTEST: Lori Clemens, City Clerk



08/10/21  
12:54:03

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 07/15/21 to 08/10/21

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Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5379	-99540E	170 ADOBE SYSTEMS INC.	14.99					
PDF Solutions								
1	1461731971	08/08/21 August Service	14.99			10 41100	620	10190
		Total for Vendor:	14.99					
5356	-99547E	6 AMAZON	385.55					
Misc. Supplies								
1	2E4062H10	07/23/21 Copy Paper	35.76			10 41100	605	10190
2	2E5KC1PG2	07/22/21 Security System	349.79			10 41100	700	10190
		Total for Vendor:	385.55					
5360	14097S	999999 AMERICAN LEGIONFRANK SPICKELMIRE	3,000.00					
Lot Tax Award Fy2021 \$2000.00 and \$1000.00 contingency								
1	21-14 LOT	08/03/21 Lot Tax Award FY2021	2,000.00			15 41100	922	10100
2	21-14 CONT	08/03/21 LOT Award Contingency	1,000.00			15 41100	922	10100
		Total for Vendor:	3,000.00					
5381	14113S	8 ANALYTICAL LABORATORIES, INC	52.00					
Total Coliform Bacteria								
1	82182	06/30/21 Total Coliform Bacteria	17.00			51 43400	560	10100
2	82182	06/30/21 Sample Collection	35.00			51 43400	560	10100
		Total for Vendor:	52.00					
5339	14081S	10 ASSOCIATION OF IDAHO CITIES	445.00					
2022 AIC MEMBERSHIP DUES								
2022 ICCTFOA MEMBERSHIP DUES								
1	10632	07/28/21 FY22 AIC Membership dues	400.00			10 41100	520	10100
2	10830	07/28/21 FY22 ICCTFOA Membership dues	45.00			10 41100	520	10100
5340	14081S	10 ASSOCIATION OF IDAHO CITIES	210.00					
2021 ICCTFOA Registration-virtual								
1	200007980	07/28/21 registration	210.00			10 41100	551	10100
		Total for Vendor:	655.00					

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CITY OF DONNELLY  
Claim Details by Posted Date  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5361	14098S	14 BOISE OFFICE EQUIPMENT	58.19					
Copier Maintenance								
1	IN2634109	07/02/21 copier maintenace - June	37.83			10 41100	611	10100
2	IN2634109	07/02/21 copier maintenace - May	17.46			51 41100	611	10100
3	IN2634109	07/02/21 copier maintenace - May	2.90			52 41100	611	10100
Total for Vendor:			58.19					
5363	14099S	257 CASCADE HARDWARE	110.73					
Billing								
1	2107-28787	07/20/21 Streets	60.40			10 43010	430	10100
4	2107-28586	07/13/21 Parks	50.33			10 44100	452	10100
Total for Vendor:			110.73					
5362	-99543E	29 CITY OF DONNELLY - WATER	376.00					
Water Billing/Sewer-370 N. Main-249 Corbet Lane								
1	0101	07/29/21 July	340.00			10 44300	415	10100
2	0097	07/29/21 July 370 N. Main Street	36.00			10 44300	415	10100
Total for Vendor:			376.00					
5352	14082S	326 CORE & MAIN	2,509.50					
Water System Equipment								
1	P070707	07/06/21 Meter Equipment	583.45			51 43400	433	10100
2	P092468	07/09/21 Misc. Water System Supplies	181.82			51 43400	433	10100
3	P191980	07/09/21 Misc. Water System Supplies	1,698.15			51 43400	433	10100
4	P083909	07/09/21 Misc. Water System Supplies	46.08			51 43400	433	10100
5382	14114S	326 CORE & MAIN	18,057.07					
Water System Equipment								
1	P132421	07/28/21 Meter Upgrade	17,921.95			51 43400	710	10100
2	P234522	07/28/21 RPZ Back Flow	668.63			51 43400	433	10100
3	P317772	07/29/21 Back Flow	49.94			51 43400	433	10100
4	P299069	07/26/21 Credit	-583.45			51 43400	433	10100
Total for Vendor:			20,566.57					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5343	14083S	202 CTC BUSINESS	84.41					
telephone								
1	035401	07/28/21 telephone- July	54.87			10 41100	437	10100
2	035401	07/28/21 telephone- July	25.33			51 41100	437	10100
3	035401	07/28/21 telephone- July	4.21			52 41100	437	10100
Total for Vendor:			84.41					
5344	14084S	38 DIG LINE, INC.	14.56					
Monthly contract fee								
1	0066113-IN	07/28/21 June contract fee	14.56			51 41100	520	10100
Monthly CONTRACT FEE								
Total for Vendor:			14.56					
5364	14100S	41 DONNELLY AREA CHAMBER OF	4,000.00					
Lot Award FY21 21-11								
1	21-11	08/03/21 LOT Award 21-11	4,000.00			15 41100	922	10100
FY20 Lot Award								
Total for Vendor:			4,000.00					
5365	14101S	272 DRAKE DIVERSIFIED LLC	375.00					
Monthly Water System Operational Services								
1	1082	08/01/21 Water System Services July	375.00			51 41100	360	10100
Monthly CONTRACT FEE								
Total for Vendor:			375.00					
5345	14085S	46 ED STAUB & SONS	39.37					
propane for DDC								
4	5217145	07/09/21 propane-265 N. Corbet Lane	39.37			10 44300	416	10100
Total for Vendor:			39.37					
5384	-99538E	306 ENABLING ELEMENTS, INC	34.00					
Broad Band Internet Service/Pump System								
1	D168263	08/10/21 August Services	34.00			51 41100	437	10190
Total for Vendor:			34.00					

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5346	14086S	324 FERGUSON	796.68					
Billing - June								
1	9288221/94	06/21/21 Water manhole supplies	348.30			51 43400	463	10100
2	9475770	06/25/21 Parks Maintenance Repairs	448.38			10 44100	438	10100
5383	14115S	324 FERGUSON	217.03					
Billing - July								
1	9493638	07/01/21 Water manhole supplies	217.03			51 43400	463	10100
Total for Vendor:			1,013.71					
5366	14102S	48 FRANKLIN BUILDING SUPPLY CO.	50.53					
Wither's Fence Repair								
1	1090205	07/07/21 Withers Fence Repair	50.53			10 43010	432	10100
Total for Vendor:			50.53					
5347	14087S	58 HONEY DIPPERS	1,440.00					
porta potty for Boat Dock/Campground								
1	57009	07/02/21 porta potty	1,440.00			10 44100	451	10100
Total for Vendor:			1,440.00					
5349	14088S	66 IDAHO POWER	858.15					
Power Billing - July								
2	2205677988	07/20/02 City Hall / Maintenance	56.55			10 41100	416	10100
3	2205677988	07/20/21 City Hall / Maintenance	26.10			51 41100	416	10100
4	2205677988	07/20/21 City Hall / Maintenance	4.34			52 41100	416	10100
5	2204034223	07/20/21 Community Center	11.78			10 41100	416	10100
6	2201629405	07/23/21 Kiosk / Rest Area	7.43			10 43010	416	10100
8	2206076560	07/20/21 Fire Pump	260.07			51 41100	416	10100
9	2200223291	07/20/21 Water Supply	5.21			51 41100	416	10100
10	2201910078	07/20/21 Street Lights	128.28			10 43010	416	10100
11	2206228211	07/20/21 Main Street Lights	19.36			10 43010	416	10100
12	2207365186	07/20/21 NW Pump	277.57			51 41100	416	10100
13	2207493590	07/22/21 Camp Host Site	61.46			10 44100	451	10100
Total for Vendor:			858.15					



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5348	14089S	166 IDAHO RURAL WATER ASSOCIATION	360.00					
FY22 Membership								
1	18504 06/29/21	annual membership	360.00			51 41100	520	10100
		Total for Vendor:	360.00					
5367	14103S	165 LAKESHORE DISPOSAL	1,391.20					
Trash Services								
1	080121 08/01/21	Trash Collection	1,278.75			51 41100	414	10100
2	25441479 08/01/21	DDC Trash	112.45			10 44300	414	10100
		Total for Vendor:	1,391.20					
5342	14090S	999998 LORI CLEMENS	364.55					
Mileage Reimbursement - 2 trips to Lewiston								
1	7/17 7/24 07/28/21	Airport Harrow	364.55			10 41100	550	10100
		Total for Vendor:	364.55					
5337	-99550E	312 LOWE's	35.98					
1" Inline Valve								
1	1809000528 07/10/21	Valve	35.98			10 43010	430	10190
		Total for Vendor:	35.98					
5380	-99539E	247 MCCALL QUICK LUBE	102.97					
Oil Service								
1	9467 09/21/18	Dodge 3500 Oil Service	102.97			10 43010	434	10190
		Total for Vendor:	102.97					
5368	-99542E	216 MICROSOFT	62.88					
Business Essential Email - Mayor & Council Members								
Office 365 Subscription								
1	E0100FCL1P 08/04/21	email service	37.88			10 41100	620	10190
2	E0100FCCON 08/04/21	office 365	25.00			10 41100	620	10190
		Total for Vendor:	62.88					

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5369	14104S	154 NORTH LAKE RECREATIONAL SEWER & Contract Sewer Service	8,400.00					
1	95-10-00	08/03/21 Contract August	8,400.00			52 41100	541	10100
		Total for Vendor:	8,400.00					
5358	-99545E	328 NORTH40 OUTFITTERS Airport Harrow	667.74					
1	EDD142242	07/17/21 Airport Harrow	413.36			10 44100	925	10190
2	AMS143579	07/24/21 Harrow Sections	254.38			10 44100	925	10190
		Total for Vendor:	667.74					
5354	14091S	999999 PAUL VAWTER Fireworks Transportation	500.00					
1	1	07/15/21 2021 Firework Transportation	500.00			15 41100	922	10100
		Total for Vendor:	500.00					
5341	14092S	105 PRINTSHOP MCCALL Boat Dock Envelopes	417.00					
1	6750	07/22/21 Boat Dock Envelopes	417.00			10 44100	451	10100
		Total for Vendor:	417.00					
5370	14105S	261 RANDY MORELL EXCAVATION & 3/4" Gravel Road Mix	750.00					
1	21-2960	08/05/21 3/4" Gravel Road Mix-Streets	375.00			10 43010	700	10100
2	21-2960	08/05/21 3/4" Gravel Road Mix-Parks	375.00			10 44100	700	10100
		Total for Vendor:	750.00					
5350	14093S	115 ROCKY MOUNTAIN SIGNS Parking Sign	65.00					
1	21392	07/23/21 City Parking Sign	65.00			10 44100	456	10100
		Total for Vendor:	65.00					
5372	14106S	199 SHRED-IT shredding service	112.49					
1	8182456947	07/22/21 shredding - July	73.12			10 41100	605	10100
2	8182456947	07/22/21 shredding - July	33.75			51 41100	605	10100

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CITY OF DONNELLY  
Claim Details by Posted Date  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3	8182456947	07/22/21 shredding - July	5.62			52 41100	605	10100
		Total for Vendor:	112.49					
5371	14107S	120 SINCLAIR FLEET TRACK (STINKER)	332.51					
Fuel								
7	July 07/01/21	Small Engine	40.25			10 43010	481	10100
8	July 07/14/21	Skidsteer	51.20			10 43010	483	10100
12	July 07/08/21	Dodge 3500	143.05			10 43010	482	10100
13	July Credi 07/31/21	Credit	-2.12			10 43010	481	10100
14	July 07/14/21	Backhoe	100.13			10 43010	483	10100
		Total for Vendor:	332.51					
5373	14108S	150 SPARKLIGHT	83.70					
Internet Services								
1	112446547	08/01/21 internet-July/Aug	54.40			10 41100	437	10100
2	112446547	08/01/21 internet-July/Aug	25.11			51 41100	437	10100
3	112446547	08/01/21 internet-July/Aug	4.19			52 41100	437	10100
		Total for Vendor:	83.70					
5351	14094S	122 STAR NEWS	104.85					
Publications								
1	56778	07/22/21 P&Z Public Hearing 401 N main	72.93			10 41100	530	10100
2	56789	07/29/21 Budget Hearing	31.92			10 41100	530	10100
5374	14109S	122 STAR NEWS	418.20					
Publications								
1	56816	08/05/21 Fee Schedule Hearing	60.06			10 41100	530	10100
2	56789B	07/29/21 Budget Hearing	28.14			10 41100	530	10100
3	56837	08/05/21 Budget	130.00			10 41100	530	10100
4	56837	08/05/21 Budget	100.00			10 43010	530	10100
5	56837	08/05/21 Budget	100.00			51 41100	530	10100
		Total for Vendor:	523.05					
5353	14095S	237 USA BLUE BOOK	742.74					
Billing								
1	666021	07/16/21 Magna Trak 100 Locator	742.74			51 43400	463	10100
		Total for Vendor:	742.74					

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5359	-99544E	162 USDA Rural Development	19,633.00					
	Annual Loan Payment Series 2020							
1	06252021 07/15/21 Interest Payment		19,633.00			51 41100	810	10100
	USDA Bond Payment Series 2020							
		Total for Vendor:	19,633.00					
5357	-99546E	138 USPS	141.50					
	Postage							
	401 N Main St Building Permits							
1	012986 07/14/21 Building Permit 401 N Main		31.50			10 41100	341	10190
2	013038 07/22/21 Postage		110.00			10 41100	614	10190
5375	14110S	138 USPS	166.00					
	post office box 1 year							
1	725 08/01/21 post office box		107.90			10 41100	614	10100
2	725 08/01/21 post office box		49.80			51 41100	614	10100
3	725 08/01/21 post office box		8.30			52 41100	614	10100
5376	-99541E	138 USPS	7.00					
	Certified Letters							
1	7015343004 08/03/21 Hill Business License		7.00			10 41100	614	10190
		Total for Vendor:	314.50					
5355	-99548E	171 VALLEY COUNTY TRANSFER STATION	47.22					
	Dump Run							
2	27750 07/15/21 071521 Dump Run		18.72			10 41100	414	10190
3	28585 07/28/21 072821 Dump Run		28.50			10 41100	414	10190
		Total for Vendor:	47.22					
5377	14111S	208 WEST CENTRAL MOUNTAINS ECONOMIC	6,000.00					
	FY21 Local Option Tax Award							
	City Economic Development Fund							
1	21-09 08/09/21 FY21 Award WCEDC		4,000.00			15 41100	922	10100
2	FY21 08/09/21 City Funds		2,000.00			10 41100	321	10100
		Total for Vendor:	6,000.00					



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CITY OF DONNELLY  
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5378	14112S	209 YORGASON LAW OFFICES PLLC	450.00					
Legal Services								
2		2021-Jul 08/02/21 Email/Correspondence	450.00			10 41100	320	10100
Total for Vendor:			450.00					
# of Claims			47	Total:				74,485.29
Total Electronic Claims								21,508.83
Total Non-Electronic Claims								52976.46

\*\* 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. \*\*

08/10/21  
12:54:03

CITY OF DONNELLY  
Fund Summary for Claims by CL Posted Date  
For Claims from 07/15/21 to 08/10/21

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Fund/Account	Amount
10 GENERAL	
10100 Idaho First - Checking	\$8,647.55
10190 Idaho First - Expense Account	\$1,465.83
15 LOT FUND	
10100 Idaho First - Checking	\$11,500.00
51 WATER	
10100 Idaho First - Checking	\$44,408.35
10190 Idaho First - Expense Account	\$34.00
52 SEWER	
10100 Idaho First - Checking	\$8,429.56
Total:	\$74,485.29

08/05/21  
12:16:39

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 7 / 21

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10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	4,208.84	28,627.63	39,838.00	39,838.00	11,210.37	72 %
111	Council Wages	780.00	7,800.00	9,360.00	9,360.00	1,560.00	83 %
112	Mayor Wages	260.00	2,600.00	3,120.00	3,120.00	520.00	83 %
210	Health	399.14	3,991.16	9,450.00	9,450.00	5,458.84	42 %
211	Vision	0.00	0.00	306.00	306.00	306.00	%
220	Social Security/Medicare	401.52	2,985.15	3,943.00	3,943.00	957.85	76 %
230	PERSI	541.48	4,254.34	6,194.00	6,194.00	1,939.66	69 %
250	Unemployment Insurance	26.17	177.17	293.00	293.00	115.83	60 %
260	Workers Compensation	0.00	194.00	133.00	133.00	-61.00	146 %
290	Dental	24.70	247.00	698.00	698.00	451.00	35 %
961	Taxes	0.00	938.47	0.00	0.00	-938.47	%
Account Total:		6,641.85	51,814.92	73,335.00	73,335.00	21,520.08	71 %
41100 Administration							
220	Social Security/Medicare	0.00	102.43	0.00	0.00	-102.43	%
250	Unemployment Insurance	0.00	10.23	0.00	0.00	-10.23	%
310	Audit & Accounting Services	0.00	4,225.00	4,225.00	4,225.00	0.00	100 %
320	Attorney/Legal Fees	1,549.04	4,204.04	8,000.00	8,000.00	3,795.96	53 %
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	%
330	Contract - Planning & Zoning	0.00	0.00	4,000.00	4,000.00	4,000.00	%
340	Contract Labor	0.00	3,933.10	15,000.00	15,000.00	11,066.90	26 %
341	Pass Thru Charges	-28.00	1,548.99	4,700.00	4,700.00	3,151.01	33 %
414	Solid Waste Collection	47.22	47.22	100.00	100.00	52.78	47 %
416	Electric & Gas	68.33	2,562.07	3,200.00	3,200.00	637.93	80 %
431	City Hall Repair & Maint	19.94	336.29	2,800.00	2,800.00	2,463.71	12 %
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,500.00	1,500.00	1,500.00	%
437	Telephone, Telecommunications	109.27	1,163.35	1,350.00	1,350.00	186.65	86 %
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	%
510	Insurance - Liability	0.00	4,884.10	4,884.00	4,884.00	-0.10	100 %
520	Dues & Fees	450.40	477.90	1,000.00	1,000.00	522.10	48 %
530	Publications- Newspaper	104.85	617.05	900.00	900.00	282.95	69 %
550	Travel Reimbursement	364.55	573.85	900.00	900.00	326.15	64 %
551	Training & Education	210.00	210.00	1,200.00	1,200.00	990.00	18 %
552	Meals & Entertainment	0.00	0.00	300.00	300.00	300.00	%
605	Office Supplies	35.76	1,933.93	2,000.00	2,000.00	66.07	97 %
611	Copier Maintenance	0.00	577.70	500.00	500.00	-77.70	116 %
613	IT - Computer	0.00	0.00	500.00	500.00	500.00	%
614	Postage	110.00	336.80	650.00	650.00	313.20	52 %
615	Grant Writing	0.00	0.00	3,000.00	3,000.00	3,000.00	%
620	Software - New	77.87	1,013.18	2,000.00	2,000.00	986.82	51 %
621	Software Maintenance Fees	0.00	4,600.70	5,200.00	5,200.00	599.30	88 %
700	Capital Improvements	349.79	897.41	4,000.00	4,000.00	3,102.59	22 %
930	Reconciliation Discrepancies	0.01	-0.01	10.00	10.00	10.01	%
970	Grant Expense	0.00	0.00	500.00	500.00	500.00	%
Account Total:		3,469.03	34,255.33	75,419.00	75,419.00	41,163.67	45 %
Account Group Total:		10,110.88	86,070.25	148,754.00	148,754.00	62,683.75	58 %

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10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
42000	Public Safety						
42000	Public Safety						
	456 Signs	0.00	0.00	500.00	500.00	500.00	%
	900 Public Safety	0.00	219.18	2,500.00	2,500.00	2,280.82	9 %
	Account Total:	0.00	219.18	3,000.00	3,000.00	2,780.82	7 %
	Account Group Total:	0.00	219.18	3,000.00	3,000.00	2,780.82	7 %
43000	Public Works						
43010	Roads and Streets						
	116 Roads & Street Wages	2,748.91	14,789.72	31,204.00	31,204.00	16,414.28	47 %
	118 Snow Removal Wages	0.00	16,021.24	14,944.00	14,944.00	-1,077.24	107 %
	210 Health	273.16	3,605.97	8,007.00	8,007.00	4,401.03	45 %
	220 Social Security/Medicare	210.28	2,357.03	3,388.00	3,388.00	1,030.97	70 %
	230 PERSI	297.05	2,890.19	5,590.00	5,590.00	2,699.81	52 %
	250 Unemployment Insurance	17.09	178.08	735.00	735.00	556.92	24 %
	260 Workers Compensation	0.00	1,062.40	1,251.00	1,251.00	188.60	85 %
	290 Dental	16.91	223.14	582.00	582.00	358.86	38 %
	340 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	416 Electric & Gas	155.07	2,323.07	4,000.00	4,000.00	1,676.93	58 %
	429 Snow Removal Maintenance	0.00	1,071.23	10,000.00	10,000.00	8,928.77	11 %
	430 Road & Street Maintenance	67.97	771.74	7,200.00	7,200.00	6,428.26	11 %
	432 Building Repairs & Maintenance	0.00	15.98	3,500.00	3,500.00	3,484.02	%
	434 Equip. Maintainance	0.00	1,959.87	6,500.00	6,500.00	4,540.13	30 %
	435 Equipment Lease Payment	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	454 Street Scape	0.00	2,426.60	2,000.00	2,000.00	-426.60	121 %
	455 Sidewalk, Curb, Gutter Maintenance	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	456 Signs	0.00	68.64	500.00	500.00	431.36	14 %
	460 Small Tools, Equipmen	0.00	393.66	2,500.00	2,500.00	2,106.34	16 %
	461 Shop Misc Supplies	0.00	122.53	500.00	500.00	377.47	25 %
	470 Dust Abatement	3,301.62	3,301.62	7,000.00	7,000.00	3,698.38	47 %
	481 Fuel Gas	54.63	695.36	1,600.00	1,600.00	904.64	43 %
	482 Diesel - Winter	138.17	1,804.00	3,200.00	3,200.00	1,396.00	56 %
	483 Diesel - Summer	52.72	954.16	1,200.00	1,200.00	245.84	80 %
	520 Dues & Fees	0.00	0.00	100.00	100.00	100.00	%
	530 Publications- Newspaper	0.00	0.00	100.00	100.00	100.00	%
	553 Clothing Reimbursement	0.00	0.00	500.00	500.00	500.00	%
	700 Capital Improvements	0.00	11,759.99	17,500.00	17,500.00	5,740.01	67 %
	900 Public Safety	0.00	0.00	3,600.00	3,600.00	3,600.00	%
	970 Grant Expense	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Account Total:	7,333.58	68,796.22	186,201.00	186,201.00	117,404.78	37 %
	Account Group Total:	7,333.58	68,796.22	186,201.00	186,201.00	117,404.78	37 %
44000	OTHER						
44100	Parks and Recreation						
	117 Park & Rec Wages	1,516.38	7,082.68	15,310.00	15,310.00	8,227.32	46 %
	119 Airport Maint Wages	437.74	807.05	2,100.00	2,100.00	1,292.95	38 %
	210 Health	130.48	784.79	3,158.00	3,158.00	2,373.21	25 %
	220 Social Security/Medicare	149.48	603.54	1,121.00	1,121.00	517.46	54 %
	230 PERSI	133.81	610.58	1,870.00	1,870.00	1,259.42	33 %
	250 Unemployment Insurance	12.15	47.37	452.00	452.00	404.63	10 %
	260 Workers Compensation	0.00	416.00	430.00	430.00	14.00	97 %



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290	Dental	8.07	48.56	256.00	256.00	207.44	19 %
438	City Park Improvements	448.38	2,878.38	14,000.00	14,000.00	11,121.62	21 %
450	Racquet Court Maintenance	0.00	0.00	3,500.00	3,500.00	3,500.00	%
451	Campground/Boatdock Maintenance	2,173.85	2,969.68	5,000.00	5,000.00	2,030.32	59 %
452	City Park Maintenance	399.92	1,230.11	1,000.00	1,000.00	-230.11	123 %
453	Rest Area/Kiosk Maintenance	81.69	81.69	500.00	500.00	418.31	16 %
456	Signs	65.00	423.46	600.00	600.00	176.54	71 %
460	Small Tools, Equipmen	0.00	0.00	2,000.00	2,000.00	2,000.00	%
700	Capital Improvements	0.00	36,188.47	85,000.00	85,000.00	48,811.53	43 %
900	Public Safety	0.00	5,755.66	2,500.00	2,500.00	-3,255.66	230 %
925	Aiport Maintenance	667.74	803.01	3,500.00	3,500.00	2,696.99	23 %
	Account Total:	6,224.69	60,731.03	142,297.00	142,297.00	81,565.97	43 %
44300	Depot						
414	Solid Waste Collection	114.70	1,131.13	1,600.00	1,600.00	468.87	71 %
415	Water and Sewer	376.00	3,760.00	4,100.00	4,100.00	340.00	92 %
416	Electric & Gas	39.37	1,113.30	300.00	300.00	-813.30	371 %
432	Building Repairs & Maintenance	0.00	6,046.28	2,000.00	2,000.00	-4,046.28	302 %
700	Capital Improvements	0.00	0.00	4,000.00	4,000.00	4,000.00	%
960	Solid Waste Transfer Site Tax	0.00	0.00	500.00	500.00	500.00	%
	Account Total:	530.07	12,050.71	12,500.00	12,500.00	449.29	96 %
	Account Group Total:	6,754.76	72,781.74	154,797.00	154,797.00	82,015.26	47 %
	Fund Total:	24,199.22	227,867.39	492,752.00	492,752.00	264,884.61	46 %

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15 LOT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	10,024.00	50,981.63	93,000.00	93,000.00	42,018.37	55 %
	Account Total:	10,024.00	50,981.63	93,000.00	93,000.00	42,018.37	55 %
	Account Group Total:	10,024.00	50,981.63	93,000.00	93,000.00	42,018.37	55 %
	Fund Total:	10,024.00	50,981.63	93,000.00	93,000.00	42,018.37	55 %

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51 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
41000 GENERAL GOVERNMENT							
41010 Personnel							
	110 Office Wages	1,942.52	13,211.81	18,387.00	18,387.00	5,175.19	72 %
	111 Council Wages	360.00	3,600.00	4,320.00	4,320.00	720.00	83 %
	112 Mayor Wages	120.00	1,200.00	1,440.00	1,440.00	240.00	83 %
	115 Water & Sewer Wages	3,385.35	18,795.19	18,317.00	18,317.00	-478.19	103 %
	210 Health	392.75	3,558.80	7,361.00	7,361.00	3,802.20	48 %
	220 Social Security/Medicare	444.32	2,815.94	3,057.00	3,057.00	241.06	92 %
	230 PERSI	528.37	3,397.28	4,883.00	4,883.00	1,485.72	70 %
	250 Unemployment Insurance	33.17	186.99	382.00	382.00	195.01	49 %
	260 Workers Compensation	0.00	544.80	673.00	673.00	128.20	81 %
	290 Dental	24.31	220.24	507.00	507.00	286.76	43 %
	Account Total:	7,230.79	47,531.05	59,327.00	59,327.00	11,795.95	80 %
41100 Administration							
	310 Audit & Accounting Services	0.00	1,950.00	1,950.00	1,950.00	0.00	100 %
	320 Attorney/Legal Fees	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	351 Maintenance Contractor	0.00	375.00	2,000.00	2,000.00	1,625.00	19 %
	360 Water Operator	375.00	3,475.00	4,750.00	4,750.00	1,275.00	73 %
	414 Solid Waste Collection	1,280.21	12,411.84	13,000.00	13,000.00	588.16	95 %
	416 Electric & Gas	568.95	6,188.62	7,000.00	7,000.00	811.38	88 %
	435 Equipment Lease Payment	0.00	0.00	6,492.00	6,492.00	6,492.00	%
	436 Cell Phone Mayor/Maintenance	0.00	0.00	240.00	240.00	240.00	%
	437 Telephone, Telecommunications	84.44	868.75	950.00	950.00	81.25	91 %
	481 Fuel Gas	0.00	0.00	500.00	500.00	500.00	%
	510 Insurance - Liability	0.00	2,254.20	2,682.00	2,682.00	427.80	84 %
	520 Dues & Fees	374.56	606.52	1,300.00	1,300.00	693.48	47 %
	530 Publications- Newspaper	0.00	115.74	450.00	450.00	334.26	26 %
	550 Travel Reimbursement	0.00	0.00	750.00	750.00	750.00	%
	551 Training & Education	0.00	0.00	750.00	750.00	750.00	%
	605 Office Supplies	0.00	492.28	1,000.00	1,000.00	507.72	49 %
	611 Copier Maintenance	0.00	276.07	280.00	280.00	3.93	99 %
	614 Postage	0.00	219.00	475.00	475.00	256.00	46 %
	615 Grant Writing	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	620 Software - New	0.00	25.20	250.00	250.00	224.80	10 %
	621 Software Maintenance Fees	0.00	2,123.40	3,500.00	3,500.00	1,376.60	61 %
	810 Bond Payments	19,633.00	22,930.74	24,833.00	24,833.00	1,902.26	92 %
	910 Depreciation	0.00	0.00	28,933.00	28,933.00	28,933.00	%
	Account Total:	22,316.16	54,312.36	106,085.00	106,085.00	51,772.64	51 %
	Account Group Total:	29,546.95	101,843.41	165,412.00	165,412.00	63,568.59	62 %
42000 Public Safety							
42000 Public Safety							
	900 Public Safety	0.00	65.95	125.00	125.00	59.05	53 %
	Account Total:	0.00	65.95	125.00	125.00	59.05	53 %
	Account Group Total:	0.00	65.95	125.00	125.00	59.05	53 %

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51 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
43000 Public Works							
43400 Water System							
433	Repairs & Maint to Water	2,509.50	7,783.01	9,500.00	9,500.00	1,716.99	82 %
434	Equip. Maintenance	0.00	2,278.83	1,500.00	1,500.00	-778.83	152 %
462	Chemicals	148.00	2,306.60	5,500.00	5,500.00	3,193.40	42 %
463	Small tools and supplies for Water	1,159.68	3,687.12	7,825.00	7,825.00	4,137.88	47 %
560	Tests	242.00	2,943.00	5,000.00	5,000.00	2,057.00	59 %
710	Meter Equipment Purchased	0.00	2,201.44	7,800.00	7,800.00	5,598.56	28 %
	Account Total:	4,059.18	21,200.00	37,125.00	37,125.00	15,925.00	57 %
	Account Group Total:	4,059.18	21,200.00	37,125.00	37,125.00	15,925.00	57 %
	Fund Total:	33,606.13	123,109.36	202,662.00	202,662.00	79,552.64	61 %



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52 SEWER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
41000 GENERAL GOVERNMENT							
41010 Personnel							
	110 Office Wages	323.45	2,199.37	3,065.00	3,065.00	865.63	72 %
	111 Council Wages	60.00	600.00	720.00	720.00	120.00	83 %
	112 Mayor Wages	20.00	200.00	240.00	240.00	40.00	83 %
	115 Water & Sewer Wages	23.45	236.36	500.00	500.00	263.64	47 %
	210 Health	32.47	339.28	735.00	735.00	395.72	46 %
	220 Social Security/Medicare	32.67	247.78	685.00	685.00	437.22	36 %
	230 PERSI	44.42	355.25	772.00	772.00	416.75	46 %
	250 Unemployment Insurance	2.15	14.81	165.00	165.00	150.19	9 %
	260 Workers Compensation	0.00	90.80	85.00	85.00	-5.80	107 %
	290 Dental	2.01	21.06	100.00	100.00	78.94	21 %
	Account Total:	540.62	4,304.71	7,067.00	7,067.00	2,762.29	61 %
41100 Administration							
	310 Audit & Accounting Services	0.00	325.00	325.00	325.00	0.00	100 %
	320 Attorney/Legal Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	340 Contract Labor	0.00	256.20	1,000.00	1,000.00	743.80	26 %
	416 Electric & Gas	4.34	127.14	450.00	450.00	322.86	28 %
	435 Equipment Lease Payment	0.00	0.00	3,348.00	3,348.00	3,348.00	%
	437 Telephone, Telecommunications	8.40	88.10	135.00	135.00	46.90	65 %
	481 Fuel Gas	0.00	0.00	100.00	100.00	100.00	%
	510 Insurance - Liability	0.00	375.70	376.00	376.00	0.30	100 %
	520 Dues & Fees	0.00	0.00	30.00	30.00	30.00	%
	530 Publications- Newspaper	0.00	7.70	100.00	100.00	92.30	8 %
	541 Monthly Service Agreement-NLSD	8,400.00	63,900.00	57,600.00	57,600.00	-6,300.00	111 %
	605 Office Supplies	0.00	34.87	100.00	100.00	65.13	35 %
	611 Copier Maintenance	0.00	44.90	75.00	75.00	30.10	60 %
	614 Postage	0.00	108.00	80.00	80.00	-28.00	135 %
	620 Software - New	0.00	4.19	100.00	100.00	95.81	4 %
	621 Software Maintenance Fees	0.00	353.90	847.00	847.00	493.10	42 %
	810 Bond Payments	0.00	3,092.93	5,200.00	5,200.00	2,107.07	59 %
	910 Depreciation	0.00	0.00	34,597.00	34,597.00	34,597.00	%
	Account Total:	8,412.74	68,718.63	105,463.00	105,463.00	36,744.37	65 %
	Account Group Total:	8,953.36	73,023.34	112,530.00	112,530.00	39,506.66	65 %
	Fund Total:	8,953.36	73,023.34	112,530.00	112,530.00	39,506.66	65 %

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60 WATER SYSTEM IMPROVEMENT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
43000	Public Works						
43400	Water System						
	358 Water System Construction	0.00	306,867.26	549,416.00	549,416.00	242,548.74	56 %
	Account Total:	0.00	306,867.26	549,416.00	549,416.00	242,548.74	56 %
	Account Group Total:	0.00	306,867.26	549,416.00	549,416.00	242,548.74	56 %
	Fund Total:	0.00	306,867.26	549,416.00	549,416.00	242,548.74	56 %
	Grand Total:	76,782.71					
			0.00				
			781,848.98	1,450,360.00	1,450,360.00	668,511.02	54 %

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Payroll Summary For Payrolls from 07/29/21 to 08/12/21

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Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	7.50		
COMP HOURS (Comp Time Used)	19.00		469.50
J001 HOURS (ROAD&STREET)	76.50		1,869.56
J002 HOURS (PARKS)	45.50		1,041.27
J003 HOURS (WATER OPERATOR)	79.00		1,744.49
J009 HOURS (AIRPORT)	16.00		312.32
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	184.50		3,956.26
SICK HOURS (Sick Time)	27.00		626.68
GROSS PAY	11,620.08	0.00	
NET PAY	8,656.50	0.00	
DENTAL INS	30.00	76.00	
FIT	686.12	0.00	
HEALTH INS	0.00	1,204.00	
IDAHO SIT	524.00	0.00	
MEDICARE	168.49	168.49	
PERSI	663.54	1,106.50	
PERSI CHOICE 40	150.00	0.00	
SOCIAL SECURITY	720.43	720.43	
UNEMPL. INSUR.	0.00	62.32	
VISION	21.00	24.00	
GDB	802.82	0.00	
RADIUS	255.57	0.00	
STERLING SAVING	3,025.51	0.00	
UMPQUA	340.76	0.00	
US BANK	4,231.84	0.00	
FIT/SIT BASE	10,806.54	0.00	
MEDICARE BASE	11,620.08	0.00	
PERS BASE	9,267.24	0.00	
SOC SEC BASE	11,620.08	0.00	
UN BASE	10,020.08	0.00	
WC BASE	11,620.08	0.00	

Total 3,361.74  
Total Payroll Expense (Gross Pay + Employer Contributions): 14,981.82

Check Summary  
-----

Payroll Checks Prev. Out.	\$1,957.00
Payroll Checks Issued	\$1,948.00
Payroll Checks Redeemed	\$1,957.00
Payroll Checks Outstanding	\$1,948.00
Electronic Checks	\$13,943.72

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
	-----	-----	-----	-----
Deductions Accrued				
Social Security 1440.86	1387.48	2007.14	821.20	21702

08/09/21  
10:08:07

CITY OF DONNELLY  
Payroll Summary For Payrolls from 07/29/21 to 08/12/21

Page: 2 of 2  
Report ID: P130

Medicare	336.98	324.48	469.40	192.06	21702
Unempl. Insur.	62.32	90.73		153.05	21713
Workers' Comp	0.00				21700
FIT	686.12	560.08	890.64	355.56	21701
IDAHO SIT	524.00	381.00	593.00	312.00	21703
PERSI	1770.04		1770.04		21704
DENTAL INS	106.00		106.00		21706
HEALTH INS	1204.00		1204.00		21705
VISION	45.00		45.00		21705
PERSI CHOICE 40	150.00		150.00		21704
Total Ded.	6325.32	2743.77	7235.22	1833.87	

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

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

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 21-22

**Meeting Date** 08/16/2021

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Appoint Planning and Zoning Commissioners</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>			

**SUMMARY STATEMENT:**

Two available seats on the Planning and Zoning Commission. Appointment of Planning and Zoning Commissioners by the Mayor.

**RECOMMENDED ACTION:**

*Mayor to appoint Planning and Zoning Commissioners, Council to approve those appointed.*

**RECORD OF COUNCIL ACTION**

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



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

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 21-23

**Meeting Date** 08/16/2021

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Grant Acceptance of State of Idaho, Division of Aeronautics Resolution</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>			

**SUMMARY STATEMENT:**

Awarded grant from State of Idaho Aeronautics Division for cost share of airport harrow.

Resolution to accept the grant offer and terms.

**RECOMMENDED ACTION:**

*Adopt and Approve Mayor to sign Grant Acceptance Resolution 21-05*

**RECORD OF COUNCIL ACTION**

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

## City Resolution

Exact from the minutes of a regular meeting  
of the City Council of City of Donnelly, Idaho  
Held on \_\_\_\_\_, 2021.

Councilman \_\_\_\_\_, introduced the following Resolution, was read in full, considered, and adopted:

Resolution number \_\_\_\_\_ of City of Donnelly, Idaho accepting the Grant Offer of the State of Idaho through the Idaho Transportation Department, Division of Aeronautics, in the maximum amount of \$484.99 to be used under the Idaho Airport Aid Program, FS Program number: L218U84, Project number: SP-U84-02 in the development of the Donnelly-Donald D. Coski Memorial Airport; and

Be it resolved by the Mayor and City Council of City of Donnelly, Idaho (herein referred to as the City as follows:

Sec. 1. That the City shall accept the Grant Offer of the State of Idaho in the amount of \$484.99, for the purpose of obtaining State Aid under FS Program Number: L218U84, Project Number: SP-U84-02 in the development of the Donnelly-Donald D. Coski Memorial Airport; and

Sec. 2. That the Mayor of the City of Donnelly City Council is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer (entitled Acceptance) on behalf of the City, the City Clerk is hereby authorized and directed to attest the signature of the Mayor and to impress the official seal of the City on the aforesaid statement of Acceptance; and

Sec. 3. A true copy of the Grant Agreement referred to herein be attached hereto and made a part thereof.

Passed by the City Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Susan Dorris, Mayor

ATTEST:

Lori Clemens, City Clerk

## CERTIFICATE

I, Lori Clemens, City Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. \_\_\_\_\_ adopted at a regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lori Clemens, City Clerk

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

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 21-24

**Meeting Date** 08/16/2021

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>FY22 Budget</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>	\$1,254,928			
<b>FUNDING SOURCE:</b>				
<b>TIMELINE:</b>				

**SUMMARY STATEMENT:**

Public Hearing

Acceptance of Budget

**RECOMMENDED ACTION:**

*Approve FY22 Budget*

**RECORD OF COUNCIL ACTION**

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

# NOTICE OF PUBLIC HEARING ON PROPOSED FY 2022 BUDGET CITY OF DONNELLY, IDAHO

A public hearing will be held for the consideration of the proposed budget for the fiscal year from October 1, 2021 to September 30, 2022, in accordance with Idaho Code 50-1002. The hearing will be held at the Donnelly Community Center, Donnelly, Idaho at 6:00 p.m. **Monday, August 16, 2021.** The public is invited to provide testimony concerning the proposed budget. Copies of the proposed city budget are available at City Hall during regular office hours (9 am to 5 pm, Mon - Thur). Anyone desiring accommodations for disabilities related to the hearing, contact the City Hall at 325-8859, at least 48 hours prior to the public hearing.

## PROPOSED EXPENDITURES

Fund Name	FY 2020 Actual Expenditures	FY2021 Budgeted Expenditures	FY2022 Proposed Expenditures
<b>GENERAL FUND</b>			
Personnel	56,306	73,335	81,498
Administrative	77,471	75,419	80,010
Public Safety	330	3,000	1,500
Roads & Streets	171,379	186,201	193,200
Parks & Recreation	201,077	142,297	73,124
Depot	5,629	12,500	17,900
<b>General Fund Total Expenditures</b>	<b>512,192</b>	<b>492,752</b>	<b>447,232</b>
LOCAL OPTION TAX FUND	98,125	93,000	162,000
WATER FUND	139,344	202,662	229,578
WATER IMPROVEMENT FUND	(1,338)	549,416	265,000
SEWER FUND	68,970	112,530	151,118
<b>Grand Total Expenditures All Funds</b>	<b>817,293</b>	<b>1,450,360</b>	<b>1,254,928</b>

## PROPOSED REVENUE

Fund Name	FY2020 Actual Revenue	FY2021 Budgeted Revenue	FY2022 Proposed Revenue
<b>PROPERTY TAX FUNDED REVENUE</b>			
General Fund	111,727	122,856	129,857
FORGONE			
<b>Grand Total Tax Funded Revenue</b>	<b>111,727</b>	<b>122,856</b>	<b>129,857</b>
<b>NON TAX FUNDED REVENUE</b>			
<b>GENERAL FUND</b>			
Taxes Previous Year/Late Fees/Inter	10,628	10,676	10,076
Franchise Fees	9,074	8,200	8,200
Licenses & Permits	8,126	7,340	7,980
Grant Revenue	30,000	30,000	10,000
Revenue Sharing	15,132	16,076	21,356
Highway User Revenue	9,960	8,417	10,347
Liquor Apportionment	47,820	44,750	52,700
Airport Revenue	2,367	2,900	1,000
Parks & Recreation	15,355	7,350	8,300
Interest Income	980	1,000	750
DDC Rental Revenue	38,100	45,000	42,100
Lot Administration Fee	16,286	10,800	14,850
Land Lease	8,225	12,000	9,900
Misc Income	36,546	2,500	1,750
Cash Carryover	-	135,163	118,066
<b>General Fund Non-Tax Total Revenue</b>	<b>248,599</b>	<b>342,172</b>	<b>317,375</b>
LOCAL OPTION TAX FUND	135,550	93,000	162,000
WATER FUND	144,386	202,662	229,578
WATER IMPROVEMENT FUND	720,552	549,416	265,000
SEWER FUND	108,076	112,530	151,118
<b>Grand Total Non Tax Funded Revenue All F</b>	<b>1,357,163</b>	<b>1,299,780</b>	<b>1,125,071</b>

The proposed expenditures and estimated revenues for fiscal year 2021-2022 (FY22) have been tentatively adopted by the City Council and entered in detail in the Journal of Proceedings.

