



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

AGENDA CITY COUNCIL MEETING

Monday, April 17, 2023, at 5:30 PM
Donnelly Community Center

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIENCE

5:30 pm WORKSHOP

Valley County Commissioners-Impact Area

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

City Council Minutes – March 13th, 2023

Vouchers – March 9th thru April 12th, 2023

Treasurer Report – March 2023

Payroll Summary – March 23rd, April 5th, and 6th, 2023

PUBLIC COMMENT:

The public may wish to bring forward and discuss any subject whether on the agenda or not. Please limit comments to three (3) minutes. **The City Council will not take any action or make any comments.** To request Council action during the Business portion, contact the City Clerk at least one week in advance of a meeting.

DISCUSSION ITEM:

Stibnite Advisory Council – John Sommerwerck

BUSINESS AGENDA (Action Items)

AB 23-12 Budget Public Hearing – August 21, 2023

AB 23-13 Comprehensive Plan – Bid Award

AB 23-14 General Fund Transfer to LGIP Account

AB 23-15 23-04DR Trading Post

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.

Donnelly Impact Area

See attached map.

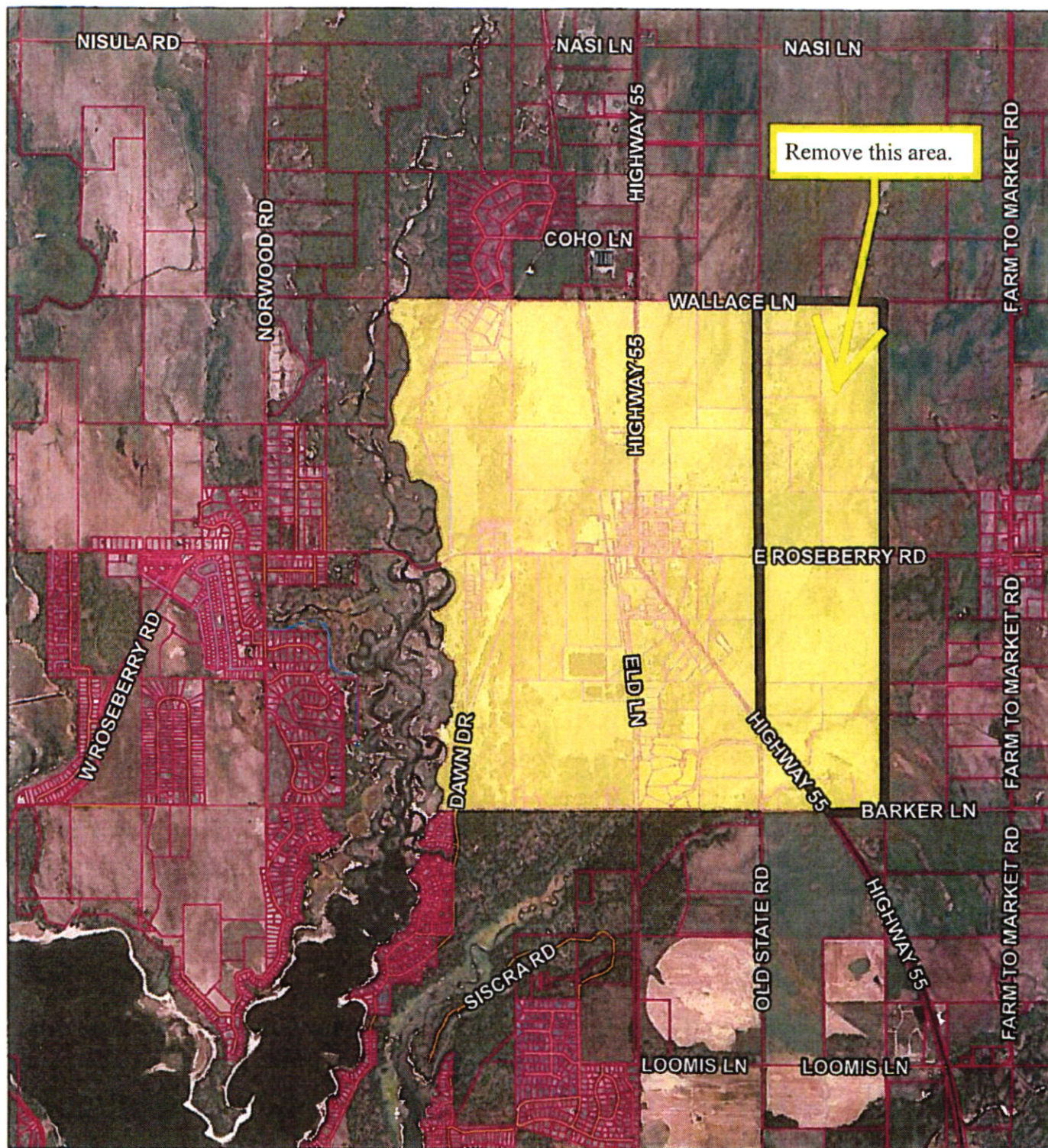
Current: Donnelly Impact area is governed by Valley County Ordinances and the 2002 Donnelly Comprehensive Plan. The most recent Donnelly Comprehensive Plan (2014) was not adopted by the Board of County Commissioner. County staff administer the ordinances.

Change: Change to apply Valley County Comprehensive Plan and Valley County Ordinances.

Boundary Changes:

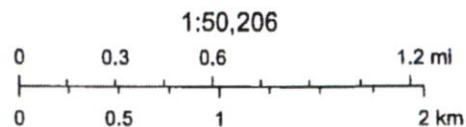
1. Northern boundary of Wallace Lane.
2. Western boundary at the waterline of Lake Cascade.
3. Southern line at Barker Lane, east of State Highway 55.
4. Eastern line should be modified to remove the large agricultural (pasture) area:
 - From Barker Lane, north along State Highway 55;
 - north along section line between Sections 14 and 15, T.16N, R.3E;
 - north along section line between Sections 10 and 11, T.16N, R.3E, to Wallace Lane
5. Change to apply Valley County Comprehensive Plan and Valley County ordinances.

