



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

AGENDA CITY COUNCIL MEETING

Monday, September 18, 2023, at 6:00 PM
Donnelly Community Center

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIENCE

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

City Council Minutes – August 21, 2023

Vouchers – August 16 thru September 14, 2023

Treasurer Report – August 2023

Payroll Summary – August 24, September 5, and September 7, 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:

Perpetua Resources/Stibnite – Belinda Provancher

BUSINESS AGENDA (Action Items)

AB 23-34 Proclamation – Keeping the Lights on After School

AB 23-35 Donnelly Elementary School MOU -Youth Sports Program

AB 23-36 Donnelly Pathways – Grant Letter of Support

AB 23-37 Vacuum Debris Tank Purchase

AB 23-38 Trading Post Design Review

AB 23-39 Drinking Water Facility Planning Amendment Grant Application

AB 23-40 DEQ Resolution – Drinking Water Project

AB 23-41 Owner-Engineer Agreement – Drinking Water Facilities Plan

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.



CITY COUNCIL
Monday, August 21st, 2023, at 6:00 PM
Donnelly Community Center
MINUTES

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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.

AB 23-28 Amendment Proposed City Budget

- City Budget Property Tax Revenue to be levied has increased from \$141,184 to \$141,190, Cash Carryover has decreased from \$226,838 to \$226,832. No change to Revenue Balance.

Motion by Minshall, 2nd by Spade to approve the amendment to the proposed FY24 budget. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

CONSENT AGENDA

Motion by Davenport, 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.

DISCUSSION ITEM

Valley County Sheriff, Kevin Copperi. Formal introduction. Open door policy.

Donnelly Rural Fire District, Chief Bonilla, Impact Fees update. Next step, hold joint public hearings between the Donnelly Rural Fire District and the City of Donnelly.

Lakeshore Disposal - Mountain West Division Mark Fulwiler. Formal introduction.



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CITY COUNCIL

Monday, August 21st, 2023, at 6:00 PM

Donnelly Community Center

MINUTES

BUSINESS AGENDA: (Action Items)

AB 23-29 Donnelly Public Library, Heather Larronde

- The greenhouse will be relocated behind the library on the Central Business District lot. The current fence, along the east property line, will be removed from the city right of way. Construction of a 3' fence along the south property line of the library. Location of library shed on the north property line will be verified.

No Action Taken

AB 23-30 Horizon Tower Estoppel

- Horizon Tower, LLC requesting for the Estoppel pursuant to Section 21 (g) of the lease agreement.

Motion by Henggeler, 2nd by Davenport to authorize Mayor to sign necessary documents. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

PUBLIC HEARING FY24 BUDGET

- Tentatively approved budget FY24
- Mayor Dorris opened the Public Hearing at 6:32pm
- City Clerk Clemens presented the proposed FY24 budget with the approved amendment.
- No written comments received.
- Mayor Dorris asked for public comment. No public comment.
- Mayor Dorris closed the Public Hearing at 6:33pm.

Motion by Minshall, 2nd by Henggeler to approve the FY24 City Budget. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

AB23-31 Ordinance No. 260 – FY24 Budget Ordinance (Action Item)

Motion by Minshall, 2nd by Henggeler pursuant to Idaho Code Section 50-902, that the proposed Ordinance No. 260 pass its first reading by title only. Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

Motion by Henggeler, 2nd by Minshall pursuant to Idaho Code Section 50-902, that the rule requiring ordinances to be read on three different days with one reading to be in full to be dispensed with and that proposed Ordinance No. 266 be considered read, passed, and adopted after being read by title only.



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City Clerk read Ordinance No. 260 by title only into record.

No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

PUBLIC HEARING CITY FEE RATES

- Rate changes to City Fees
- Mayor Dorris opened the Public Hearing at 6:36pm
- City Clerk Clemens presented the new Fee Rates.
- No written comments received.
- Mayor Dorris asked for public comment. No public comment.
- Mayor Dorris closed the Public Hearing at 6:37pm.

AB23-32 Proposed City Fee Rates (Action Item)

- Approval of City Fee Rates.

Motion by Minshall, 2nd by Davenport to approve the City Fee Rates. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

AB23-33 City Fee Rate Resolution 2023-005 (Action Item)

- Adoption of new City Fee Rates in Resolution 2023-005.

Motion by Henggeler, 2nd by Davenport to adopt and authorize the Mayor to sign Resolution 2023-005, City Fees. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes), Spade (yes). Motion carried.

STAFF REPORT

Staff report was included with packet.

ADJOURNMENT

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

Adjourned at 7:04 p.m.

ATTEST: Lori Clemens, City Clerk

09/13/23
11:36:35

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/16/23 to 09/14/23

Page: 1 of 7
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6199	-99349E	170 ADOBE SYSTEMS INC.	19.99					
	Adobe Service							
1	2547744703 09/08/23 Service	19.99			10	41100	620	10190
	Total for Vendor:	19.99						
6171	-99355E	6 AMAZON	29.37					
	Manila File Folder							
1	3457025 08/17/23 File Folders	29.37			10	41100	605	10190
6200	-99348E	6 AMAZON	56.56					
	Manila File Folder							
1	9465838 09/07/23 File Folders/envelopes	56.56			10	41100	605	10190
	Total for Vendor:	85.93						
6206	14811S	8 ANALYTICAL LABORATORIES, INC	584.00					
	Routine Testing							
1	2306390 08/31/23 Routine Testing Throught City	584.00			51	43400	560	10100
	Total for Vendor:	584.00						
6180	14795S	18 C&M LUMBER	779.95					
	Port Maintenance							
	09.01.23 09/01/23 Wood for Boxes	779.95			10	44100	925	10100
	Total for Vendor:	779.95						
6181	14796S	257 CASCADE HARDWARE	1,018.92					
	Billing							
1	2308-14527 08/01/23 Backpack Blower	549.99			10	43010	460	10100
2	2308-14525 08/01/23 parks	235.95			10	44100	460	10100
3	2308-14584 08/03/23 Tools	95.99			10	43010	460	10100
4	2308-15106 08/21/23 Community Center	55.56			10	43010	432	10100
5	2308-14754 08/09/23 Marking Paint	35.96			51	43400	463	10100
6	2308-14754 08/09/23 Supplies	45.47			10	43010	460	10100
	Total for Vendor:	1,018.92						

