



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

AGENDA CITY COUNCIL MEETING

Monday, November 18, 2024, at 6 PM
Donnelly Community Center

CALL TO ORDER

PLEDGE OF ALLEGIENCE

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

City Council Minutes – October 21, 2024

Vouchers –October 17 thru November 12, 2024

Treasurer Report – October 2024

Payroll Summary –October 31, November 5 and 14, 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 24-38 #2024-DR-1 263 Halferty Street – Applicant Roger Madison/AAKR Properties LLC

New two-story mixed-use building with office on first floor and living on second floor, existing home to remain.

AB 24-39 #2024-DR-2 126 South Main Street – Applicant Paige Connair & Nicolette Womack with Kimley-Horn

New 5,200 square foot retail convenience store with underground tanks and fuel service with canopy.

AB 24-40 Request to Approve Floodplain Administrator Consulting Services

Contract between the City of Donnelly and South Landscape Architecture, P.C. dba South Beck & Baird (SBB), rewriting the floodplain ordinance and related regulations to meet current standards.

AB 24-41 Request to Approve 2025 City Calendar

AB 24-42 Request to Approve FY24 Annual Road & Streets Financial Report

AB 24-43 Racquet Court Fence

AB 24-44 Employee Christmas

**AGENDA
CITY COUNCIL
MEETING**

**Monday, November 18, 2024, at 6 PM
Donnelly Community Center**

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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.



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CITY COUNCIL
Monday, October 21st, 2024, at 6:00 PM
Donnelly Community Center
MINUTES

Meeting called to order by Mayor Dorris at 6:00 p.m.

Roll Call: Mayor Dorris, Councilmember Davenport, Councilmember Minshall, Councilmember Henggeler and Clerk Clemens present. Councilmember Spade absent.

Mayor Dorris lead Pledge of Allegiance.

CONSENT AGENDA

Motion by Henggeler, 2nd by Davenport to accept the consent agenda as written. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes). Motion carried.

PUBLIC COMMENT

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

DISCUSSION ITEMS

None

BUSINESS AGENDA (Action Items).

AB 24-35 General Funds Transfer to LGIP

- Transfer funds from General Fund to Sewer and Water LGIP Account
- Transfer funds from Local Option Tax to Savings LGIP Account

Motion by Davenport, 2nd by Henggeler to approve and authorize City Clerk to transfer funds to LGIP Accounts for Local Option Tax, Sewer and Water. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes). Motion carried.

AB 24-36 Racquet Court Fence

- Removal and Replace fencing around City Racquet Courts

Motion by Minshall, 2nd by Henggeler to Deny quote for racquet court fencing. Provide 2 or more quotes, show itemization of costs. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes). Motion carried.



CITY COUNCIL
Monday, October 21st, 2024, at 6:00 PM
Donnelly Community Center
MINUTES

CITY OF DONNELLY
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AB 24-37 Request for Qualifications for Engineering Services

Motion by Davenport, 2nd by Henggeler to move forward with the Request for Qualifications for City Engineering Services. No further discussion, Davenport (yes), Minshall (yes), Henggeler (yes). Motion carried.

STAFF REPORT

Staff Report was included in the packet.

ADJOURNMENT

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

Adjourned at 6:20 p.m.

ATTEST: Lori Clemens, City Clerk

DRAFT

11/12/24
13:23:27

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 10/17/24 to 11/12/24

Page: 1 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6690	-99248E	170 ADOBE SYSTEMS INC.	19.99						
		Adobe Service							
1	2924490488 11/08/24	Service	19.99			10 41100	620		10190
		Total for Vendor:	19.99						
6692	15240S	8 ANALYTICAL LABORATORIES, INC	55.00						
		Routine Testing							
1	2407936 10/31/24	Routine Testing	55.00			51 43400	560		10100
		Total for Vendor:	55.00						
6689	15232S 999999	BELINDA PROVANCHER	406.25						
		North End Park Tree - 1/2 Chamber of Commerce							
1	93248 10/29/24	Tree	406.25			10 44100	700		10100
		Total for Vendor:	406.25						
6670	15221S	18 C&M LUMBER	138.88						
		Gazebo							
		Snow Removal							
1	553296 10/03/24	Gazebo Stain	33.98			10 44100	452		10100
2	553296 10/03/24	Concrete/Pallet	104.90			10 43010	429		10100
		Total for Vendor:	138.88						
6682	15231S	257 CASCADE HARDWARE	216.11						
		Billing							
1	2410-26517 10/21/24	Parks Maintenance	26.99			10 44100	452		10100
2	2024.10 10/31/24	Shop Supplies	58.93			10 43010	461		10100
3	2410-26319 10/15/24	Water Maintenance	20.99			51 43400	433		10100
4	2410-26188 10/11/24	Community Center Door	23.37			10 43010	432		10100
5	2024.10 10/31/24	Snow Removal Maintenance	33.84			10 43010	429		10100
6	2024.10 10/31/24	Streets Maintenance	51.99			10 43010	430		10100
		Total for Vendor:	216.11						
6693	15241S	349 CITY OF KETCHUM	500.00						
		2025 Resort Cities Lobbyist Contributions							
1	8611 11/05/24	2025 Dues	500.00			10 41100	520		10100
		Total for Vendor:	500.00						

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CITY OF DONNELLY
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6694	15242S	42 DONNELLY ELEMENTARY SCHOOL	8,247.35						
		Local Option Tax Award 25-06 DES Enrichment							
1	25-06 11/12/24 FY25 25-06 Award	ski scholarships for 5th grade	8,247.35			15 41100	922		10100
		Total for Vendor:	8,247.35						
6695	15243S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	2196 11/05/24 Water System Services	Monthly CONTRACT FEE	375.00			51 41100	360		10100
		Total for Vendor:	375.00						
6671	15222S	149 DUBOIS	414.60						
		sodhypo							
1	IN-3035092 10/22/24 chemical		414.60			51 43400	462		10100
		Total for Vendor:	414.60						
6683	15239S	46 ED STAUB & SONS	10.60						
		Tank Rental							
4	11556806 11/01/24 Tank Rental 265 N Corbet		10.60			10 44300	416		10100
		Total for Vendor:	10.60						
6691	-99247E	306 ENABLING ELEMENTS, INC	34.00						
		Services							
1	D186999 11/06/24 Broad Band Pump House		34.00			51 41100	437		10190
		Total for Vendor:	34.00						
6696	15244S	277 FIREWORKS & STAGE FX AMERICA	12,000.00						
		Fireworks Display July 4th 2025							
1	25-10 11/12/24 FY25 25-10 Lot Award Fireworks		12,000.00			15 41100	922		10100
		Total for Vendor:	12,000.00						
6672	15223S	48 FRANKLIN BUILDING SUPPLY CO.	55.12						
		Billing							
1	2056575 10/02/24 20X12 -10 Fir		55.12			10 43010	429		10100
		Total for Vendor:	55.12						

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6673	15224S	66 IDAHO POWER	1,101.42						
Power Billing									
1	2205677988	10/21/24 City Hall / Maintenance	89.73			10 41100	416		10100
2	2205677988	10/21/24 City Hall / Maintenance	41.42			51 41100	416		10100
3	2205677988	10/21/24 City Hall / Maintenance	6.89			52 41100	416		10100
4	2204034223	10/21/24 Community Center	47.74			10 41100	416		10100
5	2201629405	10/24/24 Kiosk / Rest Area	26.43			10 43010	416		10100
6	2206076560	10/21/24 Fire Pump	296.33			51 41100	416		10100
7	2200223291	10/21/24 Water Supply	25.84			51 41100	416		10100
8	2201910078	10/21/24 Street Lights	134.88			10 43010	416		10100
9	2206228211	10/21/24 Main Street Lights	27.47			10 43010	416		10100
10	2207365186	10/21/24 NW Pump	304.84			51 41100	416		10100
11	2207493590	10/23/24 Camp Host Site	43.08			10 44100	451		10100
12	2201510134	10/21/24 DDC Unit #5	30.93			10 44300	416		10100
13	2208695581	10/25/24 193 FW Gestrin Gazebo	25.84			10 43010	416		10100
Total for Vendor:			1,101.42						
6684	15233S	165 LAKESHORE DISPOSAL	1,854.00						
Trash Services									
1	2024.10	10/28/24 Trash Collection	1,648.20			51 41100	414		10100
2	26948640S2	11/01/24 DDC Trash	145.50			10 44300	414		10100
3	2024.10	10/28/24 Overage	60.30			10 41100	414		10100
Total for Vendor:			1,854.00						
6680	-99250E	216 MICROSOFT	67.50						
Internet									
1	E0100U7IYN	10/04/24 Email Service	37.50			10 41100	620		10190
2	E0100U7AMC	10/04/24 office 365	30.00			10 41100	620		10190
Total for Vendor:			67.50						
6685	15234S	154 NORTH LAKE RECREATIONAL SEWER &	8,976.00						
Contract Sewer Service									
1	95-10-00	11/01/24 Contract Services	8,976.00			52 41100	541		10100
Total for Vendor:			8,976.00						

