



## 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, November 20, 2017 at 6:00 pm**

Donnelly Community Center  
**AGENDA**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIENCE**

#### **CONSENT AGENDA:**

Vouchers October 13, 2017 thru November 16, 2017  
City Council Minutes – October 16, 2017

#### **PUBLIC COMMENT:**

At this time, the Mayor will call for any comments from the public on any subject whether or not it is on the agenda for any item(s) that public may wish to bring forward and discuss.

**Please limit comments to three (3) minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Clerk at least one week in advance of a meeting.

#### **BUSINESS AGENDA:**

AB 18-05 Resolution 2018-002 Pre-Authorization of Certain Voucher Payments

AB 18-06 Resolution 2018-003 2018 City Council Meeting Calendar

AB 18-07 Purchase of HLA Snow Pusher for Back Hoe

AB 18-08 Library District discussion on property and building

AB 18-09 Sewer Rate Discussion due to North Lake Sewer Proposed Rate Increase

#### **STAFF REPORTS:**

Clerk/Treasurer Report  
Mayor & Council

**ADJOURN:** Monday, November 20, 2017 at 6:00 p.m.



## 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, October 16, 2017 at 6:00 pm Donnelly Community Center

#### MINUTES

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

**Roll Call:** Councilor Stayton, Councilor Minshall, and Councilor Davenport were present. Mayor Koch and Clerk Hedges were also present. Visitors included: Ken Minshall, Rheta Atkinson

#### Pledge of Allegiance

#### CONSENT AGENDA:

Vouchers September 16, 2017 through October 12, 2017

Clerk asked to add 4 vouchers – BHS Specialty Chemicals \$105.00, Brand Circle \$436.07, T.O. Engineers \$1606.50 & Trueline Exterior Contractors \$3710.00. Total of \$5857.57

**Motion by Stayton, 2<sup>nd</sup> by Davenport** to approve the vouchers with the added \$5857.57 read into record. Motion carried.

City Council Minutes – September 18, 2017 & September 25, 2017

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to approve the City Council minutes. Motion carried.

Mayor asked for any public comments. None

#### BUSINESS AGENDA:

**AB 18-01 Appoint Rheta Atkinson as City Council Members**

**Motion by Minshall, 2<sup>nd</sup> by Davenport** to appoint Rheta Atkinson as City Council member. Motion carried. Ms. Atkinson took Oath of Office on record.

**AB 18-02 Ordinance 237 Sign Code Amendment Chapter 18.95**

**Motion by Minshall pursuant to Idaho Code Section 50-902 that the proposed ordinance No. 237 pass its first reading by title only, 2<sup>nd</sup> by Davenport.** Roll Call Vote: Stayton yes, Minshall yes, Davenport yes, Atkinson yes.

**Motion 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 the proposed**

**ordinance No. 237 be considered read, passed and adopted after being read by title only, 2<sup>nd</sup> by Davenport.** Ordinance 237 title only was read by City Clerk. Roll Call Vote: Stayton yes, Davenport yet, Minshall yes, Atkinson yes. Motion carried.

**AB 18-03 Racquet Courts – Painting of additional lines to the already dedicated Pickleball Court**

Clerk presented the request from the Pickleball participants to add additional lines on the already dedicated pickleball court. They have been placing duct tape on the court to add additional playing areas. When left in the heat the tape left residue as per the pictures on the court. The court was resurfaced less than two years ago. They stated it was easier to leave there said the residue will eventually wear off. Council asked Clerk to contact them and ask them to remove the residue before any consideration from the council as it has damaged the new surface. Council asked clerk to research the Resolution and investigate what type of tape would be allowed on the court. The pickleball group will need to have prior approval of any cleaning material prior to cleaning to make sure it will not damage surface from City staff. Council asked to give group a deadline of 2 weeks to remove the residue properly before consideration.

**AB 18-04 Resolution 2018-001 Memo of Understanding between City of Donnelly and SISCRA**

Clerk presented the resolution that indicates that the City will be a sponsor for SISCRA to apply for grant funds from Idaho Parks & Recreation to complete ADA requirements in the park. This resolution represents that agreement of 12% of the grant for administration fee.

**Motion by Davenport, 2<sup>nd</sup> by Stayton** to approve Resolution 2018-001 Memo of Understanding between the City and SISCRA. Motion carried.

**Staff Reports:**

Clerk report was included in packet and discussed. Clerk reported that Public Works was looking to add a snow pusher to the current backhoe to operate safely and that the operators of the red truck snow plow must have a CDL license to operate legally. Council asked Mayor to instruct Clerk to immediately take the truck out of service and restrict any use until a CDL license can be obtained by Public Works or the truck is sold. If need be the City will need to contract out snow removal if they are not able to do with backhoe and skid steer.

Davenport asked if we could see more speed limit signs in town to help slow down people. Halferty and Payette have become speed zones. Clerk will get some more ordered and public works will install. She also asked if the new apartment manager can come and introduce herself to the council. Clerk will contact her.

Mayor and Council requested clerk along with P&Z administrator to research changing density in the Commercial and Central Business district. Clerk will meet with Administrator and discuss further.