Donnelly Impact Area



November 30, 2022

- | | |
|-----------------------|-----------------------------------|
| — Override 1 | BIG SMOKY NO. 1 SUBDIVISION |
| — Override 1 | BIG SMOKY NO. 2 SUBDIVISION |
| City Impact Areas | BOULDER CREEK MEADOWS SUBDIVISION |
| Parcel Boundaries | COHO ESTATES |
| Subdivisions | CRANE SHORES SUBDIVISION |
| ALEXANDRA SUBDIVISION | DONNELLY, TOWNSITE OF |
| ASHLEY SUBDIVISION | DREWSTER SUBDIVISION NO. 1 |



Earthstar Geographics



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CITY COUNCIL
Monday, March 13th, 2023, 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 Spade, 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. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

PUBLIC COMMENT

Mayor Dorris asked for any public comment.
No public comment

DISCUSSION ITEM

Valley County Pathways-Donnelly Flyway Trail Project

- Brett Shepherd discussed the signing of the original Memorandum of Understanding between the City of Donnelly and Valley County Pathways.
- The pathway is viewed in three (3) separate parts:
 - 1. West Roseberry Road – Donnelly to the city Airport-working with Valley County to decide if path will run along north or south side of West Roseberry Road
 - 2. Donnelly Airport – the pathway realignment will be along the east property line, providing the current fence and the trees as a buffer from the airport. Placing the pathway further from the airstrip.
 - 3. Dawn Drive – crossing and pathway discussion with Valley County.
- The city requests placement of barriers and signage to keep motorized vehicles off the trail.



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CITY COUNCIL
Monday, March 13th, 2023, at 6:00 PM
Donnelly Community Center
MINUTES

West Central Mountain Economic Development Council

- Lindsey Harris
 - IRON/IIG Middle Mile Project for Broadband
 - City of Donnelly representation on the EDC
 - Regional Housing Needs Assessment
 - Any workforce development opportunities for Donnelly residents/businesses
 - West Central Mountains Creative District-virtual event on March 29th
 - Regional Youth Council exploring with the Youth Advocacy Coalition better connect young adults.
- Trace McKellips, Early Childhood Program Expansion Manager
 - Update on work to expand early childhood preschool and education access.

Comprehensive Plan Consultant Service – Bid Opening

- Clerk received two (2) proposals for Comprehensive Plan Consultant Services
- Proposals
 - NW Land Planning and Consulting, LLC
 - Clearwater Financial
- Proposals will be reviewed by the appointed committee and recommendations will be presented to City Council during the regularly scheduled April 17th, 2023, meeting.

BUSINESS AGENDA: (Action Items)

AB 23-09 Annual Audit Presentation – Zwygart John & Associates, PLLC

- Jordan Zwygart presented the 2022 Annual Audit Report

Motion by Minshall, 2nd by Henggeler to accept the FY 2022 Annual Audit Report as presented.
No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.



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CITY COUNCIL
Monday, March 13th, 2023, at 6:00 PM
Donnelly Community Center
MINUTES

AB 23-10 Resolution 23-003 – Arbor Day Proclamation

- City of Donnelly Resolution Proclaiming April 28th, 2023, as City of Donnelly Arbor Day Celebration.

Motion by Henggeler, 2nd by Davenport to Approve, Adopt and Authorize Mayor to sign Resolution 23-003 Arbor Day Proclamation. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

AB 23-11 Appointment of City Council President

- Councilmember Henggeler began the discussion for the selection of the 2023 City Council President.

Motion by Henggeler, 2nd by Minshall to appoint Councilmember Davenport as City Council President for 2023. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), and Spade (yes). Motion carried.

STAFF REPORT

Staff report was included with packet.

ADJOURNMENT

Motion by Minshall, 2nd by Davenport to adjourn meeting. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

Adjourned at 7:21 p.m.

ATTEST: Lori Clemens, City Clerk

04/12/23
14:52:18

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 03/09/23 to 04/12/23

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5998	14645S	1 A-1 HEATING & AIR CONDITIONING	4,600.00						
DDC Unit #5									
1	529580 02/09/23	DDC Unit #5	4,600.00			10 44300	432		10100
		Total for Vendor:	4,600.00						
6007	-99403E	170 ADOBE SYSTEMS INC.	14.99						
Adobe Service									
1	2399610085 03/08/23	Service	14.99			10 41100	620		10190
		Total for Vendor:	14.99						
6020	14663S	999999 ASHTON CULTON	8,205.00						
Community Center Entrance Remodel									
1	2304 03/29/23	Community Center Entrance	8,205.00			15 41100	922		10100
		Total for Vendor:	8,205.00						
5999	14646S	12 BLACK MOUNTAIN SOFTWARE	7,628.00						
annual maintenance fees									
1	28974 03/01/23	bm software	4,958.20			10 41100	621		10100
2	28974 03/01/23	bm software	2,288.40			51 41100	621		10100
3	28974 03/01/23	bm software	381.40			52 41100	621		10100
		Total for Vendor:	7,628.00						
6000	14647S	14 BOISE OFFICE EQUIPMENT	111.45						
Copier Maintenance									
1	IN3300799 03/03/23	copier maintenance	72.45			10 41100	611		10100
2	IN3300799 03/03/23	copier maintenance	33.44			51 41100	611		10100
3	IN3300799 03/03/23	copier maintenance	5.56			52 41100	611		10100
		Total for Vendor:	111.45						
6021	14664S	17 BURKS TRACTOR	602.54						
Services									
1	NI73975 03/30/23	Cutting Edge/Bolt Kit	602.54			10 43010	434		10100
		Total for Vendor:	602.54						

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6022	14665S	257 CASCADE HARDWARE	100.40						
Billing									
1	2303-11330	03/27/23 Misc. Shop Supplies	30.42			10 43010	432		10100
2	2303-11373	03/31/23 Shop Tools	69.98			10 43010	460		10100
		Total for Vendor:	100.40						
6008	-99402E	29 CITY OF DONNELLY - WATER	381.00						
Utilities									
1	Feb2023	02/28/23 Feb	345.00			10 44300	415		10100
2	Feb2023	02/28/23 370 N Main Street	36.00			10 44300	415		10100
6032	-99393E	29 CITY OF DONNELLY - WATER	381.00						
Utilities									
1	Mar2023	03/28/23 March	345.00			10 44300	415		10100
2	Mar2023	03/28/23 370 N Main Street	36.00			10 44300	415		10100
		Total for Vendor:	762.00						
6014	14656S	169 CODE PUBLISHING COMPANY	830.00						
Code Updates-Annual Fees									
1	GC00120612	03/29/23 web hosting for code	539.50			10 41100	621		10100
2	GC00120612	03/29/23 web hosting for code	249.00			51 41100	621		10100
3	GC00120612	03/29/23 web hosting for code	41.50			52 41100	621		10100
		Total for Vendor:	830.00						
6001	14648S	350 COLUMN SOFTWARE PBC	29.26						
Publications									
1	35F3C404-0	02/06/23 Donnelly Comp Plan RFP	29.26			10 41100	530		10100
		Total for Vendor:	29.26						
6013	14657S	202 CTC BUSINESS	84.35						
telephone									
1	035401	03/29/23 telephone- April	54.82			10 41100	437		10100
2	035401	03/29/23 telephone- April	25.32			51 41100	437		10100
3	035401	03/29/22 telephone- April	4.21			52 41100	437		10100
		Total for Vendor:	84.35						

