



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

# AGENDA CITY COUNCIL MEETING

Monday, October 21<sup>st</sup>, 2024, at 6 PM  
Donnelly Community Center

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## CALL TO ORDER

## ROLL CALL

## PLEDGE OF ALLEGIENCE

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

City Council Minutes – September 9, 2024

Vouchers –September 5 thru October 16, 2024

Treasurer Report – September 2024

Payroll Summary –September 19, October 3, 5, and 17, 2024

## 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:

### BUSINESS AGENDA (Action Items):

AB 24-35 General Fund Transfer to LGIP Accounts

AB 24-36 Racquet Court Fence

AB 24-37 Request for Qualifications for City Engineer

## STAFF REPORTS:

## ADJOURNMENT:

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at Donnelly 208-325-8859, at least 24 hours in advance of the meeting date.



**CITY COUNCIL**  
**Monday, September 9<sup>th</sup>, 2024, at 6:00 PM**  
**Donnelly Community Center**  
**MINUTES**

CITY OF DONNELLY  
P.O. Box 725  
169 Halferty Street  
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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 Spade and Clerk Clemens present. Councilmember Henggeler absent.

Mayor Dorris lead Pledge of Allegiance.

**CONSENT AGENDA**

**Motion by Spade, 2<sup>nd</sup> by Davenport** to accept the consent agenda as written. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**PUBLIC COMMENT**

Mayor Dorris asked for any public comment.  
No public comment.

**DISCUSSION ITEMS:**

None

**BUSINESS AGENDA (Action Items):**

None

**STAFF REPORT**

Staff Report was included in the packet.

**ADJOURNMENT**

**Motion by Davenport, 2<sup>nd</sup> by Spade** to adjourn meeting. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

Adjourned at 6:11 p.m.

ATTEST: Lori Clemens, City Clerk

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6631	15185S	352 4 CORNERS COMMUNICATION	230.00						
		Troubleshooting							
3	3879 09/27/24	Troubleshooting	230.00			10 41100	613		10100
		Total for Vendor:	230.00						
6613	-99260E	170 ADOBE SYSTEMS INC.	19.99						
		Adobe Service							
1	2868420790 09/08/24	Service	19.99			10 41100	620		10190
6660	-99254E	170 ADOBE SYSTEMS INC.	19.99						
		Adobe Service							
1	2896344727 10/08/24	Service	19.99			10 41100	620		10190
		Total for Vendor:	39.98						
6664	15214S 999999	ADVANCED DIVING SERVICES INC	2,798.00						
		Cleaning/Inspection Water Storage Tank							
1	24-142 09/21/24	Diving	2,798.00			51 43400	433		10100
		Total for Vendor:	2,798.00						
6617	15172S	8 ANALYTICAL LABORATORIES, INC	55.00						
		Routine Testing							
1	2406121 08/31/24	Routine Testing	55.00			51 43400	560		10100
6655	15204S	8 ANALYTICAL LABORATORIES, INC	560.00						
		Routine Testing							
1	2407377 09/30/24	Routine Testing	560.00			51 43400	560		10100
		Total for Vendor:	615.00						
6649	15205S	219 ARDURRA GROUP	287.50						
		City Engineer							
2	160057-38 10/02/24	ITD Review-Approaches	287.50			10 43010	430		10100
		Total for Vendor:	287.50						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6650	15206S	14 BOISE OFFICE EQUIPMENT	2.16						
	Copier Maintenance								
1	IN 4404304 09/25/24 copier maintenance		2.16			10 41100	611		10100
	Total for Vendor:		2.16						
6625	15173S 999998 BRUCE DYRUD		247.84						
	Reimbursement								
1	Ridleys 09/12/24 Clothing Reimbursement		247.84			10 43010	553		10100
	Total for Vendor:		247.84						
6632	15186S	18 C&M LUMBER	94.99						
	Parks Maintenance								
1	550292 08/29/24 Shingle Oil Fences		94.99			10 44100	452		10100
	Total for Vendor:		94.99						
6644	15199S	257 CASCADE HARDWARE	145.95						
	Billing								
2	2024.09 09/30/24 Shop Supplies		115.97			10 43010	461		10100
3	251781 09/11/24 Water Maintenance		29.98			51 43400	434		10100
	Total for Vendor:		145.95						
6626	15181S	363 CATERPILLAR FINANCIAL SERVICES	30,931.98						
	2022 Cat 420 Backhoe Loader Payment								
1	001-701518 08/08/24 backhoe payment		10,000.00			10 43010	435		10100
2	001-701518 08/08/24 backhoe payment		5,000.00			51 41100	435		10100
3	001-701518 08/08/24 backhoe payment		3,000.00			52 41100	435		10100
4	001-701518 08/08/24 backhoe payment		12,931.98			10 43010	700		10100
	Total for Vendor:		30,931.98						
6666	15215S	353 CHERRYROAD MEDIA, INC	240.00						
	Publications								
1	196580 08/31/24 Budget Publication/Hearing		156.00			10 41100	530		10100
2	196580 08/31/24 Budget Publication/Hearing		72.00			51 41100	530		10100
3	196580 08/31/24 Budget Publication/Hearing		12.00			52 41100	530		10100
	Total for Vendor:		240.00						