Mayor brought up Cell Tower contracts and how the City could benefit from getting an 3<sup>rd</sup> party contract review to make sure that if the Cell Tower is approved the City is not falling short. Clerk will research a few contract representatives.

**Adjourn @ 7:04 pm:**

**Motion by Davenport, 2<sup>nd</sup> by Stayton** to adjourn until the next City Council meeting on November 20, 2017 at 6:00 p.m. Motion Carried.

Approved:

11/16/17  
15:25:48

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 10/13/17 to 11/16/17

Page: 1 of 9  
Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2869	1720M	170 ADOBE SYSTEMS INC.	14.99					
1	071116 10/11/17 pdf solutions		14.99			10 41100	620	10190
		Total for Vendor:	14.99					
2912	1725M	6 AMAZON	28.61					
	paper							
1	5255462 11/14/17 paper		28.61			10 41100	605	10190
2913	1726M	6 AMAZON	73.27					
	envelopes and ink							
1	9497845 11/14/17 printer ink		33.91			21 41100	605	10190
2	9497845 11/14/17 envelopes		39.36			10 41100	605	10190
		Total for Vendor:	101.88					
2926		8 ANALYTICAL LABORATORIES, INC	51.00					
1	48645 10/31/17 coliform testing		16.00			51 43400	560	10100
2	48645 10/31/17 sample pickup		35.00			51 43400	560	10100
		Total for Vendor:	51.00					
2860	12726S	149 BHS SPECIALTY CHEMICALS	105.00					
	sodium hypochlorite 4 pails							
1	89550 10/07/17 water treatment		105.00			51 43400	462	10100
		Total for Vendor:	105.00					
2905		14 BOISE OFFICE EQUIPMENT	26.42					
	copier maintenance							
1	IN1403239 10/24/17 Copier Maintenance		15.32			10 41100	611	10100
2	IN1403239 10/24/17 Copier Maintenance		6.61			51 41100	611	10100
3	IN1403239 10/24/17 Copier Maintenance		4.49			52 41100	611	10100
		Total for Vendor:	26.42					
2858	12727S	222 BRAND CIRCLE	436.07					
	city t-shirts and jackets							
1	1054 10/12/17 t-shirts and jackets		214.50			10 43010	553	10100
2	1054 10/12/17 t-shirts and jackets		221.57			10 41100	605	10100
		Total for Vendor:	436.07					



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Claim/ Line #	Check Invoice #	Vendor #/Name/ /Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	17-0930	09/30/17 Financial Management	1,000.00			60 41100	354	10125
13.33%								
2897		234 CLEARWATER ECONOMIC DEVELOPMENT	2,000.00					
USDA Grant Funds Reimbursement								
1	17-0925	09/25/17 March 2017 Addendum	1,000.00			51 41100	615	10100
2	17-0925	09/25/17 May 2017 Preliminary Envrion	1,000.00			51 41100	615	10100
Total for Vendor:			10,000.00					
2910		169 CODE PUBLISHING INC.	235.95					
City code update for Ord 234-237 revisions								
1	58057	10/24/17 code update	235.95			10 41100	605	10100
2911		169 CODE PUBLISHING INC.	386.10					
code update for ord 215 & 216 Local option tax								
1	58078	10/26/17 code update	386.10			10 41100	605	10100
Total for Vendor:			622.05					
2932		35 DANNY'S WELDING INC.	355.40					
re-enforce electrical box with lids								
1	3889491	11/16/17 street light electrical	355.40			10 43010	454	10100
Total for Vendor:			355.40					
2889		48 FRANKLIN BUILDING SUPPLY CO.	78.30					
Sign Posts								
1	76365B	10/23/17 sign posts	78.30			10 43010	460	10100
2903		48 FRANKLIN BUILDING SUPPLY CO.	46.24					
insulation for pressure tank house								
1	775814	11/01/17 insulation	46.24			51 43400	463	10100
Total for Vendor:			124.54					
2886		49 FRONTIER	33.50					
library phone/fax								
1	91217-8	10/13/17 library phone/fax	33.50			21 41100	437	10100
Total for Vendor:			33.50					

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2898	1721M	53 GO-DADDY	20.17					
	domain registration							
1	101017 10/10/17	domain registration	20.17			10 41100	620	10190
	Total for Vendor:		20.17					
2925		57 HIGH MOUNTIAN NURSERY, INC.	125.00					
1	31280 10/25/17	winterize sprinklers	125.00			10 43010	454	10100
	Total for Vendor:		125.00					
2875	1728M	66 IDAHO POWER	90.06					
	150 E State Street							
1	0182-1017 10/18/17	Library Power	90.06			21 41100	416	10100
2876	1728M	66 IDAHO POWER	60.27					
	179 Halferty - Community Center							
1	4223-1017 10/18/17	community center	34.95			10 41100	416	10100
2	4223-1017 10/18/17	community center	15.07			51 41100	416	10100
3	4223-1017 10/18/17	community center	10.25			52 41100	416	10100
2877	1728M	66 IDAHO POWER	10.26					
	159 Gestrin Road - Street Light							
1	3329-1017 10/18/17	Gestrin Street Light	10.26			10 43010	416	10100
2878	1728M	66 IDAHO POWER	84.77					
	Main Street lights							
1	8211-1017 10/18/17	main street lightening cabi	84.77			10 43010	416	10100
2879	1728M	66 IDAHO POWER	168.98					
	Street lights							
1	0078-1017 10/18/17	street lights	168.98			10 43010	416	10100
2880	1728M	66 IDAHO POWER	5.24					
	317 N Corbet Lane							
1	3291-1017 10/18/17	water supply	5.24			51 41100	416	10100

