



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

# AGENDA CITY COUNCIL MEETING

Monday, February 24<sup>th</sup>, 2025, at 6 PM  
Donnelly Community Center

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## CALL TO ORDER

## ROLL CALL

## PLEDGE OF ALLEGIENCE

Nomination by Mayor to fill Council Vacancy  
Council to Confirm Nomination (Action Item)  
Oath of Office

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

City Council Minutes – January 27, 2025  
Vouchers – January 17, 2025, thru February 18, 2025  
Treasurer Report – January 2025  
Payroll Summary – February 5, 6, and 20, 2025

## 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 25-08 Request to Adopt Resolution 2025-001 Fair Housing Month Proclamation  
AB 25-09 Request to Adopt Resolution 2025-002 Arbor Day Proclamation  
AB 25-10 141 West State Street – Approval Letter Review

## 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, January 27<sup>th</sup>, 2025, at 6:00 PM**  
**Donnelly Community Center**  
**MINUTES**

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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 (phone-in), and Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

**Resignation of Councilmember Henggeler**

- Councilmember Henggeler submitted resignation letter taking effect on December 31, 2024.

**Motion by Minshall, 2<sup>nd</sup> by Davenport** to accept resignation of Councilmember Henggeler. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**Nomination by Mayor to Fill Council Vacancy/Confirmation/Oath of Office**

- Tabled February 24<sup>th</sup>, 2025, meeting

**CONSENT AGENDA**

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

**PUBLIC COMMENT**

Mayor asked for any public comment.  
No public comment.

**DISCUSSION ITEMS:**

Draft Water Facility Plan Amendment – Chad Hoopes, Merrick & Company

- The existing water system- well #4 is sufficient, storage tank deficiency, distribution system is in good shape (few improvements such as, looping south end).
- The City has submitted a Letter of Intent for future grant applications
- Draft Facility Plan Amendment sent to IDEQ for technical approval



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**PUBLIC HEARING:**

**Amending Title 18 "Zoning"-published in the Star News January 9 and 23, 2025**

- City Council to consider Amending Title 18 "Zoning", Chapter 10 "Definitions", Section 020 "Meaning of Terms or Words"; Deleting Chapter 80 "Flood Hazard Overlay District (FH)" in its entirety; adding New Chapter 80 "Flood Damage Prevention Ordinance"; Providing for a Severability Clause; and providing an effective date.
- Mark Butler-City Planning Consultant and Mike Williams-Flood Plain Administrator presented an overview.
- Mayor Dorris opened Public Hearing at 6:24pm
- No written comment received
- Mayor Dorris asked for public comment. No public comment
- Mayor Dorris closed the Public Hearing at 6:25pm
- Council deliberations

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

**AB 25-01 Ordinance No. 266, Amending Title 18 "Zoning"**

**Motion by Minshall, 2<sup>nd</sup> by Davenport** pursuant to Idaho Code Section 50-902, that the proposed Ordinance No. 266 pass its first reading by title only. Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**Motion by Davenport, 2<sup>nd</sup> by Minshall** pursuant to Idaho Code Section 50-902, that the rule requiring ordinances to be read on three different days with one reading to be in full to be dispensed with and that proposed Ordinance No. 266 be considered read, passed, and adopted after being read by title only.

- City Clerk read Ordinance No. 266 by title only into record.

**Motion by Davenport, 2<sup>nd</sup> by Minshall** to approve City Clerk reading of Ordinance No. 266 by title only into record. Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-02 #2025-DR-01, 141 West State Street-Applicant Donnelly 4S LLC, Kristy Lovejoy-Represented by Mary Charlebois, M3 Design LLC**

- New 6980 square foot mixed use building including retail, office and residential with on-site and off-site improvements and future lot line adjustment located at 141 W. State Street.
- Mark, Butler, City Planning Consultant, provided staff report.
  - All documents and plans submitted by the applicant are incorporated herein by



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reference. Plans dated 01.15.25 and elevation plans dated 01.15.25 are the applicable plans.

- The application is subject to approval of a lot line adjustment acceptable by the City Council, and, if approved by the City Council, the lot line adjustment shall be recorded prior to submittal for a building permit. All costs for the lot line adjustment shall be paid for by the applicant.
- The seven parking spaces proposed on-site, and five parking spaces proposed to be within the W. State Street right-of-way, are approved by the City Council and shall be installed as shown.
- A landscaping plan shall be submitted by a professionally licensed firm in the State of Idaho and shall be stamped by the design professional responsible for the work.
- A building permit is required, and all applicable Donnelly City Codes shall otherwise be complied with.
- Provide a maintenance easement/agreement to allow for any city work required on the lift station/sewer facilities and to keep them free and clear of any obstructions. The agreement be reviewed and approved by the Donnelly Public Works Supervisor and Donnelly City Attorney prior to the issuance of a building permit. Agreement to be recorded by the city of Donnelly.
- Maintenance agreement with neighbor for 5-foot side yard setback.

**Motion by Minshall, 2<sup>nd</sup> by Spade** to approve Design Review 2025-DR-1, 141 West State Street with conditions specified in Staff Report, with maintenance easement/agreement for lift station/sewer facilities, and a maintenance agreement with neighbor for 5-foot side yard setback. No further discussion. Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-03 Appointment of City Council President**

- Councilmember Minshall nominated Councilmember Davenport to continue in the position of City Council President.

**Motion by Minshall, 2<sup>nd</sup> by Spade** to appoint Councilmember Davenport, 2025 City Council President. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-04 Stibnite Foundation Board – Donnelly Seat**

- Liz Jones to continue Stibnite Foundation Board as Donnelly Representative.