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6023	14666S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	1609 04/01/23	Water System Services	375.00			51 41100	360		10100
		Monthly CONTRACT FEE							
		Total for Vendor:	375.00						
6015	14658S	149 DUBOIS	370.48						
		sodhypo							
1	IN-3010935 03/29/23	chemical	370.48			51 43400	462		10100
		Total for Vendor:	370.48						
6002	14649S	311 DYRUD CONSTRUCTION	2,518.50						
		DDC Snow Removal							
		Hwy 55/Roseberry							
		File Removal							
1	2023.382 03/08/23	Snow Removal	2,518.50			10 43010	340		10100
		Total for Vendor:	2,518.50						
6024	14667S	46 ED STAUB & SONS	218.19						
		Propane							
1	8971046 03/20/23	propane-265 N Corbet Ln	218.19			10 41100	416		10100
		Total for Vendor:	218.19						
6009	-99396E	306 ENABLING ELEMENTS, INC	34.00						
		Services							
1	D176593 03/10/23	Broad Band Pump House	34.00			51 41100	437		10190
		Total for Vendor:	34.00						
6003	14650S	176 FILTRATION TECHNOLOGY	1,442.00						
		AQUA MAG							
1	S8350 03/13/23	30 GAL Aqua Mag (2)	1,442.00			51 43400	462		10100
		Total for Vendor:	1,442.00						

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6025	14668S	48 FRANKLIN BUILDING SUPPLY CO.	471.02						
Billing									
1	1611766/84	03/28/23 Community Center Materials	471.02			15 41100	922		10100
		Total for Vendor:	471.02						
6010	-99395E	338 HOME DEPOT	1,256.66						
Community Center Remodel									
1	WP61538073	03/14/23 Community Center	1,256.66			15 41100	922		10190
6033	-99392E	338 HOME DEPOT	564.07						
Community Center Remodel									
1	12963/1066	04/01/23 Community Center	564.07			15 41100	922		10190
		Total for Vendor:	1,820.73						
6004	14651S	63 ICRMP	4,063.00						
FY 2023 2nd payment									
1	02044-2023	03/01/23 general liability	2,640.95			10 41100	510		10100
2	02044-2023	03/01/23 general liability	1,218.90			51 41100	510		10100
3	02044-2023	03/01/23 general liability	203.15			52 41100	510		10100
		Total for Vendor:	4,063.00						
6016	14659S	66 IDAHO POWER	1,100.08						
Power Billing									
1	2205677988	03/20/23 City Hall / Maintenance	97.69			10 41100	416		10100
2	2205677988	03/20/23 City Hall / Maintenance	45.09			51 41100	416		10100
3	2205677988	03/20/23 City Hall / Maintenance	7.50			52 41100	416		10100
4	2204034223	03/20/23 Community Center	185.55			10 41100	416		10100
5	2201629405	03/23/23 Kiosk / Rest Area	7.70			10 43010	416		10100
6	2206076560	03/20/23 Fire Pump	319.88			51 41100	416		10100
7	2200223291	03/20/23 Water Supply	5.21			51 41100	416		10100
8	2201910078	03/20/23 Street Lights	131.07			10 43010	416		10100
9	2206228211	03/20/23 Main Street Lights	29.77			10 43010	416		10100
10	2207365186	03/20/23 NW Pump	265.46			51 41100	416		10100
11	2207493590	03/22/23 Camp Host Site	5.16			10 44100	451		10100
		Total for Vendor:	1,100.08						

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6005	14652S	165 LAKESHORE DISPOSAL	1,754.36						
Trash Services									
1	23 Feb 02/28/23	Trash Collection	1,618.50			51 41100	414		10100
2	26125036S2 03/01/23	DDC Trash	135.86			10 44300	414		10100
6026	14669S	165 LAKESHORE DISPOSAL	1,751.70						
Trash Services									
1	23 March 03/28/23	Trash Collection	1,618.50			51 41100	414		10100
2	26173267S2 04/01/23	DDC Trash	133.20			10 44300	414		10100
Total for Vendor:			3,506.06						
6017	14660S	86 MCCALL DELIVERY SERVICE	90.00						
Delivery Service									
1	2023-0258 03/29/23	Dubois empty chemical barre	90.00		0	51 43400	463		10100
Total for Vendor:			90.00						
6011	-99394E	216 MICROSOFT	67.50						
Internet									
1	E0100ME7OT 03/04/23	Email Service	37.50			10 41100	620		10190
2	E0100MmEE8 03/04/23	office 365	30.00			10 41100	620		10190
6034	-99391E	216 MICROSOFT	67.50						
Internet									
1	E0100MSO14 04/04/23	Email Service	37.50			10 41100	620		10190
2	E0100MSBBK 04/04/23	office 365	30.00			10 41100	620		10190
Total for Vendor:			135.00						
6027	14670S	154 NORTH LAKE RECREATIONAL SEWER &	8,400.00						
Contract Sewer Service									
1	95-10-00 04/01/23	Contract Services	8,400.00			52 41100	541		10100
Total for Vendor:			8,400.00						
6012	-99398E	113 RIVERSIDE HOTEL	461.04						
Ken - IRWA conference FY 2023									
1	446374 03/10/23	conference stay	461.04			51 41100	550		10190
Total for Vendor:			461.04						