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6681	-99249E	320 NORTHERN TOOL & EQUIPMENT	392.19						
	Shelving for Shop								
1	80336460 11/04/24	Shelving	392.19			10 43010	432		10190
	Total for Vendor:		392.19						
6686	15235S	199 SHRED-IT/STERICYCLE, INC	151.94						
	shredding service								
1	8008760239 10/25/24	shredding	98.77			10 41100	605		10100
2	8008760239 10/25/24	shredding	45.59			51 41100	605		10100
3	8008760239 10/25/24	shredding	7.58			52 41100	605		10100
	Total for Vendor:		151.94						
6674	15225S	202 SILVER STAR COMMUNICATIONS	83.93						
	telephone								
1	664073 11/01/24	telephone	54.56			10 41100	437		10100
2	664073 11/01/24	telephone	25.18			51 41100	437		10100
3	664073 11/01/24	telephone	4.19			52 41100	437		10100
	Total for Vendor:		83.93						
6687	15236S	120 SINCLAIR FLEET TRACK (STINKER)	579.93						
	Fuel								
1	2024.10 10/31/24	Dodge 3500	287.22			10 43010	481		10100
2	52349 10/21/24	Small Engine	16.27			10 43010	481		10100
3	46159 10/15/24	F150	66.15			10 43010	481		10100
4	61622 10/30/24	Skid Steer	17.91			10 43010	483		10100
5	52722 10/21/24	Cat Backhoe	102.53			10 43010	483		10100
6	46173 10/15/24	Deere Backhoe	94.30			10 43010	483		10100
7	2024.10 10/31/24	Credit	-4.45			10 43010	481		10100
	Total for Vendor:		579.93						
6675	15226S	150 SPARKLIGHT	112.40						
	Internet Services								
1	112446547 10/01/24	internet	77.26			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:		112.40						

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CITY OF DONNELLY
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For Claims from 10/17/24 to 11/12/24

Page: 5 of 6
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6676	15227S	330 SPECIALTY CONSTRUCTION SUPPLY	85.70						
Billing									
1	0247752-IN 10/22/24	Safety Coat Pete	85.70			10 42000	900		10100
Total for Vendor:			85.70						
6677	15228S	123 STATE INSURANCE FUND	1,076.00						
installment for work comp									
1	29226439 10/01/24	work comp-9102	176.00			10 44100	260		10100
2	29226439 10/01/24	work comp-8810/8811	49.00			10 41010	260		10100
3	29226439 10/01/24	work comp-7520	281.50			51 41010	260		10100
4	29226439 10/01/24	work comp-9410-9402	502.50			10 43010	260		10100
5	29226439 10/01/24	Fees	67.00			10 41010	260		10100
Total for Vendor:			1,076.00						
6678	15229S	239 VALLEY COUNTY BUILDING	3,212.95						
233 Payette St 377 N Main St 285 Payette St									
1	10.21.24 10/21/24	Plan Review	1,697.14		WEIR	10 41100	341		10100
2	10.21.24 10/21/24	1/2 Builiding Permit	1,515.81		WEIR	10 41100	341		10100
Total for Vendor:			3,212.95						
6679	15230S	351 XEROX FINANCIAL SERVICES	220.82						
Copier Maintenance									
1	6391307 10/15/24	copier maintenance	144.08			10 41100	611		10100
2	6391307 10/15/24	copier maintenance	65.78			51 41100	611		10100
3	6391307 10/15/24	copier maintenance	10.96			52 41100	611		10100
Total for Vendor:			220.82						
6688	15237S	209 YORGASON LAW OFFICES PLLC	560.00						
Correspondence/Emails									
1	260 11/01/24	Legal Fees	560.00			10 41100	320		10100
Total for Vendor:			560.00						
# of Claims			27	Total:	40,947.68	# of Vendors			23
Total Electronic Claims					513.68				
Total Non-Electronic Claims					40434.00				