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6196	-99352E	29 CITY OF DONNELLY - WATER	393.00						
	Utilities								
1	2023.09 08/28/23 July		355.00			10 44300	415		10100
2	2023.09 08/28/23 370 N Main Street		38.00			10 44300	415		10100
	Total for Vendor:		393.00						
6182	14797S	169 CODE PUBLISHING COMPANY	129.00						
	Code Updates								
1	GC0011739 08/31/23 web hosting for code		83.85			10 41100	621		10100
2	GC0011739 08/31/23 web hosting for code		38.70			51 41100	621		10100
3	GC0011739 08/31/23 web hosting for code		6.45			52 41100	621		10100
	Total for Vendor:		129.00						
6197	-99351E	350 COLUMN SOFTWARE PBC	251.88						
	Publications								
1	35F3C404-0 08/23/23 Ordinance 260 FY24 Budget		204.23			10 41100	530		10190
2	35F3C404-0 08/23/23 Election Notification		47.65			10 41100	530		10190
	Total for Vendor:		251.88						
6205	14812S	240 CONSOLIDATED ELECTRICAL	203.52						
	Outlets-Main Street								
	4438-10272 08/08/23 Receptacles-Main Street		203.52		2	10 43010	454		10100
	Total for Vendor:		203.52						
6202	14813S	326 CORE & MAIN	12,646.92						
	Neptune Gateway Tower								
1	R471121 08/30/23 Antenna		12,646.92			51 43400	433		10100
	Total for Vendor:		12,646.92						
6183	14798S	202 CTC BUSINESS	83.93						
	telephone								
1	035401 09/01/23 telephone		54.56			10 41100	437		10100
2	035401 09/01/23 telephone		18.75			51 41100	437		10100
3	035401 09/01/23 telephone		10.62			52 41100	437		10100
	Total for Vendor:		83.93						

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6184	14799S 999999 DANNY'S WELDING INC		50.00						
	Sweeper Bracket								
1	08.30.23 08/30/23 Sweeper Bracket Repairs		50.00			10 43010	434		10100
	Total for Vendor:		50.00						
6203	14814S 38 DIG LINE, INC.		3.74						
	contract fee								
1	0072106-IN 08/31/23 Fee		3.74			51 41100	520		10100
	Monthly CONTRACT FEE								
	Total for Vendor:		3.74						
6185	14800S 272 DRAKE DIVERSIFIED LLC		375.00						
	Monthly Water System Operational Services								
1	1748 09/01/23 Water System Services		375.00			51 41100	360		10100
	Monthly CONTRACT FEE								
	Total for Vendor:		375.00						
6201	-99347E 306 ENABLING ELEMENTS, INC		34.00						
	Services								
1	D179420 09/10/23 Broad Band Pump House		34.00			51 41100	437		10190
	Total for Vendor:		34.00						
6173	14788S 176 FILTRATION TECHNOLOGY		1,442.00						
	AQUA MAG								
1	S8433 08/08/23 30 GAL Aqua Mag (2)		1,442.00			51 43400	462		10100
	Total for Vendor:		1,442.00						
6186	14801S 48 FRANKLIN BUILDING SUPPLY CO.		453.58						
	Billing								
1	1709776 08/01/23 Pressure Treat-Campground sig		369.13			10 44100	452		10100
2	1726384 08/21/23 Shelf Brackets		27.16			10 43010	432		10100
3	1726384 08/21/23 Wood Screws-Airport		57.29			10 44100	925		10100
	Total for Vendor:		453.58						

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6174	14789S	66 IDAHO POWER	1,025.55						
Power Billing									
1	2205677988	08/18/23 City Hall / Maintenance	59.09			10 41100	416		10100
2	2205677988	08/18/23 City Hall / Maintenance	27.27			51 41100	416		10100
3	2205677988	08/18/23 City Hall / Maintenance	4.54			52 41100	416		10100
4	2204034223	08/18/23 Community Center	21.26			10 41100	416		10100
5	2201629405	08/23/23 Kiosk / Rest Area	7.66			10 43010	416		10100
6	2206076560	08/18/23 Fire Pump	383.75			51 41100	416		10100
7	2200223291	08/18/23 Water Supply	5.21			51 41100	416		10100
8	2201910078	08/18/23 Street Lights	131.78			10 43010	416		10100
9	2206228211	08/18/23 Main Street Lights	22.94			10 43010	416		10100
10	2207365186	08/18/23 NW Pump	312.39			51 41100	416		10100
11	2207493590	08/22/23 Camp Host Site	49.66			10 44100	451		10100
Total for Vendor:			1,025.55						
6187	14802S	95 JERRY'S AUTO PARTS	180.49						
Billing									
1	546-350192	08/02/23 Battery - F150	180.49			10 43010	434		10100
Total for Vendor:			180.49						
6188	14803S	165 LAKESHORE DISPOSAL	1,818.90						
Trash Services									
1	2023.09	08/28/23 Trash Collection	1,638.00			51 41100	414		10100
2	26372736S2	08/28/23 DDC Trash	133.20			10 44300	414		10100
3	26372758S2	08/28/23 Overage	47.70			10 44300	414		10100
Total for Vendor:			1,818.90						
6189	14804S	80 LES SCHWAB TIRE	561.95						
Billing									
1	1250040821	08/24/23 F150 Repairs	343.97			10 43010	434		10100
2	1250040887	08/30/23 F150 Repairs	217.98			10 43010	434		10100
Total for Vendor:			561.95						

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CITY OF DONNELLY
Claim Details by Posted Date
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6179	-99353E	312 LOWE's	328.60						
	Airport Paint								
1	301493443	08/29/23 Paint	328.60			10 44100	925		10190
		Total for Vendor:	328.60						
6190	14805S	85 MAY HARDWARE	21.41						
	Billing								
1	misc	08/31/23 Fogger/keys	21.41			10 41100	605		10100
		Total for Vendor:	21.41						
6176	14790S	86 MCCALL DELIVERY SERVICE	86.00						
	Delivery Service								
1	2023-0736	08/17/23 Dubois empty chemical barre	86.00		0	51 43400	463		10100
		Total for Vendor:	86.00						
6198	-99350E	216 MICROSOFT	67.50						
	Internet								
1	E100OU2YG	09/04/23 Email Service	37.50			10 41100	620		10190
2	E0100OU5QH	09/04/23 office 365	30.00			10 41100	620		10190
		Total for Vendor:	67.50						
6175	14791S	153 MOUNTAIN WATERWORKS	3,100.00						
	Donnelly School Inspection								
1	7363	07/31/23 Infrastructure specialist	3,100.00			51 41100	351		10100
		Total for Vendor:	3,100.00						
6191	14806S	154 NORTH LAKE RECREATIONAL SEWER &	8,976.00						
	Contract Sewer Service								
1	95-10-00	09/01/23 Contract Services	8,976.00			52 41100	541		10100
		Total for Vendor:	8,976.00						
6192	14807S	261 RANDY MORELL EXCAVATION &	3,020.00						
	Road Mix/Pit Run								
1	23-2784	08/29/23 12 yd 3/4 Rd Mix	1,010.00			10 43010	430		10100
2	23-2784	08/29/23 12 yd Pit Run	2,010.00			10 43010	430		10100
		Total for Vendor:	3,020.00						

