



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

AGENDA CITY COUNCIL MEETING

Monday, March 17th, 2025, at 6 PM
Donnelly Community Center

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIENCE

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

City Council Minutes – February 24, 2025

Vouchers – February 19, 2025, thru March 12, 2025

Treasurer Report – February 2025

Payroll Summary – March 5, and 6, 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:

John Sommerwerck - Stibnite Advisory Council Community Representative

BUSINESS AGENDA (Action Items):

AB 25-11 Budget Public Hearing – August 18, 2025

AB 25-12 MOU with Valley County on Pathway - W Roseberry Road Pathway to School Project

AB 25-13 Property Use Agreement – W Roseberry Road Pathway to School Project

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, February 24, 2025, at 6:00 PM
Donnelly Community Center
MINUTES

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Meeting called to order by Council President Davenport at 6:00 p.m.

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

Mayor Dorris lead Pledge of Allegiance.

Nomination by Mayor to fill Council Vacancy

- Mayor Dorris nominated Morgan Fuller, Donnelly Resident, to fill the Council Vacancy

Council Confirmation Nomination (Action Item)

Motion by Davenport, 2nd by Spade to accept Nomination of Morgan Fuller to fill the Vacancy of Councilmember Jacquelyn Henggeier. No further discussion, Davenport (yes), Minshall (yes), Spade (yes). Motion carried.

Oath of Office

- Morgan Fuller took the Oath of Office - City Councilmember

CONSENT AGENDA

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

PUBLIC COMMENT

Mayor Dorris asked for any public comment.

Craig Groves, Donnelly 270 – Capital Improvement Plan Water Facilities. Spoke concerning the direction that the Water Facility Plan is going, possibilities moving forward.

DISCUSSION ITEMS:

No discussion items



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BUSINESS AGENDA (Action Items):

AB 25-08 Request to Adopt Resolution 2025-001, Fair Housing Month Proclamation

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

Motion by Minshall, 2nd by Spade to accept, approve, adopt and authorize Mayor to sign Resolution 2025-001, Fair Housing Month Proclamation. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-09 Request to Adopt Resolution 2025-002, Arbor Day Proclamation

- Proclaiming April 25, 2025, as the City of Donnelly Arbor Day Celebration.

Motion by Davenport, 2nd by Spade to accept, approve, adopt and authorize Mayor to sign Resolution 2025-002, Arbor Day Proclamation. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-10 2025-DR-01: 141 West State Street Approval Letter

- Review the setback and roof/snow information provided in packet.
- No maintenance agreement needed, 5' setback in Central Business District.
- Easement/Maintenance Agreement allowing work required for facilities, located on property, and keeping them free and clear of obstructions.

Motion by Spade, 2nd by Davenport to approve the Design Review Letter for 141 West State Street 2025-DR-01. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

STAFF REPORT

Staff Report was included in the packet.

ADJOURNMENT

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

Adjourned at 6:16 p.m.