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6006	14653S	199 SHRED-IT/STERICYCLE, INC	132.21						
shredding service									
1	8003396104	02/25/23 shredding	85.94			10 41100	605		10100
2	8003396104	02/25/23 shredding	39.67			51 41100	605		10100
3	8003396104	02/25/23 shredding	6.60			52 41100	605		10100
6030	14671S	199 SHRED-IT/STERICYCLE, INC	132.70						
shredding service									
1	8003396104	03/25/23 shredding	86.43			10 41100	605		10100
2	8003396104	03/25/23 shredding	39.67			51 41100	605		10100
3	8003396104	03/25/23 shredding	6.60			52 41100	605		10100
Total for Vendor:			264.91						
6028	14672S	120 SINCLAIR FLEET TRACK (STINKER)	626.85						
Fuel									
1	March23	03/31/23 Skid Steer	255.26			10 43010	482		10100
2	March23	03/31/23 Backhoe	375.42			10 43010	482		10100
3	Credit	02/28/23 Credit	-3.83			10 43010	481		10100
Total for Vendor:			626.85						
6029	14673S	150 SPARKLIGHT	105.40						
Internet Services									
1	112446547	03/28/23 internet	68.51			10 41100	437		10100
2	112446547	03/28/23 internet	31.62			51 41100	437		10100
3	112446547	03/28/23 internet	5.27			52 41100	437		10100
Total for Vendor:			105.40						
6018	-99397E	138 USPS	111.00						
Postage									
1	972-016860	03/16/23 Postcard	48.00			51 41100	614		10190
2	972-016860	03/16/23 Forever Stamps	63.00			10 41100	614		10190
Total for Vendor:			111.00						

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6019	14661S	297 VALLEY COUNTY PATHWAYS	7,500.00						
FY21 Local Option Tax Award - Donnelly Pathway Phase I									
FY21 Contingency									
FY23 LOT Award									
1	21-07 03/29/23	21-07 Donnelly Pathway Phase I	3,000.00			15 41100	922		10100
2	21-07 03/29/23	21-07 Contingency	1,500.00			15 41100	922		10100
3	23-04 03/29/23	23-04 Donnelly Pathway Phase I	3,000.00			15 41100	922		10100
Total for Vendor:			7,500.00						
6031	14674S	209 YORGASON LAW OFFICES PLLC	315.00						
Legal Services									
1	2023-Mar 04/03/23	Email/Correspondence	315.00			10 41100	320		10100
Total for Vendor:			315.00						
# of Claims			37	Total:	56,896.25	# of Vendors		25	
Total Electronic Claims					3,338.76				
Total Non-Electronic Claims					53557.49				

** 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. **

10 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	2,995.46	19,368.89	57,460.00	57,460.00	38,091.11	34 %
111	Council Wages	780.00	4,680.00	9,360.00	9,360.00	4,680.00	50 %
112	Mayor Wages	260.00	1,560.00	3,120.00	3,120.00	1,560.00	50 %
210	Health	436.13	2,640.55	15,120.00	15,120.00	12,479.45	17 %
211	Vision	8.45	51.01	432.00	432.00	380.99	12 %
220	Social Security/Medicare	308.71	1,959.03	7,439.00	7,439.00	5,479.97	26 %
230	PERSI	426.78	2,712.17	11,611.00	11,611.00	8,898.83	23 %
250	Unemployment Insurance	14.50	90.31	573.00	573.00	482.69	16 %
260	Workers Compensation	113.50	237.00	581.00	581.00	344.00	41 %
290	Dental	26.01	156.02	1,044.00	1,044.00	887.98	15 %
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	%
Account Total:		5,369.54	33,454.98	107,740.00	107,740.00	74,285.02	31 %
41100 Administration							
310	Audit & Accounting Services	0.00	4,810.00	4,810.00	4,810.00	0.00	100 %
320	Attorney/Legal Fees	375.00	1,575.00	25,000.00	25,000.00	23,425.00	6 %
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	%
330	Contract - Planning & Zoning	0.00	540.00	12,500.00	12,500.00	11,960.00	4 %
340	Contract Labor	0.00	0.00	23,000.00	23,000.00	23,000.00	%
341	Pass Thru Charges	0.00	0.00	16,500.00	16,500.00	16,500.00	%
414	Solid Waste Collection	0.00	67.44	250.00	250.00	182.56	27 %
416	Electric & Gas	1,066.17	2,901.12	4,800.00	4,800.00	1,898.88	60 %
431	City Hall Repair & Maint	0.00	364.80	4,500.00	4,500.00	4,135.20	8 %
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	%
437	Telephone, Telecommunications	178.51	753.00	1,750.00	1,750.00	997.00	43 %
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	%
510	Insurance - Liability	2,640.95	5,281.90	5,282.00	5,282.00	0.10	100 %
520	Dues & Fees	0.00	250.00	1,250.00	1,250.00	1,000.00	20 %
530	Publications- Newspaper	29.26	52.06	900.00	900.00	847.94	6 %
550	Travel Reimbursement	0.00	0.00	750.00	750.00	750.00	%
551	Training & Education	0.00	0.00	1,500.00	1,500.00	1,500.00	%
552	Meals & Entertainment	0.00	0.00	450.00	450.00	450.00	%
605	Office Supplies	85.94	839.71	2,500.00	2,500.00	1,660.29	34 %
611	Copier Maintenance	72.45	333.39	1,500.00	1,500.00	1,166.61	22 %
613	IT - Computer	0.00	0.00	500.00	500.00	500.00	%
614	Postage	63.00	183.00	500.00	500.00	317.00	37 %
615	Grant Writing	0.00	0.00	7,500.00	7,500.00	7,500.00	%
620	Software - New	528.74	1,122.97	2,000.00	2,000.00	877.03	56 %
621	Software Maintenance Fees	5,497.70	5,571.32	6,250.00	6,250.00	678.68	89 %
700	Capital Improvements	0.00	0.00	4,000.00	4,000.00	4,000.00	%
930	Reconciliation Discrepancies	0.00	0.00	25.00	25.00	25.00	%
970	Grant Expense	0.00	0.00	500.00	500.00	500.00	%
Account Total:		10,537.72	24,645.71	133,317.00	133,317.00	108,671.29	18 %
Account Group Total:		15,907.26	58,100.69	241,057.00	241,057.00	182,956.31	24 %