** 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: 10 / 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	4,483.29	4,483.29	64,220.00	64,220.00	59,736.71	7%
111	Council Wages	780.00	780.00	9,360.00	9,360.00	8,580.00	8%
112	Mayor Wages	260.00	260.00	3,120.00	3,120.00	2,860.00	8%
210	Health	497.34	497.34	16,042.00	16,042.00	15,544.66	3%
211	Vision	8.45	8.45	432.00	432.00	423.55	2%
220	Social Security/Medicare	422.51	422.51	5,092.00	5,092.00	4,669.49	8%
230	PERSI	634.56	634.56	8,974.00	8,974.00	8,339.44	7%
250	Unemployment Insurance	25.22	25.22	600.00	600.00	574.78	4%
260	Workers Compensation	116.00	116.00	1,050.00	1,050.00	934.00	11%
290	Dental	25.99	25.99	1,044.00	1,044.00	1,018.01	2%
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	Account Total:	7,253.36	7,253.36	110,934.00	110,934.00	103,680.64	7%
41100 Administration							
310	Audit & Accounting Services	0.00	0.00	5,265.00	5,265.00	5,265.00	0%
320	Attorney/Legal Fees	0.00	0.00	28,500.00	28,500.00	28,500.00	0%
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
330	Contract - Planning & Zoning	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
340	Contract Labor	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
341	Pass Thru Charges	3,212.95	3,212.95	75,000.00	75,000.00	71,787.05	4%
414	Solid Waste Collection	0.00	0.00	500.00	500.00	500.00	0%
416	Electric & Gas	137.47	137.47	6,250.00	6,250.00	6,112.53	2%
431	City Hall Repair & Maint	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	0%
437	Telephone, Telecommunications	251.64	251.64	1,850.00	1,850.00	1,598.36	14%
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
510	Insurance - Liability	3,644.55	3,644.55	7,290.00	7,290.00	3,645.45	50%
520	Dues & Fees	0.00	0.00	1,250.00	1,250.00	1,250.00	0%
530	Publications- Newspaper	0.00	0.00	900.00	900.00	900.00	0%
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	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
611	Copier Maintenance	144.08	144.08	2,225.00	2,225.00	2,080.92	6%
613	IT - Computer	362.50	362.50	6,000.00	6,000.00	5,637.50	6%
614	Postage	0.00	0.00	500.00	500.00	500.00	0%
615	Grant Writing	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
620	Software - New	19.99	19.99	2,500.00	2,500.00	2,480.01	1%
621	Software Maintenance Fees	822.33	822.33	9,500.00	9,500.00	8,677.67	9%
700	Capital Improvements	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
930	Reconciliation Discrepancies	0.00	0.00	25.00	25.00	25.00	0%
970	Grant Expense	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Account Total:	8,595.51	8,595.51	215,455.00	215,455.00	206,859.49	4%
	Account Group Total:	15,848.87	15,848.87	326,389.00	326,389.00	310,540.13	5%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 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	85.70	85.70	3,500.00	3,500.00	3,414.30	2%
	Account Total:	85.70	85.70	4,000.00	4,000.00	3,914.30	2%
	Account Group Total:	85.70	85.70	4,000.00	4,000.00	3,914.30	2%
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	7,123.44	7,123.44	83,123.00	83,123.00	75,999.56	9%
	118 Snow Removal Wages	414.52	414.52	59,429.00	59,429.00	59,014.48	1%
	210 Health	849.87	849.87	19,600.00	19,600.00	18,750.13	4%
	211 Vision	14.45	14.45	360.00	360.00	345.55	4%
	220 Social Security/Medicare	576.65	576.65	9,938.00	9,938.00	9,361.35	6%
	230 PERSI	882.71	882.71	12,060.00	12,060.00	11,177.29	7%
	250 Unemployment Insurance	39.97	39.97	789.00	789.00	749.03	5%
	260 Workers Compensation	502.50	502.50	3,834.00	3,834.00	3,331.50	13%
	290 Dental	44.42	44.42	594.00	594.00	549.58	7%
	340 Contract Labor	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	416 Electric & Gas	214.62	214.62	3,500.00	3,500.00	3,285.38	6%
	429 Snow Removal Maintenance	199.94	199.94	6,500.00	6,500.00	6,300.06	3%
	430 Road & Street Maintenance	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
	432 Building Repairs & Maintenance	203.52	203.52	2,750.00	2,750.00	2,546.48	7%
	434 Equip. Maintainance	0.00	0.00	17,500.00	17,500.00	17,500.00	0%
	435 Equipment Lease Payment	0.00	0.00	37,000.00	37,000.00	37,000.00	0%
	454 Street Scape	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	455 Sidewalk, Curb, Gutter Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
	456 Signs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	460 Small Tools, Equipmen	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
	461 Shop Misc Supplies	0.00	0.00	750.00	750.00	750.00	0%
	470 Dust Abatement	0.00	0.00	16,000.00	16,000.00	16,000.00	0%
	481 Fuel Gas	0.00	0.00	3,250.00	3,250.00	3,250.00	0%
	482 Diesel - Winter	0.00	0.00	6,200.00	6,200.00	6,200.00	0%
	483 Diesel - Summer	0.00	0.00	6,200.00	6,200.00	6,200.00	0%
	520 Dues & Fees	0.00	0.00	350.00	350.00	350.00	0%
	530 Publications- Newspaper	0.00	0.00	175.00	175.00	175.00	0%
	553 Clothing Reimbursement	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	700 Capital Improvements	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
	900 Public Safety	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	970 Grant Expense	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
	Account Total:	11,066.61	11,066.61	602,402.00	602,402.00	591,335.39	2%
	Account Group Total:	11,066.61	11,066.61	609,902.00	609,902.00	598,835.39	2%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 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	1,828.05	1,828.05	31,512.00	31,512.00	29,683.95	6%
	119 Airport Maint Wages	89.96	89.96	8,200.00	8,200.00	8,110.04	1%
	210 Health	222.32	222.32	3,346.00	3,346.00	3,123.68	7%
	211 Vision	3.77	3.77	119.00	119.00	115.23	3%
	220 Social Security/Medicare	146.73	146.73	2,244.00	2,244.00	2,097.27	7%
	230 PERSI	207.87	207.87	2,869.00	2,869.00	2,661.13	7%
	250 Unemployment Insurance	9.81	9.81	183.00	183.00	173.19	5%
	260 Workers Compensation	176.00	176.00	1,467.00	1,467.00	1,291.00	12%
	290 Dental	11.63	11.63	348.00	348.00	336.37	3%
	438 City Park Improvements	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	450 Racquet Court Maintenance	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	451 Campground/Boatdock Maintenance	43.08	43.08	4,500.00	4,500.00	4,456.92	1%
	452 City Park Maintenance	33.98	33.98	1,250.00	1,250.00	1,216.02	3%
	453 Rest Area/Kiosk Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	456 Signs	0.00	0.00	500.00	500.00	500.00	0%
	460 Small Tools, Equipmen	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
	700 Capital Improvements	0.00	0.00	4,500.00	4,500.00	4,500.00	0%
	900 Public Safety	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	925 Aiport Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Account Total:	2,773.20	2,773.20	89,038.00	89,038.00	86,264.80	3%
44300 Depot							
	414 Solid Waste Collection	0.00	0.00	3,250.00	3,250.00	3,250.00	0%
	415 Water and Sewer	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	416 Electric & Gas	30.93	30.93	1,000.00	1,000.00	969.07	3%
	432 Building Repairs & Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	700 Capital Improvements	0.00	0.00	22,500.00	22,500.00	22,500.00	0%
	960 Solid Waste Transfer Site Tax	0.00	0.00	500.00	500.00	500.00	0%
	Account Total:	30.93	30.93	38,250.00	38,250.00	38,219.07	0%
	Account Group Total:	2,804.13	2,804.13	127,288.00	127,288.00	124,483.87	2%
	Fund Total:	29,805.31	29,805.31	1,067,579.00	1,067,579.00	1,037,773.69	3%
15 LOT FUND							
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	0.00	0.00	350,000.00	350,000.00	350,000.00	0%
	Account Total:	0.00	0.00	350,000.00	350,000.00	350,000.00	0%
	Account Group Total:	0.00	0.00	350,000.00	350,000.00	350,000.00	0%
	Fund Total:	0.00	0.00	350,000.00	350,000.00	350,000.00	0%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 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	2,068.80	2,068.80	29,640.00	29,640.00	27,571.20	7%
111	Council Wages	360.00	360.00	4,320.00	4,320.00	3,960.00	8%
112	Mayor Wages	120.00	120.00	1,440.00	1,440.00	1,320.00	8%
115	Water & Sewer Wages	10,031.20	10,031.20	63,336.00	63,336.00	53,304.80	16%
210	Health	1,441.55	1,441.55	11,586.00	11,586.00	10,144.45	12%
211	Vision	24.50	24.50	312.00	312.00	287.50	8%
220	Social Security/Medicare	962.39	962.39	8,850.00	8,850.00	7,887.61	11%
230	PERSI	1,430.66	1,430.66	9,268.00	9,268.00	7,837.34	15%
250	Unemployment Insurance	62.78	62.78	501.00	501.00	438.22	13%
260	Workers Compensation	281.50	281.50	2,478.00	2,478.00	2,196.50	11%
290	Dental	75.38	75.38	754.00	754.00	678.62	10%
	Account Total:	16,858.76	16,858.76	132,485.00	132,485.00	115,626.24	13%
41100 Administration							
310	Audit & Accounting Services	0.00	0.00	2,430.00	2,430.00	2,430.00	0%
320	Attorney/Legal Fees	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
351	Maintenance Contractor	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
360	Water Operator	0.00	0.00	6,750.00	6,750.00	6,750.00	0%
414	Solid Waste Collection	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
416	Electric & Gas	668.43	668.43	9,250.00	9,250.00	8,581.57	7%
435	Equipment Lease Payment	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
436	Cell Phone Mayor/Maintenance	0.00	0.00	240.00	240.00	240.00	0%
437	Telephone, Telecommunications	144.60	144.60	1,250.00	1,250.00	1,105.40	12%
481	Fuel Gas	0.00	0.00	500.00	500.00	500.00	0%
510	Insurance - Liability	1,682.10	1,682.10	3,365.00	3,365.00	1,682.90	50%
520	Dues & Fees	5.00	5.00	1,500.00	1,500.00	1,495.00	0%
530	Publications- Newspaper	0.00	0.00	400.00	400.00	400.00	0%
550	Travel Reimbursement	0.00	0.00	1,750.00	1,750.00	1,750.00	0%
551	Training & Education	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
590	Late Fee	0.00	0.00	25.00	25.00	25.00	0%
605	Office Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
611	Copier Maintenance	65.78	65.78	1,000.00	1,000.00	934.22	7%
614	Postage	0.00	0.00	450.00	450.00	450.00	0%
615	Grant Writing	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
620	Software - New	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
621	Software Maintenance Fees	379.54	379.54	6,750.00	6,750.00	6,370.46	6%
810	Bond Payments	0.00	0.00	21,400.00	21,400.00	21,400.00	0%
	Account Total:	2,945.45	2,945.45	204,560.00	204,560.00	201,614.55	1%
	Account Group Total:	19,804.21	19,804.21	337,045.00	337,045.00	317,240.79	6%
42000 Public Safety							
42000 Public Safety							
900	Public Safety	0.00	0.00	125.00	125.00	125.00	0%
	Account Total:	0.00	0.00	125.00	125.00	125.00	0%
	Account Group Total:	0.00	0.00	125.00	125.00	125.00	0%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
51 WATER							
43000 Public Works							
43400 Water System							
433	Repairs & Maint to Water	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
434	Equip. Maintainance	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
462	Chemicals	414.60	414.60	7,500.00	7,500.00	7,085.40	6%
463	Small tools and supplies for Water	0.00	0.00	5,250.00	5,250.00	5,250.00	0%
560	Tests	0.00	0.00	2,250.00	2,250.00	2,250.00	0%
700	Capital Improvements	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
710	Meter Equipment Purchased	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	Account Total:	414.60	414.60	87,500.00	87,500.00	87,085.40	0%
	Account Group Total:	414.60	414.60	87,500.00	87,500.00	87,085.40	0%
49000							
49999 Depreciation Expense							
910	Depreciation	0.00	0.00	102,171.00	102,171.00	102,171.00	0%
	Account Total:	0.00	0.00	102,171.00	102,171.00	102,171.00	0%
	Account Group Total:	0.00	0.00	102,171.00	102,171.00	102,171.00	0%
	Fund Total:	20,218.81	20,218.81	526,841.00	526,841.00	506,622.19	4%
52 SEWER							
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	343.94	343.94	4,940.00	4,940.00	4,596.06	7%
111	Council Wages	60.00	60.00	720.00	720.00	660.00	8%
112	Mayor Wages	20.00	20.00	240.00	240.00	220.00	8%
115	Water & Sewer Wages	85.85	85.85	1,391.00	1,391.00	1,305.15	6%
210	Health	48.92	48.92	995.00	995.00	946.08	5%
211	Vision	0.83	0.83	60.00	60.00	59.17	1%
220	Social Security/Medicare	39.00	39.00	927.00	927.00	888.00	4%
230	PERSI	58.93	58.93	1,785.00	1,785.00	1,726.07	3%
250	Unemployment Insurance	2.38	2.38	59.00	59.00	56.62	4%
260	Workers Compensation	0.00	0.00	132.00	132.00	132.00	0%
290	Dental	2.58	2.58	145.00	145.00	142.42	2%
	Account Total:	662.43	662.43	11,394.00	11,394.00	10,731.57	6%
41100 Administration							
310	Audit & Accounting Services	0.00	0.00	405.00	405.00	405.00	0%
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	6.89	6.89	250.00	250.00	243.11	3%
435	Equipment Lease Payment	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
437	Telephone, Telecommunications	18.42	18.42	200.00	200.00	181.58	9%
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	0%
510	Insurance - Liability	280.35	280.35	562.00	562.00	281.65	50%
520	Dues & Fees	0.00	0.00	30.00	30.00	30.00	0%
530	Publications- Newspaper	0.00	0.00	50.00	50.00	50.00	0%
541	Monthly Service Agreement-NLSD	8,976.00	8,976.00	140,000.00	140,000.00	131,024.00	6%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
52 SEWER							
605	Office Supplies	0.00	0.00	150.00	150.00	150.00	0%
611	Copier Maintenance	10.96	10.96	150.00	150.00	139.04	7%
614	Postage	0.00	0.00	150.00	150.00	150.00	0%
620	Software - New	0.00	0.00	100.00	100.00	100.00	0%
621	Software Maintenance Fees	63.25	63.25	1,050.00	1,050.00	986.75	6%
810	Bond Payments	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	Account Total:	9,355.87	9,355.87	156,897.00	156,897.00	147,541.13	6%
	Account Group Total:	10,018.30	10,018.30	168,291.00	168,291.00	158,272.70	6%
49000							
49999	Depreciation Expense						
910	Depreciation	0.00	0.00	33,535.00	33,535.00	33,535.00	0%
	Account Total:	0.00	0.00	33,535.00	33,535.00	33,535.00	0%
	Account Group Total:	0.00	0.00	33,535.00	33,535.00	33,535.00	0%
	Fund Total:	10,018.30	10,018.30	201,826.00	201,826.00	191,807.70	5%
65 PARKS/RECREATION - DES							
41000 GENERAL GOVERNMENT							
41100	Administration						
341	Pass Thru Charges	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Account Total:	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Account Group Total:	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Fund Total:	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Grand Total:	60,042.42	60,042.42	2,148,746.00	2,148,746.00	2,088,703.58	3%

