



AGENDA
Donnelly City Council
Regular Meeting
Monday, January 22, 2018 at 6:00 pm
Donnelly Community Center

ROLL CALL

PLEDGE OF ALLEGIENCE

CONSENT AGENDA:

Vouchers December 19th thru January 18th, 2018

City Council Minutes – December 18, 2017

Payroll Summary – December 21, 2017, January 4th, January 5th, January 18th

SWEARING IN ELECTED OFFICIALS

AB 18-18 Installation of newly elected City Council Members: Wendy Davenport, and Rheta Atkinson; and the Election of Council President

PUBLIC HEARING:

AB 18-19 Request to approve Resolution 2018-004 Sanitary Sewer Rate Increase

AB 18-20 Request to approve Amendment of Donnelly City Code 18.70.030C

AB 18-21 Request to approve Conditional Use Permit (CUP) 17-01 Horizon Towers Cell Tower

BUSINESS AGENDA:

AB 18-22 Request to approve the FY17 City of Donnelly Audit performed by Millington Zwygart CPAs, PLLC

AB 18-23 Introduction of lease proposal from Horizon Towers

AB 18-24 Treasurer's Report for December 2017

STAFF REPORTS

ADJOURN: Monday, January 29, 2018 at 5:30 p.m. Workshop

01/17/18
13:07:33

CITY OF DONNELLY
Claim Approval List
For the Accounting Period: 1/18

Page: 1 of 3
Report ID: AP100V

For dates posted from 12/18/17 to 01/17/18
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3058		1 A-1 HEATING & AIR CONDITIONING	395.00					
		repairs to shop heater						
		362941 12/27/17 heater shop	395.00			10 43010	460	10100
		Total for Vendor:	395.00					
3053		999999 AMERITITLE	125.00					
		Lot book report for USDA Grant						
		108660 12/29/17 Lot Book report	125.00*		USDA	51 41100	341	10100
		Total for Vendor:	125.00					
3060		8 ANALYTICAL LABORATORIES, INC	51.00					
		50052 12/31/17 coliform test	16.00			51 43400	560	10100
		50052 12/31/17 pickup cost	35.00			51 43400	560	10100
		Total for Vendor:	51.00					
3059		150 CABLE ONE	63.75					
		library internet						
		01-2018 01/01/18 library internet	63.75			21 41100	417	10100
		Total for Vendor:	63.75					
3066		38 DIG LINE, INC.	88.60					
		DP City of Donnelly Assessment						
		057643-IN 01/10/18 Annual Membership	88.60			10 43010	520	10100
		Total for Vendor:	88.60					
3056		153 MOUNTAIN WATERWORKS	298.00					
		3103 12/31/17 contract	250.00			51 41100	360	10100
		3103 12/31/17 test for new well pump	48.00			51 43400	560	10100
3069		153 MOUNTAIN WATERWORKS	9,870.50					
		Donnelly Water System Improvements						
		3102 12/31/17 Water Study & Report	4,686.00*			60 43400	352	10125
		3102 12/31/17 Water Preliminary Design	4,731.00*			60 43400	353	10125
		3102 12/31/17 Water Additional Services	453.50*			60 43400	355	10125
		Total for Vendor:	10,168.50					

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CITY OF DONNELLY
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For dates posted from 12/18/17 to 01/17/18
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/17) ***								
3057		261 RANDY MORELL EXCAVATION & 17-1003 12/22/17 snow removal 12/20/17	577.50 577.50*			10 43010	429	10100
		Total for Vendor:	577.50					
*** Claim from another period (12/17) ***								
3033		122 STAR NEWS advertising huck trot and budget publication	504.00					
	50927	08/31/17 huck trot	84.00			10 44100	921	10100
	50927	08/31/17 budget hearing	252.00			10 41100	530	10100
	50927	08/31/17 budget hearing	126.00			51 41100	530	10100
	50927	08/31/17 budget hearing	42.00			52 41100	530	10100
3064		122 STAR NEWS fy2017 Annual Road & Street Report	73.50					
	51522	01/04/18 Road & Street Report	73.50			10 43010	530	10100
3065		122 STAR NEWS Public Hearing Cell Tower CUP & Light Industrial Zone	42.90					
	51520	01/11/18 public hearing	42.90			10 41100	530	10100
		Total for Vendor:	620.40					
3067		219 T.O. ENGINEERS NWP Engineering Review	280.00					
	160057-14	01/09/18 NWP Pass Thr	280.00*		NWP	10 41100	341	10100
		Total for Vendor:	280.00					
3068		237 USA BLUE BOOK water plumbing and safety parts	133.88					
	456957	01/05/18 small parts for repairs	133.88*			51 43400	463	10100
		Total for Vendor:	133.88					
3071		220 WELLS FARGO VENDOR FIN SERV missed invoice from 2016/5 when they went from GE capital to Wells fargo	190.00					
	64891479	05/22/16 copier lease	114.00			10 41100	612	10100
	64891479	05/22/16 copier lease	57.00			51 41100	612	10100
	64891479	05/22/16 copier lease	19.00			52 41100	612	10100
		Total for Vendor:	190.00					