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**Motion by Davenport, 2<sup>nd</sup> by Spade** to accept, approve, and authorize Mayor to sign necessary documents for Liz Jones, Stibnite Foundation Board Member. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-05 Stibnite Advisory Council Community – Donnelly Representative**

- John Sommerwerck continues as Stibnite Advisory Council Community Representative.

**Motion by Minshall, 2<sup>nd</sup> by Spade** to accept, approve, and authorize Mayor to sign necessary documents for John Sommerwerck, City Representative Stibnite Advisory Council. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-06 DDC Rental Agreements**

- Unit 1, 2, 3 (office space), and 4, to continue lease agreements for 2025.

**Motion by Davenport, 2<sup>nd</sup> by Spade** to accept, approve, and authorize Mayor to sign DDC Rental Agreements for the term of one year beginning February 1, 2025. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

**AB 25-07 General Fund Transfer to LGIP Account**

- Transfer of funds for General to LGIP Water and Sewer Bond Accounts

**Motion by Davenport, 2<sup>nd</sup> by Spade** approve transfer of funds. No further discussion. Davenport (yes), Minshall (yes), Spade (yes). Motion Carried

**STAFF REPORT**

Staff Report was included in the packet

**ADJOURNMENT**

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

Adjourned at 6:57 p.m.

ATTEST: Lori Clemens, City Clerk

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11:42:40

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 01/17/25 to 02/18/25

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\* ... 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
6788	-99225E	170 ADOBE SYSTEMS INC.	19.99						
Adobe Service									
1	3009346911	02/08/25 Service	19.99			10 41100	620		10190
Total for Vendor:			19.99						
6757	-99234E	6 AMAZON	49.94						
Supplies									
1	4868226	01/14/25 Water System Strainer	12.71			51 43400	463		10190
2	6833023	12/16/25 Pump House Blinds	37.23			51 43400	463		10190
Total for Vendor:			49.94						
6789	15320S	8 ANALYTICAL LABORATORIES, INC	55.00						
Routine Testing									
1	2500925	01/31/25 Routine Testing	55.00			51 43400	560		10100
Total for Vendor:			55.00						
6790	15321S	14 BOISE OFFICE EQUIPMENT	3.82						
Copier Maintenance									
1	IN4631603	02/05/25 copier maintenance	3.82			10 41100	611		10100
Total for Vendor:			3.82						
6774	15310S	257 CASCADE HARDWARE	170.68						
Billing									
1	2501-28417	01/08/25 Shop Supplies	34.77			10 43010	461		10100
2	2025.01	01/31/25 Water Supplies	78.34			51 43400	463		10100
3	2501-28715	01/22/25 Equipment Maintenance	13.58			10 43010	434		10100
4	2501-28373	01/06/25 Snow Removal Maintenance	43.99			10 43010	429		10100
Total for Vendor:			170.68						
6787	-99226E	350 COLUMN SOFTWARE PBC	102.26						
Publications									
2	35F3C404-0	02/06/06 Ordinance 266 Summary	102.26			10 41100	530		10190
Total for Vendor:			102.26						

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6760	15297S	38 DIG LINE, INC.	96.70						
		contract fee							
1	0075819-IN 01/10/25 Fee		4.20			51 41100	520		10100
		Monthly CONTRACT FEE							
2	0075819-IN 01/10/25 Annual 50 Contract Fee		92.50			51 41100	520		10100
		Total for Vendor:	96.70						
6799	15331S	276 DONNELLY FARMERS MARKET	6,200.00						
		FY25 Local Option Tax Award							
1	25-01 02/18/25 25-01 Nutrition Incentive Prog		6,200.00			15 41100	922		10100
		FY24 Award - Farmers Market							
		Total for Vendor:	6,200.00						
6761	15298S 999999	DOUBLE R CONSTRUCTION	13,625.00						
		Chain Link Fence - Raquet Courts							
1	1445 01/27/25 Job Description #1 50% Deposit		13,625.00			15 41100	922		10100
		Total for Vendor:	13,625.00						
6775	15311S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	2285 02/01/25 Water System Services		375.00			51 41100	360		10100
		Monthly CONTRACT FEE							
		Total for Vendor:	375.00						
6791	15322S	46 ED STAUB & SONS	618.98						
		Propane							
1	12041900 02/10/25 169 Halferty Street		618.98			10 41100	416		10100
6798	15332S	46 ED STAUB & SONS	332.10						
		Propane							
1	12041701 02/14/25 265 N Corbet Ln #3		332.10			10 43010	416		10100
		Total for Vendor:	951.08						

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6782	-99229E	306 ENABLING ELEMENTS, INC	34.00						
Services									
1	E2500263	02/06/25 Broad Band Pump House	34.00			51 41100	437		10190
		Total for Vendor:	34.00						
6772	-99231E	53 GO-DADDY	203.88						
website hosting									
1	3558029140	01/31/25 website hosting 12 months	203.88			10 41100	620		10190
		Total for Vendor:	203.88						
6758	-99233E	325 Idaho Division Occupational	30.00						
Ken License #DWT1-21680									
1	2025	01/26/25 License Renewal	30.00			51 41100	520		10190
		Total for Vendor:	30.00						
6762	15299S	66 IDAHO POWER	1,210.17						
Power Billing									
1	2205677988	01/17/25 City Hall / Maintenance	117.69			10 41100	416		10100
2	2205677988	01/17/25 City Hall / Maintenance	54.32			51 41100	416		10100
3	2205677988	01/17/25 City Hall / Maintenance	9.04			52 41100	416		10100
4	2204034223	01/17/25 Community Center	129.00			10 41100	416		10100
5	2201629405	01/22/25 Kiosk / Rest Area	26.89			10 43010	416		10100
6	2206076560	01/17/25 Fire Pump	248.23			51 41100	416		10100
7	2200223291	01/17/25 Water Supply	25.84			51 41100	416		10100
8	2201910078	01/17/25 Street Lights	138.12			10 43010	416		10100
9	2206228211	01/17/25 Main Street Lights	39.23			10 43010	416		10100
10	2207365186	01/17/25 NW Pump	312.55			51 41100	416		10100
11	2207493590	01/21/25 Camp Host Site	25.59			10 44100	451		10100
12	2201510134	01/17/25 DDC Unit #5	57.83			10 44300	416		10100
13	2208695581	01/23/25 193 FW Gestrin Gazebo	25.84			10 43010	416		10100
		Total for Vendor:	1,210.17						
6792	15323S	166 IDAHO RURAL WATER ASSOCIATION	450.00						
Fall Semester Training									
1	Q2025-23	01/28/25 Ken Training	450.00			51 41100	551		10100
		Total for Vendor:	450.00						



