



CITY OF DONNELLY

169 HALFERTY STREET
P.O. BOX 725
DONNELLY, ID 83615
TELEPHONE (208) 325-8859 FAX (208) 325-4091

City Council Meeting

Monday, March 20, 2017 at 6:00 pm

**Donnelly Community Center
AGENDA**

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA:

- ✓ Vouchers February 10, 2017 through March 16, 2017
- ✓ City Council Meeting Minutes –February 13, 2017

BUSINESS AGENDA:

AB 17-15 Donnelly Fire Department

STAFF REPORTS:

Clerk/Treasurer Report
Mayor
Council

ADJOURN: Monday, April 17, 2017 at 6:00 p.m.

03/15/17
14:03:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 02/13/17 to 03/15/17

Page: 1 of 7
Report ID: AP100V

IFB General Checking
* ... 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
2243		241 4 CONERS COMMUNICATIONS	170.00					
1	1183 03/01/17	communter virus fix	170.00			10 41100	613	10100
		Total for Vendor:	170.00					
2249		8 ANALYTICAL LABORATORIES, INC	51.00					
1	42318 02/28/17	coliform test	51.00			51 43400	560	10100
		Total for Vendor:	51.00					
2252		9 ASSOC. OF IDAHO PUBLIC WORKS	10.00					
1	2017-042 03/08/17	annual dues	10.00			51 41100	520	10100
		Total for Vendor:	10.00					
2198		149 BHS SPECIALTY CHEMICALS	105.00					
1	79445 02/08/17	sodium hypochlorite (4)	105.00			51 43400	462	10100
		Total for Vendor:	105.00					
2241		12 BLACK MOUNTAIN SOFTWARE	3,939.00					
		annual subscriptions						
1	22050 03/01/17	utility billing	776.70			51 41100	621	10100
2	22050 03/01/17	utility billing	86.30			52 41100	621	10100
3	22050 03/01/17	auto meter read	172.00			51 41100	621	10100
4	22050 03/01/17	finance	652.20			10 41100	621	10100
5	22050 03/01/17	finance	326.10			51 41100	621	10100
6	22050 03/01/17	finance	54.35			52 41100	621	10100
7	22050 03/01/17	finance	54.35			21 41100	621	10100
8	22050 03/01/17	cash receipt	312.60			10 41100	621	10100
9	22050 03/01/17	cash receipt	156.30			51 41100	621	10100
10	22050 03/01/17	cash receipt	52.10			52 41100	621	10100
11	22050 03/01/17	payroll	516.60			10 41100	621	10100
12	22050 03/01/17	payroll	43.05			21 41100	621	10100
13	22050 03/01/17	payroll	43.05			52 41100	621	10100
14	22050 03/01/17	payroll	258.30			51 41100	621	10100
15	22050 03/01/17	budget	261.00			10 41100	621	10100
16	22050 03/01/17	budget	130.50			51 41100	621	10100
17	22050 03/01/17	budget	21.75			52 41100	621	10100
18	22050 03/01/17	budget	21.75			21 41100	621	10100
		Total for Vendor:	3,939.00					