Total for Payroll Checks

	Employee	Employer	Amount
COMP HOURS (Comp Time Used)	1.00		24.84
HOL HOURS (Holiday Pay)	8.00		223.60
J001 HOURS (ROAD&STREET)	209.00		5,349.62
J002 HOURS (PARKS)	13.00		379.06
J003 HOURS (WATER OPERATOR)	163.50		4,283.49
J006 HOURS (SNOW REMOVAL)	10.50		334.11
J009 HOURS (AIRPORT)	22.50		571.17
J014 HOURS (EQUIP MAINT)	7.50		218.01
J015 HOURS (SHOP/OFFICE)	26.00		662.20
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	128.50		3,591.58
SICK HOURS (Sick Time)	28.00		781.31
VACA HOURS (Vacation Time Used)	22.50		558.62
GROSS PAY	18,577.61	0.00	
NET PAY	13,386.31	0.00	
DENTAL INS	0.00	80.00	
FIT	1,342.91	0.00	
HEALTH INS	0.00	1,530.00	
IDAHO SIT	954.00	0.00	
MEDICARE	269.36	269.36	
PERSI	1,274.73	2,123.37	
PERSI CHOICE 40	150.00	0.00	
PERSI-3	48.48	80.88	
SOCIAL SECURITY	1,151.82	1,151.82	
UNEMPL. INSUR.	0.00	72.44	
VISION	0.00	26.00	
ID FIRST BANK	6,051.49	0.00	
JP MORGAN CHASE	1,000.00	0.00	
STERLING SAVING	2,833.15	0.00	
UMPQUA	2,927.84	0.00	
US BANK	573.83	0.00	
FIT/SIT BASE	17,104.40	0.00	
MEDICARE BASE	18,577.61	0.00	
PERS BASE	17,977.61	0.00	
SOC SEC BASE	18,577.61	0.00	
UN BASE	16,977.61	0.00	
WC BASE	18,577.61	0.00	
Total		5,333.87	
Total Payroll Expense (Gross Pay + Employer Contributions):		23,911.48	

Check Summary

Payroll Checks Prev. Out.	\$3,272.00
Payroll Checks Issued	\$4,643.00
Payroll Checks Redeemed	\$3,272.00
Payroll Checks Outstanding	\$4,643.00
Electronic Checks	\$23,386.61

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	2,303.64	2,427.98	3,480.60	1,251.02	21702
Medicare	538.72	567.80	813.96	292.56	21702
Unempl. Insur.	72.44	140.16		212.60	21713
Workers' Comp	0.00				21700
FIT	1,342.91	1,403.51	2,028.28	718.14	21701
IDAHO SIT	954.00	966.00	1,371.00	549.00	21703
PERSI	3,398.10		3,398.10		21704
DENTAL INS	80.00	80.00	160.00		21706
HEALTH INS	1,530.00	1,530.00	3,060.00		21705
VISION	26.00	26.00	52.00		21705
PERSI CHOICE 40	150.00		150.00		21704
PERSI-3	129.36		129.36		21704
Total Ded.	10,525.17	7,141.45	14,643.30	3,023.32	

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

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 24-38
Meeting Date 11/18/2024

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Design Review – 263 Halferty Street (2024-DR-1)</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:	n/a		
FUNDING SOURCE:			
TIMELINE:			

SUMMARY STATEMENT:

Design Review for proposed project at 263 Halferty Street.

New two-story mixed-use building with office on first floor and living on second floor, existing home to remain.

City Planning Consultant Mark Butler, review attached.

RECOMMENDED ACTION:

Review, Approve or Deny, Design Review 2024-DR-1 263 Halferty Street

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

CITY OF DONNELLY

DESIGN REVIEW STAFF REPORT

FILE NUMBER: 2024-DR-01

ADDRESS: 263 HALFERTY STREET

**APPLICANT: ROGER MADISON/AAKR PROPERTIES LLC
2808 W. CROOKED STICK COURT
EAGLE, IDAHO 83616
PHONE: 208-859-1120**

**DESCRIPTION: NEW TWO-STORY MIXED-USE BUILDING WITH OFFICE ON
FIRST FLOOR AND LIVING QUARTERS ON SECOND FLOOR.
EXISTING HOME TO REMAIN.**

**REPRESENTED BY: STEVE LOCKWOOD
PHONE: 503-473-9967**

Per Donnelly City Code (DCC) Section 18.135.030 B Procedures:

“The city council shall review the application without a public hearing and will approve, approve with conditions or modifications, or deny the application within 15 days of the review.”

See attached cover letter, site plan and elevations.

Staff Analysis:

The applicant is proposing to construct a new two-story mixed-use building with a 631-square foot office on the lower floor and a 677-square foot apartment on the second floor. Both floors have separate entrances.

There is an existing home on the property which is just under 1,000-square feet according to the applicant’s representative. The Valley County web site and assessors records details indicate that a manufactured home is on the property.

The subject property is zoned “Central Business District” and the office, apartment and single-family home uses are permitted within this zoning designation.

Criteria for review is provided for within DCC Section 18.135.050 Criteria for Review, as follows: (Staff comments in regular text)

The city council shall use the following criteria in evaluating applications for design review:

- A. *The siting of proposed buildings, improvements, signs and fences, and other structures which may impact adjacent properties.*

It is staff’s opinion that there is no negative impact to adjacent property.

- B. *The proposed improvements are sited to meet the driveway and parking standards of Chapter 18.90 DCC. Unobstructed access for emergency vehicles, snowplows and similar service vehicles is provided and is appropriate for the size of the development.*

The code allows the home and apartment to be calculated at 1.5 space each due to the "multi-family" definition. That would require three spaces.

The code would require the office to have 1.26 spaces rounded to two. But due to the mix of uses, four spaces total should be allowed as proposed. The surface of all parking areas should be asphalt or concrete.

The trailer is required to have two parking spaces. The applicant plans to remove the trailer at some time in the future. Until the trailer is removed the applicant should be required to provide a minimum 20-foot wide by 20-foot-deep gravel parking area on site at the north side of the property for parking for the residents of the trailer. Asphalt or concrete is required for parking areas, but the code allows the Council to grant a waiver if justified. It is staff's opinion that a waiver is justified because the trailer is temporary use according to the applicant.

- C. *Adequate snow storage is provided. If off-site snow storage is proposed, the designated area shall provide adequate drainage to accommodate the snow. The applicant shall provide written evidence that the snow storage will be permitted at the proposed site.*

The applicant states that, "Snow will be stored on the N and NE corner of the lot in the grass area."

- D. *The siting of proposed improvements minimizes interference with natural drainage and is designed to be contained on site.*

It is staff's opinion that this criterion is being complied with.

- E. *All proposed signs are designed and located according the standards of Article II of Chapter 18.95 DCC and are consistent with the architectural character of the structures.*

No signs are proposed.

- F. *Building design includes weather protection that prevents water from dripping or snow from sliding onto pedestrian or vehicle areas or onto adjacent properties.*

It is staff's opinion that this criterion is being complied with.

- G. *The architectural style is that of Pioneer Victorian, according to the Donnelly comprehensive plan. Examples of the style can be found in Roseberry.*

Staff defers to Council regarding architectural style.

- H. *Building walls which are exposed to streets are designed proportionally to human scale through the use of stepped building walls, windows, balconies, mixture of materials, textures and color, or other architectural means.*

Staff defers to Council regarding architectural elements.

I. *Fences and screens are designed to be consistent with the architectural character.*

No fences are proposed

J. *The site plan provides for safe and uninhibited pedestrian traffic.*

It is staff's opinion that this criterion is being complied with.

K. *Lighting of the site and structures complies with DCC 18.30.070 and all improvements are designed to minimize light and sound emanating to other properties.*

It is staff's opinion that this criterion is being complied with.

L. *Areas not used for buildings, parking areas, or other improvements are landscaped.*

The applicant states that, "Landscaping will include rock and flower beds on the east and west of the building to match the existing building. 4 to 6 bushes on each side of the building will be planted. The grass area on the north of the existing building will be maintained. The pine tree on the SE corner of the lot will be maintained as well.

M. *Any portion of a self-storage/mini-storage building that faces a street or property line shall be prohibited from utilizing metal siding and shall utilize materials, as to be determined by the city council, that do not portray the stark utilitarian look of metal siding.*

NOT APPLICABLE

Staff Recommendation:

If City Council chooses to approve the application staff recommends that the approval include the following conditions, along with any other conditions the Council deems necessary:

1. All documents and plans submitted by the applicant are incorporated herein by reference. Plans dated 10-25-24 with revision stamp 10-31-24.
2. The Staff report is incorporated herein by reference.
3. Four parking spaces shall be provided, and the parking spaces and parking drive area shall be asphalt or concrete.
4. Until the trailer is removed provide a minimum 20-foot wide by 20-foot-deep gravel parking area on site at the north side of the property for parking for the residents of the trailer.
5. Snow shall be stored on the N and NE corner of the lot in the grass area.
6. Prior to issuance of a building permit the applicant shall submit a landscape plan showing the stated improvements proposed by the applicant as follows, "Landscaping will include rock and flower beds on the east and west of the building to match the existing building. 4 to 6 bushes on each side of the building will be planted. The grass area on the north of the existing building will be maintained. The pine tree on the SE corner of the lot will be maintained as well."

7. A building permit is required, and all applicable Donnelly City Codes shall otherwise be complied with.

Submitted by:

Mark L. Butler
Mark L. Butler, Land Use Consultant
City of Donnelly

November 14, 2024
Date



CITY OF DONNELLY
DESIGN REVIEW APPLICATION

Application Checklist: (To be completed By City of Donnelly Staff Only)

- Completed Application Coversheet
- Completed Design Review Application
- Design Review Fee (\$330.00 plus 11.00 per unit)
- Proof of Legal Interest In the Subject Property
- Plan of the Proposed Site
- Plan Showing All Exterior Elevations (separate from Proposed Site Plan)
- Landscape Plan
- Snow Storage plan and/or snow storage Calculations
- Parking Plan
- Drainage Plan
- Lighting Plan
- Signage Plan and/or design
- Fences and screen design
- Eight (8) Copies of Application
- One (1) Electronic Copy of Application and Drawing
- _____
- _____
- Date Received: _____ By Whom: _____ (Initials)
- Date to be Heard by Commission: _____
- Date to be Re-Heard by Commission : _____
- Decision of Commission (Approve, Approve With Modifications or Deny): _____

Applicant Information (To be Completed by Applicant)

Applicant (print): Roger Madison / AAKR Properties

Mailing Address: 2808 W. Crooked Stick Ct. Street Address: _____

City: Engle State: ID Zip Code: 83016 Contact Name and Title: _____

Phone: 208-859-1120 Alt. Phone: _____ E-mail: aakrproperties@gmail.com

Proof Of Legal Interest In Subject Property: warranty deed

Description of Proposed Use: office space and long term rental

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

Submitted By: Roger Madison

Signature: _____ Title: owner Date: 10/8/24

Design Review Application

Additional Information

The plan for the proposed site is to build a small addition to the building that already exists. The addition will be to the south and will include parking spaces for the new addition. Parking is already in place north of the existing building. The new building will hold 3 offices on the ground floor and a one bedroom, one bath unit on the 2nd floor that will be used as a long term rental.

Landscaping will include rock and flower beds on the east and west of the building to match the existing building. 4 to 6 bushes on each side of the building will be planted. The grass area on the north of the existing building will be maintained. The pine tree on the SE corner of the lot will be maintained as well.

Snow will be stored on the N and NE corner of the lot in the grass area.

I don't believe a drainage plan is necessary, the lot is level and rain and snow will be absorbed into the property. We are not planning any exterior lighting other than safety lighting at each entry of the building. No signs are planned on the property. At this point we are not planning to build a fence.

**DONNELLY CITY COUNCIL
AGENDA BILL**

Number

AB 24-39

Meeting Date 11/18/24

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Design Review – 126 South Main Street (2024-DR-2)</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:			
FUNDING SOURCE:			
TIMELINE:			

SUMMARY STATEMENT:

Design Review for proposed project at 126 South Main Street.

New 5,200 square foot retail convenience store with underground tanks and fuel service with canopy.

City Planning Consultant Mark Butler, review attached.

RECOMMENDED ACTION:

Review, Approve or Deny, Design Review 2024-DR-2 126 South Main Street

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

CITY OF DONNELLY
DESIGN REVIEW STAFF REPORT

FILE NUMBER: 2024-DR-02

ADDRESS: 126 S Main Street (Highway 55)

**APPLICANT: Paige Connair & Nicolette Womack
Kimley-Horn
1100 West Idaho Street, Suite 210
Boise, Idaho 83701**

**DESCRIPTION: 5,200 SQUARE FOOT RETAIL CONVENIENCE STORE WITH
FUEL SERVICE, FUEL ISLAND CANOPY AND UNDERGROUND
TANKS**

**REPRESENTED BY: Paige Connair & Nicolette Womack
PHONE: Paige – 208-510-6289
EMAIL: Paige – paige.connair@kimley-horn.com**

Per Donnelly City Code (DCC) Section 18.135.030 B Procedures:

“The city council shall review the application without a public hearing and will approve, approve with conditions or modifications, or deny the application within 15 days of the review.”

See attached cover letter, site plans dated as revised 10-31-24 (Showing the 20-foot rear setback) and elevations.

Staff Analysis:

The applicant is proposing a 5,200 square foot retail convenience store with fuel service, fuel island canopy and underground tanks. Full access is proposed along Roseberry Road with right-in/right-out only on Main Street (Highway 55). Building and canopy signage is proposed. A monument sign is proposed at the intersection, but no monument signage elevations have been provided.

The subject property is zoned “C- Commercial” and the Convenience Store with Fuel Service use is permitted within this zoning designation.

Criteria for review is provided for within DCC Section 18.135.050 Criteria for Review, as follows: (Staff comments in regular text)

The city council shall use the following criteria in evaluating applications for design review:

- A. The siting of proposed buildings, improvements, signs and fences, and other structures which may impact adjacent properties.*

It is staff's opinion that, with a fence installed as required by the City Council as a part of the Alcohol Waiver, and plans submitted to show the monument sign will not block vehicular visibility at the intersection, there is no negative impact to adjacent property.

- B. *The proposed improvements are sited to meet the driveway and parking standards of Chapter 18.90 DCC. Unobstructed access for emergency vehicles, snowplows and similar service vehicles is provided and is appropriate for the size of the development.*

It is staff's opinion that this criterion is being complied with except for DCC Section 18.90.020(H). The fence required by Council will assure compliance with this code section.

- C. *Adequate snow storage is provided. If off-site snow storage is proposed, the designated area shall provide adequate drainage to accommodate the snow. The applicant shall provide written evidence that the snow storage will be permitted at the proposed site.*

The applicant's plans show that snow will be stored at the northwest corner of the site within the area identified as "Seasonal RV Parking".

- D. *The siting of proposed improvements minimizes interference with natural drainage and is designed to be contained on site.*

It is staff's opinion that this criterion will be complied with.

- E. *All proposed signs are designed and located according the standards of Article II of Chapter 18.95 DCC and are consistent with the architectural character of the structures.*

It is staff's opinion that the building and canopy signage shown meets city requirements.

Staff defers to Council regarding the architectural look of the signage.

No monument signage details have been submitted. A separate permit should be required for the monument sign. The applicant should provide elevations showing the architectural elements and dimensions of the monument sign and a site plan that shows the sign will not block sight visibility for drivers looking south from Roseberry Road.

- F. *Building design includes weather protection that prevents water from dripping or snow from sliding onto pedestrian or vehicle areas or onto adjacent properties.*

It is staff's opinion that this criterion is being complied with.

- G. *The architectural style is that of Pioneer Victorian, according to the Donnelly comprehensive plan. Examples of the style can be found in Roseberry.*

Staff defers to Council regarding architectural style.

- H. *Building walls which are exposed to streets are designed proportionally to human scale through the use of stepped building walls, windows, balconies, mixture of materials, textures and color, or other architectural means.*

Staff defers to Council regarding architectural elements.

I. *Fences and screens are designed to be consistent with the architectural character.*

The required fencing is not shown on the submitted plans. Fence construction details should be submitted to the City for approval in writing by the City Planning Consultant prior to city acceptance of building permit application.

J. *The site plan provides for safe and uninhibited pedestrian traffic.*

No sidewalks along the public right of way are shown. Revised plans should be submitted to the city for Planning and Engineering approval showing the construction of curb, gutter and 10-foot-wide concrete sidewalk along Main Street (Highway 55) and a 5-foot-wide asphalt pathway along Roseberry Road.

K. *Lighting of the site and structures complies with DCC 18.30.070 and all improvements are designed to minimize light and sound emanating to other properties.*

It is staff's opinion that this criterion is being complied with.

L. *Areas not used for buildings, parking areas, or other improvements are landscaped.*

- Overall plant material type, quality and size meets standard practices and is appropriate for the growing climate.
- All non-building and non-hardscape areas have appropriate groundcovers detailed with appropriate installation details.
- As a general standard practice, any design submitted by a professionally licensed firm in the State of Idaho, by state code, should be stamped by the design professional responsible for the work.

M. *Any portion of a self-storage/mini-storage building that faces a street or property line shall be prohibited from utilizing metal siding and shall utilize materials, as to be determined by the city council, that do not portray the stark utilitarian look of metal siding.*

NOT APPLICABLE

Staff Recommendation:

If City Council chooses to approve the application staff recommends that the approval include the following conditions, along with any other conditions the Council deems necessary:

1. All documents and plans submitted by the applicant are incorporated herein by reference. Plans dated as revised 10-31-24 (Showing the 20-foot rear setback) are the applicable plans.
2. The Staff report is incorporated herein by reference.
3. Install fencing as required with the city approved alcohol waiver. Fence construction details to be approved in writing by the City Planning Consultant prior to city acceptance of building permit application. The fence shall be constructed prior to issuance of a certificate of occupancy
4. Snow shall be stored at the northwest corner of the site within the area identified as "Seasonal RV Parking".

5. A separate building permit shall be required for the monument sign. The applicant shall provide elevations and a site plan for city review showing the architectural elements and dimensions of the monument sign and showing that sign will not block sight visibility for drivers looking south from Roseberry Road.
6. Revised plans shall be submitted to the city for Planning and Engineering approval showing the construction of curb, gutter and 10-foot-wide concrete sidewalk long Main Street (Highway 55) and a 5-foot-wide asphalt pathway along Roseberry Road, and said improvements shall be constructed prior to issuance of a certificate of occupancy
7. A building permit is required, and all applicable Donnelly City Codes shall otherwise be complied with.

Submitted by:

Mark L. Butler
Mark L. Butler, Land Use Consultant
City of Donnelly

November 14, 2024
Date



CITY OF DONNELLY
DESIGN REVIEW APPLICATION

Application Checklist: (To be completed By City of Donnelly Staff Only)

- Completed Application Coversheet
- Completed Design Review Application
- Design Review Fee (\$330.00 plus 11.00 per unit)
- Proof of Legal Interest In the Subject Property
- Plan of the Proposed Site
- Plan Showing All Exterior Elevations (separate from Proposed Site Plan)
- Landscape Plan
- Snow Storage plan and/or snow storage Calculations
- Parking Plan
- Drainage Plan
- Lighting Plan
- Signage Plan and/or design
- Fences and screen design
- Eight (8) Copies of Application
- One (1) Electronic Copy of Application and Drawing
- _____
- _____
- Date Received: _____ By Whom: _____ (Initials)
- Date to be Heard by Commission: _____
- Date to be Re-Heard by Commission : _____
- Decision of Commission (Approve, Approve With Modifications or Deny): _____

Applicant Information (To be Completed by Applicant)

Applicant (*print*): Paige Connair & Nicolette Womack

Mailing Address: 1100 W. Idaho St., Suite 210 Street Address: Same As Mailing

City: Boise State: ID Zip Code: 83702 Contact Name and Title: Paige Connair, Civil Engineer

Phone: 208-510-6289 Alt. Phone: 208-207-8477 E-mail: paige.connair@kimley-horn.com

Proof Of Legal Interest In Subject Property: See attached Purchase and Sale Agreement (PSA)

Description of Proposed Use: Proposed fuel/convenience store consisting of a 5,200 SF building, five (5) Multi-Purpose Dispensers,
and three (3) Underground Fuel Tanks.

List of Attachments to Application pursuant to Chapter 18 of the Donnelly Zoning Ordinance (*i.e.*, Site Plan, Exterior Elevations, Landscape Plan, Snow Storage Plan, Parking Plan, Lighting Plan, Signage Plan, Fencing Plan *etc.*):
Site Plan (Signage & Parking shown), Exterior Elevations, Snow Storage Plan, Landscape Plan, Lighting Plan, Preliminary Grading & Drainage Plan, Project Narrative, and Purchase and Sale Agreement.