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6793	15327S	165 LAKESHORE DISPOSAL	1,900.70						
Trash Services									
1	2025.01 01/27/25	Trash Collection	1,693.30			51 41100	414		10100
2	27087359S2 02/01/25	DDC Trash	145.50			10 44300	414		10100
3	2025.01 01/27/25	Overage	61.90			10 41100	414		10100
		Total for Vendor:	1,900.70						
6776	15312S	361 LAND CONSULTANTS, INC	4,480.00						
Consulting Services									
1	2025-196 01/31/25	141 W State Street	4,480.00			10 41100	341		10100
		Total for Vendor:	4,480.00						
6777	15313S	153 MERRICK & CO.	27,822.50						
2023 Water System Facility Plan Ammendment 126.0070:Task 01									
Payment #6									
1	8163 12/31/24	Facility Plan Ammendment	27,822.50			51 41100	615		10100
		Total for Vendor:	27,822.50						
6773	-99230E	216 MICROSOFT	67.50						
Internet									
1	E0100V7WC7 02/04/25	Email Service	37.50			10 41100	620		10190
2	E0100V7WCQ 02/04/25	office 365	30.00			10 41100	620		10190
		Total for Vendor:	67.50						
6763	15300S	263 MID STATE FIRE PROTECTION	168.50						
annual extinguisher services/ new extinguishers									
1	445 01/17/25	extinguisher service	168.50			10 43010	434		10100
		Total for Vendor:	168.50						
6778	15314S	154 NORTH LAKE RECREATIONAL SEWER &	8,976.00						
Contract Sewer Service									
1	95-10-00 02/01/25	Contract Services	8,976.00			52 41100	541		10100
		Total for Vendor:	8,976.00						

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6795	15325S	226 NORTHWEST CODE PROFESSIONALS	1,413.15						
		401 N Main Street-Building C							
1	5408 02/11/25	building permit review	1,413.15			10 41100	341		10100
		Total for Vendor:	1,413.15						
6764	15301S	365 PAYETTE DELIVERY SERVICES, LLC	50.00						
		Delivery Service							
1	1337 01/20/25	Dubois pickup chemical barrels	50.00		0	51 43400	463		10100
		Total for Vendor:	50.00						
6765	15302S	999998 PETE ZWINKEL	325.00						
		Spring Conference							
1	04.2-4.25 01/15/25	Spring Conference	325.00			51 41100	551		10100
		Total for Vendor:	325.00						
6797	15328S	999999 SECRETARY OF STATE	30.00						
		Lori Ann Clemens Notary Commissions #20190945							
		Renewal							
1	#20190945 02/13/25	Commission #20190945	30.00			10 41100	605		10100
		Total for Vendor:	30.00						
6784	15318S	199 SHRED-IT/STERICYCLE, INC	151.48						
		shredding service							
1	8009065969 01/25/25	shredding	98.47			10 41100	605		10100
2	8009065969 01/25/25	shredding	45.45			51 41100	605		10100
3	8009065969 01/25/25	shredding	7.56			52 41100	605		10100
		Total for Vendor:	151.48						
6766	15303S	202 SILVER STAR COMMUNICATIONS	83.93						
		telephone							
1	664073 02/01/25	telephone	54.56			10 41100	437		10100
2	664073 02/01/25	telephone	25.18			51 41100	437		10100
3	664073 02/01/25	telephone	4.19			52 41100	437		10100
		Total for Vendor:	83.93						

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6779	15315S	120 SINCLAIR FLEET TRACK (STINKER)	375.73						
Fuel									
1	2025.01 01/31/25	Dodge 3500	130.85			10 43010	481		10100
2	2025.01 01/31/25	F150	111.55			10 43010	481		10100
3	2025.01 01/31/25	Skid Steer	43.16			10 43010	482		10100
4	2025.01 01/31/25	Deere Backhoe	93.20			10 43010	482		10100
5	2025.01 01/31/25	Credit	-3.03			10 43010	481		10100
Total for Vendor:			375.73						
6767	15304S 999999	SOUTH BECK & BAIRD	3,621.60						
Consulting Services									
1	24183-1 12/31/24	Floodplain-Consultant	3,621.60			10 41100	330		10100
Total for Vendor:			3,621.60						
6783	15319S	150 SPARKLIGHT	100.40						
Internet Services									
1	112446547 02/01/25	internet	65.26			10 41100	437		10100
2	112446547 02/01/25	internet	30.12			51 41100	437		10100
3	112446547 02/01/25	internet	5.02			52 41100	437		10100
Total for Vendor:			100.40						
6768	15305S 999999	TRIPLE M REFRIGERATION	5,600.00						
City Hall - Heater/AC Replacement									
1	119818 01/16/25	Office Heater/AC Replacement	2,800.00			10 41100	431		10100
2	119825 01/21/25	Office Heater/AC Replacement	2,800.00			10 41100	700		10100
Total for Vendor:			5,600.00						
6769	15306S	237 USA BLUE BOOK	110.95						
Billing									
1	INV0058809 01/09/25	Spill kit/water supplies	110.95			51 43400	433		10100
Total for Vendor:			110.95						
6785	-99228E	162 USDA Rural Development	13,349.00						
Annual Bond Payment #92-04									
1	92-04.25 02/01/25	Interest Payment	1,118.45			52 41100	810		10100
USDA Loan Payment									

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2	92-04.25 02/01/25	Principle Payment USDA Loan Payment	12,230.55			52 22410			10100
6786	-99227E 162	USDA Rural Development Annual Loan Payment #91-02	13,012.00						
1	91-02.25 02/01/25	Interest Payment USDA Bond Payment	1,204.25			51 41100	810		10100
2	91-02.25 02/01/25	Principle Payment USDA Bond Payment	11,807.75			51 22400			10100
Total for Vendor:			26,361.00						
6759	-99232E 138	USPS Postage	185.00						
1	021084 01/28/25	Forever Stamps	73.00			10 41100	614		10190
2	021084 01/28/25	Post Card Stamps	112.00			51 41100	614		10190
Total for Vendor:			185.00						
6770	15307S 140	VALLEY COUNTY CLERK Idaho Power Refund Judgement	474.00						
1	IP Refund 01/28/25	Idaho Power Refund Judgemen	308.10			10 41100	416		10100
2	IP Refund 01/28/25	Idaho Power Refund Judgemen	142.20			51 41100	416		10100
3	IP Refund 01/28/25	Idaho Power Refund Judgemen	23.70			52 41100	416		10100
Total for Vendor:			474.00						
6780	15316S 354	WESTERN STATES EQUIPMENT CO. Travel Warrantly Work	198.00						
1	IN00307745 02/03/25	Travel	198.00			10 43010	434		10100
6794	15330S 354	WESTERN STATES EQUIPMENT CO. Snow Blade for CAT Backhoe	15,021.47						
1	IN00309125 02/17/25	Snow Blade	15,021.47			10 43010	700		10100
Total for Vendor:			15,219.47						
6771	15308S 351	XEROX FINANCIAL SERVICES Copier Maintenance	220.82						
1	6733740 01/15/25	copier maintenace	144.08			10 41100	611		10100
2	6733740 01/15/25	copier maintenace	65.78			51 41100	611		10100

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11:42:40

CITY OF DONNELLY  
Claim Details by Posted Date  
For Claims from 01/17/25 to 02/18/25

Page: 8 of 8  
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
3	6733740 01/15/25	copier maintenace	10.96			52 41100	611		10100
		Total for Vendor:	220.82						
6781	15317S	209 YORGASON LAW OFFICES PLLC	700.00						
		Correspondence/Emails							
1	378 02/03/25	Legal Fees	700.00			10 41100	320		10100
		Total for Vendor:	700.00						
6796	15326S	210 ZWYGART JOHN & ASSOCIATES PLLC	8,100.00						
		City Audit							
1	12716 02/11/25	FY24 Audit	5,265.00			10 41100	310		10100
2	12716 02/11/25	FY24 Audit	2,430.00			51 41100	310		10100
3	12716 02/11/25	FY24 Audit	405.00			52 41100	310		10100
		Total for Vendor:	8,100.00						
		# of Claims	43	Total:	130,115.25	# of Vendors	31		
		Total Electronic Claims			27,053.57				
		Total Non-Electronic Claims			103061.68				

\*\* 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. \*\*

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>10 GENERAL</b>							
<b>41000 GENERAL GOVERNMENT</b>							
<b>41010 Personnel</b>							
110	Office Wages	2,907.16	13,204.72	64,220.00	64,220.00	51,015.28	21%
111	Council Wages	780.00	3,120.00	9,360.00	9,360.00	6,240.00	33%
112	Mayor Wages	260.00	1,040.00	3,120.00	3,120.00	2,080.00	33%
210	Health	497.30	1,989.22	16,042.00	16,042.00	14,052.78	12%
211	Vision	8.44	33.79	432.00	432.00	398.21	8%
220	Social Security/Medicare	301.93	1,328.31	5,092.00	5,092.00	3,763.69	26%
230	PERSI	443.29	1,999.14	8,974.00	8,974.00	6,974.86	22%
250	Unemployment Insurance	10.46	54.50	600.00	600.00	545.50	9%
260	Workers Compensation	0.00	116.00	1,050.00	1,050.00	934.00	11%
290	Dental	25.99	103.96	1,044.00	1,044.00	940.04	10%
961	Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	Account Total:	5,234.57	22,989.64	110,934.00	110,934.00	87,944.36	21%
<b>41100 Administration</b>							
310	Audit & Accounting Services	0.00	0.00	5,265.00	5,265.00	5,265.00	0%
320	Attorney/Legal Fees	105.00	2,204.44	28,500.00	28,500.00	26,295.56	8%
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
330	Contract - Planning & Zoning	6,841.60	9,221.60	30,000.00	30,000.00	20,778.40	31%
340	Contract Labor	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
341	Pass Thru Charges	0.00	11,192.95	75,000.00	75,000.00	63,807.05	15%
414	Solid Waste Collection	60.30	180.90	500.00	500.00	319.10	36%
416	Electric & Gas	554.79	1,607.33	6,250.00	6,250.00	4,642.67	26%
431	City Hall Repair & Maint	2,800.00	3,336.08	5,000.00	5,000.00	1,663.92	67%
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	0%
437	Telephone, Telecommunications	174.38	545.84	1,850.00	1,850.00	1,304.16	30%
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
510	Insurance - Liability	0.00	3,644.55	7,290.00	7,290.00	3,645.45	50%
520	Dues & Fees	0.00	500.00	1,250.00	1,250.00	750.00	40%
530	Publications- Newspaper	55.48	55.48	900.00	900.00	844.52	6%
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	5.98	360.08	2,500.00	2,500.00	2,139.92	14%
611	Copier Maintenance	144.08	576.32	2,225.00	2,225.00	1,648.68	26%
613	IT - Computer	0.00	362.50	6,000.00	6,000.00	5,637.50	6%
614	Postage	73.00	146.00	500.00	500.00	354.00	29%
615	Grant Writing	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
620	Software - New	87.49	282.46	2,500.00	2,500.00	2,217.54	11%
621	Software Maintenance Fees	0.00	822.33	9,500.00	9,500.00	8,677.67	9%
700	Capital Improvements	2,800.00	2,800.00	4,000.00	4,000.00	1,200.00	70%
930	Reconciliation Discrepancies	0.88	0.88	25.00	25.00	24.12	4%
970	Grant Expense	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	Account Total:	13,702.98	37,839.74	215,455.00	215,455.00	177,615.26	18%
	Account Group Total:	18,937.55	60,829.38	326,389.00	326,389.00	265,559.62	19%

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	85.70	3,500.00	3,500.00	3,414.30	2%
	Account Total:	0.00	85.70	4,000.00	4,000.00	3,914.30	2%
	Account Group Total:	0.00	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	4,434.58	21,472.34	83,123.00	83,123.00	61,650.66	26%
	118 Snow Removal Wages	4,684.36	10,739.16	59,429.00	59,429.00	48,689.84	18%
	210 Health	1,719.08	5,441.99	19,600.00	19,600.00	14,158.01	28%
	211 Vision	29.20	92.46	360.00	360.00	267.54	26%
	220 Social Security/Medicare	697.60	2,464.15	9,938.00	9,938.00	7,473.85	25%
	230 PERSI	993.40	3,590.61	12,060.00	12,060.00	8,469.39	30%
	250 Unemployment Insurance	32.82	131.09	789.00	789.00	657.91	17%
	260 Workers Compensation	0.00	1,021.00	3,834.00	3,834.00	2,813.00	27%
	290 Dental	89.88	284.51	594.00	594.00	309.49	48%
	340 Contract Labor	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	416 Electric & Gas	230.08	1,478.33	3,500.00	3,500.00	2,021.67	42%
	429 Snow Removal Maintenance	0.00	305.74	6,500.00	6,500.00	6,194.26	5%
	430 Road & Street Maintenance	0.00	132.96	50,000.00	50,000.00	49,867.04	0%
	432 Building Repairs & Maintenance	0.00	619.08	2,750.00	2,750.00	2,130.92	23%
	434 Equip. Maintenance	202.48	298.24	17,500.00	17,500.00	17,201.76	2%
	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	379.83	7,500.00	7,500.00	7,120.17	5%
	461 Shop Misc Supplies	49.47	180.13	750.00	750.00	569.87	24%
	470 Dust Abatement	0.00	0.00	16,000.00	16,000.00	16,000.00	0%
	481 Fuel Gas	320.06	939.84	3,250.00	3,250.00	2,310.16	29%
	482 Diesel - Winter	0.00	0.00	6,200.00	6,200.00	6,200.00	0%
	483 Diesel - Summer	366.21	727.33	6,200.00	6,200.00	5,472.67	12%
	520 Dues & Fees	0.00	0.00	350.00	350.00	350.00	0%
	530 Publications- Newspaper	171.24	171.24	175.00	175.00	3.76	98%
	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	53.82	5,000.00	5,000.00	4,946.18	1%
	970 Grant Expense	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
	Account Total:	14,020.46	50,523.85	602,402.00	602,402.00	551,878.15	8%
	Account Group Total:	14,020.46	50,523.85	609,902.00	609,902.00	559,378.15	8%

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	0.00	2,330.55	31,512.00	31,512.00	29,181.45	7%
	119 Airport Maint Wages	21.50	3,403.66	8,200.00	8,200.00	4,796.34	42%
	210 Health	4.78	949.07	3,346.00	3,346.00	2,396.93	28%
	211 Vision	0.08	16.12	119.00	119.00	102.88	14%
	220 Social Security/Medicare	1.64	438.67	2,244.00	2,244.00	1,805.33	20%
	230 PERSI	2.57	664.29	2,869.00	2,869.00	2,204.71	23%
	250 Unemployment Insurance	0.08	22.99	183.00	183.00	160.01	13%
	260 Workers Compensation	0.00	386.00	1,467.00	1,467.00	1,081.00	26%
	290 Dental	0.25	49.64	348.00	348.00	298.36	14%
	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	25.59	119.85	4,500.00	4,500.00	4,380.15	3%
	452 City Park Maintenance	0.00	60.97	1,250.00	1,250.00	1,189.03	5%
	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	406.25	4,500.00	4,500.00	4,093.75	9%
	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:	56.49	8,848.06	89,038.00	89,038.00	80,189.94	10%
44300 Depot							
	414 Solid Waste Collection	145.50	436.50	3,250.00	3,250.00	2,813.50	13%
	415 Water and Sewer	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	416 Electric & Gas	57.83	177.52	1,000.00	1,000.00	822.48	18%
	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:	203.33	614.02	38,250.00	38,250.00	37,635.98	2%
	Account Group Total:	259.82	9,462.08	127,288.00	127,288.00	117,825.92	7%
	Fund Total:	33,217.83	120,901.01	1,067,579.00	1,067,579.00	946,677.99	11%
15 LOT FUND							
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	13,625.00	33,872.35	350,000.00	350,000.00	316,127.65	10%
	Account Total:	13,625.00	33,872.35	350,000.00	350,000.00	316,127.65	10%
	Account Group Total:	13,625.00	33,872.35	350,000.00	350,000.00	316,127.65	10%
	Fund Total:	13,625.00	33,872.35	350,000.00	350,000.00	316,127.65	10%