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09:56:56

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 09/05/24 to 10/16/24

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6665	15216S	240 CONSOLIDATED ELECTRICAL	35.65						
		Donnelly Sign Light							
1	4438-10386	08/28/24 Light	35.65			10 43010	454		10100
		Total for Vendor:	35.65						
6618	15174S	326 CORE & MAIN	223.89						
		water parts							
1	V505615	08/28/24 Valve Box Risers	223.89			51 43400	433		10100
6651	15207S	326 CORE & MAIN	659.06						
		water parts							
1	V700460	09/25/24 Hydrant Parts	659.06			51 43400	433		10100
		Total for Vendor:	882.95						
6654	15208S	999999 DC ENGINEERING, INC	1,130.00						
		Pump House Program and Integration Support							
1	24COD01-1	10/03/24 Program and Support	1,130.00			51 43400	433		10100
		Total for Vendor:	1,130.00						
6619	15175S	999999 DOUBLE R CONSTRUCTION	10,281.00						
		193 FW Gestrin City Park Gazebo							
1	1399	09/11/24 Change Order Gazebo	10,281.00			15 41100	922		10100
		Total for Vendor:	10,281.00						
6653	15209S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	2146	10/01/24 Water System Services	375.00			51 41100	360		10100
		Monthly CONTRACT FEE							
		Total for Vendor:	375.00						
6652	15210S	149 DUBOIS	414.60						
		sodhypo							
1	IN-3031525	07/31/24 chemical	414.60			51 43400	462		10100
		Total for Vendor:	414.60						

\* ... 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
6614	-99259E	306 ENABLING ELEMENTS, INC	34.00						
Services									
1	D185882 09/06/24	Broad Band Pump House	34.00			51 41100	437		10190
6661	-99253E	306 ENABLING ELEMENTS, INC	34.00						
Services									
1	D186449 10/06/24	Broad Band Pump House	34.00			51 41100	437		10190
Total for Vendor:			68.00						
6620	15176S 999999	FRANZ WITTE MCCALL	58.80						
School Shrub Replacement									
1	2200000535 09/05/24	Schrubs	58.80			10 43010	454		10100
Total for Vendor:			58.80						
6662	-99252E	338 HOME DEPOT	203.52						
Billing									
1	CC 10/05/24	Community Center Door	203.52			10 43010	432		10190
Total for Vendor:			203.52						
6646	15201S	63 ICRMP	5,607.00						
FY 2025 1st payment									
1	02044-2025 10/01/24	general liability	3,644.55			10 41100	510		10100
2	02044-2025 10/01/24	general liability	1,682.10			51 41100	510		10100
3	02044-2025 10/01/24	general liability	280.35			52 41100	510		10100
Total for Vendor:			5,607.00						
6633	15197S	66 IDAHO POWER	1,110.54						
Power Billing									
1	2205677988 09/19/24	City Hall / Maintenance	90.14			10 41100	416		10100
2	2205677988 09/19/24	City Hall / Maintenance	41.61			51 41100	416		10100
3	2205677988 09/19/24	City Hall / Maintenance	6.92			52 41100	416		10100
4	2204034223 09/19/24	Community Center	38.39			10 41100	416		10100
5	2201629405 09/24/24	Kiosk / Rest Area	26.43			10 43010	416		10100
6	2206076560 09/19/24	Fire Pump	293.82			51 41100	416		10100
7	2200223291 09/19/24	Water Supply	25.84			51 41100	416		10100
8	2201910078 09/19/24	Street Lights	134.88			10 43010	416		10100

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9	2206228211 09/19/24	Main Street Lights	26.81			10 43010	416		10100
10	2207365186 09/19/24	NW Pump	327.66			51 41100	416		10100
11	2207493590 09/23/24	Camp Host Site	45.69			10 44100	451		10100
12	2201510134 09/19/24	DDC Unit #5	26.34			10 44300	416		10100
13	2208695581 09/24/24	193 FW Gestrin Gazebo	26.01			10 43010	416		10100
		Total for Vendor:	1,110.54						
6635	15187S	95 JERRY'S AUTO PARTS	47.95						
Billing									
1	546-415994 09/17/24	Anti Freeze	19.96			10 43010	434		10100
2	546-415994 09/17/24	1.5A Charger	27.99			10 43010	460		10100
		Total for Vendor:	47.95						
6621	15177S 999998	KENNETH MINSHALL	128.03						
Reimbursement									
1	Amazon 09/12/24	Clothing Reimbursement	128.03			10 43010	553		10100
		Total for Vendor:	128.03						
6656	15211S	165 LAKESHORE DISPOSAL	1,876.45						
Trash Services									
1	2024.09 09/26/24	Trash Collection	1,648.20			51 41100	414		10100
2	26897813S2 10/01/24	DDC Trash	139.90			10 44300	414		10100
3	26898231S2 10/01/24	Campground Host	28.05			10 44300	414		10100
4	2024.09 09/26/24	Overage	60.30			10 41100	414		10100
		Total for Vendor:	1,876.45						
6627	15182S	80 LES SCHWAB TIRE	1,211.84						
F150 Tires									
1	1250045448 09/12/24	F150 Tires	1,211.84		3	10 43010	434		10100
		Total for Vendor:	1,211.84						
6663	-99251E	82 LONG VALLEY FARM SERVICE	39.92						
Redi Mix									
1	2024.10 10/02/24	Redi Mix	39.92			10 43010	429		10190
		Total for Vendor:	39.92						

\* ... 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
6641	15188S 999999	MCCALL WINTER SPORTS CLUB	150.00						
	Lot Tax Award Fy24 24-06								
1	24-06 09/30/24	Lot Tax Award FY24 24-06	150.00			15 41100	922		10100
		Total for Vendor:	150.00						
6647	15202S 88	MCCI, LLC	1,265.12						
	Annual Billing 2024-25 Software support/supplemental support								
1	RN19802 09/30/24	Laserfiche Support	822.33			10 41100	621		10100
2	RN19802 09/30/24	Laserfiche Support	379.54			51 41100	621		10100
3	RN19802 09/30/24	Laserfiche Support	63.25			52 41100	621		10100
		Total for Vendor:	1,265.12						
6634	15189S 153	MERRICK & CO.	3,885.00						
	2023 Water System Facility Plan Ammendment 126.0070:Task 01								
	Payment #4								
1	7986 08/31/24	Facility Plan Ammendment	3,885.00			51 41100	615		10100
		Total for Vendor:	3,885.00						
6667	15217S 364	MICHAEL MCKENZIE, INC	362.50						
	Website Assistance								
3	1522 10/01/24	Website-Updates Development	62.50			10 41100	613		10100
4	1526 10/01/24	Website Maintenance Annual Fee	300.00			10 41100	613		10100
		Total for Vendor:	362.50						
6659	-99255E 216	MICROSOFT	67.50						
	Internet								
1	E0100TU5CS 10/04/24	Email Service	37.50			10 41100	620		10190
2	E0100TU693 10/04/24	office 365	30.00			10 41100	620		10190
		Total for Vendor:	67.50						
6636	15190S 999999	NATIVE SISTERS TREE SERVICE	4,800.00						
	Tree Beautification								
1	102 09/24/24	Main Street Trees	4,800.00			15 41100	922		10100
		Total for Vendor:	4,800.00						



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CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 09/05/24 to 10/16/24

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6668	15218S	154 NORTH LAKE RECREATIONAL SEWER & Contract Sewer Service	8,976.00						
1	95-10-00	10/01/24 Contract Services	8,976.00			52 41100	541		10100
		Total for Vendor:	8,976.00						
6639	15191S	253 PAYETTE LAKES SKI CLUB FY24 LOCAL OPTION TAX AWARD 24-12	3,000.00						
1	24-12	09/30/24 FY24 LOT 24-12	3,000.00			15 41100	922		10100
		Total for Vendor:	3,000.00						
6622	15178S	999998 PETE ZWINKEL Reimbursement - Travel/Training	151.42						
1	344650707	09/04/24 Travel Reimbursement	151.42			51 41100	550		10100
		Total for Vendor:	151.42						
6638	15192S	999999 PRO FORM AUTO LLC 2000 Ford F150 Thermostat Repair	258.21						
1	5451	09/27/24 F150 Maintenance	258.21			10 43010	434		10100
		Total for Vendor:	258.21						
6628	15183S	999999 RED STEEL PLUMBING LLC Backflow testing X2	282.49						
1		09/19/24 Backflow Testing	282.49			51 43400	433		10100
		Total for Vendor:	282.49						
6657	15212S	115 ROCKY MOUNTAIN SIGNS Signs	637.70						
1	27098	09/30/24 NO PARKING	187.20			10 43010	456		10100
2	27098	09/30/24 ROAD CLOSED	450.50			10 43010	456		10100
		Total for Vendor:	637.70						
6629	15184S	116 SAFEGUARD BUSINESS SYSTEMS deposit slips	80.57						
1	9005782777	09/17/24 deposit slips	80.57			10 41100	605		10100
		Total for Vendor:	80.57						

\* ... 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
6623	15179S	199 SHRED-IT/STERICYCLE, INC	151.94						
shredding service									
1	8008163537	08/25/24 shredding	98.77			10 41100	605		10100
2	8008163537	08/25/24 shredding	45.59			51 41100	605		10100
3	8008163537	08/25/24 shredding	7.58			52 41100	605		10100
Total for Vendor:			151.94						
6648	15203S	202 SILVER STAR COMMUNICATIONS	83.93						
telephone									
1	664073	10/01/24 telephone	54.56			10 41100	437		10100
2	664073	10/01/24 telephone	25.18			51 41100	437		10100
3	664073	10/01/24 telephone	4.19			52 41100	437		10100
Total for Vendor:			83.93						
6658	15213S	120 SINCLAIR FLEET TRACK (STINKER)	654.74						
Fuel									
1	2024.09	09/30/24 Dodge 3500	286.99			10 43010	481		10100
2	2024.09	09/30/24 Small Engine	17.00			10 43010	481		10100
3	2024.09	09/30/24 F150	137.16			10 43010	481		10100
4	2024.09	09/30/24 Credit	-5.05			10 43010	481		10100
5	2024.09	09/30/24 Skid Steer	46.06			10 43010	483		10100
6	2024.09	09/30/24 Backhoe	172.58			10 43010	483		10100
Total for Vendor:			654.74						
6669	15219S	150 SPARKLIGHT	100.40						
Internet Services									
1	112446547	10/01/24 internet	65.26			10 41100	437		10100
2	112446547	10/01/24 internet	30.12			51 41100	437		10100
3	112446547	10/01/24 internet	5.02			52 41100	437		10100
Total for Vendor:			100.40						
6624	15180S	237 USA BLUE BOOK	768.68						
Billing									
1	INV0046876	08/29/24 Water Maintenance Supplies	768.68			51 43400	433		10100
Total for Vendor:			768.68						

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CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 09/05/24 to 10/16/24

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6615	-99258E	138 USPS	56.00						
	Postage								
1	960456-	76 09/09/24 Post Card Stamps	56.00			51 41100	614		10190
		Total for Vendor:	56.00						
6642	15193S	356 VALLEY COUNTY ROAD DEPARTMENT	89,304.67						
	East Roseberry Road - LHRIP Grant								
1	12004	08/08/23 Valley Paving - East Roseberry	89,304.67			10 43010	970		10100
		Total for Vendor:	89,304.67						
6640	15194S	194 VALLEY COUNTY SEARCH & RESCUE	6,350.00						
	FY24 Local Option Tax Award 24-14								
1	24-14	09/30/24 24-14 LOT Award	6,350.00			15 41100	922		10100
		Total for Vendor:	6,350.00						
6616	-99257E	171 VALLEY COUNTY TRANSFER STATION	10.44						
	Debris								
1	80292	09/06/24 Misc debris from city property	10.44			10 41100	414		10190
6630	-99256E	171 VALLEY COUNTY TRANSFER STATION	61.00						
	Debris								
1	81101	09/19/24 Misc debris from city property	61.00			10 41100	414		10190
		Total for Vendor:	71.44						
6637	15195S	302 VALLEY COUNTY WEED CONTROL	841.64						
	2024 Noxious Weed Control Roadside, Airport, Boat Docks, City Property								
1	DN24-01	09/24/24 Noxious Weed Control-Parks	408.66			10 44100	452		10100
2	DN24-02	09/24/24 Noxious Weed Control-Streets	432.98			10 43010	340		10100
		Total for Vendor:	841.64						
6643	15196S	351 XEROX FINANCIAL SERVICES	220.82						
	Copier Maintenance								
1	6278070	09/15/24 copier maintenance	144.08			10 41100	611		10100
2	6278070	09/15/24 copier maintenance	65.78			51 41100	611		10100
3	6278070	09/15/24 copier maintenance	10.96			52 41100	611		10100
		Total for Vendor:	220.82						

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CITY OF DONNELLY  
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6645	15200S	209 YORGASON LAW OFFICES PLLC	262.50						
Correspondence/Emails									
1	221 10/01/24	Legal Fees	262.50			10 41100	320		10100
Total for Vendor:			262.50						
# of Claims			57	Total:	181,887.92	# of Vendors		45	
Total Electronic Claims			546.36						
Total Non-Electronic Claims			181341.56						

\*\* 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  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL							
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	2,907.08	38,970.22	64,220.00	64,220.00	25,249.78	61%
111	Council Wages	780.00	9,360.00	9,360.00	9,360.00	0.00	100%
112	Mayor Wages	260.00	3,120.00	3,120.00	3,120.00	0.00	100%
210	Health	480.07	5,584.70	16,042.00	16,042.00	10,457.30	35%
211	Vision	8.47	101.37	432.00	432.00	330.63	23%
220	Social Security/Medicare	301.92	3,935.48	7,589.00	7,589.00	3,653.52	52%
230	PERSI	460.64	5,633.97	8,974.00	8,974.00	3,340.03	63%
250	Unemployment Insurance	16.36	202.35	630.00	630.00	427.65	32%
260	Workers Compensation	0.00	510.00	639.00	639.00	129.00	80%
290	Dental	25.99	311.98	1,044.00	1,044.00	732.02	30%
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	Account Total:	5,240.53	67,730.07	113,050.00	113,050.00	45,319.93	60%
41100 Administration							
310	Audit & Accounting Services	0.00	5,070.00	5,070.00	5,070.00	0.00	100%
320	Attorney/Legal Fees	560.00	4,322.50	28,500.00	28,500.00	24,177.50	15%
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
330	Contract - Planning & Zoning	0.00	3,286.75	30,000.00	30,000.00	26,713.25	11%
340	Contract Labor	0.00	3,920.00	10,000.00	10,000.00	6,080.00	39%
341	Pass Thru Charges	0.00	-55,424.50	75,000.00	75,000.00	130,424.50	-74%
414	Solid Waste Collection	209.68	235.96	250.00	250.00	14.04	94%
416	Electric & Gas	128.53	4,276.00	5,200.00	5,200.00	924.00	82%
431	City Hall Repair & Maint	0.00	407.98	8,500.00	8,500.00	8,092.02	5%
436	Cell Phone Mayor/Maintenance	1,560.00	1,560.00	1,800.00	1,800.00	240.00	87%
437	Telephone, Telecommunications	119.82	1,404.48	1,850.00	1,850.00	445.52	76%
456	Signs	0.00	90.00	1,000.00	1,000.00	910.00	9%
510	Insurance - Liability	0.00	6,074.26	6,075.00	6,075.00	0.74	100%
520	Dues & Fees	0.00	942.74	1,250.00	1,250.00	307.26	75%
530	Publications- Newspaper	156.00	849.87	900.00	900.00	50.13	94%
550	Travel Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
551	Training & Education	0.00	0.00	2,650.00	2,650.00	2,650.00	0%
552	Meals & Entertainment	0.00	0.00	450.00	450.00	450.00	0%
605	Office Supplies	179.34	1,504.88	2,500.00	2,500.00	995.12	60%
611	Copier Maintenance	290.32	1,750.42	4,800.00	4,800.00	3,049.58	36%
613	IT - Computer	230.00	3,137.77	5,000.00	5,000.00	1,862.23	63%
614	Postage	0.00	482.80	500.00	500.00	17.20	97%
615	Grant Writing	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
620	Software - New	154.99	1,445.64	2,000.00	2,000.00	554.36	72%
621	Software Maintenance Fees	0.00	7,685.80	7,500.00	7,500.00	-185.80	102%
700	Capital Improvements	0.00	2,761.26	4,000.00	4,000.00	1,238.74	69%
930	Reconciliation Discrepancies	0.00	-0.02	25.00	25.00	25.02	0%
970	Grant Expense	0.00	0.00	500.00	500.00	500.00	0%
	Account Total:	3,588.68	-4,215.41	213,320.00	213,320.00	217,535.41	-2%
	Account Group Total:	8,829.21	63,514.66	326,370.00	326,370.00	262,855.34	19%

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL							
42000 Public Safety							
42000 Public Safety							
	456 Signs	0.00	0.00	500.00	500.00	500.00	0%
	900 Public Safety	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	Account Total:	0.00	0.00	5,500.00	5,500.00	5,500.00	0%
	Account Group Total:	0.00	0.00	5,500.00	5,500.00	5,500.00	0%
43000 Public Works							
43000 Public Works							
	700 Capital Improvements	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
	Account Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
43010 Roads and Streets							
	116 Roads & Street Wages	6,369.84	62,121.13	63,392.00	63,392.00	1,270.87	98%
	118 Snow Removal Wages	175.01	18,003.11	37,682.00	37,682.00	19,678.89	48%
	210 Health	1,038.81	11,821.41	9,084.00	9,084.00	-2,737.41	130%
	211 Vision	18.26	210.41	180.00	180.00	-30.41	117%
	220 Social Security/Medicare	500.70	6,129.59	6,625.00	6,625.00	495.41	93%
	230 PERSI	675.29	8,402.42	8,040.00	8,040.00	-362.42	105%
	250 Unemployment Insurance	36.81	404.92	526.00	526.00	121.08	77%
	260 Workers Compensation	0.00	1,237.00	2,556.00	2,556.00	1,319.00	48%
	290 Dental	56.18	661.40	435.00	435.00	-226.40	152%
	340 Contract Labor	432.98	432.98	48,000.00	48,000.00	47,567.02	1%
	416 Electric & Gas	214.13	2,329.42	3,500.00	3,500.00	1,170.58	67%
	429 Snow Removal Maintenance	0.00	1,120.32	4,250.00	4,250.00	3,129.68	26%
	430 Road & Street Maintenance	287.50	14,437.49	35,000.00	35,000.00	20,562.51	41%
	432 Building Repairs & Maintenance	0.00	995.09	2,750.00	2,750.00	1,754.91	36%
	434 Equip. Maintenance	1,490.01	7,158.18	12,500.00	12,500.00	5,341.82	57%
	435 Equipment Lease Payment	10,000.00	10,000.00	10,000.00	10,000.00	0.00	100%
	454 Street Scape	94.45	1,313.39	3,000.00	3,000.00	1,686.61	44%
	455 Sidewalk, Curb, Gutter Maintenance	0.00	53.74	4,000.00	4,000.00	3,946.26	1%
	456 Signs	637.70	637.70	1,750.00	1,750.00	1,112.30	36%
	460 Small Tools, Equipmen	27.99	2,181.83	9,750.00	9,750.00	7,568.17	22%
	461 Shop Misc Supplies	183.23	260.18	750.00	750.00	489.82	35%
	470 Dust Abatement	0.00	16,000.00	16,000.00	16,000.00	0.00	100%
	481 Fuel Gas	698.03	3,286.33	3,250.00	3,250.00	-36.33	101%
	482 Diesel - Winter	0.00	1,665.65	4,750.00	4,750.00	3,084.35	35%
	483 Diesel - Summer	261.42	378.30	4,250.00	4,250.00	3,871.70	9%
	520 Dues & Fees	0.00	0.00	100.00	100.00	100.00	0%
	530 Publications- Newspaper	0.00	73.01	175.00	175.00	101.99	42%
	553 Clothing Reimbursement	628.03	1,128.03	1,500.00	1,500.00	371.97	75%
	700 Capital Improvements	12,931.98	12,931.98	20,000.00	20,000.00	7,068.02	65%
	900 Public Safety	0.00	381.45	500.00	500.00	118.55	76%
	970 Grant Expense	89,304.67	96,282.19	15,000.00	15,000.00	-81,282.19	642%
	Account Total:	126,063.02	282,038.65	329,295.00	329,295.00	47,256.35	86%
	Account Group Total:	126,063.02	282,038.65	336,795.00	336,795.00	54,756.35	84%

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL							
44000 OTHER							
44100 Parks and Recreation							
117	Park & Rec Wages	1,668.36	17,946.50	23,215.00	23,215.00	5,268.50	77%
119	Airport Maint Wages	0.00	5,860.47	5,738.00	5,738.00	-122.47	102%
210	Health	192.04	2,699.91	3,565.00	3,565.00	865.09	76%
211	Vision	3.41	48.31	96.00	96.00	47.69	50%
220	Social Security/Medicare	127.62	1,821.28	1,496.00	1,496.00	-325.28	122%
230	PERSI	156.49	2,202.86	2,869.00	2,869.00	666.14	77%
250	Unemployment Insurance	9.39	107.50	183.00	183.00	75.50	59%
260	Workers Compensation	0.00	470.00	978.00	978.00	508.00	48%
290	Dental	10.51	151.24	232.00	232.00	80.76	65%
438	City Park Improvements	0.00	4,678.73	5,000.00	5,000.00	321.27	94%
450	Racquet Court Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
451	Campground/Boatdock Maintenance	45.69	4,369.82	3,750.00	3,750.00	-619.82	117%
452	City Park Maintenance	685.44	1,946.18	1,250.00	1,250.00	-696.18	156%
453	Rest Area/Kiosk Maintenance	0.00	29.95	500.00	500.00	470.05	6%
456	Signs	58.71	58.71	500.00	500.00	441.29	12%
460	Small Tools, Equipmen	0.00	4,119.97	16,250.00	16,250.00	12,130.03	25%
700	Capital Improvements	0.00	6,300.00	10,000.00	10,000.00	3,700.00	63%
900	Public Safety	950.00	950.00	2,000.00	2,000.00	1,050.00	48%
925	Aiport Maintenance	0.00	375.16	3,500.00	3,500.00	3,124.84	11%
	Account Total:	3,907.66	54,136.59	96,122.00	96,122.00	41,985.41	56%
44300 Depot							
414	Solid Waste Collection	336.58	2,192.12	2,000.00	2,000.00	-192.12	110%
415	Water and Sewer	0.00	3,832.00	5,700.00	5,700.00	1,868.00	67%
416	Electric & Gas	26.34	232.02	1,250.00	1,250.00	1,017.98	19%
432	Building Repairs & Maintenance	0.00	548.24	7,500.00	7,500.00	6,951.76	7%
700	Capital Improvements	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
960	Solid Waste Transfer Site Tax	0.00	0.00	500.00	500.00	500.00	0%
	Account Total:	362.92	6,804.38	66,950.00	66,950.00	60,145.62	10%
	Account Group Total:	4,270.58	60,940.97	163,072.00	163,072.00	102,131.03	37%
	Fund Total:	139,162.81	406,494.28	831,737.00	831,737.00	425,242.72	49%
15 LOT FUND							
41000 GENERAL GOVERNMENT							
41100 Administration							
922	Local Option Tax Expense	121,513.93	273,256.66	350,000.00	350,000.00	76,743.34	78%
	Account Total:	121,513.93	273,256.66	350,000.00	350,000.00	76,743.34	78%
	Account Group Total:	121,513.93	273,256.66	350,000.00	350,000.00	76,743.34	78%
	Fund Total:	121,513.93	273,256.66	350,000.00	350,000.00	76,743.34	78%

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
51 WATER							
41000 GENERAL GOVERNMENT							
41010 Personnel							
	110 Office Wages	1,341.62	17,984.33	29,640.00	29,640.00	11,655.67	61%
	111 Council Wages	360.00	4,320.00	4,320.00	4,320.00	0.00	100%
	112 Mayor Wages	120.00	1,440.00	1,440.00	1,440.00	0.00	100%
	115 Water & Sewer Wages	5,665.91	39,126.60	42,224.00	42,224.00	3,097.40	93%
	210 Health	1,198.36	6,543.54	11,586.00	11,586.00	5,042.46	56%
	211 Vision	21.09	117.41	312.00	312.00	194.59	38%
	220 Social Security/Medicare	572.81	4,809.97	5,933.00	5,933.00	1,123.03	81%
	230 PERSI	771.10	5,932.61	9,268.00	9,268.00	3,335.39	64%
	250 Unemployment Insurance	39.42	292.76	501.00	501.00	208.24	58%
	260 Workers Compensation	0.00	804.00	1,652.00	1,652.00	848.00	49%
	290 Dental	64.91	364.47	754.00	754.00	389.53	48%
	Account Total:	10,155.22	81,735.69	107,630.00	107,630.00	25,894.31	76%
41100 Administration							
	310 Audit & Accounting Services	0.00	2,340.00	2,340.00	2,340.00	0.00	100%
	320 Attorney/Legal Fees	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
	351 Maintenance Contractor	0.00	930.00	6,500.00	6,500.00	5,570.00	14%
	360 Water Operator	750.00	4,700.00	6,750.00	6,750.00	2,050.00	70%
	414 Solid Waste Collection	3,296.40	19,708.80	20,000.00	20,000.00	291.20	99%
	416 Electric & Gas	688.93	8,644.47	8,500.00	8,500.00	-144.47	102%
	435 Equipment Lease Payment	5,000.00	5,000.00	5,000.00	5,000.00	0.00	100%
	436 Cell Phone Mayor/Maintenance	240.00	240.00	240.00	240.00	0.00	100%
	437 Telephone, Telecommunications	89.30	1,056.21	1,250.00	1,250.00	193.79	84%
	481 Fuel Gas	0.00	0.00	600.00	600.00	600.00	0%
	510 Insurance - Liability	0.00	2,803.50	2,804.00	2,804.00	0.50	100%
	520 Dues & Fees	650.00	1,244.80	950.00	950.00	-294.80	131%
	530 Publications- Newspaper	72.00	210.34	400.00	400.00	189.66	53%
	550 Travel Reimbursement	151.42	683.65	1,000.00	1,000.00	316.35	68%
	551 Training & Education	0.00	325.00	1,500.00	1,500.00	1,175.00	22%
	590 Late Fee	0.00	0.00	25.00	25.00	25.00	0%
	605 Office Supplies	45.59	694.09	750.00	750.00	55.91	93%
	611 Copier Maintenance	131.56	789.36	1,000.00	1,000.00	210.64	79%
	614 Postage	56.00	418.60	450.00	450.00	31.40	93%
	615 Grant Writing	3,885.00	28,705.00	15,000.00	15,000.00	-13,705.00	191%
	620 Software - New	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	621 Software Maintenance Fees	0.00	5,962.83	5,580.00	5,580.00	-382.83	107%
	810 Bond Payments	0.00	21,399.53	21,931.00	21,931.00	531.47	98%
	Account Total:	15,056.20	105,856.18	111,570.00	111,570.00	5,713.82	95%
	Account Group Total:	25,211.42	187,591.87	219,200.00	219,200.00	31,608.13	86%
42000 Public Safety							
42000 Public Safety							
	900 Public Safety	0.00	125.00	125.00	125.00	0.00	100%
	Account Total:	0.00	125.00	125.00	125.00	0.00	100%
	Account Group Total:	0.00	125.00	125.00	125.00	0.00	100%



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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>51 WATER</b>							
43000 Public Works							
43400 Water System							
	433 Repairs & Maint to Water	5,862.12	38,006.14	85,000.00	85,000.00	46,993.86	45%
	434 Equip. Maintenance	97.67	3,729.44	6,500.00	6,500.00	2,770.56	57%
	462 Chemicals	829.20	5,239.88	7,500.00	7,500.00	2,260.12	70%
	463 Small tools and supplies for Water	0.00	4,091.45	5,250.00	5,250.00	1,158.55	78%
	560 Tests	615.00	2,846.00	3,250.00	3,250.00	404.00	88%
	700 Capital Improvements	0.00	7,035.00	25,000.00	25,000.00	17,965.00	28%
	710 Meter Equipment Purchased	0.00	0.00	6,500.00	6,500.00	6,500.00	0%
	Account Total:	7,403.99	60,947.91	139,000.00	139,000.00	78,052.09	44%
	Account Group Total:	7,403.99	60,947.91	139,000.00	139,000.00	78,052.09	44%
49000							
49999 Depreciation Expense							
	910 Depreciation	0.00	0.00	100,500.00	100,500.00	100,500.00	0%
	Account Total:	0.00	0.00	100,500.00	100,500.00	100,500.00	0%
	Account Group Total:	0.00	0.00	100,500.00	100,500.00	100,500.00	0%
	Fund Total:	32,615.41	248,664.78	458,825.00	458,825.00	210,160.22	54%
<b>52 SEWER</b>							
41000 GENERAL GOVERNMENT							
41010 Personnel							
	110 Office Wages	223.31	2,993.08	4,940.00	4,940.00	1,946.92	61%
	111 Council Wages	60.00	720.00	720.00	720.00	0.00	100%
	112 Mayor Wages	20.00	240.00	240.00	240.00	0.00	100%
	115 Water & Sewer Wages	42.74	847.71	927.00	927.00	79.29	91%
	210 Health	44.72	553.44	663.00	663.00	109.56	83%
	211 Vision	0.77	10.00	60.00	60.00	50.00	17%
	220 Social Security/Medicare	26.47	367.28	927.00	927.00	559.72	40%
	230 PERSI	36.78	524.90	1,785.00	1,785.00	1,260.10	29%
	250 Unemployment Insurance	1.49	19.81	59.00	59.00	39.19	34%
	260 Workers Compensation	0.00	0.00	132.00	132.00	132.00	0%
	290 Dental	2.41	30.91	145.00	145.00	114.09	21%
	Account Total:	458.69	6,307.13	10,598.00	10,598.00	4,290.87	60%
41100 Administration							
	310 Audit & Accounting Services	0.00	390.00	390.00	390.00	0.00	100%
	320 Attorney/Legal Fees	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	340 Contract Labor	0.00	0.00	750.00	750.00	750.00	0%
	416 Electric & Gas	6.92	93.20	250.00	250.00	156.80	37%
	435 Equipment Lease Payment	3,000.00	3,000.00	3,000.00	3,000.00	0.00	100%
	437 Telephone, Telecommunications	9.21	107.94	200.00	200.00	92.06	54%
	481 Fuel Gas	0.00	0.00	50.00	50.00	50.00	0%
	510 Insurance - Liability	0.00	467.24	468.00	468.00	0.76	100%
	520 Dues & Fees	0.00	0.00	30.00	30.00	30.00	0%
	530 Publications- Newspaper	12.00	24.00	50.00	50.00	26.00	48%
	541 Monthly Service Agreement-NLSD	8,976.00	98,736.00	115,500.00	115,500.00	16,764.00	85%

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Statement of Expenditure - Budget vs. Actual Report  
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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>52 SEWER</b>							
605	Office Supplies	7.58	120.76	100.00	100.00	-20.76	121%
611	Copier Maintenance	21.92	131.52	150.00	150.00	18.48	88%
614	Postage	0.00	136.60	150.00	150.00	13.40	91%
620	Software - New	0.00	0.00	100.00	100.00	100.00	0%
621	Software Maintenance Fees	0.00	591.21	1,050.00	1,050.00	458.79	56%
810	Bond Payments	0.00	1,645.13	2,200.00	2,200.00	554.87	75%
	Account Total:	12,033.63	105,443.60	134,438.00	134,438.00	28,994.40	78%
	Account Group Total:	12,492.32	111,750.73	145,036.00	145,036.00	33,285.27	77%
<b>49000</b>							
49999	Depreciation Expense						
910	Depreciation	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Account Total:	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Account Group Total:	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Fund Total:	12,492.32	111,750.73	179,036.00	179,036.00	67,285.27	62%
<b>65 PARKS/RECREATION - DES</b>							
<b>41000 GENERAL GOVERNMENT</b>							
41100	Administration						
341	Pass Thru Charges	0.00	476.95	5,000.00	5,000.00	4,523.05	10%
	Account Total:	0.00	476.95	5,000.00	5,000.00	4,523.05	10%
	Account Group Total:	0.00	476.95	5,000.00	5,000.00	4,523.05	10%
	Fund Total:	0.00	476.95	5,000.00	5,000.00	4,523.05	10%
	Grand Total:	305,784.47	1,040,643.40	1,824,598.00	1,824,598.00	783,954.60	57%