Submitted By: Nicolette Womack

Signature: Nicolette Womack Title: Planner Date: 10/23/2024



October 23, 2024

City of Donnelly
169 Halferty Street
Donnelly, Idaho 83615

RE: *Circle K Design Review Request*

On behalf of Circle K, we are submitting an application for Design Review approval. The site is located near the intersection of Main Street and Roseberry Road, addressed 126 S Main Street and identified as parcel number RPD00000150766. Existing on site is a single-family home which will be removed.

The Future Land Use Map designates the site as Central Business District, and the property is zoned 'Commercial (C)' within which service station is a permitted use. The site plan included shows a 5,200 square foot retail store with underground tanks and five pump spaces. 22 parking spaces (1 ADA and 5 RV) will be provided. Full access is proposed along Roseberry Rd with right-in/right-out only on Main Street. A monument sign is proposed at the intersection corner. Conceptual Elevations and materials are included which include the fuel canopy as well.

Agency requirements will be fully met and submitted for your review and comment as the project continues. Initial meetings indicate that agencies are in alignment and agreement for the proposed project; however, as additional needs arise, they will be mitigated and incorporated in the project design. The engineering, architectural, and construction practices will be implemented with the professional standard of care.

We greatly appreciate your time and review of our application submittal. In accordance with the submittal checklists, we are submitting electronically with all required information. Should you have any questions, please contact me at Nicolette.Womack@kimley-horn.com.

Sincerely,

A handwritten signature in cursive script that reads "Nicolette Womack".

Nicolette Womack, AICP
Planner

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 24-40

Meeting Date 11/18/24

AGENDA ITEM INFORMATION

SUBJECT: <i>Request for Floodplain Administrator Consulting Service</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		

COST IMPACT:

FUNDING SOURCE: General

TIMELINE:

SUMMARY STATEMENT:

Contract between the City of Donnelly and South Landscape Architecture, P.C. dba South Beck & Baird (SBB), rewriting the floodplain ordinance and related regulations to meet current standards.

RECOMMENDED ACTION:

Approve the Contract with South Beck & Baird (SBB), and Authorize Mayor to sign

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

AGREEMENT

for

FLOODPLAIN ADMINISTRATOR CONSULTING SERVICES

Between

SOUTH LANDSCAPE ARCHITECTURE, P.C. dba SOUTH BECK & BAIRD (SBB)

and

CITY OF DONNELLY, IDAHO **November 12, 2024 DRAFT**

This Agreement is made and entered into between the City of Donnelly ("OWNER") and SBB through its Principal ("CONTRACTOR") this ____ day of _____, 2024.

In consideration of the mutual promises herein contained, the OWNER and CONTRACTOR agree as follows:

1. SCOPE OF SERVICES

During the term of this Agreement, CONTRACTOR shall furnish to OWNER, services associated with the implementation of Donnelly City Code, Chapter 18.80, Flood Hazard Overlay District (FH). Such services shall be performed by individuals as employees or independent contractors of the CONTRACTOR and not as employees of the OWNER.

2. TERM

The Agreement shall commence on December 1, 2024, and shall end on September 30, 2025, unless extended by motion of the City Council and agreed to by CONTRACTOR. CONTRACTOR will perform services with due and responsible diligence consistent with sound professional practices. Any services identified by Task Order are expected to be completed by CONTRACTOR, even if the date of completion will extend past September 30, 2025.

3. COSTS

- 3.1. Basic Services. As compensation for Basic Services to be performed by CONTRACTOR, the OWNER will pay CONTRACTOR for services as follows:
\$250.00 for each hour with any work to be approved in writing by the OWNER prior to commencement of such work. See Basic Services Task List attached.
- 3.2. Additional Services. The CONTRACTOR shall not take any action hereunder which could cause the amount for which OWNER would be obligated to CONTRACTOR to exceed costs defined herein. However, that this sum may be increased or decreased from year to year by the OWNER if additional services are required or the scope of work is adjusted for any reason, through an Addendum to this Agreement.
- 3.3. Reimbursable Expenses. The OWNER shall pay for items as Reimbursable Expenses if the items have had previous approval. At no time shall the CONTRACTOR purchase any items without prior approval, or the item shall be deemed as non-reimbursable, and the CONTRACTOR shall be responsible for the payment. Prior approval shall be made through the Treasurer's Office.

3.4. Invoice and Payment. CONTRACTOR will submit invoices by the 25th of each month. OWNER will make payment within 30 calendar days of the invoice date. CONTRACTOR shall keep accurate records of services rendered and provide detailed invoices to OWNER.

4. OWNERSHIP OF INFORMATION

All deliverables resulting from this Agreement, including hard and digital copies of information, data, mapping, graphics, exhibits and other documents, are the property of the OWNER. The CONTRACTOR shall not reuse or modify said deliverables without the OWNER'S written permission.

5. TERMINATION

The OWNER and CONTRACTOR may terminate this Agreement by giving thirty (30) days written notice thereof. If terminated by OWNER, CONTRACTOR shall be paid by the OWNER for the portion of the work completed prior to termination.

6. MODIFICATIONS

The OWNER may request to modify this Agreement at any time and OWNER and CONTRACTOR shall agree to an equitable adjustment in cost and schedule.

7. DISPUTE RESOLUTION

Should a dispute arise, OWNER and CONTRACTOR agree to negotiate all disputes between them in good faith for a period of thirty (30) calendar days from the date the dispute is raised in writing by either the OWNER or CONTRACTOR.

IF the parties fail to resolve the dispute through negotiation, then prior to litigation the dispute shall be decided through non-binding mediation or other mutually agreed alternate dispute resolution technique, the fees and expenses of which shall be split equally. This Agreement shall be governed by the laws of the State of Idaho.

8. SUSPENSION OF SERVICES

If the OWNER suspends services of the CONTRACTOR for any reason for more than thirty (30) days. the OWNER and the CONTRACTOR shall agree to an equitable adjustment in cost and schedule.

9. INSURANCE

CONTRACTOR shall procure and maintain insurance as set forth below. CONTRACTOR shall cause OWNER to be listed as an additional insured on any applicable general liability insurance policy carried by CONTRACTOR

Workers' Compensation	Statutory
General Liability	
Each occurrence (Bodily Injury and Property Damage)	\$50,000
General Aggregate	\$50,000
Automobile Liability	
Combined Single Limit (Bodily Injury and Property Damage)	\$ 500,000
Professional Liability	\$1,000,000
Each Claim Made	\$1,000,000
Annual Aggregate	\$1,000,000
Errors and Omissions	\$1,000,000

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

OWNER: CITY OF DONNELLY

CONTRACTOR: SOUTH LANDSCAPE
ARCHITECTURE, P.C., dba SOUTH BECK &
BAIRD

By: _____

Susan Dorris, Mayor

By: _____

John D. Roters, Principal

Address: 169 Halferty S. Donnelly, ID, 83615

Address: 2002 S. Vista Ave., Boise, ID, 83705

PROFFESIONAL FLOODPLAIN ADMINISTRATION CONSULTATION SERVICES
SCOPE OF WORK

BASIC SERVICES TASK LIST

1. Assist with providing information associated with inquiries about the Flood Hazard Overlay District (FH).
2. Assist with the review of Flood Hazard Development Permits.
3. Assist with Flood Hazard Overlay District (FH) code amendments.
4. Attend meetings as required.
 - a. Prepare information for meetings.
 - b. Prepare to discuss issues and ramifications of decisions.
5. Interpret and apply Donnelly City Code, Chapter 18.80, and State law as interpreted for enforcement of the requirements associated with development within the Flood Hazard Overlay District (FH).
6. Other duties as assigned.
7. Work to be under the direct supervision of the Planning Services Consultant, with other communications to come through the Mayor, City Clerk or City Attorney only.