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2881	1728M	66 IDAHO POWER	7.60					
	fire pump							
1	6560-1017 10/18/17	fire pump	7.60			51 41100	416	10100
2882	1728M	66 IDAHO POWER	106.54					
	153 E Jordan Pump House							
1	0899-1017 10/18/17	pump house	106.54			51 41100	416	10100
2883	1728M	66 IDAHO POWER	109.83					
	North Corbett - newwell							
1	2555-1017 10/18/17	new well	109.83			51 41100	416	10100
2884	1728M	66 IDAHO POWER	111.64					
	Maintenance Shop							
1	7988-1017 10/18/17	Maintenance shop	64.75			10 41100	416	10100
2	7988-1017 10/18/17	Maintenance shop	27.91			51 41100	416	10100
3	7988-1017 10/18/17	Maintenance shop	18.98			52 41100	416	10100
2892	1728M	66 IDAHO POWER	13.99					
	Rest Area Kiosk							
1	9405-1017 10/23/17	rest area kiosk	13.99			10 43010	416	10100
		Total for Vendor:	769.18					
2891	1727M	202 INCOM	167.59					
	November phone services							
1	110117 11/01/17	telephone	97.20			10 41100	437	10190
2	110117 11/01/17	telephone	41.90			51 41100	437	10190
3	110117 11/01/17	telephone	28.49			52 41100	437	10190
		Total for Vendor:	167.59					
2924		79 LAKESHORE DISPOSAL	126.49					
1	23894130 10/31/17	ddc trash	126.49			10 44300	414	10100
		Total for Vendor:	126.49					



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2933		85 MAY HARDWARE	9.70					
	extension cord							
1	893574 11/16/17	extension cord	9.70			10 41100	605	10100
		Total for Vendor:	9.70					
2885		87 MCCALL RENTALS INC.	78.10					
	generator & hammer drill for snow markers							
1	111740 10/17/17	tool rental for snow markers	78.10			10 43010	460	10100
		Total for Vendor:	78.10					
2920		153 MOUNTAIN WATERWORKS	250.00					
	water treatment operator backup							
1	3000 10/31/17	backup operator	250.00			51 41100	360	10100
		Total for Vendor:	250.00					
2873	1723M	242 MYFAX	10.00					
	library fax service							
1	062617 10/26/17	fax	10.00			21 41100	437	10190
		Total for Vendor:	10.00					
2918		95 NAPA DBA MCCALL AUTO PARTS	24.99					
1	017540 11/10/17	snowblower repair	24.99			10 43010	434	10100
		Total for Vendor:	24.99					
2904		154 NORTH LAKE RECREATIONAL SEWER &	3,200.00					
	monthly service fee							
1	110117 11/01/17	monthly service fee	3,200.00			52 41100	541	10100
		Total for Vendor:	3,200.00					
2934		105 PRINTSHOP MCCALL	4.50					
	public hearing notice P&Z CUP17-01							
1	5402 10/20/17	poster/lamination	4.50			10 41100	605	10100
		Total for Vendor:	4.50					

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2863	1724M	120 SINCLAIR FLEET TRACK (STINKER)	43.74					
		skidsteer diesel						
1	487275	10/12/17 case	43.74			10 43010	483	10100
2864	1724M	120 SINCLAIR FLEET TRACK (STINKER)	16.98					
		small engine fuel						
1	487805	10/13/17 generator fuel	16.98			10 43010	481	10100
2865	1724M	120 SINCLAIR FLEET TRACK (STINKER)	58.56					
		ford f150 fuel						
1	101317	10/13/17 ford fuel	35.13			10 43010	481	10100
2	101317	10/13/17 ford fuel	17.57			51 41100	481	10100
3	101317	10/13/17 ford fuel	5.86			52 41100	481	10100
2902	1724M	120 SINCLAIR FLEET TRACK (STINKER)	56.79					
		ford150						
1	102717	10/27/17 Ford F150 Fuel	34.60			10 43010	481	10100
2	102717	10/27/17 Ford F150 Fuel	17.30			51 41100	481	10100
3	102717	10/27/17 Ford F150 Fuel	5.77			52 41100	481	10100
9900	103117	10/31/17 rebate	-0.88			10 43010	481	10100
CI	34							
		Total for Vendor:	176.07					
2887		122 STAR NEWS	66.50					
		publication for cell tower public hearing CUP17-01						
1	51215	10/26/17 public hearing	66.50			10 41100	530	10100
2930		122 STAR NEWS	82.08					
		sign ordinance 237 publication						
1	51223	10/26/17	82.08			10 41100	530	10100
		Total for Vendor:	148.58					
2861	12728S	219 T.O. ENGINEERS	1,606.50					
		engineering review for Northwest Passages (pass thru charge)						
1	16057-11	10/10/17 northwest passages	1,606.50			10 41100	341	10100