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CITY OF DONNELLY
Claim Approval List
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For dates posted from 12/18/17 to 01/17/18
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3054		209 YORGASON LAW OFFICES PLLC	45.00					
bond project emails								
		2017DEC 01/02/18 review bond project emails	45.00*		USDA	51 41100	341	10100
Total for Vendor:			45.00					
# of Claims			15	Total:				12,738.63



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, December 18, 2017 at 6:00 pm Donnelly Community Center

MINUTES

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

Roll Call: Councilor Minshall, Councilor Atkinson, Councilor Davenport and Councilor Stayton were present. Clerk Hedges was also present. Mayor Koch was absent. Visitors included: Ken Minshall, Gene Keyes, Steve Kimball, Susan Jenkins, Jeff Abrams, Deirdre Abrams, Gene Tyler, Cecilia Tyler

Pledge of Allegiance

CONSENT AGENDA:

Vouchers: November 20, 2017 thru December 14th

Clerk asked to add vouchers received after December 18, 2017, – Petty Cash Reimbursement \$108.56, T.O. Engineers \$595.00, Frontier \$42.67 total of \$746.23

Motion by Davenport, 2nd by Minshall to approve the vouchers with the added \$746.23 read into record. Motion carried.

City Council Minutes – November 20, 2017

Motion by Minshall, 2nd by Davenport to approve the City Council minutes. Motion carried.

Councilman Stayton asked for any public comments.

Clerk stated that this was not a public hearing on the Cell Tower Application and that would be held on January 22nd. Also, any written comments will need to be remitted for record and urged them to come to the public hearing.

Gene Keyes urged the city to look at health concerns of having a cell tower near schools and homes and radiation concerns. Safety studies have been done. Homeowners property values will decline and stated that a friend of hers declined to purchase a home in Donnelly due to the proposed cell tower in town.

Steve Kimball is a resident that moved into Donnelly 4 years ago. He picked Donnelly because it was low key, quaint atmosphere and there was not a lot of attention. The village of Donnelly is simple, quaint which adds value. Does not want a beast to come to town. The ugly fake tree over towering this little simple quaint village. He also came for the excellent school and the uncertainty of the radiation that will come from the tower within 1/3rd mile from the school. The health risks of the residents, and students. Why move forward without studies of the health impacts.

Jeff Abrahams lives off of Farm to Market road and is happy to see that the city is having a public hearing in January. Would like the city to do their research and homework? Would not recommend amending zoning to accommodate the tower in the light industrial zone until the city added to their current code. Code in other areas have parts that have a code of the least intrusive means and narrow means. Nevada City states to have site alternatives and allows them to review these alternatives. Also believes there may be a conflict of interest of a P&Z Commissioner that the city needs to consider. Also, the lease income should not be a deciding factor for the City.

Susan Jenkins shares the same concerns about radiation. Donnelly is a unique community and camouflage trees don't fit the esthetics of the city. During the proposed cell tower in McCall it had notations of possible decline in property values. How will this impact the property values?

Deirdre Abrams is a teacher at the elementary school. There are so many unknowns about radiation impacts from cell towers and would want to err on the side of caution. There are studies in the UK and there are 70% of people by towers have some type of malignancy in the children and their skulls are thinner than adults which make them more susceptible to radiation. She is also concerned for her own health.

Councilman Stayton closed the public comment period.

BUSINESS AGENDA:

AB 18-09 Resolution 2018-005 Request to approve Resolution 2018-004 to pass through the NLS rate increase through the sewer reduction resolution.