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	0.75		
COMP HOURS (Comp Time Used)	2.00		49.68
HOL HOURS (Holiday Pay)	32.00		844.88
J001 HOURS (ROAD&STREET)	257.50		6,664.61
J002 HOURS (PARKS)	75.00		2,230.31
J003 HOURS (WATER OPERATOR)	380.00		9,238.83
J009 HOURS (AIRPORT)	4.00		89.96
J015 HOURS (SHOP/OFFICE)	8.50		270.47
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	180.00		4,939.51
SICK HOURS (Sick Time)	44.00		1,136.51
VACA HOURS (Vacation Time Used)	63.00		1,818.91
GROSS PAY	28,883.67	0.00	
NET PAY	21,084.36	0.00	
DENTAL INS	0.00	240.00	
FIT	2,095.35	0.00	
HEALTH INS	0.00	4,590.00	
IDAHO SIT	1,387.00	0.00	
MEDICARE	418.79	418.79	
PERSI	1,833.88	3,054.77	
PERSI CHOICE 40	225.00	0.00	
PERSI-3	48.48	80.88	
SOCIAL SECURITY	1,790.81	1,790.81	
UNEMPL. INSUR.	0.00	153.49	
VISION	0.00	78.00	
GDB	173.61	0.00	
ID FIRST BANK	9,082.36	0.00	
JP MORGAN CHASE	1,500.00	0.00	
STERLING SAVING	4,163.39	0.00	
UMPQUA	4,174.57	0.00	
US BANK	1,990.43	0.00	
FIT/SIT BASE	26,776.31	0.00	
MEDICARE BASE	28,883.67	0.00	
PERS BASE	25,765.15	0.00	
SOC SEC BASE	28,883.67	0.00	
UN BASE	27,283.67	0.00	
WC BASE	28,883.67	0.00	
Total		10,406.74	
Total Payroll Expense (Gross Pay + Employer Contributions):			39,290.41

Check Summary

Payroll Checks Prev. Out.	\$3,060.00
Payroll Checks Issued	\$4,550.15
Payroll Checks Redeemed	\$4,338.15
Payroll Checks Outstanding	\$3,272.00
Electronic Checks	\$30,837.63

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	3,581.62	2,479.26	2,427.98	21702
Medicare	837.58	579.78	567.80	21702
Unempl. Insur.	153.49	306.15	101.45	21713
Workers' Comp	0.00			21700
FIT	2,095.35	1,451.22	1,403.51	21701
IDAHO SIT	1,387.00	972.00	966.00	21703
PERSI	4,888.65	4,888.65		21704
DENTAL INS	240.00	160.00	80.00	21706
HEALTH INS	4,590.00	3,060.00	1,530.00	21705
VISION	78.00	52.00	26.00	21705
PERSI CHOICE 40	225.00	225.00		21704
PERSI-3	129.36	129.36		21704
<b>Total Ded.</b>	<b>18,206.05</b>	<b>14,303.42</b>	<b>7,102.74</b>	

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



**Double R Construction LLC Contract: Bid Contract**

**Homeowner: City of Donnelly**

**Address: City of Donnelly Tennis Courts**

**JOB DESCRIPTION: #1 Fencing around tennis courts**

**500'**

**Remove and replace, remove wall on east side of gate**

**JOB DESCRIPTION: #2**

**Green Privacy Netting**

**500'**

**OPEN ISSUES:**

Asphalt around the poles will need to be replaced and refinished after fence install

Payment Terms: Determined by Double R Construction

**ESTIMATED TOTAL COSTS WITHOUT OPEN ISSUES DEFINED:**

**JOB / Budgeted DESCRIPTION: Total**

**#1 - \$27250**

**#2 - \$8100**

Time of Performance:

START DATE:   2025   COMPLETION DATE:   2025  

Contractor Shall comply with all state and local licensing and registration requirements and will follow all tested and practiced building practices.

Change orders will be addressed as an increase of price determined by contractor after completion, automatic \$300 plus time and material.

Double R Signage will be on trailers, and entry.

Any unpaid invoice will increase \$300 per week it is unpaid.

Draws for project amount determined by contractor and communicated with Homeowners.

Change Order T/M+ 20% @ \$125 per hr

Contractor: \_\_\_\_\_ Riley Roberts \_\_\_\_\_ DATE 10-2-24\_  
Homeowner \_\_\_\_\_ DATE: \_\_\_\_\_



## City of Donnelly

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

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To: Mayor & City Council  
From: Lori Clemens, City Clerk  
Re: Staff Report  
Date: October 16, 2024

**Utility Billings:** As of Wednesday, October 16, 2024, there is \$1,881.76 (9) past due 30 days or more, in water billings.

**Local Option Tax:** September Receipts (August Tax) \$22,812.04

**Airport:**

**Clerk:** 2024 Audit – January 7, 2025  
Special Joint Meeting with Valley County Commissioners  
Library

**Donnelly Depot Center:**

**Parks & Recreation:** Campground/Boat Docks Closed for Season  
Gazebo Stained

**Planning & Zoning:** Building Permits

**Road & Streets:** Prep for winter  
Zipty Fiber-installation

**Water:**

**Office Closures:** November 11, 2024 – Veterans Day

**Upcoming Meeting Dates:** November – Special Council Meeting  
November 18, 2024, City Council Meeting