Lori Clemens, City Clerk/Treasurer



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

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 21-25

**Meeting Date** 08/16/2021

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Proposed City Fees</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</b>					
<b>SOURCE:</b>					
<b>TIMELINE:</b>					

**SUMMARY STATEMENT:**

Public Hearing

**RECOMMENDED ACTION:**

*Approve City Fees*

**RECORD OF COUNCIL ACTION**

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





## CITY OF DONNELLY

169 Halferty Street  
PO BOX 725  
Donnelly, Idaho 83615  
Tel: 208.325.8859

<b>ADMINISTRATIVE</b>		
Administrative Processing		11%
Copies/Faxes	Per Page	.25
Dishonored Checks		35.00
Notary		5.00
<b>LICENSES/PERMITS</b>		
Alcohol License	Maximum Allowed by State	
Business License	New	75.00
Business License	Renewal	25.00
Dog License	Neutered/Spayed	5.00
Dog License	Not Neutered/Spayed	15.00
Fireworks Stand		11.00
Peddler Permit		16.50
Vendor Permit	Daily	25.00
Vendor Permit	Six (6) Month	300.00
<b>FASCILITIES/RESERVATIONS</b>		
Boat Dock Pass	Annual	25.00
Boat Dock Pass	Day Use	5.00
Campground	Overnight	10.00
City Park/Boat Dock Pavilion		50.00
City Park/Boat Dock Pavilion	Refundable Deposit	100.00
Community Center		10.00
Racquet Courts	Two (2) Hours	10.00
Racquet Courts	Six (6) Hours	25.00
<b>UTILITIES</b>		
Water Base Rate	Per EDU	28.00
Water Improvement Fund	Per EDU	5.00
Water Usage	Per EDU	2.50/1,000 gal
Sewer Base Rate	Per EDU	34.00
Sewer Improvement Fund	Per EDU	5.00
<b>LAND USE PLANNING</b>		
Pre-Application Meeting	One (1) Hour Maximum	88.00
Legal Review		Cost + 10%
Engineer Review		Cost + 10%
Legal Publication		Cost + 10%
Public Mailing	Per Mailing	1.00
Design Review (DR)		330.00 + 11.00/lot or unit
Development Agreement		500.00
Conditional Use Permit (CUP)		330.00 + 11.00/lot or unit
Planned Unit Development (PUD)		770.00 + 22.00/lot or unit
Annexation		1,100.00
Demolition Permit	structure	16.50
Lot Combination		132.00
Lot Split		220.00
Occupancy Permit	Valley County Fee + 11.00	Valley County + 11.00
Rezone		385.00
Variance		440.00
Master Sign Plan		165.00
Sign Permit		55.00

Adopted August 16, 2021





**CITY OF DONNELLY**  
 169 HALFERTY STREET  
 PO BOX 725  
 DONNELLY, IDAHO 83615  
 TEL: 208-325-8859, FAX: 208-325-4091

**Title Description**

**Effective**

Land Use Planning		10/1/2016
Pre-application Meeting <del>(one hr. maximum)</del>	Per hour	88.00
Request for Verification or Information Letters from Professional Staff	<del>\$ 26.10 plus time as contracted by city</del>	
City Attorney Review Time- Legal Review	As per hour charged by City Attorney	Cost + 10%
Other Professional Review Time Engineering Review	As per hour as charged by said professional	Cost + 10%
Appeals		110.00
Extension of Time		110.00
Request for Formal Waiver of Conditions (other than Conditional Use Permit)		110.00
Preliminary Plat		605.00
	Plus \$22.00 /lot, etc.	22.00
Final Plat		16.50
Preliminary Planned Unit Development		770.00
	Plus \$22.00 /lot, etc.	22.00
Final Planned Unit Development		16.50
	per lot, etc.	
<b>Annexation</b>		
1 acre or less		330.00
1 acre to 50 Acres		660.00
More than 50 Acres		1,100.00
Zoning Certificate		16.50
Zoning Over one Acre		495.00
	plus \$ 22.00 per acre	22.00
Rezone		385.00
	plus \$22.00 per acre over one acre	22.00
Rezone with a Development Agreement		385.00
	plus \$ 22.00 per acre over an acre plus, other fees as per professional rates	22.00
Development Agreement		500.00
Zoning Code Text Amendment		440.00
Flood Plain Development Plan Permit		440.00
Flood Plain Review of Certificate		33.00
Comprehensive Plan Change		880.00
<b>Conditional Use</b>		
Conditional Use Permit (CUP)		330.00
	Plus \$11.00 /unit, etc.	11.00
Modification of CUP		110.00
Extension of CUP Request		83.00
Day Care Center Request		55.00
Drive Through Request		330.00
Agricultural Uses		330.00
Variance of CUP		275.00
Wireless CUP		660.00
Design Review Base Fee		330.00
	Plus \$11.00 /unit, etc.	11.00
Design Review Extension Request		77.00
Staff Level Design Review		160.00
Commercial and Light Industrial	Base Fee	
	Plus \$11.00 per 1,000 sq ft, etc.	11.00



Occupancy Permit	Valley County Fee + \$ 11.00 processing	11.00
<del>Other Building &amp; Zoning Permits</del>		<del>55.00</del>
<del>Miscellaneous Permits and Fees</del>		<del>55.00</del>
Public Hearing Mailing	Per Notice Mailing	1.00
<del>Public Hearing Administrator/Publications</del>	<del>Pass through Plus Administration</del>	<del>Cost + 10%</del>
Variance		440.00
<del>Vacation</del>		<del>440.00</del>
<del>Lot line Adjustment</del>		<del>132.00</del>
Lot Split		220.00
Lot Combination		132.00
Demolition Permit (for a structure)		16.50
<del>Wireless Master Development Plan</del>		<del>275.00</del>
<del>Wireless Permit</del>		<del>385.00</del>
<del>Wireless Annual Renewal Fee</del>		<del>66.00</del>
Master Sign Plan		165.00
Sign Permit		55.00
<del>Sandwich Board Permit</del>	<del>One per business</del>	
Alcohol License	Maximum Allowable by State Law	
Fireworks Stand		11.00
Peddlers Permit		16.50
Vendor Permit (6 month)		300.00
Vendor Permit (Daily)	Daily	25.00
<del>Vendor Permit - Huckleberry Festival</del>	<del>Per Event</del>	<del>20.00</del>
<del>Hearing Officer</del>	<del>As Per Professional Fee</del>	
Business License (New)		75.00
Business License (Renew)		25.00
Dog License - Fixed		5.00
Dog License - Not Fixed		15.00
Copies	per page	0.25
Notary		<del>2.00</del> 5.00
Fax		0.25
Administrative Processing Fee		11%
<del>Dishonored Checks</del>		<del>35.00</del>
<b>Parks</b>		
Day Use		5.00
Annual Boat Pass		25.00
<del>Annual Boat Pass 2nd Vehicle</del>		<del>5.00</del>
<del>Pavilion Rental City Park/Boat Dock Pavilion</del>		50.00
<del>Pavilion Rental Refundable Deposit</del>		100.00
<del>Overnight Camping- Donnelly Campground</del>	per night	10.00
Racquet Courts	Two (2) Hours	10.00
Racquet Courts	Six (6) Hours	25.00
Community Center		10.00
<b>Library</b>		
<b>Library Memberships (outside of City Limits)</b>		
Family		25.00
Individual		15.00
<b>City of Donnelly Residents</b>		
Over 60 years Old	Idaho Power Bill Proof of Residence	Free
Family	Idaho Power Bill Proof of Residence	10.00
Individual	Idaho Power Bill Proof of Residence	5.00
<b>Library Desk Top Computer Usage</b>		
Members		Free
Non-members		\$2.00 per 1/2 hour
<b>Library Wi-Fi Computer Usage</b>		
Members		Free
Non-members		\$1.00 per hour
<b>Books for Sale</b>		
Paperbacks		Prices Vary
Hardbacks		Prices Vary
<b>Photocopies</b>		0.25