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2921		219 T.O. ENGINEERS	1,889.10					
		engineering review for Northwest Passages (pass thru charge)						
1	160057-12 10/31/17 nwp pass through		1,889.10			10 41100	341	10100
		Total for Vendor:	3,495.60					
2857	12724S	256 TRUELINE EXTERIOR CONTRACTORS	3,710.00					
		2nd half of library roof repair and community center						
1	101617 10/16/17 library roof		3,545.00			21 41100	432	10100
2	101617 10/16/17 community center roof		165.00			10 41100	431	10100
		Total for Vendor:	3,710.00					
2907		237 USA BLUE BOOK	146.56					
1	397103 10/18/17 snow markers		59.96			10 43010	460	10100
2	397103 10/18/17 water fittings		86.60			51 43400	463	10100
		Total for Vendor:	146.56					
2890	1722M	138 USPS	34.00					
		stamps for water billing						
1	102417 10/24/17 postage		34.00			51 41100	614	10190
		Total for Vendor:	34.00					
2922		141 VALLEY COUNTY TAX COLLECTOR	255.00					
		wolid waste tax commerical						
1	122103 11/01/17 solid waste tax		255.00			10 44300	960	10100
		Total for Vendor:	255.00					
2872		220 WELLS FARGO VENDOR FIN SERV	190.00					
1	67641748 10/22/17 copier lease		114.00			10 41100	612	10100
2	6764174 10/22/17 copier lease		57.00			51 41100	612	10100
3	6764174 10/22/17 copier lease		19.00			52 41100	612	10100
		Total for Vendor:	190.00					
2923		215 WHITE PETERSON	511.00					
		General City Administration						
1	125609 10/31/17 sewer rate charges		232.28			52 41100	320	10100
2	125609 10/31/17 ordinance summaries & review		278.72			10 41100	320	10100
		Total for Vendor:	511.00					

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2929		209 YORGASON LAW OFFICES PLLC	90.00					
	water bond review							
1	2017-10 11/01/17	water bond review	90.00			51 41100	320	10100
		Total for Vendor:	90.00					
		# of Claims	58	Total:				25,976.44

\*\* 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. \*\*

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 18-05**

**Meeting Date 11/20/17**

AGENDA ITEM INFORMATION			
<b>SUBJECT:</b>  <i>Resolution 2018-002 Pre-Authorization of Certain Vendor Payments</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			
<b>SUMMARY STATEMENT:</b> There are a number of regular vendors that charge late fees. To eliminate these fees the Council has in the past allowed the Clerk to remit payment without prior City Council authorization to avoid these late fees.  Clerk has provided a list of these vendors to remit payment via electronic and check payments prior to the regular City Council meeting.			
<b>RECOMMENDED ACTION:</b>  <i>Approval of Resolution and to authorize Mayor to sign necessary documents.</i>			
RECORD OF COUNCIL ACTION			
MEETING DATE	ACTION		

CITY OF DONNELLY

RESOLUTION NO. 2018-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO, AUTHORIZING THE CITY CLERK TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO COUNCIL;

WHEREAS, certain vendors that provide services or goods to the City on a regular basis have a billing cycle that requires the bill to be paid prior to the first council meeting of the month and a late fee is charged to the city for payment; and

WHEREAS, it is the desire of the city council to avoid payment of late fees.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Donnelly that the following pre-authorization for payment of certain bills be adopted:

1. The City Clerk Treasurer is authorized to pay the following vendors for the listed purposes below by the due date on the bill and prior to submitting the bill to the city council for approval:

ELECTRONIC PAYMENTS

- 1) Idaho State Tax (withholding) – Electronic
- 2) Idaho Department of Labor (SUTA or unemployment tax) - Electronic
- 3) Internal Revenue Service (941) monthly payments – Electronic
- 4) PERSI contributions - Electronic
- 5) Payroll – **Direct Deposit**
- 6) City of Donnelly water bills for Donnelly Depot Center and Library - Transfer
- 7) Idaho Power – Electronic
- 8) Incom Telephone - Electronic
- 9) Sinclair Fleet Card - Electronic

CHECK PAYMENTS

- 10) North Lake Recreational Sewer & Water District
- 11) Lakeshore Disposal (trash fees)
- 12) Boise Office Equipment (copier maintenance)
- 13) GE Capital (Copier Lease)
- 14) Pro-Build
- 15) Franklin Building Supply
- 16) Cable One
- 17) Napa Auto Parts
- 18) Employee mileage reimbursements
- 19) AFLAC - Electronic
- 20) State Insurance Fund
- 21) Ill-A Insurance
- 22) May Hardware
- 23) Cascade Hardware

2. The City Clerk Treasurer shall include the above bills in the bills submitted to council for ratification at the first council meeting following the payment of the bill.

PASSED by the City Council this 20th day of November 2017.