ATTEST: Lori Clemens, City Clerk

03/10/25
10:06:30

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 02/19/25 to 03/12/25

Page: 1 of 3
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
6806	-99224E	6 AMAZON	101.73						
		Supplies-Computer Monitor							
1	1410654 02/26/25	Computer Monitor -Station 2	101.73			10 41100	613		10190
		Total for Vendor:	101.73						
6808	15339S	257 CASCADE HARDWARE	42.94						
		Billing							
1	2502-29173 02/13/25	Shop Supplies	42.94			10 43010	461		10100
		Total for Vendor:	42.94						
6810	15340S	47 DEPARTMENT OF TREASURY	556.61						
		Interest and Penalties for Tax Period March 31, 2023							
		CP220 82-6036054							
1	CP220 02/24/25	Interest and Penalties-CP220	556.61			10 41010	220		10100
		Total for Vendor:	556.61						
6805	15338S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	2312 03/01/25	Water System Services	375.00			51 41100	360		10100
		Monthly CONTRACT FEE							
		Total for Vendor:	375.00						
6809	15341S	46 ED STAUB & SONS	56.83						
		Propane							
1	127254 03/03/25	169 Halferty Street	56.83			10 41100	416		10100
		Total for Vendor:	56.83						
6804	15333S	66 IDAHO POWER	1,337.32						
		Power Billing							
1	2205677988 02/18/25	City Hall / Maintenance	131.40			10 41100	416		10100
2	2205677988 02/18/25	City Hall / Maintenance	60.65			51 41100	416		10100
3	2205677988 02/18/25	City Hall / Maintenance	10.10			52 41100	416		10100
4	2204034223 02/18/25	Community Center	171.95			10 41100	416		10100
5	2201629405 02/21/25	Kiosk / Rest Area	27.00			10 43010	416		10100
6	2206076560 02/18/25	Fire Pump	274.58			51 41100	416		10100
7	2200223291 02/18/25	Water Supply	25.84			51 41100	416		10100

03/10/25
10:06:30

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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
8	2201910078 02/18/25	Street Lights	141.35			10 43010	416		10100
9	2206228211 02/18/25	Main Street Lights	36.74			10 43010	416		10100
10	2207365186 02/18/25	NW Pump	341.78			51 41100	416		10100
11	2207493590 02/20/25	Camp Host Site	25.59			10 44100	451		10100
12	2201510134 02/18/25	DDC Unit #5	64.50			10 44300	416		10100
13	2208695581 02/22/25	193 FW Gestrin Gazebo	25.84			10 43010	416		10100
		Total for Vendor:	1,337.32						
6803	15334S	80 LES SCHWAB TIRE	2,674.97						
1	1250047287 02/18/25	JD Backhoe Tires-back	2,674.97		3	10 43010	434		10100
		Total for Vendor:	2,674.97						
6811	15342S 999998	LORI CLEMENS	1,620.74						
		Dell XPS 8960 Desktop Computer 2nd Station							
1	1782633 02/26/25	Dell Desktop Computer	1,620.74			10 41100	613		10100
		Total for Vendor:	1,620.74						
6807	-99223E	247 MCCALL QUICK LUBE	103.67						
		Oil Service							
1	513-607-41 02/27/25	Ford F150 Oil Service	103.67			10 43010	434		10190
		Total for Vendor:	103.67						
6812	15343S	154 NORTH LAKE RECREATIONAL SEWER & Contract Sewer Service	8,976.00						
1	95-10-00 03/01/25	Contract Services	8,976.00			52 41100	541		10100
		Total for Vendor:	8,976.00						
6802	15335S	115 ROCKY MOUNTAIN SIGNS	103.20						
		2025 Boat Dock Passes							
1	27618 02/19/25	Boat Dock Passes	103.20			10 44100	451		10100
		Total for Vendor:	103.20						
6813	15344S	120 SINCLAIR FLEET TRACK (STINKER)	1,167.89						
		Fuel							
1	2025.02 02/28/25	Dodge 3500	125.76			10 43010	481		10100
2	2025.02 02/28/25	F150	161.24			10 43010	481		10100