Members get 5 free copies and 1 fax copy		Free
Members & non-members		0.25
<b>Faxes</b>		
Members get 1 fax copy		Free
Members & non-members		0.25
<b>Utilities</b>		
Utility Deposit	after 1 year good payment history, credited to account.	100.00
<b>Water</b>	Per ED	Per EDU
Base Rate		27.00 28.00
Improvement Fund		5.00
Usage		2.50 / 1,000 gal
<b>Sewer</b>		Per EDU
Base Rate		27.00 34.00
Improvement Fund		5.00
Usage		2.50 / 1,000 gal



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

169 Halferty Street  
Donnelly, Idaho 83615

**Number**

**AB 21-26**

**Meeting Date** 08/16/2021

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>FY22 Budget Ordinance</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>	\$1,254,928			
<b>FUNDING SOURCE:</b>				
<b>TIMELINE:</b>				

**SUMMARY STATEMENT:**

Adoption of Annual Budget for FY22

**RECOMMENDED ACTION:**

*Adopt and Authorize the Mayor to sign Ordinance No. 255*

**RECORD OF COUNCIL ACTION**

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



## **City of Donnelly Ordinance #255**

AN ORDINANCE TO BE TERMED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF DONNELLY, IDAHO, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022, APPROPRIATING SUMS OF MONEY IN THE AGGREGATE AMOUNT OF **\$1,254,928** TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF DONNELLY FOR SAID FISCAL YEAR; SPECIFYING THE OBJECT AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT AND PURPOSE; AUTHORIZING THE CERTIFICATION TO THE COUNTY COMMISSIONERS OF VALLEY COUNTY, IDAHO, THE AMOUNT OF **\$129,857** IN PROPERTY TAXES TO BE LEVIED AND ASSESSED UP THE TAXABLE PROPERTY IN THE CITY; PROVIDING FOR THE FILING OF A COPY OF THIS ORDINANCE WITH THE OFFICE OF THE IDAHO SECRETARY OF STATE AS PROVIDED BY LAW; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED BY THE MAYOR AN COUNCIL OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, AS FOLLOWS:

Section 1: That the sum of **\$1,254,928** is hereby appropriated to defray all necessary expenses and liabilities of the City of Donnelly, Valley County, Idaho, for the fiscal year commencing October 1, 2021, and ending September 30, 2022.

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

### AMOUNT APPROPRIATED FOR EXPENDITURES

#### **GENERAL FUND**

Personnel	\$81,498	
Administrative	\$80,010	
Public Safety	\$1,500	
Roads & Streets	\$193,200	
Parks & Recreation	\$73,124	
Donnelly Depot Center	\$17,900	
<b>TOTAL GENERAL FUNDS</b>		<b>\$447,232</b>

LOCAL OPTION TAX FUND	\$162,000
WATER FUND	\$229,578
WATER IMPROVEMENT FUND	\$265,000
SEWER FUND	\$151,118

**TOTAL BUDGET FOR FISCAL YEAR 2021-2022** **\$1,254,928**

Section 3: The amount of **\$129,857** is hereby authorized to be certified by the City of Donnelly to the Board of Commissioners and Valley County, Idaho, in accordance with Section 50-1007, Idaho Code, to be levied and assessed as a property tax on the taxable property within the City of Donnelly for the fiscal year commencing October 1, 2021 and ending September 30, 2022.

Section 4: The City Clerk is hereby authorized and directed to cause a certified copy of this ordinance to be filed with the Office of the Secretary of State of the State of Idaho, as required by Section 50-1003, Idaho Code.

Section 5: This ordinance shall be published once in full in the official newspaper of the City and shall take effect and be in force from and after its passage, approval, and publication.

Passed and approved by the Mayor and City Council of the City of Donnelly, Valley County, Idaho, this 16<sup>th</sup> day of August 2021.

\_\_\_\_\_  
Susan Dorris, Mayor

ATTEST:

\_\_\_\_\_  
Lori Clemens, City Clerk

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

169 Halferty Street  
Donnelly, Idaho 83615

**Number** **AB 21-27**

**Meeting Date 08/16/2021**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>		<b>Department Approvals</b>	<b>Initials</b>	<b>Originator or Supporter</b>
<b>City Fees Resolution</b>		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>				
<b>TIMELINE:</b>				

**SUMMARY STATEMENT:**

Resolution to set new City Fees.

**RECOMMENDED ACTION:**

*Adopt and Authorize the Mayor to sign Resolution 21-04*

**RECORD OF COUNCIL ACTION**

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

CITY OF DONNELLY  
RESOLUTION 21-04  
FEE SCHEDULE

A RESOLUTION OF THE DONNELLY CITY COUNCIL, DONNELLY, VALLEY COUNTY, IDAHO, AMENDING THE CURRENT FEE SCHEDULE TO DELETE CERTAIN FEES, ADD NEW FEES FOR DISHONORED CHECKS AND COMMUNITY CENTER AND RACQUET COURT RESERVATIONS, AND UPDATING SEWER CONNECTION FEES AND WATER CONNECTION FEES, AND UPDATING REIMBURSEMENT RATES FOR PROFESSIONAL SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, 50-307 Idaho Code authorizes a municipality to collect fees pertaining to services offered/performed by the City; and

WHEREAS, the Mayor and City Council have reviewed the City's fee schedule; and

WHEREAS, the Mayor and Council of the City of Donnelly believe that it is in the City's best interest to delete certain fees and modify other fees to reflect the adequately reflect current costs incurred by the City of Donnelly;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, as follows:

Section 1: The City of Donnelly hereby establishes the following fees and charges for the water and sewer systems:

SEE ATTACHED EXHIBIT A

Section 2: This Resolution shall be effective immediately.

PASSED BY THE COUNCIL OF THE CITY OF DONNELLY, IDAHO THIS 16<sup>th</sup> day of August, 2021.

DATED this \_\_\_\_\_ day of August, 2021.

CITY OF DONNELLY

\_\_\_\_\_  
Susan Dorris, Mayor

ATTEST:

\_\_\_\_\_  
Lori Clemens, City Clerk

(SEAL)



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

## Staff Report August 11<sup>th</sup>, 2021

To: Mayor & City Council

From: Lori Clemens

Re: Staff Report

Date: August 10, 2021

**Utility Billings:** As of Wednesday, August 11, 2021, there is \$2,943.44- (10) past due 30 days or more, in water billings.

**Local Option Tax:** Receipts for July - \$10,044.06.

**Airport:** Maintenance

**Clerk:** ID 55 Smith's Ferry Project

**Donnelly Depot Center:** Solid Waste Collection

**Parks & Recreation:** Camp Host  
Park

**Road & Streets:**

**Water:** New Meters

**Planning & Zoning:** August Meeting Cancelled

**Office Closures:** September 6, 2021~Labor Day

**Upcoming Meeting Dates:** P&Z, September 13, 2021  
City Council, September 20, 2021