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	5,000.00	5,000.00	5,000.00	%
	Account Total:	0.00	0.00	5,500.00	5,500.00	5,500.00	%
	Account Group Total:	0.00	0.00	5,500.00	5,500.00	5,500.00	%
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	150.80	6,706.57	36,696.00	36,696.00	29,989.43	18 %
118	Snow Removal Wages	3,190.00	16,467.61	18,841.00	18,841.00	2,373.39	87 %
210	Health	483.11	2,671.99	6,300.00	6,300.00	3,628.01	42 %
211	Vision	9.35	51.72	180.00	180.00	128.28	29 %
220	Social Security/Medicare	255.56	1,772.81	4,251.00	4,251.00	2,478.19	42 %
230	PERSI	398.89	2,323.00	4,890.00	4,890.00	2,567.00	48 %
250	Unemployment Insurance	16.17	92.35	478.00	478.00	385.65	19 %
260	Workers Compensation	370.00	826.00	2,324.00	2,324.00	1,498.00	36 %
290	Dental	28.80	158.58	435.00	435.00	276.42	36 %
340	Contract Labor	3,871.50	9,112.50	22,500.00	22,500.00	13,387.50	41 %
416	Electric & Gas	336.78	1,011.85	3,500.00	3,500.00	2,488.15	29 %
429	Snow Removal Maintenance	0.00	127.22	5,500.00	5,500.00	5,372.78	2 %
430	Road & Street Maintenance	0.00	193.98	15,000.00	15,000.00	14,806.02	1 %
432	Building Repairs & Maintenance	299.45	299.45	3,500.00	3,500.00	3,200.55	9 %
434	Equip. Maintainance	0.00	3,715.44	12,500.00	12,500.00	8,784.56	30 %
435	Equipment Lease Payment	0.00	0.00	6,146.00	6,146.00	6,146.00	%
454	Street Scape	0.00	0.00	3,750.00	3,750.00	3,750.00	%
455	Sidewalk, Curb, Gutter	0.00	0.00	6,000.00	6,000.00	6,000.00	%
456	Signs	0.00	0.00	2,300.00	2,300.00	2,300.00	%
460	Small Tools, Equipmen	0.00	171.54	3,750.00	3,750.00	3,578.46	5 %
461	Shop Misc Supplies	0.00	0.00	750.00	750.00	750.00	%
470	Dust Abatement	0.00	0.00	13,000.00	13,000.00	13,000.00	%
481	Fuel Gas	149.39	721.98	3,250.00	3,250.00	2,528.02	22 %
482	Diesel - Winter	187.42	1,635.24	5,250.00	5,250.00	3,614.76	31 %
483	Diesel - Summer	0.00	0.00	6,000.00	6,000.00	6,000.00	%
520	Dues & Fees	0.00	0.00	100.00	100.00	100.00	%
530	Publications- Newspaper	0.00	0.00	250.00	250.00	250.00	%
553	Clothing Reimbursement	0.00	0.00	600.00	600.00	600.00	%
700	Capital Improvements	0.00	0.00	25,000.00	25,000.00	25,000.00	%
900	Public Safety	0.00	0.00	5,000.00	5,000.00	5,000.00	%
970	Grant Expense	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	Account Total:	9,747.22	48,059.83	233,041.00	233,041.00	184,981.17	21 %
	Account Group Total:	9,747.22	48,059.83	251,041.00	251,041.00	202,981.17	19 %

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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	0.00	1,171.38	17,684.00	17,684.00	16,512.62	7 %
119	Airport Maint Wages	0.00	1,516.51	4,156.00	4,156.00	2,639.49	36 %
210	Health	0.00	278.53	3,360.00	3,360.00	3,081.47	8 %
211	Vision	0.00	5.29	96.00	96.00	90.71	6 %
220	Social Security/Medicare	0.00	205.61	1,671.00	1,671.00	1,465.39	12 %
230	PERSI	0.00	193.67	2,608.00	2,608.00	2,414.33	7 %
250	Unemployment Insurance	0.00	14.83	166.00	166.00	151.17	9 %
260	Workers Compensation	140.50	343.00	885.00	885.00	542.00	39 %
290	Dental	0.00	15.64	232.00	232.00	216.36	7 %
438	City Park Improvements	0.00	0.00	12,500.00	12,500.00	12,500.00	%
450	Racquet Court Maintenance	0.00	0.00	20,000.00	20,000.00	20,000.00	%
451	Campground/Boatdock	10.32	142.93	4,250.00	4,250.00	4,107.07	3 %
452	City Park Maintenance	0.00	195.28	1,250.00	1,250.00	1,054.72	16 %
453	Rest Area/Kiosk Maintenance	0.00	0.00	500.00	500.00	500.00	%
456	Signs	0.00	0.00	725.00	725.00	725.00	%
460	Small Tools, Equipmen	0.00	0.00	1,000.00	1,000.00	1,000.00	%
700	Capital Improvements	0.00	1,621.68	10,000.00	10,000.00	8,378.32	16 %
900	Public Safety	0.00	0.00	3,000.00	3,000.00	3,000.00	%
925	Aiport Maintenance	0.00	375.00	3,500.00	3,500.00	3,125.00	11 %
Account Total:		150.82	6,079.35	87,583.00	87,583.00	81,503.65	7 %
44300 Depot							
414	Solid Waste Collection	135.86	801.86	2,250.00	2,250.00	1,448.14	36 %
415	Water and Sewer	381.00	2,286.00	4,750.00	4,750.00	2,464.00	48 %
416	Electric & Gas	0.00	586.21	1,000.00	1,000.00	413.79	59 %
432	Building Repairs & Maintenance	4,600.00	4,600.00	7,500.00	7,500.00	2,900.00	61 %
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:		5,116.86	8,274.07	19,500.00	19,500.00	11,225.93	42 %
Account Group Total:		5,267.68	14,353.42	107,083.00	107,083.00	92,729.58	13 %
Fund Total:		30,922.16	120,513.94	604,681.00	604,681.00	484,167.06	20 %

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15 LOT FUND

Account	Object	Committed	Committed	Original	Current	Available	%
		Current Month	YTD	Appropriation	Appropriation	Appropriation	Commit
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	8,756.66	38,009.66	227,500.00	227,500.00	189,490.34	17 %
	Account Total:	8,756.66	38,009.66	227,500.00	227,500.00	189,490.34	17 %
	Account Group Total:	8,756.66	38,009.66	227,500.00	227,500.00	189,490.34	17 %
	Fund Total:	8,756.66	38,009.66	227,500.00	227,500.00	189,490.34	17 %