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 24-41
Meeting Date 11/18/2024

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Request to Approve 2025 City Calendar</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:	n/a		
FUNDING SOURCE:			
TIMELINE:			

SUMMARY STATEMENT:

Review 2025 City Calendar

RECOMMENDED ACTION:

Review and Approve 2025 City Calendar

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



CITY OF DONNELLY 2025

IMPORTANT DATES

CITY COUNCIL MEETING

****Office Will Be Closed****

Jan 01	New Year's Day
Jan 20	M L King Day
Feb 17	Presidents' Day
May 26	Memorial Day
Jun 19	Juneteenth
Jul 04	Independence
Sep 01	Labor Day
Oct 13	Columbus Day
Nov 11	Veterans Day
Nov 27	Thanksgiving
Dec 25	Christmas

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
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May							June							July							August						
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September							October							November							December							
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**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 24-42
Meeting Date 11/18/2024

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Request to Approve FY24 Annual Road & Streets Financial Report</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:	n/a		
FUNDING SOURCE:			
TIMELINE:			

SUMMARY STATEMENT:

Annual report showing the funding and disbursements allocated to City Streets

RECOMMENDED ACTION:

Review, Approve and Authorize Mayor and Council to sign report

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Annual Road and Street Financial Report

Reporting Entity Name, Mailing Address and Contact Phone Number:		Please return, not later than December 31 , to:
Entity City of Donnelly	BRANDON D. WOOLF IDAHO STATE CONTROLLER ATTN: HIGHWAY USERS STATEHOUSE MAIL BOISE, ID 83720	
Address PO Box 725, 169 Halferty Street		
City State Zip Donnelly, Idaho 83615		
Contact/Phone Number: 208.325.8859	Contact/Email: lclemens@cityofdonnelly.org	

This certified report of dedicated funds is hereby submitted to the State Controller as required by 40-708, *Idaho code*.

Dated this 18th day of November, 2024.	Susan Dorris, Mayor
ATTEST:	Wendy Davenport, City Council President
	Leslie Minshall, City Council
Clerk/Treasurer Signature	Commissioners or Mayor

City Clerk/County Clerk/District Secretary (type or print name & sign) AND

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024

Line 1 BEGINNING BALANCE - Balance from Previous Year's Report	229,258
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RECEIPTS

LOCAL FUNDING SOURCES		
Line 2	Property tax levy (for roads, streets and bridges)	
Line 3	Sale of assets	
Line 4	Interest income	
Line 5	Fund transfers from non-highway accounts.	
Line 6	Proceeds from sale of bonds (include LIDs)	
Line 7	Proceeds from issue of notes (include loans)	
Line 8	Local impact fees	
Line 9	Local option registration fee	
Line 10	All other LOCAL receipts or transfers in.	146,222
Line 11	Total Local Funding (sum lines 2 through 10).	146,222
STATE FUNDING SOURCES		
Line 12	Highway user revenue	12,543
Line 13	Sales tax	1,921
Line 14	General fund/Leading Idaho	12,038
Line 15	Sales tax/Inventory replacement tax	
Line 16	Sales tax/Revenue sharing	20,416
Line 17	State Exchanged funds.	100,000
Line 18	All other STATE receipts or transfers.	
Line 19	Total State Funding (sum lines 12 through 19).	146,918
FEDERAL FUNDING SOURCES		
Line 20a	Secure Rural Schools (Title I Funds)	
Line 20b	Secure Rural Schools (Title III Funds)	
Line 21	Federal-aid Bridge.	
Line 22	Federal-aid Rural.	
Line 23	Federal-aid Urban.	
Line 24	Federal Lands Access Funds and All other FEDERAL receipts or transfers	
Line 25	Total Federal Funding (sum lines 20 through 25).	0
Line 26	TOTAL RECEIPTS (sum lines 11, 19, 25)	293,140

DISBURSEMENTS

	NEW CONSTRUCTION (include salary and benefits on each line)	
	Total lane miles constructed in the last year	
	Total square feet of bridge deck constructed in the last year	
Line 27	Roads	
Line 28	Bridges, culverts and storm drainage	
Line 29	RR Crossing	
Line 30	Other (signs, signals or traffic control).	
Line 31	Total New Construction (sum lines 27 through 30).	0
	RECONSTRUCTION/REPLACEMENT/REHABILITATION (include salary and benefits on each line)	
	Total lane miles rebuilt, realigned, or overlay in the last year	
	Total square feet of bridge deck reconstructed or rehabilitated in the last year.	
Line 32	Roads (rebuilt, realign, or overlay upgrade).	96987
Line 33	Bridges, culverts and storm drainage	
Line 34	RR Crossing	
Line 35	Other (signs, signals or traffic control).	
Line 36	Total Reconstruction/Replacement (sum lines 32 through 35).	96987
	ROUTINE MAINTENANCE (include salary and benefits on each line)	
	Total lane miles with surface treatments, chip sealed, seal coated etc. on line 37.	4.5
	Total lane miles graded or bladed on line 40	4.5
Line 37	Chip sealing or seal coating.	16461
Line 38	Patching	0
Line 39	Winter Maintenance	35223
Line 40	Grading/blading	81266
Line 41	Bridge.	
Line 42	Other (signs, signals or traffic control).	638
Line 43	Total Routine Maintenance (sum lines 37 through 42)	133588
	EQUIPMENT	
Line 44	Equipment purchase - automotive, heavy, other.	5000
Line 45	Equipment lease/purchase	22932
Line 46	Equipment maintenance.	7158
Line 47	Other (specify).	
Line 48	Total Equipment (sum lines 44 through 47)	35090
	ADMINISTRATION	
Line 49	Administrative salaries and expenses.	25331
	OTHER EXPENDITURES	
Line 50	Right-of-way and property purchases	
Line 51	Property leases	
Line 52	Street lighting	2329
Line 53	Professional services - audit, clerical, and legal.	5070
Line 54	Professional services - engineering.	288
Line 55	Interest - bond (include LIDs).	
Line 56	Interest - notes (include loans).	
Line 57	Redemption - bond (include LIDs)	
Line 58	Redemption - notes (include loans)	
Line 59	Payments to other local government.	
Line 60	Fund transfers to non-highway accounts.	
Line 61	All other local expenditures	
Line 62	Total Other (sum lines 50 through 61)	7687
Line 63	TOTAL DISBURSEMENTS (sum lines 31, 36, 43, 48, 49, 62).	298683
Line 64	RECEIPTS OVER DISBURSEMENTS (line 26 - line 63).	-5,543
Line 65	OTHER ADJUSTMENTS (Audit adjustment and etc.).	
Line 66	CLOSING BALANCE (sum lines 1, 64, 65)	223,715
Line 67	Funds on Line 66 obligated for specific future projects & reserves.	223,715
Line 68	Funds on Line 66 retained for general funds and operations.	
Line 69	ENDING BALANCE (line 66 minus the sum of lines 67, 68)	0

PROJECTS

Project List	Start Year	Projected Cost
Dust Abatement	2025	20000
Update Signage	2025	6200
Overlay Streets / Recycled Asphalt	2023-2028	197515
Deferred maintenance costs over the last 5 years (in dollars).		

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 24-43

Meeting Date 11/18/2024

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Racquet Court Fence</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
COST IMPACT:	Quote Attached		
FUNDING SOURCE:	General Funds/Local Option Tax Funds		
TIMELINE:	Spring/Summer 2025		

SUMMARY STATEMENT:

Removal and replace fencing around Racquet Courts.

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION



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'**

galvanized chainlink
sch40 2 3/8 post
top rail
6g tension wire (bottom wire)
3" terminals

**Remove and replace, remove wall on east side of gate
Material + Per Diem -\$15,880
Labor - \$8370
Profit - \$3000**

**JOB DESCRIPTION: #2
Green Privacy Netting
500'
Material-\$5000
Labor - \$2100
Profit - \$1000**

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 35350**

**#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.

Bid Valid for 7 days.

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

To: Mayor & City Council
From: Lori Clemens, City Clerk
Re: Staff Report
Date: November 13, 2024

Utility Billings: As of Wednesday, November 13, 2024, there is \$1,479.50 (8) past due 30 days or more, in water billings.

Local Option Tax: October Receipts (September Tax) \$22,544.23

Airport:

Clerk: Bus Stop Improvement – Donnelly Elementary Students

Donnelly Depot Center:

Parks & Recreation: North End Park Tree – Chamber of Commerce

Planning & Zoning:

Road & Streets:

Water:

Office Closures: November 28 & 29, 2024 – Thanksgiving

Upcoming Meeting Dates: December 16, 2024, City Council Meeting