\_\_\_\_\_  
Brian Koch, Mayor

Attest:

\_\_\_\_\_  
Cami Hedges, City Clerk Treasurer

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 18-06**

**Meeting Date 11/20/17**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Resolution 2018-003 2018 City Council Meeting Schedule</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>			
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**  
 Donnelly City Code § states that the regular Council meetings will be held on the third Monday of each month, except when such regular meetings fall on a legal holiday.  
 In the past years the City Council has elected to alter the regular City Council meetings for the months of January and February to accommodate the holidays. By scheduling the meeting for the fourth Monday of each month it will avoid having two meetings within in two weeks and then a large gap between the February and March meetings.  
 With this recommendation there will be five weeks between the January and February meetings.  
  
 Attached is the calendar and Resolution.

**RECOMMENDED ACTION:**  
  
*Approve Resolution 2018-003 adopting the Donnelly City Council Meeting Schedule for 2018 and authorize the Mayor to sign all necessary documents.*

**RECORD OF COUNCIL ACTION**

<i>MEETING DATE</i>	<i>ACTION</i>

CITY OF DONNELLY

RESOLUTION NO. 2018-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DONNELLY, IDAHO, ADOPTING THE DONNELLY CITY COUNCIL 2018 REGULAR MEETING SCHEDULE; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, THE Donnelly City Code §2.05.010 states that regular meetings of the Council shall be held on the third Monday of each and every month at the Donnelly Community Center, 169 Halferty, Donnelly, Idaho, unless otherwise fixed by the Council; and

WHEREAS, the purpose of the Donnelly City Council meetings is to make a decision or to deliberate toward a decision for the business of the City of Donnelly in accordance to the Open Meeting Law described in Idaho Code Title 67.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Donnelly that:

Section 1: The Schedule for the regular meetings of the Donnelly City Council for the months of March thru December 2018 will be the third Monday of each month at 6:00 p.m. at the Donnelly Community Center.

Section 2: The Schedule for the regular meeting of the Donnelly City Council for the months of January and February 2018 will be held the fourth Monday of the month at 6:00 p.m. at the Donnelly Community Center, to accommodate for holidays.

Section 3: This resolution shall be in full force and effect on November 20, 2017

PASSED by the City Council this 20th day of November 2017.

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Brian Koch, Mayor

Attest:

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Cami Hedges, City Clerk Treasurer



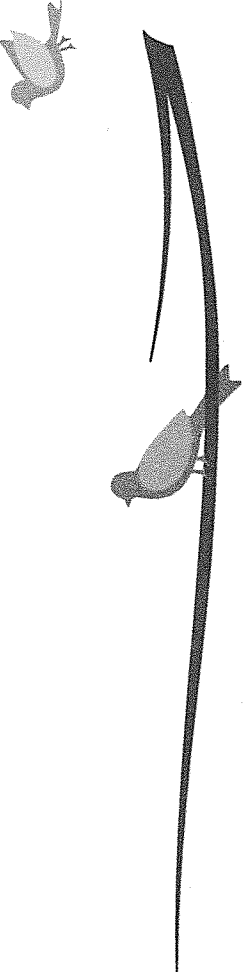
# City of Donnelly 2018

JANUARY							FEBRUARY							MARCH							APRIL						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
	2	3	4	5	6		1	2	3				1	2	3	4	5	6	7	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28			25	26	27	28	29	30	31	29	30						

MAY							JUNE							JULY							AUGUST						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31		

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER										
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s				
						1	1	2	3	4	5	6	1	2	3			1	2	3	4	5	6	7	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8				
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15				
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	16	17	18	19	20	21	22					
23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29						
																			30	31											

30



Office Closed – Holiday  
 Planning & Zoning Meetings  
 City Council Meetings

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 18-07**

**Meeting Date 11/20/17**

<b>AGENDA ITEM INFORMATION</b>				
<b>SUBJECT:</b>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Purchase HLA Snow Pusher attachment for John Deere Back Hoe &amp; Authorization to use alternative Snow Removal Options until equipment is received.</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>	General			
<b>TIMELINE:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>At the last City Council meeting it was recorded to not have the public works department use the current snow plow as they are not licensed to operate the truck. After discussion with Public Works department it was determined that the best solution for snow removal was to purchase the snow pusher for the current back hoe. This would allow Public Works to move snow in a timely and efficient manner.</p> <p>The equipment has a lead time of up to 8 weeks.</p> <p>If unexpected amounts of snow is received during this time and Public Works does not feel they can sufficiently move the snow they are requesting to use an independent snow removal company at an every other time snow removal if needed. Randy Morrel gave a quote of \$577.50 last Spring for snow removal.</p>				
<b>RECOMMENDED ACTION:</b>				
<i>Approve purchase and use of alternative snow removal if needed until equipment is received and installed.</i>				
<b>RECORD OF COUNCIL ACTION</b>				
<b>MEETING DATE</b>	<b>ACTION</b>			

## Cami Hedges

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**From:** Ken Minshall <kminshall@cityofdonnelly.org>  
**Sent:** Thursday, August 17, 2017 7:15 AM  
**To:** 'Cooley, Bryan'  
**Cc:** Cami Hedges  
**Subject:** RE: HLA Snow Pusher

Thanks. I'll try to have the city council make a decision before it gets too late in the season.

**From:** Cooley, Bryan [mailto:bryan.cooley@coastlineequipment.com]  
**Sent:** Wednesday, August 16, 2017 11:10 AM  
**To:** Ken Minshall <kminshall@cityofdonnelly.org>  
**Subject:** RE: HLA Snow Pusher

Ken, sorry for the delay.  
Below is your pricing:

HLA Snow Pusher  
HL3200W  
\$11,875 including freight (delivered to you by us)  
Lead Time: 8 weeks

This includes mounting to work with your new quick coupler, which just arrived in Meridian yesterday.  
We are getting a ride up for it, hopefully this week yet, and can then schedule with you to get it installed.

We are also trying to see if we have any other manufacturers that might build a similar unit that we can also quote.  
Hopefully at an even better number.

**Bryan Cooley, Location Manager**  
13886 Hwy 55  
McCall, ID 83638  
208-634-3903, office  
208-871-3362, cell  
208-634-3108, fax  
[Bryan.cooley@coastlineequipment.com](mailto:Bryan.cooley@coastlineequipment.com)



**From:** Ken Minshall [mailto:kminshall@cityofdonnelly.org]  
**Sent:** Monday, July 31, 2017 8:06 AM  
**To:** Cooley, Bryan <bryan.cooley@coastlineequipment.com>  
**Cc:** Cami Hedges <chedges@cityofdonnelly.org>  
**Subject:** HLA Snow Pusher

Hello Bryan,

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 18-08**

**Meeting Date 11/20/17**

<b>AGENDA ITEM INFORMATION</b>				
<b>SUBJECT:</b>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Library District discussion on Property and Building Maintenance</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>	General/Library			
<b>TIMELINE:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>On November 7<sup>th</sup> the Library District passed. What that means for the City of Donnelly’s community library is that it will be handed over to the district when they begin to receive property tax funds. When the City received the library property and building it was deeded to be only a library by the estate that gave it to the City. The City will need to determine a lease rate to the district and what maintenance of the building would be required by the district or by the City. This is the beginning of the discussion and will continue until an agreement with the appointed board is established. Also a time line of the transition will need to be determined.</p>				
<b>RECOMMENDED ACTION:</b>				
<i>Discuss options</i>				
<b>RECORD OF COUNCIL ACTION</b>				
<b>MEETING DATE</b>	<b>ACTION</b>			

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 18-09**

**Meeting Date 11/20/17**

<b>AGENDA ITEM INFORMATION</b>				
<b>SUBJECT:</b>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
<i>Sewer Rate Discussion</i>		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
<b>COST IMPACT:</b>				
<b>FUNDING SOURCE:</b>	Sewer Fund			
<b>TIMELINE:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>On Friday, November 17, 2017 North Lake Sewer district held a public hearing to increase the sewer rates for monthly usage as well as connection fees. If adopted this will affect the City's monthly remittance to North Lake Sewer District. Do we want to entertain passing through this proposed increase? Donnelly is currently offering a sewer reduction to a flat fee with no usage. The increase would be \$800 per month for the City.</p> <p>See publication from North Lake Sewer. \$4.00 / Month user fee increase.</p> <p>If North Lake Sewer increases the rates and passes through to Donnelly the City will need to amend the FY18 Sewer Fund budget for this increased expense.</p>				
<b>RECOMMENDED ACTION:</b>				
<i>Discuss options</i>				
<b>RECORD OF COUNCIL ACTION</b>				
<b>MEETING DATE</b>	<b>ACTION</b>			

**NOTICE OF HEARING ON FEES**

NORTH LAKE RECREATIONAL SEWER AND WATER DISTRICT  
Valley County, Idaho

NOTICE IS HEREBY GIVEN that Friday, the 17th day of November 2017, at the hour of 11:00 o'clock a.m., at 435 So. Eld Lane, Donnelly, Idaho, has been fixed as the time and place for public hearing for the purpose of hearing public comments regarding the proposed increased fees, new fees, as hereinafter described, and hear all comments, protests, and objections thereto which may be made in writing and filed with the District Treasurer on or before said time.

At the hearing, the Board will consider increasing fees or establishing new fees as follows:

	Current Fees	Proposed Fees
Sewer O&M Fee per EDU	\$20.00	\$24.00
Water O&M Fee per EDU	\$20.00	\$24.00
Tamarack Water O&M Fee per EDU	\$34.00	\$38.00
Sewer Service Availability Fee per EDU	\$5,000.00	\$6,000.00
Sewer Line Capacity Fee per EDU	\$1,250.00	\$1,500.00
Water Service Availability Fee per EDU	\$5,000.00	\$6,000.00
Water Line Capacity Fee per EDU	\$1,250.00	\$1,500.00
Sewer Inspection Fees	\$35.00	\$45.00
Water Inspection Fees	\$35.00	\$45.00
Return Check Fee	\$30.00	\$30.00
Annexation Fee (one sewer connection)	\$600.00	\$900.00
Annexation Fee (no more than 5 connections)	\$900.00	\$1,200.00
Annexation Fee (more than 5 connections)	\$1,600.00	\$2,400.00
Turn on water service each occurrence	\$50.00	\$50.00
Turn on water service after hours each occurrence	\$100.00	\$100.00
Turn off water service each occurrence	\$50.00	\$50.00
Turn off water service after hours each occurrence	\$100.00	\$100.00

Auxiliary aids or services for persons with disabilities are available upon 48 hours of advanced notice. Please contact Bill Eddy at (208) 325-8958 for additional information.

DATED this 31st day of October 2017.  
North Lake Recreational Sewer & Water District  
Valley County, Idaho  
P.O. Box 729  
Donnelly, ID 83615  
Linda Eddy  
District Treasurer

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Original	1,763,628
Proposed	1,348,909
Change	60,000
Total	162,637

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## Clerk/Treasurer Report – November 20, 2017

### Treasurer Report:

- We currently have \$772.30 over 30 days past due.
- We collected \$7,164.19 in lot funds for September Sales – 40.9% increase over last year

### Clerk Report:

- LHTAC grants for Transportation Plan was submitted. Children and Pedestrian Safe Passage to School application is Due December 15, T.O. Engineering will assist with this applications and ideas.
- Am looking at getting quotes from Propane supplies companies for the Depot Center. AmeriGas has increased their rates as well as charges each tenant for a meter even though each unit has its own tank. City may need to amend tenant lease agreement to require them to have tank full when moving out.

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### Information Still Important:

- Christmas in Donnelly Saturday December 2 at 4:30 – Chili Cookoff, Santa & Cookie Decorating

### Training/Out of Office:

- Office Closed November 23<sup>rd</sup> – Thanksgiving Holiday (Public Works taking the 24<sup>th</sup> in lieu of veterans day)
- District 3 Clerk Meeting – Friday December 1<sup>st</sup> in Fruitland
- Audit is scheduled for December 4-6<sup>th</sup>
- District 3 Elected / Appointed Official Meeting December 13 – Nampa \$35
- Office Closed December 25 - Christmas

### Planning & Zoning:

- P&Z Meeting –December 4th Continue with Cell Tower Application
- Will solicit members for the upcoming appointment of two terms that are up in January. (George Dorris & Maggie Bryant)

### Repairs & Maintenance:

- Harrow is getting repaired to drag the airstrip (status unknown)
- Well pump quit working. Worked with Engineer to get correct replacement. Tank was full and it took 4 days to complete the switch with a new pump, motor and control panel. This amount will be reimbursed as part of the USDA grant/loan in the Spring.

### Water System Improvement Update:

- New well design and report has been sent to DEQ for approval, should receive approval first week of December. We will then put the new well up for bid and secure contract in January for completion in March or April 2018. Once this contract is awarded then USDA will release fund to reimburse for the new pump, motor and control panel as well as other items that are reimbursable (legal, engineering, publications, etc.).
- Survey of current water system has been completed.

- Work with clerk to secure easements and right of way for new water lines in December.
- Workshop with City Council and Mayor at the January 22, council meeting.
- Go out for bid on complete project by April 2018.

**Library:**

- Library District was approved
- Director Cherlene Kangas resigned, and I hired a temporary replacement Sherry Sheline until we are able find a permanent director
- Asking Idaho Power for an efficiency study on the library, for the power/heat bill.

**Northwest Passages:**

- Temporary Certificate of Occupancy has been issued for 12 units. Will provide temporary for an additional 4 units and office. Waiting to issue final on documentation from Engineers, Sewer District and ITD.

**To be scheduled:**

- Public Meeting regarding City Council Absorbing P&Z
- Workshop with Library District Board



11/16/17  
15:29:01

CITY OF DONNELLY  
Cash Report by Fund/Account  
For the Accounting Period: 11/17