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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	1,382.52	8,938.55	26,520.00	26,520.00	17,581.45	34 %
111	Council Wages	360.00	2,160.00	4,320.00	4,320.00	2,160.00	50 %
112	Mayor Wages	120.00	720.00	1,440.00	1,440.00	720.00	50 %
115	Water & Sewer Wages	1,287.60	10,818.40	38,220.00	38,220.00	27,401.60	28 %
210	Health	387.52	2,305.99	10,920.00	10,920.00	8,614.01	21 %
211	Vision	7.52	44.59	312.00	312.00	267.41	14 %
220	Social Security/Medicare	241.02	1,731.91	5,394.00	5,394.00	3,662.09	32 %
230	PERSI	350.73	2,169.05	8,418.00	8,418.00	6,248.95	26 %
250	Unemployment Insurance	12.92	89.93	459.00	459.00	369.07	20 %
260	Workers Compensation	338.00	736.00	1,496.00	1,496.00	760.00	49 %
290	Dental	23.09	136.29	754.00	754.00	617.71	18 %
Account Total:		4,510.92	29,850.71	98,253.00	98,253.00	68,402.29	30 %
41100 Administration							
310	Audit & Accounting Services	0.00	2,220.00	2,220.00	2,220.00	0.00	100 %
320	Attorney/Legal Fees	0.00	0.00	15,000.00	15,000.00	15,000.00	%
351	Maintenance Contractor	0.00	0.00	6,500.00	6,500.00	6,500.00	%
360	Water Operator	375.00	1,875.00	7,250.00	7,250.00	5,375.00	26 %
414	Solid Waste Collection	1,618.50	9,232.90	17,500.00	17,500.00	8,267.10	53 %
416	Electric & Gas	1,262.98	3,606.16	7,000.00	7,000.00	3,393.84	52 %
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	116.26	550.84	1,000.00	1,000.00	449.16	55 %
481	Fuel Gas	0.00	0.00	600.00	600.00	600.00	%
510	Insurance - Liability	1,218.90	2,437.80	2,438.00	2,438.00	0.20	100 %
520	Dues & Fees	0.00	164.64	950.00	950.00	785.36	17 %
530	Publications- Newspaper	0.00	0.00	400.00	400.00	400.00	%
550	Travel Reimbursement	461.04	461.04	500.00	500.00	38.96	92 %
551	Training & Education	0.00	0.00	1,500.00	1,500.00	1,500.00	%
590	Late Fee	0.00	5.00	0.00	0.00	-5.00	%
605	Office Supplies	39.67	227.25	750.00	750.00	522.75	30 %
611	Copier Maintenance	33.44	167.24	1,000.00	1,000.00	832.76	17 %
614	Postage	48.00	224.00	450.00	450.00	226.00	50 %
615	Grant Writing	0.00	0.00	15,000.00	15,000.00	15,000.00	%
620	Software - New	0.00	480.00	1,500.00	1,500.00	1,020.00	32 %
621	Software Maintenance Fees	2,537.40	3,851.38	4,650.00	4,650.00	798.62	83 %
810	Bond Payments	0.00	2,295.72	22,445.00	22,445.00	20,149.28	10 %
Account Total:		7,711.19	27,798.97	111,969.00	111,969.00	84,170.03	25 %
Account Group Total:		12,222.11	57,649.68	210,222.00	210,222.00	152,572.32	27 %
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	199.50	347.59	45,000.00	45,000.00	44,652.41	1 %
434	Equip. Maintainance	0.00	2,697.88	4,750.00	4,750.00	2,052.12	57 %
462	Chemicals	1,812.48	2,291.20	7,500.00	7,500.00	5,208.80	31 %
463	Small tools and supplies for	90.00	313.00	6,225.00	6,225.00	5,912.00	5 %
560	Tests	54.00	270.00	5,000.00	5,000.00	4,730.00	5 %
700	Capital Improvements	0.00	11,922.20	28,500.00	28,500.00	16,577.80	42 %
710	Meter Equipment Purchased	0.00	454.83	10,500.00	10,500.00	10,045.17	4 %
	Account Total:	2,155.98	18,296.70	107,475.00	107,475.00	89,178.30	17 %
	Account Group Total:	2,155.98	18,296.70	107,475.00	107,475.00	89,178.30	17 %
49000							
49999	Depreciation Expense						
910	Depreciation	0.00	0.00	47,750.00	47,750.00	47,750.00	%
	Account Total:	0.00	0.00	47,750.00	47,750.00	47,750.00	%
	Account Group Total:	0.00	0.00	47,750.00	47,750.00	47,750.00	%
	Fund Total:	14,378.09	75,946.38	365,572.00	365,572.00	289,625.62	21 %

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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	230.42	1,487.67	4,420.00	4,420.00	2,932.33	34 %
111	Council Wages	60.00	360.00	720.00	720.00	360.00	50 %
112	Mayor Wages	20.00	120.00	240.00	240.00	120.00	50 %
115	Water & Sewer Wages	11.60	180.58	819.00	819.00	638.42	22 %
210	Health	35.24	226.94	625.00	625.00	398.06	36 %
211	Vision	0.68	4.39	60.00	60.00	55.61	7 %
220	Social Security/Medicare	24.63	164.36	1,038.00	1,038.00	873.64	16 %
230	PERSI	34.22	229.97	1,621.00	1,621.00	1,391.03	14 %
250	Unemployment Insurance	1.18	7.67	91.00	91.00	83.33	8 %
260	Workers Compensation	0.00	0.00	265.00	265.00	265.00	%
290	Dental	2.10	13.47	145.00	145.00	131.53	9 %
Account Total:		420.07	2,795.05	10,044.00	10,044.00	7,248.95	28 %
41100 Administration							
310	Audit & Accounting Services	0.00	370.00	370.00	370.00	0.00	100 %
320	Attorney/Legal Fees	0.00	0.00	3,500.00	3,500.00	3,500.00	%
340	Contract Labor	0.00	0.00	2,225.00	2,225.00	2,225.00	%
416	Electric & Gas	14.71	41.14	400.00	400.00	358.86	10 %
435	Equipment Lease Payment	0.00	0.00	1,028.00	1,028.00	1,028.00	%
437	Telephone, Telecommunications	13.69	57.31	200.00	200.00	142.69	29 %
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	%
510	Insurance - Liability	203.15	406.30	407.00	407.00	0.70	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	50,400.00	100,800.00	100,800.00	50,400.00	50 %
605	Office Supplies	6.60	28.39	75.00	75.00	46.61	38 %
611	Copier Maintenance	5.56	12.24	100.00	100.00	87.76	12 %
614	Postage	0.00	0.00	150.00	150.00	150.00	%
620	Software - New	0.00	0.00	100.00	100.00	100.00	%
621	Software Maintenance Fees	422.90	428.55	875.00	875.00	446.45	49 %
810	Bond Payments	0.00	2,143.23	2,600.00	2,600.00	456.77	82 %
Account Total:		9,066.61	53,887.16	112,960.00	112,960.00	59,072.84	48 %
Account Group Total:		9,486.68	56,682.21	123,004.00	123,004.00	66,321.79	46 %
49000							
49999 Depreciation Expense							
910	Depreciation	0.00	0.00	33,750.00	33,750.00	33,750.00	%
Account Total:		0.00	0.00	33,750.00	33,750.00	33,750.00	%
Account Group Total:		0.00	0.00	33,750.00	33,750.00	33,750.00	%
Fund Total:		9,486.68	56,682.21	156,754.00	156,754.00	100,071.79	36 %
Grand Total:		63,543.59	0.00	291,152.19	1,354,507.00	1,063,354.81	21 %

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	27.75		
J001 HOURS (ROAD&STREET)	6.00		174.00
J003 HOURS (WATER OPERATOR)	58.00		1,614.00
J006 HOURS (SNOW REMOVAL)	85.00		2,397.00
J014 HOURS (EQUIP MAINT)	2.00		41.00
J015 HOURS (SHOP/OFFICE)	17.00		442.00
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	172.00		3,879.56
VACA HOURS (Vacation Time Used)	51.00		1,316.95
GROSS PAY	11,464.51	0.00	
NET PAY	8,461.18	0.00	
DENTAL INS	0.00	80.00	
FIT	655.33	0.00	
HEALTH INS	0.00	1,342.00	
IDAHO SIT	582.00	0.00	
MEDICARE	166.24	166.24	
PERSI	725.96	1,210.62	
PERSI CHOICE 40	150.00	0.00	
SOCIAL SECURITY	710.80	710.80	
UNEMPL. INSUR.	0.00	47.76	
VISION	13.00	26.00	
GDB	769.56	0.00	
STERLING SAVING	3,516.99	0.00	
UMPQUA	340.76	0.00	
US BANK	3,833.87	0.00	
FIT/SIT BASE	10,588.55	0.00	
MEDICARE BASE	11,464.51	0.00	
PERS BASE	10,139.20	0.00	
SOC SEC BASE	11,464.51	0.00	
UN BASE	9,864.51	0.00	
WC BASE	11,464.51	0.00	

Total 3,583.42

Total Payroll Expense (Gross Pay + Employer Contributions): 15,047.93

Check Summary

Payroll Checks Prev. Out.	\$2,043.00
Payroll Checks Issued	\$2,184.37
Payroll Checks Redeemed	\$2,625.00
Payroll Checks Outstanding	\$1,602.37
Electronic Checks	\$12,833.92

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Deductions Accrued				
Social Security 1421.60	767.42	1345.22	843.80	21702
Medicare 332.48	179.48	314.62	197.34	21702

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Payroll Summary For Payrolls from 03/23/23 to 04/06/23

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Unempl. Insur.	47.76	118.81	141.37	25.20	21713
Workers' Comp	0.00				21700
FIT	655.33	335.66	626.32	364.67	21701
IDAHO SIT	582.00	351.00	582.00	351.00	21703
PERSI	1936.58		1936.58		21704
DENTAL INS	80.00		80.00		21706
HEALTH INS	1342.00		1342.00		21705
VISION	39.00		39.00		21705
PERSI CHOICE 40	150.00		150.00		21704
Total Ded.	6586.75	1752.37	6557.11	1782.01	

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

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-13

Meeting Date 04/17/2023

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Comprehensive Plan – Request for Proposal</i>	Department Approvals	Initials	Originator or Supporter
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:			
FUNDING SOURCE:			
TIMELINE:			

SUMMARY STATEMENT:

The City received two (2) bids for the Request for Proposal for the City Comprehensive Plan

NW Land Planning & Consulting, LLC – estimated fee proposal total \$80,385.00

Clearwater Financial, LLC – proposed compensation \$60,000.00

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



PROFESSIONAL SERVICES 2023 FEE TABLE

POSITION	- HOURLY RATES ^{1,4} -				
	Land Use Planning	Project Management	Expert Witness: Analysis/Testimony	Expert Witness: Deposition	Expert Witness: Trial
Principal / Senior Planner	\$150	\$170	\$197	\$220	\$240
Planner II	\$130	---	---	---	---
Planner I	\$120	---	---	---	---
Administrative Assistant	\$70	---	---	---	---

¹ HOURLY RATES include billable staff time, mileage up to 35 miles per trip, and minor printing.

² REIMBURSABLE EXPENSES include items such as large scale/large format printing, supplies, and travel expenses such as lodging and meals. Reimbursable Expenses are billed as follows: Public projects at current State per diem rates; all private projects, and any expenses on public projects without a State per diem rate, are billed at actual cost.

³ MILEAGE beyond 35 miles per trip is invoiced at current State rate; as of January 25, 2023 this rate is \$0.655 per mile. Rate shall adjust to remain in alignment with State rate.

⁴ Hourly rates are subject to annual increases of up to 5% on January 1st to account for inflation and other external factors. This rate adjustment shall apply to all contracts unless contract expressly states otherwise, in which case contract terms govern.

INVOICING

- Invoices are sent on or around the first of each month (which may vary around holidays and/or vacation) and include hours worked the prior month (1st through ~31st).
- Invoices will include timesheet detail and other documents in support of invoice amount as applicable.
- Invoices are payable within 30 days of date of invoice. Invoices not paid within 45 days of date of invoice may be assessed 1.5% monthly interest on unpaid balances (unless contract expressly states otherwise; contract terms will govern).

PRIVATE PROJECTS: REQUIRED DEPOSIT

Due to private land development's unprecedented growth, much involving new developers to the area, beginning January 1, 2023, NW Land Planning & Consulting, LLC will require a deposit of 50% of the contracted services fee – paid at time of contract – for all private projects.

Private Client: Please acknowledge deposit with initials & date: _____
Initials Date



6B. "COST NOT TO EXCEED"

As the RFP mentions in Item 6b, specified and detailed Tasks per responsible personnel cannot be included in this Proposal at this time as the Scope of Work detailed in the RFP is too generalized and must be more clearly defined in order to assign and allocate specific personnel, and to outline cost-per-person.

We can attest, though, that the **Estimated Fee Proposed below is within 5-10% of what we believe the "Cost Not to Exceed" will be** once the details of the Scope of Work are more clearly defined (during contract negotiation).

FULL COMPREHENSIVE PLAN UPDATE			
	PRELIMINARY / PROPOSED PROJECT PHASES	ESTIMATED FEE PROPOSED	FEE TYPE
1	Schematic Design	\$ 6,350.00	NTE
2	Scoping	\$ 12,250.00	NTE
3	Preliminary/Concept Development	\$ 13,400.00	NTE
4	Public Involvement	\$ 11,775.00	NTE
5	Final Concept Development	\$ 16,180.00	NTE
6	Drafts/Revisions	\$ 14,320.00	NTE
7	Presentation/Adoption	\$ 6,110.00	NTE
	ESTIMATED FEE PROPOSAL TOTAL	\$ 80,385.00 ^{A,1}	NTE

^A Not-to-Exceed ("NTE") – Amount that cannot be exceeded without written approval by the City

^B Time and Materials ("T&M") – (Hourly rates X Hours worked) + (materials/supplies with no mark-up)

^C Reimbursable Expenses – e.g. large-scale/large-quantity printing, vehicle mileage, meals, lodging, non-material items

¹ This Estimated Fee Proposed does not constitute the final fees for contract purposes; this is an estimated fee total based only upon information provided in the RFP and is subject to change upon receipt of more detailed Scope of Work and/or during contract negotiation.

6. Proposed Compensation

The proposed compensation is based on our current understanding of the project. We look forward to further discussions regarding your needs and the capabilities of our team to ensure that we understand the full scope of your project and expected deliverables.

Task + Deliverables	
Comprehensive Plan Update	
Phase 1 - Discovery	
Community Profile	\$4,500
Existing Conditions Report	\$5,500
Phase 2 - Community Visioning	
Public Engagement Plan	\$14,250
Outreach Material	\$2,500
Feedback Summaries	\$2,250
Draft Vision Statement and Goals	\$2,750
Phase 3 - Plan Buildout	
Draft Plan and Map Elements	\$22,500
Phase 4 - Plan Adoption Support	
Fully Adopted Comprehensive Plan	\$5,750
Subtotal	\$60,000

*Hourly work performed outside of the scope defined above will be billed at an hourly rate of \$200 per hour. Such work will only be completed at the direction of the City with the understanding that it will be billed on an hourly basis. Approval from the City will be obtained before such work is initiated.

*If additional expenses such as in-state and out-of-state travel, meals, communications, disclosures, print, software, data sources, and other out-of-pocket expenses are required; these costs will be paid by the City to the Consultant. These costs will be approved by the City prior to be incurred.

DONNELLY CITY COUNCIL
AGENDA BILL

Number AB 23-14

Meeting Date 04/17/2023

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
23-04DR Trading Post Facade		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

The Trading Post, 235 N Main Street, is applying for a permit to put a facade on the front-upper portion of the build to enhance appearance.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



CITY OF DONNELLY
DESIGN REVIEW APPLICATION

Application Checklist: (To be completed By City of Donnelly Staff Only)

- ☒ Completed Application Coversheet
- ☒ Completed Design Review Application
- ☐ Design Review Fee (\$330.00 plus 11.00 per unit)
- ☒ Proof of Legal Interest In the Subject Property
- ☒ Plan of the Proposed Site *NA*
- ☒ Plan Showing All Exterior Elevations (separate from Proposed Site Plan) *INCLUDED DRAWING - FRONT*
- ☒ Landscape Plan
- ☐ Snow Storage plan and/or snow storage Calculations
- ☐ Parking Plan
- ☐ Drainage Plan
- ☒ Lighting Plan *7200*
- ☒ Signage Plan and/or design *INCLUDED DRAWING*
- ☐ Fences and screen design
- ☐ Eight (8) Copies of Application
- ☐ One (1) Electronic Copy of Application and Drawing
- ☐
- ☐
- ☐ Date Received: _____ By Whom: _____ (Initials)
- ☐ Date to be Heard by Commission: _____
- ☐ Date to be Re-Held by Commission : _____
- ☐ Decision of Commission (Approve, Approve With Modifications or Deny): _____

Applicant Information (To be Completed by Applicant)

Applicant (print): Trading Post LLC

Mailing Address: PO Box 75

Street Address: 235 N Main St

City: Donnelly State: ID Zip Code: 83615 Contact Name and Title: Emma Schoonover owner

Phone: 208-325-8627 Alt. Phone: 208-315-3464 E-mail: emma.tradingpost@gmail.com

Proof Of Legal Interest In Subject Property: _____

Description of Proposed Use: Adding a facade to the front-upper building to enhance appearance.

List of Attachments to Application pursuant to Chapter 18 of the Donnelly Zoning Ordinance (i.e., Site Plan, Exterior Elevations, Landscape Plan, Snow Storage Plan, Parking Plan, Lighting Plan, Signage Plan, Fencing Plan etc.):

Submitted By: Emma Schoonover

Signature: Emma Schoonover Title: Owner Date: 3/27/23





City of Donnelly

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

To: Mayor & City Council
From: Lori Clemens, City Clerk
Re: Staff Report
Date: April 12, 2023

Utility Billings: As of Wednesday, April 12, 2023, there is \$615.19 (9) past due 30 days or more, in water billings.

Local Option Tax: March Receipts (February Tax) \$13,180.52

Airport: Closed for Season

Clerk: Tree City USA Recognition – 11 years
Arbor Day Grant - \$300 (trees/shrubs)
Stibnite Tour – June 19, 2023
Budget Workshop – May
LOT Applications/Committee

Donnelly Depot Center:

Parks & Recreation: City Park Fence
Park Names

Road & Streets: Recycled Asphalt Project

Water:

Office Closures:

Upcoming Meeting Dates: City Council May 15, 2023