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2240		14 BOISE OFFICE EQUIPMENT	9.96					
1	IN1138933 02/28/17	maintenance	5.78			10 41100	611	10100
2	IN1138933 02/28/17	maintenance	2.49			51 41100	611	10100
3	IN1138933 02/28/17	maintenance	1.69			52 41100	611	10100
		Total for Vendor:	9.96					
2238		150 CABLE ONE	92.26					
1	022317 02/23/17	telephone	55.35			10 41100	437	10100
2	022317 02/23/17	telephone	27.68			51 41100	437	10100
3	022317 02/23/17	telephone	9.23			52 41100	437	10100
2239		150 CABLE ONE	65.81					
1	030117 03/01/17	library internet	65.81			21 41100	417	10100
		Total for Vendor:	158.07					
2203	12418S	29 CITY OF DONNELLY - WATER	72.84					
1	109-02 02/27/17	water bill	72.84			21 41100	415	10100
2204	12418S	29 CITY OF DONNELLY - WATER	320.00					
1	101-02 02/27/17	ddc water	320.00			10 44300	415	10100
		Total for Vendor:	392.84					
2242		169 CODE PUBLISHING INC.	350.00					
1	55709 03/01/17	dannelly municipal code	210.00			10 41100	621	10100
2	55709 03/01/17	dannelly municipal code	105.00			51 41100	621	10100
3	55709 03/01/17	dannelly municipal code	35.00			52 41100	621	10100
		Total for Vendor:	350.00					
2236		240 CONSOLIDATED ELECTRICAL	48.38					
1	474520 02/25/17	street lights	48.38			10 43010	416	10100
		street light replacement						
		Total for Vendor:	48.38					

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2214		38 DIG LINE, INC.	85.60					
1	55564-IN 01/10/17	annual contract fee	85.60			10 43010	520	10100
		Total for Vendor:	85.60					
2248		176 FILTRATION TECHNOLOGY	1,305.00					
1	S7280 03/06/17	carus aqua mag 8100 3-30 gal	1,305.00		BRUCE	51 43400	462	10100
		Total for Vendor:	1,305.00					
2181	12420M	48 FRANKLIN BUILDING SUPPLY CO.	24.33					
1	463283 01/24/17	plywood for city hall	24.33			10 41100	431	10100
		Total for Vendor:	24.33					
2188	12419M	66 IDAHO POWER	264.71					
1	7988-0217 02/17/17	shop/cityhall	153.53			10 41100	416	10100
2	7988-0217 02/17/17	shop/cityhall	66.18			51 41100	416	10100
3	7988-0217 02/17/17	shop/cityhall	45.00			52 41100	416	10100
2189	12419M	66 IDAHO POWER	177.97					
1	4223-0217 02/17/17	community center	103.23			10 41100	416	10100
2	4223-0217 02/17/17	community center	44.49			51 41100	416	10100
3	4223-0217 02/17/17	community center	30.25			52 41100	416	10100
2190	12419M	66 IDAHO POWER	239.78					
1	0182-0217 02/16/17	library power	239.78			21 41100	416	10100
2191	12419M	66 IDAHO POWER	10.17					
1	3329-0217 02/16/17	street light	10.17			10 43010	416	10100
2192	12419M	66 IDAHO POWER	85.64					
1	8211-0217 02/16/17	street light cabinet	85.64			10 43010	416	10100
2193	12419M	66 IDAHO POWER	167.04					
1	0078-0217 02/16/17	street lights	167.04			10 43010	416	10100

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2194	12419M	66 IDAHO POWER	136.61					
1	3291-0217 02/16/17 water supply		136.61			51 41100	416	10100
2195	12419M	66 IDAHO POWER	7.78					
1	6560-0217 02/16/17 fire pump		7.78			51 41100	416	10100
2196	12419M	66 IDAHO POWER	232.43					
1	0899-0217 02/16/17 main water system		232.43			51 41100	416	10100
2197	12419M	66 IDAHO POWER	163.61					
1	2555-0217 02/17/17 new well power		163.61			51 41100	416	10100
2210	12419M	66 IDAHO POWER	6.63					
1	9405-0217 02/22/17 kiosk light		6.63			10 43010	416	10100
		Total for Vendor:	1,492.37					
2231		166 IDAHO RURAL WATER ASSOCIATION	250.00					
1	99744052 02/20/17 conference 2017		250.00			51 41100	551	10100
		Total for Vendor:	250.00					
2212		202 INCOM	139.61					
1	030117 03/01/17 telephone		80.98			10 41100	437	10100
2	030117 03/01/17 telephone		34.90			51 41100	437	10100
3	030117 03/01/17 telephone		23.73			52 41100	437	10100
		Total for Vendor:	139.61					
2202	12421M	165 LAKESHORE DISPOSAL	456.00					
1	022817 02/28/17 trash service		456.00			51 41100	414	10100
		Total for Vendor:	456.00					
2234		79 LAKESHORE DISPOSAL	72.15					
1	23577379 03/01/17 ddc trash		72.15			10 44300	414	10100
		Total for Vendor:	72.15					

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1620		153 MOUNTAIN WATERWORKS	0.00					
1	2443 07/31/16	Water Facility Plan FACILITY PLAN	3,762.50		DFWP	51 43400	970	10100
9900	08/01/16	facility plan reversal	-3,762.50			51 43400	970	10100
CI	22							
2225		153 MOUNTAIN WATERWORKS	250.00					
1	2656 02/28/17	backup water operator	250.00			51 41100	360	10100
2226		153 MOUNTAIN WATERWORKS	695.00					
		grant cycle #5 payment						
1	2657 02/28/17	grant water facility plan water facility plan	695.00		GRANT	51 41100	970	10100
		Total for Vendor:	945.00					
2205	12422M 999999	NELSON PLUMBING INC	232.10					
		no frozen pipes within the building. the frozen area was at the meter. City issues, customer told clerk that employee required the business to locate before city would look. ch okayed by Mayor to pay.						
1	WICAP 01/25/17	WICAP plumbing issue	232.10		3190 W	51 43400	463	10100
		Total for Vendor:	232.10					
2224		154 NORTH LAKE RECREATIONAL SEWER &	3,200.00					
1	030117 03/01/17	agreement	3,200.00			52 41100	541	10100
		Total for Vendor:	3,200.00					
2233		199 SHRED-IT	82.74					
1	8121829545 02/22/17	shredding	82.74			10 41100	605	10100
		Total for Vendor:	82.74					
2179	1643M	120 SINCLAIR FLEET TRACK (STINKER)	68.99					
1	258045 02/10/17	backhoe	68.99			10 43010	482	10100

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2220	1643M	120 SINCLAIR FLEET TRACK (STINKER)	47.39					
1	022817 02/28/17	ford fuel	27.48			10 43010	481	10100
2	022817 02/28/17	ford fuel	11.85			51 41100	481	10100
3	022817 02/28/17	ford fuel	8.06			52 41100	481	10100
2229	1643M	120 SINCLAIR FLEET TRACK (STINKER)	64.11					
1	266135 02/22/17	backhoe fuel	66.07			10 43010	482	10100
KEN								
9900	0228171 02/28/17	rebate	-1.96			10 43010	482	10100
CI	21							
		Total for Vendor:	180.49					
2222		217 SKINNER FAWCETT LLP	1,317.50					
1	38145 02/01/17	usda issue	1,317.50			52 41100	320	10100
		Total for Vendor:	1,317.50					
2253		122 STAR NEWS	54.72					
1	40210 03/02/17	Fair Housing Resolution	54.72			10 41100	530	10100
		Total for Vendor:	54.72					
2208		123 STATE INSURANCE FUND	2,331.00					
1	022117 02/21/17	workers comp	1,635.00			10 43010	260	10100
2	022117 02/21/17	workers comp	20.00			21 41010	260	10100
3	022117 02/21/17	workers comp	600.00			51 41010	260	10100
4	022117 02/21/17	workers comp	76.00			52 41010	260	10100
		Total for Vendor:	2,331.00					
2200		239 VALLEY COUNTY BUILDING	811.00					
		Weir Building Permit 17-02						
1	022317 02/23/17	Plan Review	334.00		WEIR	10 32210		10100
2	022317 02/23/17	1/2 Building Permit	477.00		WEIR	10 32210		10100
		Total for Vendor:	811.00					

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2246		142 VERIZON WIRELESS	80.76					
1	9781254515 03/01/17	maintenance cell	46.84			10 41100	436	10100
2	9781254515 03/01/17	maintenance cell	20.19			51 41100	436	10100
3	9781254515 03/01/17	maintenance cell	13.73			52 41100	436	10100
		Total for Vendor:	80.76					
2186	12423M	220 WELLS FARGO VENDOR FIN SERV	190.00					
1	66485219 02/19/17	copier lease	114.00			10 41100	612	10100
2	66485219 02/19/17	copier lease	57.00			51 41100	612	10100
3	66485219 02/19/17	copier lease	19.00			52 41100	612	10100
		Total for Vendor:	190.00					
2227		209 YORGASON LAW OFFICES PLLC	645.00					
1	17-Februar 03/01/17	USDA bond issue	645.00			52 41100	320	10100
		Total for Vendor:	645.00					
		# of Claims	46	Total:				19,129.62

** 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. **



City of Donnelly

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615
Telephone (208) 325-8859 Fax (208) 325-4091

City Council Meeting on Monday, February 13, 2017 at 6:00 pm Donnelly Community Center

MINUTES

Meeting called to order: 6:00 p.m.

Roll Call: Councilor Stayton, Councilor Davenport, Councilor Minshall and Mayor Koch were present. Councilor Getto arrived at 6:07 pm. Clerk Hedges also present. Visitors included: Ken Minshall.

Pledge of Allegiance

CONSENT AGENDA:

Motion by Stayton, 2nd Minshall to approve the vouchers dated Vouchers January 21, 2017 through February 10, 2017. Motion carried.

Motion by Davenport, 2nd Stayton to approve the City Council minutes for October 17, 2016 and January 23, 2017. Motion carried.

BUSINESS AGENDA:

AB 17-14 C.U.P. Coach Crossing extension

Council discussed the application and asked if P&Z Administer would review the original application and approval and provide the Council with a Staff Report. Council also recommended that the P&Z review the extension.

Motion by Stayton, 2nd Getto to move the extension application to the Planning & Zoning Commission for review of the C.U.P. Motion carried.

AB 17-15 Laura Bettis – Friends of the Donnelly Library Update

Laura Bettis – Friends of the Library has volunteered at the library for the past few years and ran the children's program. The library is overflowing with books and the kids room is very tiny that is why the addition was originally presented. However, she has been talking to many people about the sustainability of the library. The addition is not necessarily viable now. It is hard to expect the community to pay all the fees, and the current lot funds are not able to pay for everything. A group of people would like to see if the Donnelly Library could become a district. This would allow the City to not have to run the library and use the lot funds for programs instead of operating. Laura would like the City's support to move this route. She is also looking at a contingency plan if the district was not able to work out or at least until the district was passed. The current library hours are not helpful, so would like

to request to make these more regular. Also, the library has many books that do not get checked out and would like to be able to weed out those books and possibly move out one of the shelves to provide more room for kinds, etc. Will continue to provide updates to the Clerk and Council as things become available. No action taken by Council.

AB 17-16 Sherry Maupin – ABC update – Sherry was not available to attend and will try to get on another agenda soon.

STAFF REPORTS:

City clerk presented her report. Lot funds are up 37% from last year. We have posted for a new Library Director. We have issued one building permit for a single residence off state street. Ice and snow was removed from City Hall and the snow slid off the depot center causing the vents to be crushed. Will contact ICRMP for damage.

Wendy Davenport – noticed that they have begun working on the ground at Northwest Passages

Ken Minshall – Public Works – everything is going well. Just waiting for the snow to go away

ADJOURN:

Motion by Davenport, 2nd by Getto to adjourn at 7:04 p.m. until the next regularly scheduled City Council Meeting on April 17, 2017 at 6:00 p.m. Motion carried.

Approved:

DONNELLY CITY COUNCIL

AGENDA BILL

Number

AB 17-15

Meeting Date 03/20/17

169 Halferty Street

Donnelly, Idaho 83615

AGENDA ITEM INFORMATION

SUBJECT:

*Donnelly Fire Department
Land Lease / Purchase*

Department Approvals

Initials

*Originator
or
Supporter*

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:

FUNDING

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

Discuss options

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE

ACTION

Clerk/Treasurer Report – March 20, 2017

Decision/Discussion

Treasurer Report:

- We currently have \$_____ over 30 days past due.
- We collected \$4910.57 in lot funds for January Sales

Clerk Report:

- Addendum to the NLSD Contract was signed and recorded with the County. This allows us to receive grants and funding from the USDA Rural Development. We have been out of compliance with them since the agreement was signed in 2005.

Information Still Important:

- Chamber Meeting – March 29 @ 5:00 pm
- Easter Egg Hunt – April 15th
- Community Dinner – April 20th Free to all attending Sponsored by the Chamber
- Operation Facelift – May 20th downtown – looking for volunteers and ideas
- Complete Solar Eclipse – August 21st

Training/Out of Office:

- Vacation April 6-15th
- Bruce Vacation – March 22 - April 1st
- Ken attended the IRWA conference in Boise March 14-17

Planning & Zoning:

- P&Z was held March 6th.
- Clerk located and provided Administrator all information on Coach Crossing for a staff report. She will provide time line of report as there is a lot of information to review.
- P&Z is continuing to work on the Sign Ordinance for changes.

Repairs & Maintenance:

- Ken indicated that we will need to look at fixing the roof on the Community Center soon.
- Ken and I will be reviewing the Capital asset and improvements for this next budget year.

Library:

- Continuing to look for a PT Director
- Hired a temporary employee to keep open, and to allow time to hire a director.
- We currently have 2 volunteers. Looking for additional ones now.
- Once weather improves will receive bids to repair the roof leak at Library

City of Donnelly

Our Investments & Cash...

Balances as of February 28, 2017

General Fund - Investments & Cash

Feb-17	92,504
Feb-16	167,162

Library Fund - Investments & Cash

Feb-17	55,241
Feb-16	10,878

Water Fund - Investments & Cash

Feb-17	110,045
Feb-16	55,334

Sewer Fund - Investments & Cash

Feb-17	78,981
Feb-16	78,066

Local Option Tax Fund

Feb-17	117,442
Feb-16	89,171

Our Cash Flows...

General Fund Revenues & Expenditures		Comparison of
		YTD%
Budget	325,892	
Revenues to date	122,484	37.6%
Expenditures to date	164,745	50.6%
**DDC Repairs		
Library Fund Revenues & Expenditures		
Budget	23,594	
Revenues to date	12,618	53.5%
Expenditures to date	8,128	34.4%
Water Fund Revenues & Expenditures		
Budget	160,155	
Revenues to date	149,460	93.3%
Expenditures to date	102,640	64.1%
** Haven't received all grant reimbursements		
Sewer Fund Revenues & Expenditures		
Budget	112,588	
Revenues to date	33,959	30.2%
Expenditures to date	35,460	31.5%
Local Option Tax Fund Revenues & Expenditures		
Budget	45,100	
Revenues to date	24,013	53.2%
Expenditures to date	7,369	16.3%

City of Donnelly

Our Cash Flows Prior YTD Comparison...

Balances as of February 28, 2017

2016

<i>General Fund</i>		Percentage
Fiscal Year 2017 Budget	338,732	
Revenues to Date	122,484	36.2%
Expenditures to Date**	164,745	48.6%
Revenues over Expenditures	(42,262)	

**DDC repairs

<i>Library Fund</i>		
Fiscal Year 2017 Budget	23,594	
Revenues to Date	12,618	53.5%
Expenditures to Date	8,128	34.4%
Revenues over Expenditures	4,490	

<i>Water Fund</i>		
Fiscal Year 2017 Budget	160,155	
Revenues to Date	149,460	93.3%
Expenditures to Date	102,640	64.1%
Revenues over Expenditures	46,820	

** Haven't received all grant reimbursements

<i>Sewer Fund</i>		
Fiscal Year 2017 Budget	112,588	
Revenues to Date	33,959	30.2%
Expenditures to Date	35,460	31.5%
Revenues over Expenditures	(1,501)	

<i>Local Option Tax Fund</i>		
Fiscal Year 2017 Budget	40,000	
Revenues to Date	24,013	60.0%
Expenditures to Date	7,369	18.4%
Revenues over Expenditures	16,645	

<i>General Fund</i>		Percentage
Fiscal Year 2016 Budget	297,957	
Revenues to Date	108,582	36.4%
Expenditures to Date	78,771	26.4%
Revenues over Expenditures	29,811	

<i>Library Fund</i>		
Fiscal Year 2016 Budget	20,030	
Revenues to Date	2,618	13.1%
Expenditures to Date	6,573	32.8%
Revenues over Expenditures	(3,954)	

<i>Water Fund</i>		
Fiscal Year 2016 Budget	129,096	
Revenues to Date	42,237	32.7%
Expenditures to Date	51,966	40.3%
Revenues over Expenditures	(9,729)	

<i>Sewer Fund</i>		
Fiscal Year 2016 Budget	111,890	
Revenues to Date	37,464	33.5%
Expenditures to Date	32,205	28.8%
Revenues over Expenditures	5,259	

<i>Local Option Tax Fund</i>		
Fiscal Year 2016 Budget	40,000	
Revenues to Date	13,300	33.3%
Expenditures to Date	1,300	3.3%
Revenues over Expenditures	12,000	

City of Donnelly

LOT Actual Dollars Earned per Month

Month	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	% Increase from LY
October	-	3,758.13	3,251.06	3,984.16	5,803.94	3,513.30	3,607.20	4,200.92	4,487.11	5,085.69	13.3%
November	-	268.42	3,046.80	3,211.91	3,330.91	2,658.94	2,865.55	2,906.51	2,356.90	5,410.96	129.6%
December	-	3,128.04	2,231.20	2,164.37	2,150.31	2,085.89	1,969.71	2,928.93	2,764.05	4,794.54	73.5%
January	-	7,517.16	1,772.92	2,607.75	2,078.71	2,420.47	2,616.20	2,540.05	2,775.92	3,809.23	37.2%
February	5,068.41	293.34	2,203.45	2,346.53	1,957.49	2,115.85	2,694.07	2,928.97	916.00	4,910.57	436.1%
March	6,471.28	4,230.48	1,920.98	2,020.85	1,857.11	2,491.97	2,926.11	2,658.78	3,630.00		
April	4,115.79	2,536.67	1,927.76	1,727.13	1,565.91	2,515.11	2,102.75	2,842.84	2,700.00		
May	2,315.91	1,833.76	1,656.05	1,415.84	126.58	2,033.76	1,988.74	2,295.94	2,043.00		
June	893.62	3,502.39	2,962.68	2,392.50	2,026.88	3,050.44	2,712.14	4,702.65	3,749.95		
July	8,432.87	3,854.73	3,372.45	2,609.42	7,111.05	4,078.08	3,856.99	4,738.66	5,785.51		
August	7,180.47	4,682.87	5,657.05	5,978.87	2,416.71	5,995.34	7,492.76	8,592.25	9,235.85		
September	16,360.63	4,524.84	5,118.40	4,425.35	4,430.56	6,015.16	6,004.02	6,441.56	7,851.76		
Total Dollars Received	50,838.98	40,130.83	35,120.80	34,884.68	34,856.16	38,974.31	40,836.24	47,778.06	48,296.05	24,010.99	
Difference compared to prior year		(10,708.15)	(5,010.03)	(236.12)	(28.52)	4,118.15	1,861.93	6,941.82	517.99		
Budgeted Dollars					34,000.00	34,000.00	34,000.00	36,000.00	40,000.00	45,000.00	