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6193	14808S 120 SINCLAIR FLEET TRACK (STINKER)	617.75						
Fuel								
1	986551 08/10/23 Backhoe	102.72			10 43010	483		10100
2	2023.08 08/29/23 F150	138.65			10 43010	481		10100
3	2023.08 08/29/31 Dodge 350	359.30			10 43010	481		10100
4	980439 08/07/23 Small Engine	21.72			10 43010	481		10100
5	2023.08 08/31/23 Credit	-4.64			10 43010	481		10100
	Total for Vendor:	617.75						
6177	14792S 999999 SMARTSIGN / XPRESSMYSELF.COM	725.74						
Concrete Flex Sign Posts								
1	MPS-803381 08/09/23 Flex Posts	725.74			10 43010	900		10100
	Total for Vendor:	725.74						
6194	14809S 150 SPARKLIGHT	105.40						
Internet Services								
1	112446547 08/31/23 internet	68.51			10 41100	437		10100
2	112446547 08/31/23 internet	31.62			51 41100	437		10100
3	112446547 08/31/23 internet	5.27			52 41100	437		10100
	Total for Vendor:	105.40						
6204	14815S 122 STAR NEWS	106.00						
Publications								
1	277517 09/01/23 Renewal-2 year	106.00			10 41100	520		10100
	Total for Vendor:	106.00						
6172	-99354E 138 USPS	117.00						
Postage								
1	706-595390 08/15/23 Postcard	51.00			51 41100	614		10190
2	706-595390 08/15/23 Forever Stamps	66.00			52 41100	614		10190
6209	-99346E 138 USPS	168.00						
Postage								
1	920-761162 09/12/23 Forever Stamps	66.00			10 41100	614		10190
2	920-761162 09/12/23 Post Card Stamps	51.00			52 41100	614		10190
3	920-761162 09/12/23 Post Card Stamps	51.00			51 41100	614		10190
	Total for Vendor:	285.00						

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6207	14816S	302 VALLEY COUNTY WEED CONTROL	894.73						
2023 Noxious Weed Control Roadside, Airport, Boat Docks, City Property									
2	DN2023 09/12/23	Noxious Weed Control-Parks	429.51			10 44100	452		10100
3	DN2023 09/12/23	Noxious Weed Control-Streets	465.22			10 43010	340		10100
		Total for Vendor:	894.73						
6210	14818S	208 WEST CENTRAL MOUNTAINS ECONOMIC	2,000.00						
FY23-02 Local Option Tax Award-Contingency									
1	23-02con 09/13/23	FY23 Award WCEDC - Contingen	2,000.00			15 41100	922		10100
		Total for Vendor:	2,000.00						
6208	14817S	354 WESTERN STATES EQUIPMENT CO.	916.25						
Excavator Rental									
1	IN00252358 09/11/23	Rental - Abandon Well	916.25			51 43400	700		10100
		Total for Vendor:	916.25						
6178	14793S	351 XEROX FINANCIAL SERVICES	234.61						
Copier Maintenance									
1	4705157 08/15/23	copier maintenance	152.50			10 41100	611		10100
2	4705157 08/15/23	copier maintenance	70.39			51 41100	611		10100
	4705157 08/15/23	copier maintenance	11.72			52 41100	611		10100
		Total for Vendor:	234.61						
6195	14810S	209 YORGASON LAW OFFICES PLLC	135.00						
Legal Services									
1	2023-Aug 09/01/23	Email/Correspondence	135.00			10 41100	320		10100
		Total for Vendor:	135.00						
		# of Claims	40	Total:	43,762.24	# of Vendors	30		
		Total Electronic Claims			1,465.90				
		Total Non-Electronic Claims			42296.34				

** 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. **

09/12/23
12:47:40

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 23

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GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	3,219.01	37,060.77	57,460.00	57,460.00	20,399.23	64 %
111	Council Wages	780.00	8,580.00	9,360.00	9,360.00	780.00	92 %
112	Mayor Wages	260.00	2,860.00	3,120.00	3,120.00	260.00	92 %
210	Health	436.14	4,821.33	15,120.00	15,120.00	10,298.67	32 %
211	Vision	8.45	93.23	432.00	432.00	338.77	22 %
220	Social Security/Medicare	325.77	3,710.13	7,439.00	7,439.00	3,728.87	50 %
230	PERSI	426.53	5,053.18	11,611.00	11,611.00	6,557.82	44 %
250	Unemployment Insurance	15.60	175.94	573.00	573.00	397.06	31 %
260	Workers Compensation	0.00	237.00	581.00	581.00	344.00	41 %
290	Dental	26.00	286.00	1,044.00	1,044.00	758.00	27 %
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	%
Account Total:		5,497.50	62,877.58	107,740.00	107,740.00	44,862.42	58 %
41100 Administration							
310	Audit & Accounting Services	0.00	4,810.00	4,810.00	4,810.00	0.00	100 %
320	Attorney/Legal Fees	315.00	3,180.00	25,000.00	25,000.00	21,820.00	13 %
321	Economic Development	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
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	117.44	250.00	250.00	132.56	47 %
416	Electric & Gas	160.20	4,317.96	4,800.00	4,800.00	482.04	90 %
431	City Hall Repair & Maint	0.00	373.17	4,500.00	4,500.00	4,126.83	8 %
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	%
437	Telephone, Telecommunications	123.47	1,314.75	1,750.00	1,750.00	435.25	75 %
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	%
510	Insurance - Liability	0.00	5,281.90	5,282.00	5,282.00	0.10	100 %
520	Dues & Fees	444.09	694.09	1,250.00	1,250.00	555.91	56 %
530	Publications- Newspaper	209.83	261.89	900.00	900.00	638.11	29 %
550	Travel Reimbursement	0.00	705.14	750.00	750.00	44.86	94 %
551	Training & Education	0.00	315.00	1,500.00	1,500.00	1,185.00	21 %
552	Meals & Entertainment	0.00	65.42	450.00	450.00	384.58	15 %
605	Office Supplies	423.42	1,692.00	2,500.00	2,500.00	808.00	68 %
611	Copier Maintenance	316.66	1,250.09	1,500.00	1,500.00	249.91	83 %
613	IT - Computer	0.00	255.00	500.00	500.00	245.00	51 %
614	Postage	136.00	398.95	500.00	500.00	101.05	80 %
615	Grant Writing	0.00	0.00	7,500.00	7,500.00	7,500.00	%
620	Software - New	87.49	1,790.42	2,000.00	2,000.00	209.58	90 %
621	Software Maintenance Fees	0.00	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:		2,216.16	34,934.54	133,317.00	133,317.00	98,382.46	26 %
Account Group Total:		7,713.66	97,812.12	241,057.00	241,057.00	143,244.88	41 %