December 1, 2017 North Lake Sewer increase their rate by \$4 per EDU. Currently the City has adopted a Sewer Reduction Resolution charging a flat fee with no usage. Clerk stated that instead of adjusting the resolution a Public Hearing should be held to increase the flat rate by this amount. If not done now would need do eventually. Council agreed and did not adopt the presented resolution and asked Clerk to perform the necessary notifications for a public hearing to increase the flat rate by \$4.00. This public hearing will be held at the next regular scheduled meeting. C

AB 18-10 Request to Adopt Resolution 2018-005 to name the new road that intersects SH55 and Halferty Street

Clerk presented new resolution to council. Clerk explained the options of Everett Lane and Needles View were both okay with Valley County and dispatch. p

Motion by Stayton, 2nd by Minshall to approve Resolution 2018-005 Naming the new street that intersects SH 55 and Halferty Street "EVERETT LANE". Motion carried.

AB 18-11 Request to Adopt Resolution 2018-006 for the Ratification of the 2017 General Election Results

Clerk presented the General Election results to the Council that were certified from the Valley County Commissioners. The City of Donnelly had two seats up for elections and two candidates were elected. Wendy Davenport and Rheta Atkinson (write-in) to fill four-year terms.

Motion by Davenport, 2nd by Atkinson to adopt Resolution 2018-006 for the ratification of the 2017 General Election Results. Motion carried.

AB 18-12 Request to approve the purchase of Cabinets and Countertops for the Community Center.

Clerk received a quote from Pro-Build to match the existing cabinets and countertop in the bathroom and from Home Depot which had similar cabinets. These are to replace the two red cabinets along the

South wall of the community center. While presenting this quote Clerk also stated that it would be an improvement if they would consider allowing for some electrical work to be completed along that wall to install additional outlets and increase amps since where there is an event that requires crockpots the breaker trips frequently.

Motion by Davenport, 2nd by Atkinson to allow the purchase of new cabinets and counter tops from Home Depot and to install additional outlets not to exceed the total improvement cost of \$1500. Motion carried.

AB18-14 Approve FY17 Annual Road and Street Report

Each year the City is required to submit an annual road and street report to the state controller. This report is due by December 31st of each year and is to be published January before the 15th.

Motion by Stayton, 2nd by Davenport to approve the FY17 Annual Road and Street report. Motion carried.

AB 18-15 Approve Treasurer's Report for the months of October 2017 and November 2017

Motion by Stayton, 2nd by Atkinson to approve the Treasurer's report for the months of October and November 2017. Motion carried.

AB 18-16 Request to Approve the Tree City USA's Application and Certification for 2017

This is the City of Donnelly's sixth year applying for the Tree City USA certification.

Motion by Minshall, 2nd by Davenport to approve the Tree City USA's application and Certification for 2017. Motion carried.

AB 18-17 Review the Contractor Lease Review or Negotiation Proposal from Tower Genius

As this may pertain to an upcoming public hearing this will not be discussed until further notice.

STAFF REPORTS:

Clerk's report was included in packet and discussed. Clerk presented additional items pertaining to the Lake Shore Disposal contract and proposed rate increase. Lake shore has contacted the City and would like to present a contract and increase at the January meeting. The proposed increase would be \$2.40 plus \$1.00 each month that would include a provided trash can. They would like to increase the rate beginning April 1st, however a public hearing will be needed to adopt or approve, and nothing will be done until a contract is presented and accepted by the City. Also, Mountain Waterworks is requesting a workshop meeting pertaining to the water improvement project the second week of January. We hold this on the 10th at 5:30 p.m.

Councilor Atkinson attended the District training in Nampa along with four of the five Planning & Zoning Commissioners. She said it was very informative and was good to attend.

Adjourn @ 7:26 pm

Motion by Davenport, 2nd by Stayton to adjourn until the next City Council meeting workshop on January 10th at 5:30 p.m. Motion Carried.

Approved:

Total for Payroll Checks

	Employee	Employer	Amount
J001 HOURS (ROAD&STREET)	19.00		365.85
J003 HOURS (WATER OPERATOR)	50.00		953.28
J006 HOURS (SNOW REMOVAL)	18.00		345.90
J009 HOURS (AIRPORT)	53.00		1,015.77
REG HOURS (Regular Time)	156.50		2,541.00
SICK HOURS (Sick Time)	20.00		379.20
GROSS PAY	5,601.00	0.00	
NET PAY	4,096.10	0.00	
AFLAC	21.84	0.00	
DENTAL INS	0.00	55.50	
FIT	324.38	0.00	
HEALTH INS	0.00	804.00	
IDAHO SIT	275.00	0.00	
MEDICARE	80.90	80.90	
PERSI	356.87	594.98	
PERSI CHOICE 40	100.00	0.00	
SOCIAL SECURITY	345.91	345.91	
UNEMPL. INSUR.	0.00	8.15	
VISION	0.00	12.00	
ID FIRST BANK	1,680.68	0.00	
STERLING SAVING	1,127.40	0.00	
US BANK	1,288.02	0.00	
FIT/SIT BASE	5,144.13	0.00	
MEDICARE BASE	5,579.16	0.00	
PERS BASE	5,256.00	0.00	
SOC SEC BASE	5,579.16	0.00	
UN BASE	5,601.00	0.00	
WC BASE	5,256.00	0.00	
Total		1,901.44	
Total Payroll Expense (Gross Pay + Employer Contributions):			7,502.44