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	1,341.61	6,093.62	29,640.00	29,640.00	23,546.38	21%
	111 Council Wages	360.00	1,440.00	4,320.00	4,320.00	2,880.00	33%
	112 Mayor Wages	120.00	480.00	1,440.00	1,440.00	960.00	33%
	115 Water & Sewer Wages	3,247.70	18,819.03	63,336.00	63,336.00	44,516.97	30%
	210 Health	779.84	3,652.46	11,586.00	11,586.00	7,933.54	32%
	211 Vision	13.27	62.12	312.00	312.00	249.88	20%
	220 Social Security/Medicare	387.82	2,052.80	8,850.00	8,850.00	6,797.20	23%
	230 PERSI	548.08	2,999.16	9,268.00	9,268.00	6,268.84	32%
	250 Unemployment Insurance	16.51	99.49	501.00	501.00	401.51	20%
	260 Workers Compensation	0.00	665.00	2,478.00	2,478.00	1,813.00	27%
	290 Dental	40.79	191.01	754.00	754.00	562.99	25%
	Account Total:	6,855.62	36,554.69	132,485.00	132,485.00	95,930.31	28%
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	375.00	1,125.00	6,750.00	6,750.00	5,625.00	17%
	414 Solid Waste Collection	1,648.20	4,944.60	25,000.00	25,000.00	20,055.40	20%
	416 Electric & Gas	783.14	2,704.52	9,250.00	9,250.00	6,545.48	29%
	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	114.48	382.38	1,250.00	1,250.00	867.62	31%
	481 Fuel Gas	0.00	0.00	500.00	500.00	500.00	0%
	510 Insurance - Liability	0.00	1,682.10	3,365.00	3,365.00	1,682.90	50%
	520 Dues & Fees	136.70	141.70	1,500.00	1,500.00	1,358.30	9%
	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	325.00	325.00	2,500.00	2,500.00	2,175.00	13%
	590 Late Fee	0.00	0.00	25.00	25.00	25.00	0%
	605 Office Supplies	0.00	90.83	1,000.00	1,000.00	909.17	9%
	611 Copier Maintenance	65.78	263.12	1,000.00	1,000.00	736.88	26%
	614 Postage	112.00	168.00	450.00	450.00	282.00	37%
	615 Grant Writing	0.00	13,222.50	100,000.00	100,000.00	86,777.50	13%
	620 Software - New	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	621 Software Maintenance Fees	0.00	3,036.25	6,750.00	6,750.00	3,713.75	45%
	810 Bond Payments	0.00	0.00	21,400.00	21,400.00	21,400.00	0%
	Account Total:	3,560.30	28,086.00	204,560.00	204,560.00	176,474.00	14%
	Account Group Total:	10,415.92	64,640.69	337,045.00	337,045.00	272,404.31	19%
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%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>51 WATER</b>							
<b>43000 Public Works</b>							
<b>43400 Water System</b>							
433	Repairs & Maint to Water	314.60	2,109.51	50,000.00	50,000.00	47,890.49	4%
434	Equip. Maintenance	0.00	2,687.71	7,500.00	7,500.00	4,812.29	36%
462	Chemicals	414.60	829.20	7,500.00	7,500.00	6,670.80	11%
463	Small tools and supplies for Water	224.15	224.15	5,250.00	5,250.00	5,025.85	4%
560	Tests	55.00	165.00	2,250.00	2,250.00	2,085.00	7%
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:	1,008.35	6,015.57	87,500.00	87,500.00	81,484.43	7%
	Account Group Total:	1,008.35	6,015.57	87,500.00	87,500.00	81,484.43	7%
<b>49000</b>							
<b>49999 Depreciation Expense</b>							
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:	11,424.27	70,656.26	526,841.00	526,841.00	456,184.74	13%
<b>52 SEWER</b>							
<b>41000 GENERAL GOVERNMENT</b>							
<b>41010 Personnel</b>							
110	Office Wages	223.24	1,013.72	4,940.00	4,940.00	3,926.28	21%
111	Council Wages	60.00	240.00	720.00	720.00	480.00	33%
112	Mayor Wages	20.00	80.00	240.00	240.00	160.00	33%
115	Water & Sewer Wages	117.46	325.08	1,391.00	1,391.00	1,065.92	23%
210	Health	59.00	207.26	995.00	995.00	787.74	21%
211	Vision	1.01	3.51	60.00	60.00	56.49	6%
220	Social Security/Medicare	32.19	126.89	927.00	927.00	800.11	14%
230	PERSI	40.61	173.64	1,785.00	1,785.00	1,611.36	10%
250	Unemployment Insurance	1.23	5.53	59.00	59.00	53.47	9%
260	Workers Compensation	0.00	0.00	132.00	132.00	132.00	0%
290	Dental	3.09	10.88	145.00	145.00	134.12	8%
	Account Total:	557.83	2,186.51	11,394.00	11,394.00	9,207.49	19%
<b>41100 Administration</b>							
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	32.74	57.21	250.00	250.00	192.79	23%
435	Equipment Lease Payment	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
437	Telephone, Telecommunications	13.40	41.03	200.00	200.00	158.97	21%
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	0%
510	Insurance - Liability	0.00	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	35,904.00	140,000.00	140,000.00	104,096.00	26%