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0 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	912.17	5,000.00	5,000.00	4,087.83	18 %
	Account Total:	0.00	912.17	5,500.00	5,500.00	4,587.83	17 %
	Account Group Total:	0.00	912.17	5,500.00	5,500.00	4,587.83	17 %
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	4,313.36	20,476.49	36,696.00	36,696.00	16,219.51	56 %
118	Snow Removal Wages	67.73	18,758.40	18,841.00	18,841.00	82.60	100 %
210	Health	299.76	4,274.97	6,300.00	6,300.00	2,025.03	68 %
211	Vision	5.82	82.76	180.00	180.00	97.24	46 %
220	Social Security/Medicare	335.16	3,001.44	4,251.00	4,251.00	1,249.56	71 %
230	PERSI	465.51	4,003.60	4,890.00	4,890.00	886.40	82 %
250	Unemployment Insurance	21.20	170.09	478.00	478.00	307.91	36 %
260	Workers Compensation	0.00	826.00	2,324.00	2,324.00	1,498.00	36 %
290	Dental	17.86	254.11	435.00	435.00	180.89	58 %
340	Contract Labor	0.00	23,211.08	22,500.00	22,500.00	-711.08	103 %
416	Electric & Gas	322.13	1,824.69	3,500.00	3,500.00	1,675.31	52 %
429	Snow Removal Maintenance	0.00	127.22	5,500.00	5,500.00	5,372.78	2 %
430	Road & Street Maintenance	0.00	731.74	15,000.00	15,000.00	14,268.26	5 %
432	Building Repairs & Maintenance	0.00	712.24	3,500.00	3,500.00	2,787.76	20 %
434	Equip. Maintenance	0.00	5,064.46	12,500.00	12,500.00	7,435.54	41 %
435	Equipment Lease Payment	0.00	0.00	6,146.00	6,146.00	6,146.00	%
454	Street Scape	0.00	33.13	3,750.00	3,750.00	3,716.87	1 %
455	Sidewalk, Curb, Gutter	0.00	0.00	6,000.00	6,000.00	6,000.00	%
456	Signs	996.00	996.00	2,300.00	2,300.00	1,304.00	43 %
460	Small Tools, Equipmen	123.95	649.83	3,750.00	3,750.00	3,100.17	17 %
461	Shop Misc Supplies	0.00	88.93	750.00	750.00	661.07	12 %
470	Dust Abatement	0.00	13,000.00	13,000.00	13,000.00	0.00	100 %
481	Fuel Gas	-0.36	1,651.77	3,250.00	3,250.00	1,598.23	51 %
482	Diesel - Winter	57.54	2,497.95	5,250.00	5,250.00	2,752.05	48 %
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	300.00	600.00	600.00	300.00	50 %
700	Capital Improvements	0.00	0.00	25,000.00	25,000.00	25,000.00	%
900	Public Safety	903.81	903.81	5,000.00	5,000.00	4,096.19	18 %
970	Grant Expense	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	Account Total:	7,929.47	103,640.71	233,041.00	233,041.00	129,400.29	44 %
	Account Group Total:	7,929.47	103,640.71	251,041.00	251,041.00	147,400.29	41 %

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0 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	2,537.53	10,420.87	17,684.00	17,684.00	7,263.13	59 %
119	Airport Maint Wages	504.87	3,179.43	4,156.00	4,156.00	976.57	77 %
210	Health	203.40	1,115.71	3,360.00	3,360.00	2,244.29	33 %
211	Vision	3.94	21.52	96.00	96.00	74.48	22 %
220	Social Security/Medicare	232.74	1,040.44	1,671.00	1,671.00	630.56	62 %
230	PERSI	250.26	1,114.29	2,608.00	2,608.00	1,493.71	43 %
250	Unemployment Insurance	14.74	67.67	166.00	166.00	98.33	41 %
260	Workers Compensation	0.00	343.00	885.00	885.00	542.00	39 %
290	Dental	12.13	65.56	232.00	232.00	166.44	28 %
438	City Park Improvements	0.00	0.00	12,500.00	12,500.00	12,500.00	%
450	Racquet Court Maintenance	0.00	419.90	20,000.00	20,000.00	19,580.10	2 %
451	Campground/Boatdock	399.05	2,664.95	4,250.00	4,250.00	1,585.05	63 %
452	City Park Maintenance	88.90	929.18	1,250.00	1,250.00	320.82	74 %
453	Rest Area/Kiosk Maintenance	0.00	209.66	500.00	500.00	290.34	42 %
456	Signs	498.00	498.00	725.00	725.00	227.00	69 %
460	Small Tools, Equipmen	0.00	155.40	1,000.00	1,000.00	844.60	16 %
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	328.60	703.60	3,500.00	3,500.00	2,796.40	20 %
	Account Total:	5,074.16	24,570.86	87,583.00	87,583.00	63,012.14	28 %
00	Depot						
414	Solid Waste Collection	159.91	1,550.21	2,250.00	2,250.00	699.79	69 %
415	Water and Sewer	393.00	4,203.00	4,750.00	4,750.00	547.00	88 %
416	Electric & Gas	0.00	586.21	1,000.00	1,000.00	413.79	59 %
432	Building Repairs & Maintenance	0.00	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:	552.91	10,939.42	19,500.00	19,500.00	8,560.58	56 %
	Account Group Total:	5,627.07	35,510.28	107,083.00	107,083.00	71,572.72	33 %
	Fund Total:	21,270.20	237,875.28	604,681.00	604,681.00	366,805.72	39 %

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5 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	28,515.00	93,691.24	227,500.00	227,500.00	133,808.76	41 %
	Account Total:	28,515.00	93,691.24	227,500.00	227,500.00	133,808.76	41 %
	Account Group Total:	28,515.00	93,691.24	227,500.00	227,500.00	133,808.76	41 %
	Fund Total:	28,515.00	93,691.24	227,500.00	227,500.00	133,808.76	41 %

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1 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	1,485.66	17,103.61	26,520.00	26,520.00	9,416.39	64 %
111	Council Wages	360.00	3,960.00	4,320.00	4,320.00	360.00	92 %
112	Mayor Wages	120.00	1,320.00	1,440.00	1,440.00	120.00	92 %
115	Water & Sewer Wages	1,858.13	21,922.92	38,220.00	38,220.00	16,297.08	57 %
210	Health	362.56	4,197.03	10,920.00	10,920.00	6,722.97	38 %
211	Vision	7.02	81.26	312.00	312.00	230.74	26 %
220	Social Security/Medicare	292.56	3,389.74	5,394.00	5,394.00	2,004.26	63 %
230	PERSI	327.46	4,046.01	8,418.00	8,418.00	4,371.99	48 %
250	Unemployment Insurance	16.17	183.19	459.00	459.00	275.81	40 %
260	Workers Compensation	0.00	736.00	1,496.00	1,496.00	760.00	49 %
290	Dental	21.62	249.07	754.00	754.00	504.93	33 %
	Account Total:	4,851.18	57,188.83	98,253.00	98,253.00	41,064.17	58 %
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	3,100.00	3,100.00	6,500.00	6,500.00	3,400.00	48 %
360	Water Operator	375.00	3,750.00	7,250.00	7,250.00	3,500.00	52 %
414	Solid Waste Collection	1,638.00	17,387.08	17,500.00	17,500.00	112.92	99 %
416	Electric & Gas	1,350.93	6,489.35	7,000.00	7,000.00	510.65	93 %
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	90.94	980.22	1,000.00	1,000.00	19.78	98 %
481	Fuel Gas	0.00	0.00	600.00	600.00	600.00	%
510	Insurance - Liability	0.00	2,437.80	2,438.00	2,438.00	0.20	100 %
520	Dues & Fees	400.00	564.64	950.00	950.00	385.36	59 %
530	Publications- Newspaper	63.00	63.00	400.00	400.00	337.00	16 %
550	Travel Reimbursement	0.00	461.04	500.00	500.00	38.96	92 %
551	Training & Education	0.00	325.00	1,500.00	1,500.00	1,175.00	22 %
590	Late Fee	0.00	5.00	0.00	0.00	-5.00	%
605	Office Supplies	41.90	381.62	750.00	750.00	368.38	51 %
611	Copier Maintenance	146.16	591.31	1,000.00	1,000.00	408.69	59 %
614	Postage	114.00	434.00	450.00	450.00	16.00	96 %
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	0.00	3,851.38	4,650.00	4,650.00	798.62	83 %
810	Bond Payments	0.00	21,928.72	22,445.00	22,445.00	516.28	98 %
	Account Total:	7,319.93	65,450.16	111,969.00	111,969.00	46,518.84	58 %
	Account Group Total:	12,171.11	122,638.99	210,222.00	210,222.00	87,583.01	58 %
42000 Public Safety							
42000 Public Safety							
900	Public Safety	0.00	174.50	125.00	125.00	-49.50	140 %
	Account Total:	0.00	174.50	125.00	125.00	-49.50	140 %
	Account Group Total:	0.00	174.50	125.00	125.00	-49.50	140 %