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	2025.02 02/28/25	Skid Steer	79.70			10 43010	482		10100
4	2025.02 02/28/25	Deere Backhoe	529.64			10 43010	482		10100
5	2025.02 02/28/25	Credit	-9.34			10 43010	482		10100
6	2025.02 02/28/25	Cat Backhoe	280.89			10 43010	482		10100
Total for Vendor:			1,167.89						
6801	15336S	123 STATE INSURANCE FUND	1,076.00						
Installment Premium 10/01/24-10/01/25									
1	29618664 02/18/25	work comp-9102	176.00			10 44100	260		10100
2	29618664 02/18/25	work comp-7520	281.50			51 41010	260		10100
3	29618664 02/18/25	work comp-9410-9402	502.50			10 43010	260		10100
4	29618664 02/18/25	work comp-8810-8811	49.00			10 41010	260		10100
5	29618664 02/18/25	Fees	67.00			10 41010	260		10100
Total for Vendor:			1,076.00						
6800	15337S	351 XEROX FINANCIAL SERVICES	220.82						
Copier Maintenance									
1	40213205 02/12/25	copier maintenace	144.08			10 41100	611		10100
2	40213205 02/12/25	copier maintenace	65.78			51 41100	611		10100
3	40213205 02/12/25	copier maintenace	10.96			52 41100	611		10100
Total for Vendor:			220.82						
6814	15345S	209 YORGASON LAW OFFICES PLLC	245.00						
Correspondence/Emails									
1	424 03/03/25	Legal Fees	245.00			10 41100	320		10100
Total for Vendor:			245.00						
# of Claims			15	Total:	18,658.72	# of Vendors			13
Total Electronic Claims			205.40						
Total Non-Electronic Claims			18453.32						

** 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: 2 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL							
41000 GENERAL GOVERNMENT							
41010 Personnel							
	110 Office Wages	2,906.77	16,111.49	64,220.00	64,220.00	48,108.51	25%
	111 Council Wages	585.00	3,705.00	9,360.00	9,360.00	5,655.00	40%
	112 Mayor Wages	260.00	1,300.00	3,120.00	3,120.00	1,820.00	42%
	210 Health	497.24	2,486.46	16,042.00	16,042.00	13,555.54	15%
	211 Vision	8.46	42.25	432.00	432.00	389.75	10%
	220 Social Security/Medicare	286.99	1,615.30	5,092.00	5,092.00	3,476.70	32%
	230 PERSI	434.32	2,433.46	8,974.00	8,974.00	6,540.54	27%
	250 Unemployment Insurance	10.47	64.97	600.00	600.00	535.03	11%
	260 Workers Compensation	116.00	232.00	1,050.00	1,050.00	818.00	22%
	290 Dental	25.98	129.94	1,044.00	1,044.00	914.06	12%
	961 Taxes	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	Account Total:	5,131.23	28,120.87	110,934.00	110,934.00	82,813.13	25%
41100 Administration							
	310 Audit & Accounting Services	5,265.00	5,265.00	5,265.00	5,265.00	0.00	100%
	320 Attorney/Legal Fees	700.00	2,904.44	28,500.00	28,500.00	25,595.56	10%
	321 Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	330 Contract - Planning & Zoning	0.00	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	5,893.15	17,086.10	75,000.00	75,000.00	57,913.90	23%
	414 Solid Waste Collection	61.90	242.80	500.00	500.00	257.20	49%
	416 Electric & Gas	922.33	2,529.66	6,250.00	6,250.00	3,720.34	40%
	431 City Hall Repair & Maint	0.00	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	65.26	611.10	1,850.00	1,850.00	1,238.90	33%
	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	102.26	157.74	900.00	900.00	742.26	18%
	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	98.47	458.55	2,500.00	2,500.00	2,041.45	18%
	611 Copier Maintenance	147.90	724.22	2,225.00	2,225.00	1,500.78	33%
	613 IT - Computer	101.73	464.23	6,000.00	6,000.00	5,535.77	8%
	614 Postage	0.00	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	291.37	573.83	2,500.00	2,500.00	1,926.17	23%
	621 Software Maintenance Fees	0.00	822.33	9,500.00	9,500.00	8,677.67	9%
	700 Capital Improvements	0.00	2,800.00	4,000.00	4,000.00	1,200.00	70%
	930 Reconciliation Discrepancies	0.00	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:	13,649.37	51,489.11	215,455.00	215,455.00	163,965.89	24%
	Account Group Total:	18,780.60	79,609.98	326,389.00	326,389.00	246,779.02	24%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 25