Check Summary

Payroll Checks Prev. Out.	\$2,558.34
Payroll Checks Issued	\$571.00
Payroll Checks Redeemed	\$3,129.34
Payroll Checks Outstanding	\$0.00
Electronic Checks	\$7,783.36

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	691.82	878.94	1570.76	21702
Medicare	161.80	205.58	367.38	21702
Unempl. Insur.	8.15		8.15	21713
Workers' Comp	0.00			21700
FIT	324.38	372.89	697.27	21701

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CITY OF DONNELLY
Payroll Summary For Payrolls from 12/21/17 to 12/21/17

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IDAHO SIT	275.00	296.00	571.00		21703
PERSI	951.85		951.85		21704
AFLAC	21.84			21.84	21707
DENTAL INS	55.50			55.50	21706
HEALTH INS	804.00			804.00	21705
VISION	12.00			12.00	21705
PERSI CHOICE 40	100.00		100.00		21704
Total Ded.	3406.34	1753.41	4258.26	901.49	

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

Total for Payroll Checks

	Employee	Employer	Amount
COMP HOURS (Comp Time Used)	1.50		28.94
HOL HOURS (Holiday Pay)	24.00		492.00
J001 HOURS (ROAD&STREET)	14.00		269.07
J003 HOURS (WATER OPERATOR)	31.00		591.06
J006 HOURS (SNOW REMOVAL)	51.50		985.85
J009 HOURS (AIRPORT)	18.00		344.58
REG HOURS (Regular Time)	147.00		2,349.00
VACA HOURS (Vacation Time Used)	28.00		534.51
GROSS PAY	5,595.01	0.00	
NET PAY	4,095.36	0.00	
AFLAC	21.84	0.00	
DENTAL INS	0.00	55.50	
FIT	321.02	0.00	
HEALTH INS	0.00	804.00	
IDAHO SIT	276.00	0.00	
MEDICARE	80.82	80.82	
PERSI	354.43	590.90	
PERSI CHOICE 40	100.00	0.00	
SOCIAL SECURITY	345.54	345.54	
UNEMPL. INSUR.	0.00	65.91	
VISION	0.00	12.00	
ID FIRST BANK	1,706.38	0.00	
STERLING SAVING	1,127.41	0.00	
US BANK	1,261.57	0.00	
FIT/SIT BASE	5,140.58	0.00	
MEDICARE BASE	5,573.17	0.00	
PERS BASE	5,220.01	0.00	
SOC SEC BASE	5,573.17	0.00	
UN BASE	5,595.01	0.00	
WC BASE	5,220.01	0.00	

Total 1,954.67
Total Payroll Expense (Gross Pay + Employer Contributions): 7,549.68

Check Summary

Payroll Checks Prev. Out.	\$0.00
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$0.00
Electronic Checks	\$4,095.36

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	691.08	691.08	1382.16	21702
Medicare	161.64	161.64	323.28	21702
Unempl. Insur.	65.91	65.91	131.82	21713

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CITY OF DONNELLY
Payroll Summary For Payrolls from 01/04/18 to 01/04/18

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Workers' Comp	0.00			21700
FIT	321.02	321.02	642.04	21701
IDAHO SIT	276.00	276.00	552.00	21703
PERSI	945.33		945.33	21704
AFLAC	21.84		21.84	21707
DENTAL INS	55.50		55.50	21706
HEALTH INS	804.00		804.00	21705
VISION	12.00		12.00	21705
PERSI CHOICE 40	100.00		100.00	21704
Total Ded.	3454.32	1515.65	0.00	4969.97