CITY OF DONNELLY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
52 SEWER							
605	Office Supplies	0.00	15.12	150.00	150.00	134.88	10%
611	Copier Maintenance	10.96	43.84	150.00	150.00	106.16	29%
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	0.00	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:	9,033.10	36,404.80	156,897.00	156,897.00	120,492.20	23%
	Account Group Total:	9,590.93	38,591.31	168,291.00	168,291.00	129,699.69	23%
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:	9,590.93	38,591.31	201,826.00	201,826.00	163,234.69	19%
65 PARKS/RECREATION - DES							
41000 GENERAL GOVERNMENT							
41100 Administration							
341	Pass Thru Charges	0.00	75.00	2,500.00	2,500.00	2,425.00	3%
	Account Total:	0.00	75.00	2,500.00	2,500.00	2,425.00	3%
	Account Group Total:	0.00	75.00	2,500.00	2,500.00	2,425.00	3%
	Fund Total:	0.00	75.00	2,500.00	2,500.00	2,425.00	3%
	Grand Total:	67,858.03	264,095.93	2,148,746.00	2,148,746.00	1,884,650.07	12%

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	15.00		
COMP HOURS (Comp Time Used)	18.00		489.00
HOL HOURS (Holiday Pay)	32.00		848.88
J001 HOURS (ROAD&STREET)	101.00		2,499.12
J002 HOURS (PARKS)	1.00		21.50
J003 HOURS (WATER OPERATOR)	118.50		3,461.07
J006 HOURS (SNOW REMOVAL)	133.50		3,408.45
J014 HOURS (EQUIP MAINT)	1.00		21.50
J015 HOURS (SHOP/OFFICE)	45.00		1,132.62
MCC HOURS (Mayor & City Council)	320.00		1,300.00
REG HOURS (Regular Time)	128.00		3,577.60
SICK HOURS (Sick Time)	51.00		1,210.41
VACA HOURS (Vacation Time Used)	11.00		307.45
<b>GROSS PAY</b>	<b>18,277.60</b>	<b>0.00</b>	
<b>NET PAY</b>	<b>13,215.38</b>	<b>0.00</b>	
DENTAL INS	0.00	160.00	
FIT	1,260.91	0.00	
HEALTH INS	0.00	3,060.00	
IDAHO SIT	899.00	0.00	
MEDICARE	265.01	265.01	
PERSI	1,229.84	2,048.59	
PERSI CHOICE 40	250.00	0.00	
PERSI-3	24.24	40.44	
SOCIAL SECURITY	1,133.22	1,133.22	
UNEMPL. INSUR.	0.00	61.10	
VISION	0.00	52.00	
ID FIRST BANK	5,993.65	0.00	
JP MORGAN CHASE	1,000.00	0.00	
STERLING SAVING	2,856.61	0.00	
UMPQUA	2,944.10	0.00	
US BANK	421.02	0.00	
FIT/SIT BASE	16,773.52	0.00	
MEDICARE BASE	18,277.60	0.00	
PERS BASE	17,352.32	0.00	
SOC SEC BASE	18,277.60	0.00	
UN BASE	16,977.60	0.00	
WC BASE	18,277.60	0.00	
<b>Total</b>		<b>6,820.36</b>	
<b>Total Payroll Expense (Gross Pay + Employer Contributions):</b>			<b>25,097.96</b>

Check Summary

Payroll Checks Prev. Out.	\$953.00
Payroll Checks Issued	\$4,171.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$5,124.00
Electronic Checks	\$20,865.86

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	2,266.44	2,266.44		21702
Medicare	530.02	530.02		21702
Unempl. Insur.	61.10		122.20	21713
Workers' Comp	0.00			21700
FIT	1,260.91	1,260.91		21701
IDAHO SIT	899.00	899.00		21703
PERSI	3,278.43	3,278.43		21704
DENTAL INS	160.00	160.00	80.00	21706
HEALTH INS	3,060.00	3,060.00	1,530.00	21705
VISION	52.00	52.00	26.00	21705
PERSI CHOICE 40	250.00	250.00		21704
PERSI-3	64.68	64.68		21704
<b>Total Ded.</b>	<b>11,882.58</b>	<b>11,821.48</b>	<b>1,758.20</b>	

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

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 25-08  
**Meeting Date** 02/24/2025

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Resolution 2025-001 Fair Housing Month Proclamation</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>	n/a		
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>	APRIL		

**SUMMARY STATEMENT:**

City of Donnelly Resolution proclaiming April to be Fair Housing Month.

**RECOMMENDED ACTION:**

*Approve, Adopt and Authorize Mayor to sign Resolution 2025-001 Fair Housing Proclamation*

**RECORD OF COUNCIL ACTION**

<b>MEETING DATE</b>	<b>ACTION</b>

CITY OF DONNELLY  
RESOLUTION 2025-001  
FAIR HOUSING MONTH PROCLAMATION

WHEREAS, April 2025 marks the 57th anniversary of the passage of Title VIII of the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act; and

WHEREAS, the Idaho Human Rights Commission Act has prohibited discrimination in housing since 1969; and

WHEREAS, equal opportunity for all-regardless of race, color, religion, sex, disability, familial status or national origin-is a fundamental goal of our nation, state and city; and

WHEREAS, equal access to housing is an important component of this goal-as fundamental as the right to equal education and employment; and

WHEREAS, housing is a critical component of family and community health and stability and

WHEREAS, housing choice impacts our children's access to education, our ability to seek and retain employment options, the cultural benefits we enjoy, the extent of our exposure to crime and drugs, and the quality of health care we receive in emergencies; and

WHEREAS, the laws of this nation and our state seek to ensure such equality of choice for all transactions involving housing; and

WHEREAS, ongoing education, outreach and monitoring are key to raising awareness of fair housing principles, practices, rights and responsibilities; and

WHEREAS, only through continued cooperation, commitment and support of all Idahoans can barriers to fair housing be removed;

NOW, THEREFORE, I, Susan Dorris, Mayor of the City of Donnelly, do hereby proclaim April 2025 to be

**FAIR HOUSING MONTH**

In the City of Donnelly, Valley County, Idaho.

**PASSED** by the City Council this 24<sup>th</sup> day of February 2025.

---

Susan Dorris, Mayor

Attest:

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Lori Clemens, City Clerk/Treasurer

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number AB 25-09**

**Meeting Date 02/24/2025**

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>Resolution 2025-002 Arbor Day Proclamation</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>	n/a		
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>	April 25, 2025		

**SUMMARY STATEMENT:**

Each year the City proclaims a day to celebrate Arbor Day. Suggestion to proclatim April 25<sup>th</sup>, 2025, as City of Donnelly Arbor Day Celebration.

**RECOMMENDED ACTION:**

*Approve, Adopt and Authorize Mayor to sign Resolution 2025-002 Arbor Day Proclamation*

**RECORD OF COUNCIL ACTION**

<b>MEETING DATE</b>	<b>ACTION</b>



CITY OF DONNELLY  
RESOLUTION 2025-002  
ARBOR DAY PROCLAMATION

WHEREAS, In 1872, J Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the Holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving up paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Susan Dorris, Mayor of the City of Donnelly, do hereby proclaim **April 25, 2025**, as Arbor Day in the City of Donnelly and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Susan Dorris, Mayor

Attest:

\_\_\_\_\_  
Lori Clemens, City Clerk/Treasurer

**DONNELLY CITY COUNCIL  
AGENDA BILL**

169 Halferty Street  
Donnelly, Idaho 83615

**Number** AB 25-10  
**Meeting Date** 02/24/2025

*Action Item*

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b>  <i>2025-DR-01: 141 West State Street Approval Letter Review</i>	<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
	Mayor / Council		
	Clerk/Treasurer		
	Public Works		
<b>COST IMPACT:</b>	n/a		
<b>FUNDING SOURCE:</b>			
<b>TIMELINE:</b>			

**SUMMARY STATEMENT:**

Review the setback and roof/snow information provided.

**RECOMMENDED ACTION:**

*Approve or Deny Approval Letter for 141 West State Street 2025-DR-01*

**RECORD OF COUNCIL ACTION**

<b>MEETING DATE</b>	<b>ACTION</b>



## City of Donnelly

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

February 4, 2025

Donnelly 4S LLC  
Kristy Lovejoy  
10205 Cherry Lane  
Nampa, Idaho 83687

RE: Design Review #2025-DR-01; 141 W State Street Donnelly

Dear Kristy,

On January 27, 2025, the Donnelly City Council approved Design Review #2025-DR-01, addressed as 141 West State Street with the following conditions (also see "NOTE" below):

1. All documents and plans submitted by the applicant are incorporated herein by reference. Plans dated 01.15.25 and elevation plans dated 01.15.25 are the applicable plans.
2. The Staff report is incorporated herein by reference.
3. The application is subject to approval of a lot line adjustment acceptable by the City Council, and, if approved by the City Council, the lot line adjustment shall be recorded prior to submittal for a building permit. All costs for the lot line adjustment shall be paid for by the applicant.
4. The seven parking spaces proposed on-site, and five parking spaces proposed to be within the W. State Street right-of-way, are approved by the City Council and shall be installed as shown.
5. A landscaping plan shall be submitted by a professionally licensed firm in the State of Idaho and shall be stamped by the design professional responsible for the work.
6. A building permit is required, and all applicable Donnelly City Codes shall otherwise be complied with.
7. Provide a maintenance easement/agreement to allow for any city work required on the lift station/sewer facilities and to keep them free and clear of any obstructions. Agreement to be reviewed and approved by the Donnelly Public Works Supervisor and Donnelly City Attorney prior to issuance of a building permit. Agreement to be recorded by city of Donnelly.

NOTE: The applicant was unable to attend the meeting. The side yard setback regulation stated by staff at the meeting was incorrect. The building meets the 5-foot setback per CBD code. No side yard maintenance agreement is therefore required. The applicant also has addressed the concern regarding snow sliding off the roof for Council consideration

as this was a concern raised by the Council. See Applicant email below.

*Hi Mark,*

*Per our conversation regarding the required setback for maintenance in the CBD zoning, section 18.60.050 Development standards state: Side setback: zero where buildings are attached or a deeded maintenance agreement is provided, otherwise five feet.*

*Regarding the possibility of snow mitigation for roof surfaces sloping towards the west neighboring property, all roofs are low-sloping and will have snow retention systems in place.*

*I have also discussed the existing sewer lift station and associated facilities with the owner. She has agreed to provide a maintenance easement/agreement to allow for any work required on these facilities and to keep them free and clear of any obstructions.*

*Mary*

This approval letter is subject to Council final approval, for Council to review the setback and roof/snow information provided herein, which is scheduled for February 24, 2025.

If you have any questions, please contact us.

Sincerely,



Lori Clemens, February 4, 2025  
Donnelly City Clerk

Council final approval  
Lori Clemens, February 24, 2025  
Donnelly City Clerk



## 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: February 19, 2025

**Utility Billings:** As of Wednesday, February 19, 2025, there is \$1,1482.93 (11 past due (30 days or more), in water billings.

**Local Option Tax:** January Receipts (December Tax) \$13,862.74

**Airport:**

**Clerk:** Local Option Tax Applications due April 14, 2025

**Donnelly Depot Center:**

**Parks & Recreation:**

**Planning & Zoning:**

**Road & Streets:**

**Water:**

**Office Closures:**

**Upcoming Meeting Dates:** March 17, 2025, City Council Meeting