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1 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	0.00	10,660.53	45,000.00	45,000.00	34,339.47	24 %
434	Equip. Maintainance	0.00	3,571.88	4,750.00	4,750.00	1,178.12	75 %
462	Chemicals	1,714.88	4,551.84	7,500.00	7,500.00	2,948.16	61 %
463	Small tools and supplies for	326.00	840.53	6,225.00	6,225.00	5,384.47	14 %
560	Tests	454.00	1,040.00	5,000.00	5,000.00	3,960.00	21 %
700	Capital Improvements	0.00	16,422.20	28,500.00	28,500.00	12,077.80	58 %
710	Meter Equipment Purchased	4,051.40	4,506.23	10,500.00	10,500.00	5,993.77	43 %
	Account Total:	6,546.28	41,593.21	107,475.00	107,475.00	65,881.79	39 %
	Account Group Total:	6,546.28	41,593.21	107,475.00	107,475.00	65,881.79	39 %
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:	18,717.39	164,406.70	365,572.00	365,572.00	201,165.30	45 %

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2 SEWER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	247.53	2,847.44	4,420.00	4,420.00	1,572.56	64 %
111	Council Wages	60.00	660.00	720.00	720.00	60.00	92 %
112	Mayor Wages	20.00	220.00	240.00	240.00	20.00	92 %
115	Water & Sewer Wages	48.26	409.51	819.00	819.00	409.49	50 %
210	Health	40.14	424.96	625.00	625.00	200.04	68 %
211	Vision	0.77	8.23	60.00	60.00	51.77	14 %
220	Social Security/Medicare	28.75	316.52	1,038.00	1,038.00	721.48	30 %
230	PERSI	37.11	434.03	1,621.00	1,621.00	1,186.97	27 %
250	Unemployment Insurance	1.43	15.37	91.00	91.00	75.63	17 %
260	Workers Compensation	0.00	0.00	265.00	265.00	265.00	%
290	Dental	2.39	25.26	145.00	145.00	119.74	17 %
Account Total:		486.38	5,361.32	10,044.00	10,044.00	4,682.68	53 %
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	8.79	66.16	400.00	400.00	333.84	17 %
435	Equipment Lease Payment	0.00	0.00	1,028.00	1,028.00	1,028.00	%
437	Telephone, Telecommunications	9.52	100.62	200.00	200.00	99.38	50 %
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	%
510	Insurance - Liability	0.00	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	10.50	10.50	50.00	50.00	39.50	21 %
541	Monthly Service Agreement-NLSD	8,800.00	93,200.00	100,800.00	100,800.00	7,600.00	92 %
605	Office Supplies	6.97	54.07	75.00	75.00	20.93	72 %
611	Copier Maintenance	24.33	93.82	100.00	100.00	6.18	94 %
614	Postage	77.00	125.00	150.00	150.00	25.00	83 %
620	Software - New	0.00	0.00	100.00	100.00	100.00	%
621	Software Maintenance Fees	0.00	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:		8,937.11	96,998.25	112,960.00	112,960.00	15,961.75	86 %
Account Group Total:		9,423.49	102,359.57	123,004.00	123,004.00	20,644.43	83 %
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:		9,423.49	102,359.57	156,754.00	156,754.00	54,394.43	65 %
Grand Total:		77,926.08	0.00	598,332.79	1,354,507.00	756,174.21	44 %

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CITY OF DONNELLY
Payroll Summary For Payrolls from 08/24/23 to 09/07/23

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Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	2.25		
COMP HOURS (Comp Time Used)	7.50		230.55
J001 HOURS (ROAD&STREET)	107.50		2,628.69
J002 HOURS (PARKS)	80.50		2,183.29
J003 HOURS (WATER OPERATOR)	80.50		2,173.31
J009 HOURS (AIRPORT)	85.00		2,051.02
J014 HOURS (EQUIP MAINT)	3.00		69.00
J015 HOURS (SHOP/OFFICE)	16.00		422.18
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	211.00		5,093.20
VACA HOURS (Vacation Time Used)	16.00		491.84

GROSS PAY	16,943.08	0.00
NET PAY	12,688.03	0.00
DENTAL INS	0.00	80.00
FIT	1,046.72	0.00
HEALTH INS	0.00	1,342.00
IDAHO SIT	782.00	0.00
MEDICARE	245.66	245.66
PERSI	921.46	1,535.32
PERSI CHOICE 40	150.00	0.00
SI-3	45.72	76.14
AL SECURITY	1,050.49	1,050.49
UNEMPL. INSUR.	0.00	74.28
VISION	13.00	26.00
GDB	884.45	0.00
ID FIRST BANK	2,857.32	0.00
STERLING SAVING	3,721.25	0.00
UMPQUA	342.56	0.00
US BANK	4,882.45	0.00
FIT/SIT BASE	15,825.90	0.00
MEDICARE BASE	16,943.08	0.00
PERS BASE	13,732.80	0.00
SOC SEC BASE	16,943.08	0.00
UN BASE	15,343.08	0.00
WC BASE	16,943.08	0.00

Total	4,429.89
Total Payroll Expense (Gross Pay + Employer Contributions):	21,372.97

Check Summary

Payroll Checks Prev. Out.	\$2,081.00
Payroll Checks Issued	\$2,210.00
Payroll Checks Redeemed	\$2,830.00
Payroll Checks Outstanding	\$1,461.00
Electronic Checks	\$18,828.23

Carried Forward	Deduction	Difference	Liab Account
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09/12/23
12:49:29

CITY OF DONNELLY
Payroll Summary For Payrolls from 08/24/23 to 09/07/23

Page: 2 of 2
Report ID: P130

Deductions Accrued		From Previous Month	Checks Issued		
-----		-----	-----	-----	-----
Social Security	2100.98	1023.94	1969.40	1155.52	21702
Medicare	491.32	239.46	460.56	270.22	21702
Unempl. Insur.	74.28	126.92		201.20	21713
Workers' Comp	0.00				21700
FIT	1046.72	505.74	981.60	570.86	21701
IDAHO SIT	782.00	431.00	749.00	464.00	21703
PERSI	2456.78		2456.78		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
PERSI-3	121.86		121.86		21704
Total Ded.	8684.94	2327.06	8350.20	2661.80	

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

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-34

Meeting Date 09/18/23

AGENDA ITEM INFORMATION

SUBJECT: <i>Proclamation – Keeping the Lights on After School</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:	October 26, 2023			

SUMMARY STATEMENT:

Donnelly Public Library asking the Mayor to proclaim October 26th, 2023 as “Lights on Afterschool Day”

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Keeping the Lights On After School: A Proclamation

WHEREAS, the citizens of **Donnelly, Idaho** stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe and engaging learning experiences that help children realize their full potential.
- Support working families by ensuring their children are safe and productive when they are out of their classrooms.
- Build stronger communities by involving students, parents, business leaders, and adult volunteers in the lives of young people, thereby promoting positive relationships among youth, families, and adults.
- Engage families, schools, and community partners in advancing the welfare of our children.

WHEREAS, afterschool programs provide critical support for the academic growth and well-being of youth and offer new experiences and opportunities that help young people learn and grow. Afterschool programs provide innovative, hands-on opportunities for youth to engage in learning and connect with caring adults and peers in a safe and supportive environment. These supports are all the more important today, in the wake of the pandemic.

WHEREAS, the **City of Donnelly** has provided significant leadership in the area of community involvement in the education and well-being of our youth, grounded in the principle that quality afterschool programs are key to helping our children become successful adults.

WHEREAS, *Lights On Afterschool*, the national celebration of afterschool programs held this year on October 26th, 2023, promotes the importance of quality afterschool programs in the lives of children, families, and communities.

WHEREAS, nearly 25 million families report that they would enroll their child in an afterschool program if one were available; for every child in a program, four are waiting to get in.

WHEREAS, many afterschool programs across the country are facing operating challenges so severe that they are forced to consider closing their doors and turning off their lights.

WHEREAS, the **City of Donnelly** is committed to investing in the health and safety of all young people by providing expanded learning opportunities that help our children learn and grow, while helping them develop the skills essential for success in life and work.

THEREFORE BE IT RESOLVED that I, **Susan Dorris, Mayor of Donnelly** do hereby proclaim **October 26th, 2023** as "*Lights On Afterschool Day*;" AND BE IT FURTHER RESOLVED that this Mayor enthusiastically endorses *Lights On Afterschool* and commits our City to engage in innovative afterschool programs and activities that ensure the lights stay on and the doors stay open for all children after school.

Susan Dorris, Mayor

Lori Clemens, City Clerk

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-35

Meeting Date 09/18/2023

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Donnelly Elementary School Youth Sports Program</i>		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<i>COST IMPACT:</i>	n/a			
<i>FUNDING SOURCE:</i>				
<i>TIMELINE:</i>				

SUMMARY STATEMENT:

The City of Donnelly or Donnelly Parks and Recreation would oversee the registration process and fiscal management of the youth sports program. All forms/payments would go through the city. I would coordinate with the city and the school district to schedule facilities and seek out parent volunteers for coaching.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

DONNELLY CITY COUNCIL
AGENDA BILL

Number

AB 23-37

Meeting Date 09/18/23

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Vacuum Debris Tank Purchase</i>		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	37,088.07			
FUNDING SOURCE:	Streets/Water			
TIMELINE:	October 1, 2023			

SUMMARY STATEMENT:

Purchase of Vacuum Pump and Trailer for the streets and water department

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-38

Meeting Date 09/18/2023

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Design Review Trading Post Storage Shed</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:				

SUMMARY STATEMENT:

Trading Post (235 N. Main Street) to place a storage shed (on skids) behind building.

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
- ☐ Plan Showing All Exterior Elevations (separate from Proposed Site Plan)
- ☐ Landscape Plan
- ☐ Snow Storage plan and/or snow storage Calculations
- ☐ Parking Plan
- ☐ Drainage Plan
- ☐ Lighting Plan
- ☐ Signage Plan and/or design
- ☐ 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: _____ E-mail: emma.tradingpost@gmail

Proof Of Legal Interest In Subject Property: _____

Description of Proposed Use: Storage

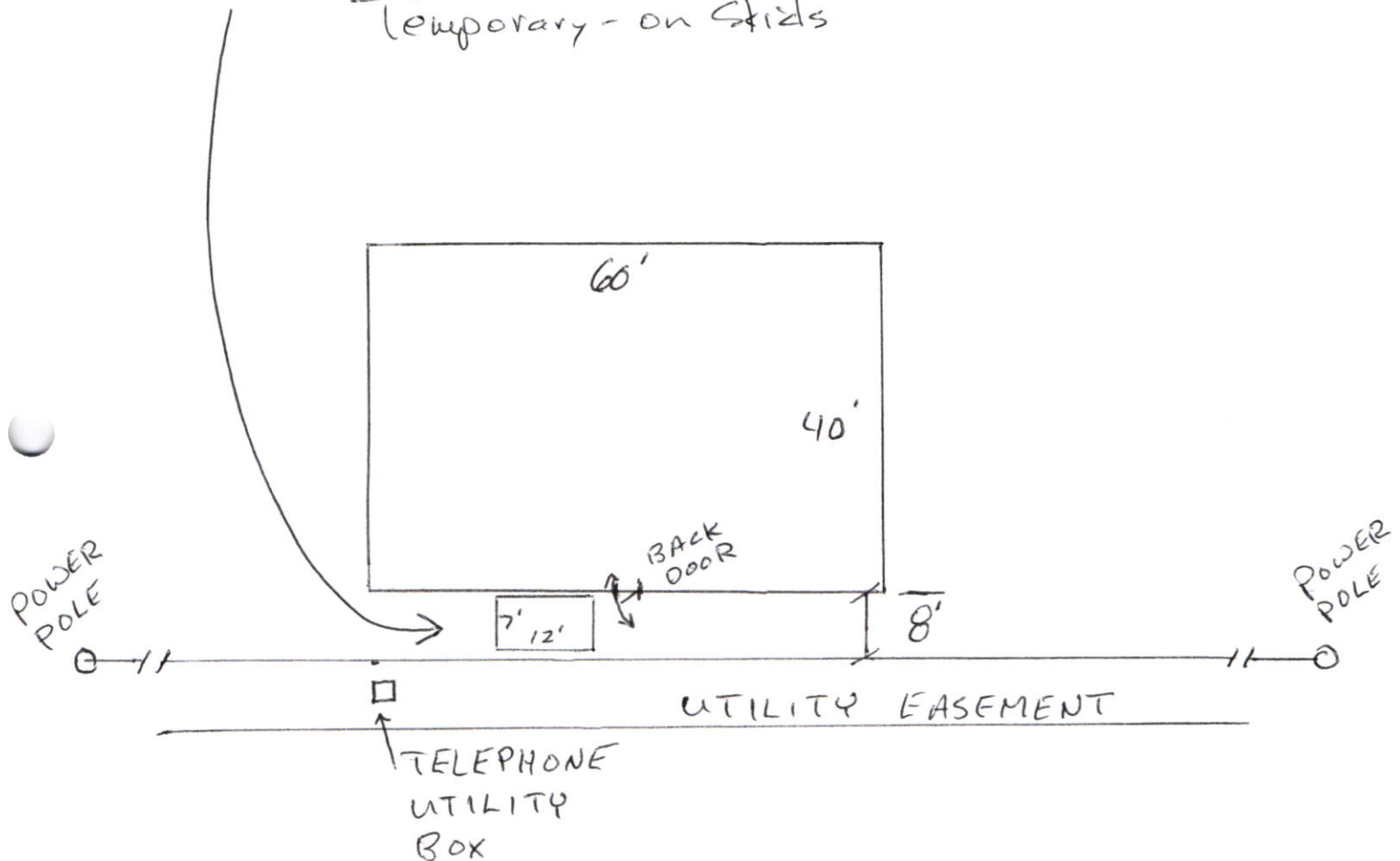
List of Attachments to Application pursuant to Chapter 18 of the Donnelly Zoning Ordinance (i.e., Site Plan, Exterior Elevations, Landscape Plan, Snow Storage Plan, Parking Plan, Lighting Plan, Signage Plan, Fencing Plan etc.):

Submitted By: Emma Schoonover

Signature: Emma Sch Title: owner Date: 9/12/23

Trading Post
235 N. Main

Proposed Storage Building Behind Store
7'x12' - Unattached, No power, Wooden Structure
Painted to match Existing Building.
Temporary - on Skids



DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-39

Meeting Date 09/18/2023

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
Drinking Water Facility Planning Amendment Grant Application		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	n/a			
FUNDING SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

Drinking Water Facility Planning Amendment Grant Application

RECOMMENDED ACTION:

Approve and Authorize Mayor to Execute and Sign Application

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



Drinking Water and Wastewater - Grants and Loans Program

Planning and OSG Grant Application – Attachment SRF-01

Section I. Applicant Background Information

Application Type	<input checked="" type="checkbox"/> Drinking Water (DW) Planning Grant	Public Water System No.: ID4430019
	<input type="checkbox"/> Wastewater (WW) Planning Grant	<input type="checkbox"/> Sewer Overflow and Stormwater (OSG) Grant

System Name: City of Donnelly Water

Mailing Address: NJ Corbet Lane

City: Donnelly

State: Idaho

Zip Code: 83615

County: Valley

Phone: 208-325-8859

Tax ID: 82-6036054

Fiscal Year End: September 30

E-mail: lclemens@cityofdonnelly.org

Presiding Official Name/Title: Susan Dorris, Mayor

Mailing Address: PO Box 725

City: Donnelly

State: Idaho

Zip Code: 83615

Phone: 208-325-8859

E-mail: lclemens@cityofdonnelly.org

☐ Check if this is the system's primary contact

Clerk/Treasurer (or similar duties) Name/Title: Lori Clemens, City Clerk/Treasurer

Phone: 208-325-8859

E-mail: lclemens@cityofdonnelly.org

☒ Check if this is the system's primary contact

Consulting Engineer Name/Title: Stuart Hurley, P.E. Project Manager

Company Name: Mountain Waterworks/Merrick

Mailing Address: PO Box 9906

City: Boise

State: Idaho

Zip Code: 83707

Phone: 208-780-3990

E-mail: office@mountainwtr.com

Provide the information below if someone other than your consulting engineer will be the grant administrator

Grant Administrator Name/Title: N/A

Company Name:

Mailing Address:

City:

State:

Zip Code:

Phone:

E-mail:

Provide the information below if someone other than your consulting engineer will manage the environmental review process.

Environmental Review Manager Name/Title: N/A

Company Name:

Mailing Address:

City:

State:

Zip Code:

Phone:

E-mail:

Section II. Project Background Information

1. Project Description:

The proposed facility plan amendment will evaluate the noncompliance issues associated with fire flow deficiencies, including transmission and distribution system hydraulics. The amendment will also evaluate the existing water storage tank, which currently allows for 84,000 gallons (compared with the 240,000 requirement; 65% deficiency) of fire flow

2. Planning Grant Applicants Only: Is the system applying for planning grant funding a qualifying entity, as defined by IDAPA 58.01.22.010.34: "Any county, city, special service district, nonprofit or investor-owned corporation, or other governmental entity, or a combination thereof, which owns or operates a public drinking water system, irrigation system, or wastewater system."? ☒ **Yes** ☐ **No**

3. System Type (check all that apply):

- ☒ Government Entity (i.e.: city, county, service district)
- ☐ Investor-owned corporation (drinking water systems only)
- ☐ Incorporated nonprofit

Incorporated Non-Profit Applicants, please attach a copy of the following to this application:

- Articles of incorporation and/or by-laws that meet Chapter 30, Title 30, Idaho Code
- Certificate of existence from the Idaho Secretary of State

4. Drinking Water Applicants Only: Is the system current with its annual drinking water fee assessment?

☒ **Yes** ☐ **No** ☐ **N/A**

5. Does the system have a licensed and substitute operator in charge of the facility(ies) that holds a licensure equal to or exceeding your system's classification, as described in IDAPA 58.01.08.554?

☒ **Yes** ☐ **No** **Operator Name and License Number:** Warren Drake, DWDVSWs-12257; DWT1-23117

6. Applicants are required to have active registration with the System for Award Management ("SAM") (www.sam.gov) and a Unique Entity Identifier, pursuant to 2 CFR Part 25. Does the applicant meet this requirement? ☒ **Yes** ☐ **No** ☐ **Pending***

**Note: Funding recipients must meet the SAM and UEI requirement before receiving funding disbursements*

Section III. Environmental Review

Will the applicant be completing an environmental review as part of the planning grant? ☒ **Yes** ☐ **No**

If no, please read and certify the following:

- ☐ **Yes** ☐ **No** The applicant acknowledges that he or she has chosen to opt-out of completing an environmental review as part of the DEQ Planning Grant.
- ☐ **Yes** ☐ **No** The applicant acknowledges that the future funds for completing the environmental review may not be available for grant assistance at a later time.
- ☐ **Yes** ☐ **No** The applicant acknowledges that by not completing an environmental review, he or she will not be able to qualify for DEQ State Revolving Loan funds for related design and construction costs.

Section IV. Budget Information

Drinking Water and Wastewater Planning Grants have a 50% applicant match share requirement. Costs above this maximum amount will be the responsibility of the applicant.

Sewer Overflow and Stormwater (OSG) Grants have a 10% applicant match share requirement. The DEQ grant amount will be limited to a maximum amount of \$50,000 per system plus the applicant's match. Costs above this maximum amount will be the responsibility of the applicant.

1. In accordance with IDAPA 58.01.22.032.04, DEQ funds may not be applied to costs incurred before a funding agreement is executed between DEQ and the applicant, unless preauthorized in writing by DEQ. The applicant should contact DEQ to discuss preauthorization and determine required supporting documentation before the costs are incurred.

☒ Y ☐ N The applicant understands that previously incurred costs are not an allowable cost under DEQ funding and will contact DEQ if preauthorization is needed.

2. Calculation of total eligible costs

	Drinking Water	Wastewater	OSG
Administrative Cost:	\$ 1,000		
Engineering Fees:	\$ 69,000		
Environmental Review:	\$ 7,500		
Total Planning Cost:	\$ 77,500	\$ 0	\$ 0
Total DEQ Funds Requested:	\$ 38,750		

3. Specify other sources of funding for this project and funding status:

USDA-RD: \$ 0 ☐ Awarded ☐ Pending
 ACOE: \$ 0 ☐ Awarded ☐ Pending
 CDBG: \$ 0 ☐ Awarded ☐ Pending
 Applicant's contribution and funding source: Proposed match from area developer
 Other (please specify): _____

Section V. Engineering

1. Engineering Contract

Please attach a copy of the signed engineering contract to this application. Indicate which of the following items are included in the engineering contract:

- ☒ Name of grantee
- ☒ Engineering firm name and name(s) of project engineer(s)
- ☒ Scope and extent of work clearly defined and sufficient to complete the project
- ☒ Estimated staff-hours, hourly rates, and skill levels reasonable for each task
- ☒ Time of performance specified
- ☒ Project cost will not exceed cost specified without written approval of DEQ
- ☒ Conditions of cost and scope changes specified
- ☒ Environmental review is part of the scope of work and it will be completed to meet DEQ guidelines

☒ Sustainability efforts are included as noted in the letter of interest

Please include a copy of the engineering scope of work (SOW). Indicate below that all of the following items are included in the SOW.

☒ Project description (includes grantee name, engineering firm name, and project name)

☒ Background information for project (include existing system and problems it is experiencing)

☒ Engineering task(s) to be completed, cost per task, and schedule for completion.

☒ Engineering tasks to be completed will satisfy *ENG-01 - Drinking Water SRF Outline and Checklist for Planning Documents* or *ENG-02 - Wastewater Outline and Checklist for Planning Documents*.

Additional OSG Requirements:

☐ Engineering task(s) that will improve the water system and/or water body by the effort.

☐ Engineering task(s) that will reduce and/or eliminate Sanitary Sewer Overflow or Combined Sewer Overflow correction.

2. Certificate of Negotiations

Is the system owned by a public agency or a political subdivision as defined in State of Idaho Code 67-2320? ☒ **Yes** ☐ **No** If yes, please read and certify the following:

☒ **Yes** ☐ **No** The applicant hereby certifies full compliance with State of Idaho Code 67-2320 for the negotiation and securing of an engineering contract for the efforts associated with the DEQ Grant.

☒ **Yes** ☐ **No** The applicant hereby certifies that the negotiation included a discussion of the following elements:

- Scope and extent of work and other essential requirements.
- Identification of the personnel and facilities necessary to accomplish the work within the required time, including, where needed, employment of additional personnel, subcontracting joint ventures, etc.
- Provision of the required technical services in accordance with regulations and criteria established for the project.
- A fair and reasonable price for the required work.

☒ **Yes** ☐ **No** The applicant hereby certifies that record of these negotiations has been completed and can be made immediately available upon request by state officials.

3. Proof of Professional Liability

Include a copy of the engineering firm's professional liability declaration page (must be at least \$100,000 or twice the project cost, whichever is greater).

Section VI. Application Authorization

By signing this grant application (Application), the undersigned, on behalf of the owner of the drinking water and/or wastewater system identified herein (the "Applicant"), requests a grant from the Department of Environmental Quality. The Applicant hereby assures and certifies that all the information contained in this

Application is complete, true, and correct. The Applicant hereby assures and certifies compliance with the applicable regulations, policies, guidelines, and requirements as they relate to this Application and to acceptance and use of State funds for this project. False statements presented in the Application may be grounds for rejection or termination of the Grant or may be subject to legal action and a civil penalty as provided by law.

The Applicant certifies they possess legal authority to apply for the grant and the ability to provide the local matching share for the grant. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the Application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the Application and to provide such additional information as may be required.

The Applicant assures and certifies that the financial, institutional, and managerial analysis of the impacts of the local share of this project on this community and the residents of the service area has been completed. As a result of this analysis, the Applicant has found that they have the legal, institutional, managerial, and financial capability to complete the planning work.

The Applicant will give the grantor or its authorized representative access to and right to examine all records, books, papers, or documents related to the grant.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Section VII. Required Attachments Checklist

- ☐ Signed Planning and OSG Grant Application, Attachment SRF-01
- ☐ Signed Authorizing Resolution, Attachment SRF-03
- ☐ Signed Engineering Agreement and Scope of Work
- ☐ Engineer's Professional Liability Insurance Page
- ☐ Articles of Incorporation and/or By-Laws*
- ☐ Certificate of Existence from the Idaho Secretary of State*
- ☐ Proof of Active Registration and Unique Entity Identifier with the [SAM.gov](https://sam.gov)

* Applies to Associations and Incorporated Non-Profits Only

For questions, or to submit the application, please contact:

Zoe McCarty | Grant and Loan Officer

Idaho Department of Environmental Quality

E-mail: zoe.mccarty@deq.idaho.gov | Office: (208) 373-0574

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-40

Meeting Date 09/18/23

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>DEQ Resolution Drinking Water Project</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:				

SUMMARY STATEMENT:

Resolution authorizing the Mayor to sign all application, funding agreements, and other documents relating to Drinking Water Project.

RECOMMENDED ACTION:

Adopt and Authorize Mayor to sign Resolution 2023-006

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**State of Idaho
Department of Environmental Quality**

**AUTHORIZING RESOLUTION
Attachment SRF-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO AUTHORIZING THE MAYOR TO SIGN ALL APPLICATIONS, FUNDING AGREEMENTS, AND OTHER DOCUMENTS RELATING TO DRINKING WATER PROJECT (PROJECT).

WHEREAS, the CITY intends to develop a Project for Drinking Water facilities for the CITY'S drinking water system, such Project being necessary to determine the needs of the area for health, safety, and wellbeing of the people; and

WHEREAS, the Project is to be developed in accordance with the requirements in Idaho "Rules for Administration of Planning Grants for Drinking Water and Wastewater Facilities" (IDAPA 58.01.22), "Rules for Administration of Wastewater and Drinking Water Loan Funds" (IDAPA 58.01.12) and will set forth drinking water facilities required to be constructed to serve the needs of the area; and

WHEREAS, the costs of the Project of the drinking water facilities are eligible for state funding;

NOW, THEREFORE, BE IT RESOLVED by the CITY COUNCIL of CITY OF DONNELL, IDAHO, Idaho, that the MAYOR is/are duly authorized to sign applications, grant agreements and amendments, and other documents relating to drinking water Projects.

Passed and adopted by the CITY COUNCIL of the CITY OF DONNELLY, IDAHO on the _____ day of _____, 2023.

By the following votes:

AYES: _____

NAYS: _____

ATTESTED BY:

CITY CLERK

MAYOR

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 23-41

Meeting Date 09/18/23

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Owner-Engineer Agreement Drinking Water Facilities Plan</i>		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
<i>COST IMPACT:</i>				
<i>FUNDING SOURCE:</i>				
<i>TIMELINE:</i>				

SUMMARY STATEMENT:

Agreement between Owner and Engineer for Professional Services on City of Donnelly 2023 Water System Facility Plan Amendment.

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, City Clerk
Re: Staff Report
Date: September 14, 2023

Utility Billings: As of Wednesday, September 14, 2023, there is \$836.08 (6) past due 30 days or more, in water billings.

Local Option Tax: August Receipts (July Tax) \$20,213.08

Airport: Maintenance

Clerk: Sewer/Water Rates
Comprehensive Plan Update

Donnelly Depot Center:

Parks & Recreation: Campground/Boatdock Closure

Road & Streets:

Water: Well – original 1957

Office Closures: October 9, 2023, Columbus Day

Upcoming Meeting Dates: October 2, 2023, Joint Meeting Donnelly Rural Fire District
October 10, 2023, Workshop Facilities Plan
October 16, 2023, City Council Meeting