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

Total for Payroll Checks

	Employee	Employer	Amount
REG HOURS (Regular Time)	800.00		1,600.00
GROSS PAY	1,600.00	0.00	
NET PAY	1,037.68	0.00	
FIT	50.00	0.00	
IDAHO SIT	25.00	0.00	
MEDICARE	23.20	23.20	
PERSI	81.48	135.84	
PERSI CHOICE 40	250.00	0.00	
PERSI-2	33.44	46.64	
SOCIAL SECURITY	99.20	99.20	
CAPEL FCU	256.68	0.00	
STERLING SAVING	342.64	0.00	
US BANK	438.36	0.00	
FIT/SIT BASE	1,235.08	0.00	
MEDICARE BASE	1,600.00	0.00	
PERS BASE	1,600.00	0.00	
SOC SEC BASE	1,600.00	0.00	
WC BASE	1,300.00	0.00	
Total		304.88	
Total Payroll Expense (Gross Pay + Employer Contributions):		1,904.88	

Check Summary

Payroll Checks Prev. Out.	\$0.00
Payroll Checks Issued	\$1,743.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,743.00
Electronic Checks	\$2,916.27

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	198.40	889.48	1087.88	21702
Medicare	46.40	208.04	254.44	21702
Workers' Comp	0.00			21700
FIT	50.00	371.02	421.02	21701
IDAHO SIT	25.00	301.00	326.00	21703
PERSI	217.32	945.33	1162.65	21704
PERSI-2	80.08		80.08	21704
PERSI CHOICE 40	250.00	100.00	350.00	21704
Total Ded.	867.20	2814.87	1592.73	2089.34

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

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	24.00		492.00
J001 HOURS (ROAD&STREET)	64.00		1,227.63
J003 HOURS (WATER OPERATOR)	11.00		208.89
J006 HOURS (SNOW REMOVAL)	8.00		154.32
J013 HOURS (WATER MONITORIN)	23.00		438.72
REG HOURS (Regular Time)	149.00		2,254.00
SICK HOURS (Sick Time)	8.00		186.00
VACA HOURS (Vacation Time Used)	38.00		724.44

GROSS PAY	5,686.00	0.00
NET PAY	4,242.52	0.00
AFLAC	21.84	0.00
DENTAL INS	0.00	55.50
FIT	253.45	0.00
HEALTH INS	0.00	804.00
IDAHO SIT	278.00	0.00
MEDICARE	82.14	82.14
PERSI	356.87	594.98
PERSI CHOICE 40	100.00	0.00
SOCIAL SECURITY	351.18	351.18
UNEMPL. INSUR.	0.00	66.99
VISION	0.00	12.00
ID FIRST BANK	1,762.99	0.00
STERLING SAVING	1,153.69	0.00
US BANK	1,325.84	0.00
FIT/SIT BASE	5,229.13	0.00
MEDICARE BASE	5,664.16	0.00
PERS BASE	5,256.00	0.00
SOC SEC BASE	5,664.16	0.00
UN BASE	5,686.00	0.00
WC BASE	5,686.00	0.00

Total 1,966.79
Total Payroll Expense (Gross Pay + Employer Contributions): 7,652.79

Check Summary

Payroll Checks Prev. Out.	\$1,743.00
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,743.00
Electronic Checks	\$5,294.37

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Deductions Accrued				
Social Security	702.36	1591.84	2294.20	21702
Medicare	164.28	372.32	536.60	21702
Unempl. Insur.	66.99	132.90	199.89	21713

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CITY OF DONNELLY
Payroll Summary For Payrolls from 01/18/18 to 01/18/18

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Workers' Comp	0.00				21700
FIT	253.45	624.47		877.92	21701
IDAHO SIT	278.00	579.00		857.00	21703
PERSI	951.85		951.85		21704
AFLAC	21.84	21.84		43.68	21707
DENTAL INS	55.50	55.50		111.00	21706
HEALTH INS	804.00	804.00		1608.00	21705
VISION	12.00	12.00		24.00	21705
PERSI CHOICE 40	100.00		100.00		21704
Total Ded.	3410.27	4193.87	1051.85	6552.29	

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

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 18-18

Meeting Date 01/22/18

AGENDA ITEM INFORMATION

SUBJECT: <i>Installation of newly elected City Council Members: Wendy Davenport, and Rheta Atkinson; and the Election of Council President</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		Cami
		Public Works		
COST IMPACT:				
FUNDING SOURCE:	General			
TIMELINE:				

SUMMARY STATEMENT:

As stated in Idaho Code 50-702, each Council Member elected at a general city election, shall be installed at the first meeting in January following the election. The incumbents shall meet and conduct such business as may be necessary to conclude the fiscal matters of the preceding year; the newly elected shall then subscribe to the oath of office, assume the duties of their position, and conduct such business as may be necessary, one item to be the election of a member as President of the Council.

RECOMMENDED ACTION:

1. Oaths of office to be administered by the City Clerk
2. Elect a Council President for the term of January 2018 through December 2019

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION