



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

AGENDA CITY COUNCIL MEETING

Monday, June 13th, 2022, at 6:00 PM
Donnelly Community Center

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

City Council Minutes – May 16, 2022

Vouchers – May 12, 2022, thru June 9, 2022

Treasurer Report – May 2022

Payroll Summary – May 19, June 2, and June 5, 2022

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:

Stibnite Tour – July 19, 2022

BUSINESS AGENDA (Action Items)

AB 22-16 Valley County Memorandum of Understanding Services Contract-Weed Spraying

AB 22-17 Zwygart John & Associates Engagement Letter FY2022

AB 22-18 Mountain View RV Park Water Connection

AB 22-19 Donnelly Speed Limit

AB 22-20 Donald Coski Memorial Airport

AB 22-21 Donnelly Chamber of Commerce – City Park

BUDGET WORKSHOP

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, May 16, 2022, 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 Henggeler, Councilmember Minshall, Councilmember Bergquist(phone-in), and Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

CONSENT AGENDA

Motion by Minshall, 2nd by Henggeler to accept the consent agenda as written. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.

PUBLIC COMMENT

Mayor Dorris asked for any public comment.
No public comment

DISCUSSION ITEMS

Joint Workshop with Planning and Zoning – Mountain Waterworks, Tim Farrell

- Discussed the current water system within the city, system needs, capacity
City's Water Master Plan needs to be updated-amendment to Facility Plan (current 2016) - Apply for DEQ Grant
- Rate Analysis needs to be completed
- 3rd well to serve any new development
- Fire Protection – storage tank

III-A Annual Report, Amy Manning

- Presentation of the 2020-2021 Annual Report

Rapid Fiberoptic Joint Powers Agreement, Chris Curtain

- Fiber cable in ground, infrastructure for internet
- Opt-in service, Valley County/Adams County areas
- Broad band grants



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Donnelly Community Center

MINUTES

BUSINESS AGENDA: (Action Items)

AB 22-11 CUP-Donnelly Public Library

- Donnelly Public Library applied for a Conditional Use Permit to place 2 teepees and 2 storage sheds on library property. Recommendation from Planning and Zoning to approve Conditional Use Permit without the process of a second public hearing and with conditions of approval from the Planning and Zoning and Donnelly Rural Fire Department.

Motion by Henggeler, 2nd by Davenport to approve Conditional Use Permit for Donnelly Public Library with conditions of approval as written. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.

AB 22-12 Mountain View RV Park Water Connection

- Consideration of connecting city water system to Mountain View RV Park, outside of Donnelly City Limits. Council not opposed to Mountain View RV Park bringing proposal to table on connecting to City Water System.

Motion by Minshall, 2nd by Henggeler to move forward with Mountain View RV Park on proposal of connecting to City Water System. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.

AB 22-13 Local Option Tax Application Award FY23

- Local Option Tax Commission held meeting on May 2, 2022, reviewing all requests for LOT Funding FY23. Recommendations made to City Council.

Motion by Henggeler, 2nd by Davenport to approve Local Option Tax Commission's recommendations for FY23 LOT Funding. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.

AB 22-14 Campground Shed

- Purchase an 8x8 shed for the Donnelly Campground for storage of necessary tools, equipment, and supplies for daily operations.

Motion by Minshall, 2nd by Henggeler to approve purchase of storage shed. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.



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CITY COUNCIL
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Donnelly Community Center
MINUTES

AB 22-15 Stibnite Tour

- Site visit to stibnite

Motion by Davenport, 2nd by Henggeler to hold special meeting "Notice of a Quorum" for a tour of Stibnite on July 19, 2022, leaving from Perpetua at 8 a.m. Davenport (yes), Bergquist (yes), Henggeler (yes), Minshall (yes). Motion carried.

BUDGET WORKSHOP

STAFF REPORT

Staff report was included with packet.

ADJOURNMENT

Motion by Davenport, 2nd by Minshall to adjourn meeting. Davenport (yes), Henggeler (yes), Bergquist (yes), Minshall (yes). Motion carried.

Adjourned at 8:22 p.m.

ATTEST: Lori Clemens, City Clerk

06/09/22
11:20:59

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 05/12/22 to 06/09/22

Page: 1 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5688	-99469E	170 ADOBE SYSTEMS INC.	14.99					
PDF Solutions								
1	2168483624	05/08/22 May Service	14.99			10 41100	620	10190
5689	-99468E	170 ADOBE SYSTEMS INC.	14.99					
PDF Solutions								
1	2190893106	06/08/22 June Service	14.99			10 41100	620	10190
Total for Vendor:			29.98					
5690	-99467E	6 AMAZON	115.94					
office supplies								
1	06.22	06/01/22 binder clips/paper/cleaning su	75.37			10 41100	605	10190
2	06.22	06/01/22 binder clips/paper/cleaning su	34.79			51 41100	605	10190
3	06.22	06/01/22 binder clips/paper/cleaning su	5.78			52 41100	605	10190
Total for Vendor:			115.94					
5693	14376S	14 BOISE OFFICE EQUIPMENT	336.84					
Copier Maintenance								
1	misc	06/01/22 copier maintenace base - misc	218.95			10 41100	611	10100
2	misc	06/01/22 copier maintenace base - misc	101.06			51 41100	611	10100
3	misc	06/01/22 copier maintenace base - misc	16.83			52 41100	611	10100
Total for Vendor:			336.84					
5682	14365S	999999 CARROT-TOP INDUSTRIES, INC	266.63					
Flags Community Center								
1	INV106541	05/19/22 Flags Community Center	266.63			15 41100	922	10100
Total for Vendor:			266.63					
5694	14377S	257 CASCADE HARDWARE	836.39					
Billing								
1	May	05/31/22 Parks	643.65			15 41100	922	10100
3	2205-04956	05/31/22 Streets	8.94			10 43010	430	10100
4	2205-04420	05/10/22 Supplies	183.80			10 43010	461	10100
Total for Vendor:			836.39					

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5691	-99466E	29 CITY OF DONNELLY - WATER	376.00					
		Water Billing/Sewer-370 N. Main-249 Corbet Lane						
1	0101	05/31/22 May	340.00			10 44300	415	10100
2	0097	05/31/22 May 370 N. Main Street	36.00			10 44300	415	10100
		Total for Vendor:	376.00					
5695	14378S	326 CORE & MAIN	3,989.86					
		Meter Equipment						
1	Q890907	05/26/22 Meters	3,108.03			51 43400	700	10100
2	Q914269	05/23/22 Meter Equipment	881.83			51 43400	710	10100
		Total for Vendor:	3,989.86					
5678	14366S	202 CTC BUSINESS	84.39					
		telephone						
1	035401	06/01/22 telephone- May	54.90			10 41100	437	10100
2	035401	06/01/22 telephone- May	25.28			51 41100	437	10100
3	035401	06/01/22 telephone- May	4.21			52 41100	437	10100
		Total for Vendor:	84.39					
5696	14379S	272 DRAKE DIVERSIFIED LLC	375.00					
		Monthly Water System Operational Services						
1	1338	06/01/22 Water System Services May	375.00			51 41100	360	10100
		Monthly CONTRACT FEE						
		Total for Vendor:	375.00					
5679	14367S	311 DYRUD CONSTRUCTION	250.00					
		Snow Bucket Repair						
1	2022.321	04/29/22 Snow Bucket Repair	250.00			10 43010	429	10100
		Total for Vendor:	250.00					
5697	14380S	324 FERGUSON	338.60					
		Billing						
1	May	05/31/22 City Park	338.60			15 41100	922	10100
		Total for Vendor:	338.60					

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5683	14368S 999999	FRANZ WITTE MCCALL	830.93					
		Trees - New Park						
1	2200000299	05/13/22 Trees New Park	830.93			15 41100	922	10100
		Total for Vendor:	830.93					
5680	14369S	66 IDAHO POWER	905.28					
		Power Billing						
1	2205677988	05/18/22 City Hall / Maintenance	70.35			10 41100	416	10100
2	2205677988	05/18/22 City Hall / Maintenance	32.47			51 41100	416	10100
3	2205677988	05/18/22 City Hall / Maintenance	5.41			52 41100	416	10100
4	2204034223	05/18/22 Community Center	90.17			10 41100	416	10100
5	2201629405	05/23/22 Kiosk / Rest Area	7.32			10 43010	416	10100
6	2206076560	05/18/22 Fire Pump	265.07			51 41100	416	10100
7	2200223291	05/18/22 Water Supply	5.21			51 41100	416	10100
8	2201910078	05/18/22 Street Lights	128.28			10 43010	416	10100
9	2206228211	05/18/22 Main Street Lights	19.77			10 43010	416	10100
10	2207365186	05/18/22 NW Pump	215.46			51 41100	416	10100
11	2207493590	05/20/22 Camp Host Site	65.77			10 44100	451	10100
		Total for Vendor:	905.28					
5698	14381S	166 IDAHO RURAL WATER ASSOCIATION	380.00					
		FY23 Membership						
1	21092	05/23/22 annual membership	380.00			51 41100	520	10100
		Total for Vendor:	380.00					
5699	14382S	165 LAKESHORE DISPOSAL	1,650.70					
		Trash Services						
1	053122	05/31/22 Trash Collection	1,485.02			51 41100	414	10100
2	25765478S2	06/01/22 DDC Trash	122.65			10 44300	414	10100
3	25765923S2	06/01/22 Campground	43.03			51 41100	414	10100
		Total for Vendor:	1,650.70					
5681	14370S	85 MAY HARDWARE	23.11					
		Billing						
1	40527	05/10/22 Communnity Center	23.11			15 41100	922	10100
		Total for Vendor:	23.11					

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5700	14383S	86 MCCALL DELIVERY SERVICE	51.00					
Delivery Service								
1	2022-0488	06/10/22 Sewer ring/Core & Main	51.00		0	51 43400	463	10100
		Total for Vendor:	51.00					
5692	-99465E	216 MICROSOFT	62.88					
Business Essential Email - Mayor & Council Members Office 365 Subscription								
1	E0100IVSIH	06/04/22 email service	37.88			10 41100	620	10190
2	E0100IVH3Q	06/04/22 office 365	25.00			10 41100	620	10190
		Total for Vendor:	62.88					
5684	14371S	97 NORTH AMERICAN DUST CONTROL LLC	9,292.89					
Dust Abatement on 052422								
1	6163	05/25/22 Dust Abatement	9,292.89			10 43010	470	10100
5701	14384S	97 NORTH AMERICAN DUST CONTROL LLC	1,203.56					
Dust Abatement on 052422 Eld Lane 1/2 NLSWD								
1	6163	05/25/22 Dust Abatement	1,203.56			15 41100	922	10100
		Total for Vendor:	10,496.45					
5702	14385S	154 NORTH LAKE RECREATIONAL SEWER &	8,400.00					
Contract Sewer Service								
1	95-10-00	06/01/22 Contract June	8,400.00			52 41100	541	10100
		Total for Vendor:	8,400.00					
5677	14364S	999999 OLD HICKORY SHEDS	3,874.00					
Campground Maintenance Shed								
1	423377	05/09/22 Maintenance Shed	3,874.00			10 44100	700	10100
		Total for Vendor:	3,874.00					
5685	14372S	999999 OLD HICKORY SHEDS	8,729.00					
Airport Maintenance Shed								
1	426735	05/25/22 Maintenance Shed	8,729.00			15 41100	922	10100
		Total for Vendor:	8,729.00					

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For Claims from 05/12/22 to 06/09/22

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5686	14373S	261 RANDY MORELL EXCAVATION & Graded roads for Dust Abatement	1,160.00					
1	22-2420	05/24/22 Road Grading	1,160.00			10 43010	430	10100
		Total for Vendor:	1,160.00					
5707	14386S	999999 RED STEEL PLUMBING LLC faucet leaks Tennis Court Bathroom	348.26					
1	Tennis Cou	05/16/22 Faucet Leak	348.26			10 44100	450	10100
		Total for Vendor:	348.26					
5703	14387S	115 ROCKY MOUNTAIN SIGNS City Stickers	150.00					
1	22802	05/31/22 City Donnelly Stickers	150.00			10 41100	605	10100
		Total for Vendor:	150.00					
5706	14388S	120 SINCLAIR FLEET TRACK (STINKER) Fuel	564.91					
1	May	05/31/22 Skid Steer	79.00			10 43010	483	10100
2	May	05/31/22 Dodge 3500	362.48			10 43010	481	10100
3	May	05/04/22 Backhoe	126.86			10 43010	483	10100
4	Credit	05/31/22 Credit	-3.43			10 43010	481	10100
		Total for Vendor:	564.91					
5687	14374S	999999 SKIDRIL INDUSTRIES LLC Hammer Drill	1,235.00					
1	124493	04/08/22 Hammer Drill	1,235.00			10 43010	430	10100
		Total for Vendor:	1,235.00					
5704	14389S	150 SPARKLIGHT Internet Services	105.40					
1	112446547	06/01/22 internet- May	68.51			10 41100	437	10100
2	112446547	06/01/22 internet- May	31.62			51 41100	437	10100
3	112446547	06/01/22 internet- May	5.27			52 41100	437	10100
		Total for Vendor:	105.40					

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5705	14390S	209 YORGASON LAW OFFICES PLLC	420.00					
Legal Services								
2	2022-May	06/01/22 Email/Correspondence	420.00			10 41100	320	10100
Total for Vendor:			420.00					
# of Claims			31	Total:				
				46,386.55				
Total Electronic Claims				584.80				
Total Non-Electronic Claims				45801.75				

** 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. **

06/08/22
10:26:52

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 22

Page: 1 of 8
Report ID: B100

10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	3,489.28	26,033.64	44,619.00	44,619.00	18,585.36	58 %
111	Council Wages	780.00	6,240.00	9,360.00	9,360.00	3,120.00	67 %
112	Mayor Wages	260.00	2,080.00	3,120.00	3,120.00	1,040.00	67 %
210	Health	389.36	3,158.01	10,584.00	10,584.00	7,425.99	30 %
211	Vision	7.80	19.49	343.00	343.00	323.51	6 %
220	Social Security/Medicare	346.45	2,627.73	4,416.00	4,416.00	1,788.27	60 %
230	PERSI	540.77	3,826.54	6,813.00	6,813.00	2,986.46	56 %
250	Unemployment Insurance	19.31	63.87	328.00	328.00	264.13	19 %
260	Workers Compensation	0.00	68.00	217.00	217.00	149.00	31 %
290	Dental	26.00	208.01	698.00	698.00	489.99	30 %
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	%
Account Total:		5,858.97	44,325.29	81,498.00	81,498.00	37,172.71	54 %
41100 Administration							
310	Audit & Accounting Services	0.00	4,420.00	4,420.00	4,420.00	0.00	100 %
320	Attorney/Legal Fees	390.00	1,290.00	8,000.00	8,000.00	6,710.00	16 %
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	%
330	Contract - Planning & Zoning	0.00	615.00	6,200.00	6,200.00	5,585.00	10 %
340	Contract Labor	0.00	2,432.50	13,000.00	13,000.00	10,567.50	19 %
341	Pass Thru Charges	0.00	-660.00	5,000.00	5,000.00	5,660.00	-13 %
414	Solid Waste Collection	0.00	0.00	100.00	100.00	100.00	%
416	Electric & Gas	321.18	2,776.07	3,500.00	3,500.00	723.93	79 %
431	City Hall Repair & Maint	0.00	333.45	3,600.00	3,600.00	3,266.55	9 %
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	%
437	Telephone, Telecommunications	178.43	976.58	1,450.00	1,450.00	473.42	67 %
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	%
510	Insurance - Liability	0.00	5,030.36	5,030.00	5,030.00	-0.36	100 %
520	Dues & Fees	0.00	42.34	750.00	750.00	707.66	6 %
530	Publications- Newspaper	38.76	38.76	900.00	900.00	861.24	4 %
550	Travel Reimbursement	0.00	0.00	500.00	500.00	500.00	%
551	Training & Education	0.00	255.00	1,000.00	1,000.00	745.00	26 %
552	Meals & Entertainment	0.00	0.00	300.00	300.00	300.00	%
605	Office Supplies	191.00	711.39	2,500.00	2,500.00	1,788.61	28 %
611	Copier Maintenance	58.19	556.35	600.00	600.00	43.65	93 %
613	IT - Computer	245.00	342.99	500.00	500.00	157.01	69 %
614	Postage	58.00	290.00	500.00	500.00	210.00	58 %
615	Grant Writing	0.00	0.00	5,000.00	5,000.00	5,000.00	%
620	Software - New	77.87	802.84	2,000.00	2,000.00	1,197.16	40 %
621	Software Maintenance Fees	0.00	5,467.35	5,850.00	5,850.00	382.65	93 %
700	Capital Improvements	0.00	0.00	4,000.00	4,000.00	4,000.00	%
930	Reconciliation Discrepancies	0.00	8.99	10.00	10.00	1.01	90 %
970	Grant Expense	0.00	0.00	500.00	500.00	500.00	%
Account Total:		1,558.43	25,729.97	80,010.00	80,010.00	54,280.03	32 %
Account Group Total:		7,417.40	70,055.26	161,508.00	161,508.00	91,452.74	43 %

06/08/22
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CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 22

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Report ID: B100

10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
42000	Public Safety						
42000	Public Safety						
456	Signs	0.00	0.00	500.00	500.00	500.00	%
900	Public Safety	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	Account Group Total:	0.00	0.00	1,500.00	1,500.00	1,500.00	%
43000	Public Works						
43000	Public Works						
700	Capital Improvements	0.00	0.00	18,000.00	18,000.00	18,000.00	%
	Account Total:	0.00	0.00	18,000.00	18,000.00	18,000.00	%
43010	Roads and Streets						
116	Roads & Street Wages	1,178.41	16,976.95	32,764.00	32,764.00	15,787.05	52 %
118	Snow Removal Wages	148.26	7,511.87	16,822.00	16,822.00	9,310.13	45 %
210	Health	138.89	2,544.91	8,968.00	8,968.00	6,423.09	28 %
211	Vision	2.79	12.80	0.00	0.00	-12.80	%
220	Social Security/Medicare	101.48	1,873.31	3,795.00	3,795.00	1,921.69	49 %
230	PERSI	109.47	2,225.90	6,149.00	6,149.00	3,923.10	36 %
250	Unemployment Insurance	7.32	108.25	823.00	823.00	714.75	13 %
260	Workers Compensation	0.00	702.00	1,401.00	1,401.00	699.00	50 %
290	Dental	9.28	167.43	582.00	582.00	414.57	29 %
340	Contract Labor	0.00	6,872.50	5,000.00	5,000.00	-1,872.50	137 %
416	Electric & Gas	313.93	1,290.28	3,500.00	3,500.00	2,209.72	37 %
429	Snow Removal Maintenance	250.00	261.37	6,500.00	6,500.00	6,238.63	4 %
430	Road & Street Maintenance	2,395.00	2,552.70	6,500.00	6,500.00	3,947.30	39 %
432	Building Repairs & Maintenance	0.00	307.58	2,750.00	2,750.00	2,442.42	11 %
434	Equip. Maintainance	0.00	5,546.96	5,000.00	5,000.00	-546.96	111 %
435	Equipment Lease Payment	0.00	0.00	6,146.00	6,146.00	6,146.00	%
454	Street Scape	0.00	1,826.88	2,500.00	2,500.00	673.12	73 %
455	Sidewalk, Curb, Gutter	0.00	0.00	3,000.00	3,000.00	3,000.00	%
456	Signs	0.00	86.45	2,300.00	2,300.00	2,213.55	4 %
460	Small Tools, Equipmen	21.48	1,050.53	2,500.00	2,500.00	1,449.47	42 %
461	Shop Misc Supplies	76.92	126.38	750.00	750.00	623.62	17 %
470	Dust Abatement	9,292.89	9,292.89	10,000.00	10,000.00	707.11	93 %
481	Fuel Gas	-0.58	-12.65	1,500.00	1,500.00	1,512.65	-1 %
482	Diesel - Winter	93.67	1,044.34	2,750.00	2,750.00	1,705.66	38 %
483	Diesel - Summer	0.00	1,085.58	1,500.00	1,500.00	414.42	72 %
520	Dues & Fees	0.00	0.00	100.00	100.00	100.00	%
530	Publications- Newspaper	0.00	77.00	100.00	100.00	23.00	77 %
553	Clothing Reimbursement	0.00	0.00	500.00	500.00	500.00	%
700	Capital Improvements	478.43	900.31	23,500.00	23,500.00	22,599.69	4 %
900	Public Safety	0.00	0.00	2,500.00	2,500.00	2,500.00	%
970	Grant Expense	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	Account Total:	14,617.64	64,432.52	175,200.00	175,200.00	110,767.48	37 %
	Account Group Total:	14,617.64	64,432.52	193,200.00	193,200.00	128,767.48	33 %

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10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
44000 OTHER							
44100 Parks and Recreation							
117	Park & Rec Wages	1,054.86	2,618.99	16,076.00	16,076.00	13,457.01	16 %
119	Airport Maint Wages	0.00	874.73	2,205.00	2,205.00	1,330.27	40 %
210	Health	127.29	413.16	3,537.00	3,537.00	3,123.84	12 %
211	Vision	2.55	3.07	0.00	0.00	-3.07	%
220	Social Security/Medicare	80.69	267.26	1,255.00	1,255.00	987.74	21 %
230	PERSI	100.31	321.59	2,057.00	2,057.00	1,735.41	16 %
250	Unemployment Insurance	5.84	16.29	506.00	506.00	489.71	3 %
260	Workers Compensation	0.00	312.00	482.00	482.00	170.00	65 %
290	Dental	8.50	27.26	256.00	256.00	228.74	11 %
438	City Park Improvements	101.71	101.71	12,500.00	12,500.00	12,398.29	1 %
450	Racquet Court Maintenance	0.00	0.00	10,000.00	10,000.00	10,000.00	%
451	Campground/Boatdock	127.67	400.23	4,250.00	4,250.00	3,849.77	9 %
452	City Park Maintenance	114.82	114.82	1,000.00	1,000.00	885.18	11 %
453	Rest Area/Kiosk Maintenance	0.00	0.00	500.00	500.00	500.00	%
456	Signs	0.00	490.00	500.00	500.00	10.00	98 %
460	Small Tools, Equipmen	0.00	175.37	1,500.00	1,500.00	1,324.63	12 %
700	Capital Improvements	5,618.79	5,618.79	10,000.00	10,000.00	4,381.21	56 %
900	Public Safety	0.00	605.99	3,000.00	3,000.00	2,394.01	20 %
925	Aiport Maintenance	0.00	0.00	3,500.00	3,500.00	3,500.00	%
Account Total:		7,343.03	12,361.26	73,124.00	73,124.00	60,762.74	17 %
44300 Depot							
414	Solid Waste Collection	122.65	848.35	1,250.00	1,250.00	401.65	68 %
415	Water and Sewer	376.00	2,632.00	4,500.00	4,500.00	1,868.00	58 %
416	Electric & Gas	0.00	506.44	650.00	650.00	143.56	78 %
432	Building Repairs & Maintenance	0.00	0.00	7,500.00	7,500.00	7,500.00	%
700	Capital Improvements	0.00	0.00	3,500.00	3,500.00	3,500.00	%
960	Solid Waste Transfer Site Tax	0.00	0.00	500.00	500.00	500.00	%
Account Total:		498.65	3,986.79	17,900.00	17,900.00	13,913.21	22 %
Account Group Total:		7,841.68	16,348.05	91,024.00	91,024.00	74,675.95	18 %
Fund Total:		29,876.72	150,835.83	447,232.00	447,232.00	296,396.17	34 %

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15 LOT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	13,236.96	48,954.24	162,000.00	162,000.00	113,045.76	30 %
	Account Total:	13,236.96	48,954.24	162,000.00	162,000.00	113,045.76	30 %
	Account Group Total:	13,236.96	48,954.24	162,000.00	162,000.00	113,045.76	30 %
	Fund Total:	13,236.96	48,954.24	162,000.00	162,000.00	113,045.76	30 %

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51 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	1,610.34	12,014.28	20,593.00	20,593.00	8,578.72	58 %
111	Council Wages	360.00	2,880.00	4,320.00	4,320.00	1,440.00	67 %
112	Mayor Wages	120.00	960.00	1,440.00	1,440.00	480.00	67 %
115	Water & Sewer Wages	3,050.66	16,210.84	20,515.00	20,515.00	4,304.16	79 %
210	Health	511.76	3,310.77	8,244.00	8,244.00	4,933.23	40 %
211	Vision	10.25	22.92	0.00	0.00	-22.92	%
220	Social Security/Medicare	393.32	2,453.22	3,424.00	3,424.00	970.78	72 %
230	PERSI	511.29	3,282.17	5,469.00	5,469.00	2,186.83	60 %
250	Unemployment Insurance	25.78	139.69	428.00	428.00	288.31	33 %
260	Workers Compensation	0.00	611.00	754.00	754.00	143.00	81 %
290	Dental	34.17	218.26	507.00	507.00	288.74	43 %
Account Total:		6,627.57	42,103.15	65,694.00	65,694.00	23,590.85	64 %
41100 Administration							
310	Audit & Accounting Services	0.00	2,040.00	2,040.00	2,040.00	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	65.52	2,000.00	2,000.00	1,934.48	3 %
360	Water Operator	375.00	2,625.00	5,000.00	5,000.00	2,375.00	53 %
414	Solid Waste Collection	1,489.40	9,955.33	13,250.00	13,250.00	3,294.67	75 %
416	Electric & Gas	1,020.21	4,167.46	7,000.00	7,000.00	2,832.54	60 %
435	Equipment Lease Payment	0.00	0.00	3,076.00	3,076.00	3,076.00	%
436	Cell Phone Mayor/Maintenance	0.00	0.00	240.00	240.00	240.00	%
437	Telephone, Telecommunications	116.18	722.65	975.00	975.00	252.35	74 %
481	Fuel Gas	0.00	0.00	250.00	250.00	250.00	%
510	Insurance - Liability	0.00	2,321.70	2,322.00	2,322.00	0.30	100 %
520	Dues & Fees	0.00	121.00	950.00	950.00	829.00	13 %
530	Publications- Newspaper	0.00	0.00	400.00	400.00	400.00	%
550	Travel Reimbursement	0.00	235.44	500.00	500.00	264.56	47 %
551	Training & Education	0.00	709.00	500.00	500.00	-209.00	142 %
605	Office Supplies	0.00	91.79	750.00	750.00	658.21	12 %
611	Copier Maintenance	0.00	0.00	300.00	300.00	300.00	%
614	Postage	0.00	200.00	450.00	450.00	250.00	44 %
615	Grant Writing	0.00	0.00	2,000.00	2,000.00	2,000.00	%
620	Software - New	0.00	2,000.00	250.00	250.00	-1,750.00	800 %
621	Software Maintenance Fees	0.00	3,723.69	4,250.00	4,250.00	526.31	88 %
810	Bond Payments	0.00	2,812.03	22,931.00	22,931.00	20,118.97	12 %
910	Depreciation	0.00	0.00	47,500.00	47,500.00	47,500.00	%
Account Total:		3,000.79	31,790.61	118,934.00	118,934.00	87,143.39	27 %
Account Group Total:		9,628.36	73,893.76	184,628.00	184,628.00	110,734.24	40 %
42000 Public Safety							
42000 Public Safety							
900	Public Safety	0.00	0.00	125.00	125.00	125.00	%
Account Total:		0.00	0.00	125.00	125.00	125.00	%
Account Group Total:		0.00	0.00	125.00	125.00	125.00	%

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51 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43000 Public Works							
43400 Water System							
433	Repairs & Maint to Water	2,500.00	5,751.16	9,500.00	9,500.00	3,748.84	61 %
434	Equip. Maintenance	0.00	2,300.60	3,500.00	3,500.00	1,199.40	66 %
462	Chemicals	0.00	1,751.60	5,000.00	5,000.00	3,248.40	35 %
463	Small tools and supplies for	147.88	1,453.95	6,225.00	6,225.00	4,771.05	23 %
560	Tests	91.00	403.00	5,000.00	5,000.00	4,597.00	8 %
700	Capital Improvements	0.00	5,034.44	7,800.00	7,800.00	2,765.56	65 %
710	Meter Equipment Purchased	102.95	2,934.81	7,800.00	7,800.00	4,865.19	38 %
	Account Total:	2,841.83	19,629.56	44,825.00	44,825.00	25,195.44	44 %
	Account Group Total:	2,841.83	19,629.56	44,825.00	44,825.00	25,195.44	44 %
	Fund Total:	12,470.19	93,523.32	229,578.00	229,578.00	136,054.68	41 %

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52 SEWER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	268.22	1,999.96	3,432.00	3,432.00	1,432.04	58 %
111	Council Wages	60.00	480.00	720.00	720.00	240.00	67 %
112	Mayor Wages	20.00	160.00	240.00	240.00	80.00	67 %
115	Water & Sewer Wages	4.94	351.03	560.00	560.00	208.97	63 %
210	Health	30.70	289.15	823.00	823.00	533.85	35 %
211	Vision	0.61	1.72	0.00	0.00	-1.72	%
220	Social Security/Medicare	27.04	228.88	767.00	767.00	538.12	30 %
230	PERSI	42.17	336.00	849.00	849.00	513.00	40 %
250	Unemployment Insurance	1.50	11.67	185.00	185.00	173.33	6 %
260	Workers Compensation	0.00	0.00	102.00	102.00	102.00	%
290	Dental	2.05	19.04	100.00	100.00	80.96	19 %
Account Total:		457.23	3,877.45	7,778.00	7,778.00	3,900.55	50 %
41100 Administration							
310	Audit & Accounting Services	0.00	340.00	340.00	340.00	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	372.36	750.00	750.00	377.64	50 %
416	Electric & Gas	10.67	50.35	400.00	400.00	349.65	13 %
435	Equipment Lease Payment	0.00	0.00	1,028.00	1,028.00	1,028.00	%
437	Telephone, Telecommunications	13.69	75.00	150.00	150.00	75.00	50 %
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	%
510	Insurance - Liability	0.00	386.94	387.00	387.00	0.06	100 %
520	Dues & Fees	0.00	0.00	30.00	30.00	30.00	%
530	Publications- Newspaper	0.00	0.00	50.00	50.00	50.00	%
541	Monthly Service Agreement-NLSD	8,400.00	67,200.00	100,800.00	100,800.00	33,600.00	67 %
605	Office Supplies	0.00	8.75	75.00	75.00	66.25	12 %
611	Copier Maintenance	0.00	0.00	80.00	80.00	80.00	%
614	Postage	40.00	40.00	150.00	150.00	110.00	27 %
620	Software - New	0.00	0.00	100.00	100.00	100.00	%
621	Software Maintenance Fees	0.00	421.26	950.00	950.00	528.74	44 %
810	Bond Payments	0.00	2,631.42	3,500.00	3,500.00	868.58	75 %
910	Depreciation	0.00	0.00	33,500.00	33,500.00	33,500.00	%
Account Total:		8,464.36	71,526.08	143,340.00	143,340.00	71,813.92	50 %
Account Group Total:		8,921.59	75,403.53	151,118.00	151,118.00	75,714.47	50 %
Fund Total:		8,921.59	75,403.53	151,118.00	151,118.00	75,714.47	50 %

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60 WATER SYSTEM IMPROVEMENT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000	GENERAL GOVERNMENT						
41100	Administration						
354	Grant Administrator	0.00	9,500.00	0.00	0.00	-9,500.00	%
	Account Total:	0.00	9,500.00	0.00	0.00	-9,500.00	%
	Account Group Total:	0.00	9,500.00	0.00	0.00	-9,500.00	%
43000	Public Works						
43400	Water System						
358	Water System Construction	0.00	29,985.60	265,000.00	265,000.00	235,014.40	11 %
	Account Total:	0.00	29,985.60	265,000.00	265,000.00	235,014.40	11 %
	Account Group Total:	0.00	29,985.60	265,000.00	265,000.00	235,014.40	11 %
	Fund Total:	0.00	39,485.60	265,000.00	265,000.00	225,514.40	15 %
	Grand Total:	64,505.46	0.00	408,202.52	1,254,928.00	846,725.48	33 %

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CITY OF DONNELLY
Payroll Summary For Payrolls from 05/19/22 to 06/05/22

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Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	10.50		
COMP HOURS (Comp Time Used)	4.00		92.84
J001 HOURS (ROAD&STREET)	27.50		622.44
J002 HOURS (PARKS)	105.00		2,469.99
J003 HOURS (WATER OPERATOR)	97.50		2,217.20
J009 HOURS (AIRPORT)	3.00		58.56
J014 HOURS (EQUIP MAINT)	1.00		19.52
J015 HOURS (SHOP/OFFICE)	2.00		49.42
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	229.50		4,861.44

GROSS PAY	11,991.41	0.00
NET PAY	8,962.28	0.00
DENTAL INS	0.00	80.00
FIT	667.42	0.00
HEALTH INS	0.00	1,198.00
IDAHO SIT	530.00	0.00
MEDICARE	173.87	173.87
PERSI	752.37	1,254.63
PERSI CHOICE 40	150.00	0.00
SOCIAL SECURITY	743.47	743.47
UNEMPL. INSUR.	0.00	57.46
VISION	12.00	24.00
GDB	1,050.93	0.00
RADIUS	255.57	0.00
STERLING SAVING	3,033.88	0.00
UMPQUA	340.76	0.00
US BANK	4,281.14	0.00
FIT/SIT BASE	11,089.04	0.00
MEDICARE BASE	11,991.41	0.00
PERS BASE	10,507.89	0.00
SOC SEC BASE	11,991.41	0.00
UN BASE	10,391.41	0.00
WC BASE	11,991.41	0.00

Total 3,531.43
Total Payroll Expense (Gross Pay + Employer Contributions): 15,522.84

Check Summary

Payroll Checks Prev. Out.	\$1,314.00
Payroll Checks Issued	\$1,859.00
Payroll Checks Redeemed	\$1,859.00
Payroll Checks Outstanding	\$1,314.00
Electronic Checks	\$13,695.45

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Deductions Accrued				

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CITY OF DONNELLY
Payroll Summary For Payrolls from 05/19/22 to 06/05/22

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Social Security	1486.94	879.82	1538.22	828.54	21702
Medicare	347.74	205.76	359.74	193.76	21702
Unempl. Insur.	57.46	124.12		181.58	21713
Workers' Comp	0.00				21700
FIT	667.42	357.00	678.21	346.21	21701
IDAHO SIT	530.00	327.00	545.00	312.00	21703
PERSI	2007.00		2007.00		21704
DENTAL INS	80.00		80.00		21706
HEALTH INS	1198.00		1198.00		21705
VISION	36.00		36.00		21705
PERSI CHOICE 40	150.00		150.00		21704
Total Ded.	6560.56	1893.70	6592.17	1862.09	

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

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-16

Meeting Date 06/13/2022

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

*Valley County MOU Service Contract
Weed Spraying*

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT: \$1,200.00

**FUNDING
SOURCE:** General Funds

TIMELINE:

SUMMARY STATEMENT:

Valley County Weed Department provides professional service to spray noxious weeds on City property.

RECOMMENDED ACTION:

Approve and Authorize Mayor to sign Contract with Valley County

RECORD OF COUNCIL ACTION

MEETING DATE **ACTION**

AGREEMENT AND MEMORANDUMS OF UNDERSTANDING SERVICES CONTRACT

This Professional Personal Service Contract made this ____ day of _____, by and between the City of Donnelly (hereinafter "the City" and Valley County Weed and Pest Control (hereinafter "the County").

WHEREAS, the City has need of the personal services of the County in the profession of Weed Control and the County desires to provide those services to the City.

Now, THEREFORE, in consideration for the items, conditions, and promises as hereinafter set forth, the City and the County agree as follows:

1. Purpose: The purpose of this contract is to provide the City with the professional personal service of the County in order to do the following; spray of noxious weeds and Invasive plants on the City lands.
2. The County's Duties: In order to fulfill the purpose of this contract, the County agrees and promises to carry out the following duties. Spray of noxious weeds and invasive plants on the City lands and such other related tasks as necessary to fulfill this contract.
3. Compensation: The City agrees and promises to pay the County compensation as follows: maximum compensation not to exceed \$1,200.00 Payment for partial performance of any service under this contract may not be made prior to approval of that performance by City Council. Final payment under this contract may not be made until all services required under this contract and all applicable items of the contract have been met.
4. Performance Schedule: The term of this contract is from June 1, 2022 through September 30, 2022.
5. Liaison: The City Council designates Mayor, as liaison under this agreement. The County agrees to make all official contacts with the City with this designee or such other person as the City Council appoints.
6. City Assistance: The City agrees and promises to provide assistance to the County by providing a detailed description of spraying location(s) as necessary.
7. Ownership and Publication of Material: Unless specifically set forth in this item, the City retains ownership for all purposes of the working papers, working products, and end products resultant from partial or full performance under this

contract. The County agrees and promises to have all information concerning activities; under this contract approved by the designated liaison prior to release of that information.

8. Independent the County: This contract is with the County as an independent contractor and does not establish an employer-employee relationship with the County or any person employed by him for any purpose. In this regard, the County agrees to pay all state, federal, or local taxes, fees, or other assessments related to employment of himself or any person or individual employed by him as necessary in fulfillment of the contract.
 - a. The County agrees to obtain in full force and effort, without any periods of lapse, worker's compensation insurance on all employees of the County. This insurance coverage shall be continuous during the entire term of this contract. As an alternative to maintaining effective worker's compensation insurance coverage on all employees of the County.
9. Special Conditions: The County agrees and promises to perform the special conditions under his agreement as follows: Use caution when spraying along water's edge.
10. Records by the County: The County agrees and promises to keep and maintain reasonable records of activities performed under this contract.
11. Access to Records: As required by law, the County agrees to permit access to those the County's records as may be necessary for legislative post-audit and analysis purposes in determining compliance with the terms of this contract.
12. Termination and Default: This contract may be terminated by notice in writing to the opposite at its address as set forth herein at least 7 days prior to the effective date of termination. Upon default by either the City or the County, the non-defaulting party may terminate this contract as set forth in this item. If default is remedied prior to the effective date of termination, the non-defaulting party may elect not to terminate this contract. Upon termination, the City agrees and promises to pay the County for work performed up to and including the termination date, and the County agrees and promises to return all materials supplied by the City except those used in performance of this contract as well as working papers, working products, and end products resulting from this agreement.
13. Venue: The City and the County agrees that the venue for any court action arising under this agreement shall be in the Fourth Judicial District in and for

Valley County, Idaho, Further, the City and the County agree that this contract shall be interpreted according to the law of Idaho.

14. Assignment: The City and the County agree that as this contract is for the personal service of the County, this contract is not assignable, may not be transferred, nor may a subcontract be let hereunder unless both parties agree in writing prior to any such action.
15. Entire Agreement – Modification: This writing contains the entire agreement between the City and the County on the subject matter of this contract, statements, promises, or inducements made by either party or agents of either party, which are not contained in this agreement, are not valid or binding. No modifications, enlargement, or alteration of this contract is valid or binding except upon written agreements signed by all parties to this contract.
16. Equal Employment Opportunity: No part of this agreement shall be performed in a manner which discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or natural origin by the persons performing the agreement. Any hiring shall be on the basis of merit and qualifications directly related to the requirements of the particular position being filled. Fair Labor Standards. The County agrees to comply with all federal and state wages and hour rules, statutes and regulations, and warrants that all applicable federal and state labor standards provisions will be complied with, both by the County, in the event the subcontracted services to fulfill the terms and conditions of the agreement are agreed upon by the City and the County.
17. Inability to Fulfill Contract: It is understood that the County will notify the liaison of the City immediately upon determination that any malady or occurrence has taken place which would, in any way affect or alter the duties, responsibilities, authorities, relationships, or ability of the County to fulfill the provisions of this agreement in a timely manner and as prescribed herein.
18. Liability: Each party shall bear its own liability and responsibility for the actions of its employees, officers, agents, and assigns in connection with performance of this agreement. Each party shall carry its own insurance in appropriate amounts as required by law and sufficient to meet the minimum requirements of the Idaho Tort Claims Act.
19. Execution: Each party has full power and authority to enter into and perform this agreement, and the person signing this agreement, understands it and agrees to be bound by it.

IN WITNESS WHEREOF, the undersigned parties to this contract caused this contract to be entered into on the date first written.

Dated this ____ of _____, 2022

City of Donnelly

By: Susan Dorris, Mayor

Dated this 23 of May, 2022

Valley County Board of County Commissioners

Elting A. Hasbrouck

By: Elting Hasbrouck, Chairman, BOCC

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-17

Meeting Date 06/13/2022

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

*Zwygart John & Associates Engagement Letter
FY2022*

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT: \$7,400.00

FUNDING

SOURCE: General Funds

TIMELINE:

SUMMARY STATEMENT:

Engagement Letter for FY2022 Audit

RECOMMENDED ACTION:

Approve and Authorize the Mayor to sign Engagement Letter

RECORD OF COUNCIL ACTION

MEETING DATE **ACTION**



ZWYGART JOHN

CERTIFIED PUBLIC ACCOUNTANTS

Zwygart John & Associates CPAs, PLLC

16130 North Merchant Way, Suite 120 ♦ Nampa, Idaho 83687

Phone: 208-459-4649 ♦ FAX: 208-229-0404

June 7, 2022

To: The Mayor and City Council
City of Donnelly
169 Halferty St.
Donnelly, ID 83615

The following represents our understanding of the services we will provide City of Donnelly.

You have requested that we audit the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Donnelly as of September 30, 2022, and for the year then ended and the related notes, which collectively comprise City of Donnelly's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by *the Governmental Accounting Standards Board (GASB)*, issued by the Comptroller General of the United States, require that included supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Required Supplementary Information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- GASB Required Supplementary Pension Information
- Budgetary Comparison

Supplementary information other than RSI will accompany City of Donnelly's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Combining Statement of Revenues and Expenses.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of City of Donnelly's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that *management and those charged with governance* acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of City of Donnelly's basic financial statements. Our report will be addressed to the governing body of City of Donnelly. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report on in accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Nonattest Services:

With respect to any nonattest services we perform, City of Donnelly's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. The services we will provide are:

- Help in preparation of the financial statements.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Fees and Timing

Jared Zwygart, CPA is the engagement partner for the audit services specified in this letter. Their responsibilities include supervising Zwygart John & Associates CPAs, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices.
- Significant difficulties, encountered during the audit, if any.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultations with other accountants, if any.
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Zwygart John & Associates CPAs, PLLC's and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory agencies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Zwygart & John & Associates CPAs, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agency. The regulatory agency may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will be \$7,400. We will notify you immediately of any circumstances we encounter that could significantly affect this fee. Whenever possible, we will attempt to use City of Donnelly's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Zwygart John & Associates CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of Donnelly.

City of Donnelly:

Name: _____

Title: _____

Date: _____

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-18

Meeting Date 06/13/22

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

Mountain View RV Park Water Connection

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:

FUNDING

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

Approval from Council to move forward with development agreements with Mountain View.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE

ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-19

Meeting Date 06/13/2022

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

Donnelly Speed Limit

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:

FUNDING

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

Donnelly City Ordinance #74 was created in 1979 with the city speed limit 15mph. With increased pedestrian traffic consideration of changing speed limit to 10mph. New Ordinance would need to be created.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE **ACTION**

Chapter 10.10

SPEED LIMITS

Sections:

10.10.010 Speed limits.

10.10.020 Violation – Penalty.

10.10.010 Speed limits.

A. Every person operating a motor vehicle on the streets of this city shall drive the same in a careful manner and at a rate of speed so as to not endanger the property of another or the life or limb of any person, and no person shall operate a motor vehicle on the streets of this city at a greater speed than 15 miles per hour, save and except as hereinafter specifically set forth.

B. No person shall operate a motor vehicle on Main Street of the city which has been designated Idaho State Highway No. 55, in excess of the speed limits adopted and posted by the State of Idaho Transportation Board. [Ord. 74 § 2, 1979.]

10.10.020 Violation – Penalty.

Any person convicted of a violation of this chapter shall be punished by a fine not to exceed \$300.00 or imprisonment in the Valley County jail for not more than six months or by both such fine and imprisonment. [Ord. 74 § 3, 1979.]

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-20

Meeting Date 06/13/2022

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

Donald Coski Memorial Airport

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:

**FUNDING
SOURCE:**

TIMELINE:

SUMMARY STATEMENT:

Survey from 1996 located. Survey and public works superintendent Ken Minshall walked property line locating pens.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE

ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 22-21

Meeting Date 06/13/22

AGENDA ITEM INFORMATION

SUBJECT: <i>Donnelly Chamber of Commerce – City Park</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:				
TIMELINE:	Huck Festival			

SUMMARY STATEMENT:

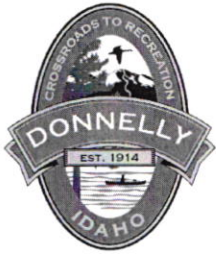
The Donnelly Chamber of Commerce is requesting permission to use the current "snow storage", future "park" parcel for placement of 6-8 Huckleberry Festival vendor booths. We have been given permission by Frost property management to use their parking area on State Street and 55, and we would like to continue the vendor booths north to the city owned property.

We have "lost" some usually used areas in town (Roseberry Coffee drive-through, Emulate parking, Chinese restaurant parking), and the use of the city lot would make up for lost space.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



City of Donnelly

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

To: Mayor & City Council

From: Lori Clemens

Re: Staff Report

Date: June 9, 2022

Utility Billings: As of Thursday, June 9th, 2022, there is \$1,350.29 (13) past due 30 days or more, in water billings.

Local Option Tax: May \$6,242.16

Airport:

Clerk: Street Signs

Donnelly Depot Center:

Parks & Recreation: Racquet Court fencing

Road & Streets: Dust Abatement
Pedestrian Crosswalk Painting – June 27th, 2022

Water:

Planning & Zoning: June 6th, 2022, Meeting - Cancelled

Office Closures: Monday, June 20th, Juneteenth
Monday, July 4th, 2022, Independence Day

Upcoming Meeting Dates: P&Z July 11th, 2022
City Council July 18th, 2022
City Council Site Trip Stibnite July 19th, 2022