Page: 1 of 2  
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>10 GENERAL</b>						
10100 Idaho First - Checking	45,923.67	2,620.00	0.00	0.00	6,139.39	42,404.28
10175 Idaho First - The Glen	1,377.64	0.00	0.00	0.00	0.00	1,377.64
10190 Idaho First - Expense Account	665.99	0.00	0.00	0.00	165.17	500.82
10199 Petty Cash	250.00	0.00	0.00	0.00	0.00	250.00
10200 DDC LGIP 2824	1,949.33	1.98	0.00	0.00	0.00	1,951.31
10339 LGIP - General	25,416.73	72.69	0.00	0.00	0.00	25,489.42
Total Fund	75,583.36	2,694.67			6,304.56	71,973.47
<b>15 LOT FUND</b>						
10100 Idaho First - Checking	26,191.45	1,368.20	0.00	0.00	0.00	27,559.65
10300 LGIP-LOT Set Asides 3087	1,034.91	78.67	0.00	0.00	0.00	1,113.58
10301 LGIP-LOT Set Asides - Community	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10302 LGIP-LOT Set Asides - Ponderosa	525.00	0.00	0.00	0.00	0.00	525.00
10303 LGIP-LOT Set Asides - Signage	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10311 LGIP-LOT Set Asides - Dust Abate	3,516.00	0.00	0.00	0.00	0.00	3,516.00
10312 LGIP-LOT Set Asides - Planning &	4,000.00	0.00	0.00	0.00	0.00	4,000.00
10313 LGIP-LOT Set Asides - Park & Rec	2,255.00	0.00	0.00	0.00	0.00	2,255.00
10314 LGIP-LOT Set Asides - Parks & Re	1,206.70	0.00	0.00	0.00	0.00	1,206.70
10315 LGIP-LOT Set Asides - P&Z Landsc	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10319 LGIP-LOT Set Asides - Boat Dock	1,500.00	0.00	0.00	0.00	0.00	1,500.00
10322 LGIP-LOT Set Asides - Grant Writ	6,500.00	0.00	0.00	0.00	0.00	6,500.00
10323 LGIP-LOT Set Asides - Huck Trot	4,250.00	0.00	0.00	0.00	0.00	4,250.00
10325 LGIP-LOT Set Asides - Streetscap	3,340.30	0.00	0.00	0.00	0.00	3,340.30
10326 LGIP-LOT Set Asides - Pathways	19,383.93	0.00	0.00	0.00	0.00	19,383.93
10328 LGIP-LOT Set Asides - Welcome Sg	500.00	0.00	0.00	0.00	0.00	500.00
10331 LGIP-LOT Set Asides - New Vehicl	2,000.00	0.00	0.00	0.00	0.00	2,000.00
10332 LGIP-LOT Set Asides - City Park	1,000.00	0.00	0.00	0.00	0.00	1,000.00
10337 LGIP-LOT Set Asides - New Well	17,291.14	0.00	0.00	0.00	0.00	17,291.14
Total Fund	99,494.43	1,446.87				100,941.30
<b>21 LIBRARY</b>						
10100 Idaho First - Checking	10,039.39	25.00	0.00	0.00	307.75	9,756.64
10190 Idaho First - Expense Account	-10.00	0.00	0.00	0.00	33.91	-43.91
10199 Petty Cash	286.97	0.00	0.00	0.00	0.00	286.97
10340 LGIP Library Building Fund	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Total Fund	60,316.36	25.00			341.66	59,999.70
<b>51 WATER</b>						
10100 Idaho First - Checking	47,868.45	4,814.04	0.00	0.00	3,322.67	49,359.82
10190 Idaho First - Expense Account	-34.00	0.00	0.00	0.00	41.90	-75.90
10343 Water Bond Reserve 2110	22,422.00	22.82	0.00	0.00	0.00	22,444.82
10346 Water Improvement Fund 2128	28,937.77	29.45	0.00	0.00	0.00	28,967.22
Total Fund	99,194.22	4,866.31			3,364.57	100,695.96
<b>52 SEWER</b>						
10100 Idaho First - Checking	20,574.84	4,373.56	0.00	0.00	528.82	24,419.58
10190 Idaho First - Expense Account	0.00	0.00	0.00	0.00	28.49	-28.49
10344 Sewer Bond Reserve 2111	17,716.39	18.03	0.00	0.00	0.00	17,734.42
10345 Sewer Improvement Reserve 2127	40,098.35	40.81	0.00	0.00	0.00	40,139.16
Total Fund	78,389.58	4,432.40			557.31	82,264.67

11/16/17  
15:29:01

CITY OF DONNELLY  
Cash Report by Fund/Account  
For the Accounting Period: 11/17

Page: 2 of 2  
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
60 Water System Improvement FUnd						
10100 Idaho First - Checking	-325.18	0.00	0.00	0.00	0.00	-325.18
10125 IFB - Water System Improvement C	0.00	37,598.00	0.00	0.00	37,597.87	0.13
Total Fund	-325.18	37,598.00			37,597.87	-325.05
71 PAYROLL CLEARING						
10100 Idaho First - Checking	4,080.44	0.00	9,353.38	9,519.95	0.00	3,913.87
73 CLAIMS CLEARING						
10100 Idaho First - Checking	5,780.00	0.00	38,812.59	0.00	0.00	44,592.59
Totals	422,513.21	51,063.25	48,165.97	9,519.95	48,165.97	464,056.51

\*\*\* Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

11/16/17  
15:29:34

CITY OF DONNELLY  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 11 / 17

Page: 1 of 1  
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
10 GENERAL	2,694.67	22,676.48	298,184.00	275,507.52	8 %
15 LOT FUND	1,446.87	8,687.97	55,000.00	46,312.03	16 %
21 LIBRARY	25.00	142.00	18,295.00	18,153.00	1 %
51 WATER	52.27	7,640.76	1,628,126.00	1,620,485.24	0 %
52 SEWER	58.84	6,450.37	78,480.00	72,029.63	8 %
60 Water System Improvement FUnd	37,598.00	37,598.00	0.00	-37,598.00	** %
Grand Total:	41,875.65	83,195.58	2,078,085.00	1,994,889.42	4 %

11/16/17  
15:29:45

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 11 / 17

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL	8,806.72	24,955.40	298,184.00	298,184.00	273,228.60	8 %
15 LOT FUND	0.00	0.00	55,000.00	55,000.00	55,000.00	0 %
21 LIBRARY	315.35	4,734.47	18,295.00	18,295.00	13,560.53	26 %
51 WATER	3,482.91	14,310.62	1,628,126.00	1,628,126.00	1,613,815.38	1 %
52 SEWER	3,697.19	9,324.33	78,480.00	78,480.00	69,155.67	12 %
60 Water System Improvement FUnd	0.00	37,923.05	0.00	0.00	-37,923.05	*** %
Grand Total:	16,302.17	91,247.87	2,078,085.00	2,078,085.00	1,986,837.13	4 %