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	3,795.48	25,267.82	83,123.00	83,123.00	57,855.18	30%
	118 Snow Removal Wages	4,541.07	15,280.23	59,429.00	59,429.00	44,148.77	26%
	210 Health	1,589.76	7,031.75	19,600.00	19,600.00	12,568.25	36%
	211 Vision	27.01	119.47	360.00	360.00	240.53	33%
	220 Social Security/Medicare	637.74	3,101.89	9,938.00	9,938.00	6,836.11	31%
	230 PERSI	948.44	4,539.05	12,060.00	12,060.00	7,520.95	38%
	250 Unemployment Insurance	30.00	161.09	789.00	789.00	627.91	20%
	260 Workers Compensation	502.50	1,523.50	3,834.00	3,834.00	2,310.50	40%
	290 Dental	83.10	367.61	594.00	594.00	226.39	62%
	340 Contract Labor	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	416 Electric & Gas	563.03	2,041.36	3,500.00	3,500.00	1,458.64	58%
	429 Snow Removal Maintenance	43.99	349.73	6,500.00	6,500.00	6,150.27	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. Maintainance	2,990.22	3,288.46	17,500.00	17,500.00	14,211.54	19%
	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	34.77	214.90	750.00	750.00	535.10	29%
	470 Dust Abatement	0.00	0.00	16,000.00	16,000.00	16,000.00	0%
	481 Fuel Gas	239.37	1,179.21	3,250.00	3,250.00	2,070.79	36%
	482 Diesel - Winter	136.36	136.36	6,200.00	6,200.00	6,063.64	2%
	483 Diesel - Summer	0.00	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	0.00	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	15,021.47	15,021.47	100,000.00	100,000.00	84,978.53	15%
	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:	31,184.31	81,708.16	602,402.00	602,402.00	520,693.84	14%
	Account Group Total:	31,184.31	81,708.16	609,902.00	609,902.00	528,193.84	13%

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	21.50	2,352.05	31,512.00	31,512.00	29,159.95	7%
	119 Airport Maint Wages	0.00	3,403.66	8,200.00	8,200.00	4,796.34	42%
	210 Health	4.78	953.85	3,346.00	3,346.00	2,392.15	29%
	211 Vision	0.08	16.20	119.00	119.00	102.80	14%
	220 Social Security/Medicare	1.64	440.31	2,244.00	2,244.00	1,803.69	20%
	230 PERSI	2.57	666.86	2,869.00	2,869.00	2,202.14	23%
	250 Unemployment Insurance	0.08	23.07	183.00	183.00	159.93	13%
	260 Workers Compensation	176.00	562.00	1,467.00	1,467.00	905.00	38%
	290 Dental	0.25	49.89	348.00	348.00	298.11	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	128.79	248.64	4,500.00	4,500.00	4,251.36	6%
	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:	335.69	9,183.75	89,038.00	89,038.00	79,854.25	10%
44300 Depot							
	414 Solid Waste Collection	145.50	582.00	3,250.00	3,250.00	2,668.00	18%
	415 Water and Sewer	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	416 Electric & Gas	64.50	242.02	1,000.00	1,000.00	757.98	24%
	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:	210.00	824.02	38,250.00	38,250.00	37,425.98	2%
	Account Group Total:	545.69	10,007.77	127,288.00	127,288.00	117,280.23	8%
	Fund Total:	50,510.60	171,411.61	1,067,579.00	1,067,579.00	896,167.39	16%
15 LOT FUND							
41000 GENERAL GOVERNMENT							
41100 Administration							
	922 Local Option Tax Expense	6,200.00	40,072.35	350,000.00	350,000.00	309,927.65	11%
	Account Total:	6,200.00	40,072.35	350,000.00	350,000.00	309,927.65	11%
	Account Group Total:	6,200.00	40,072.35	350,000.00	350,000.00	309,927.65	11%
	Fund Total:	6,200.00	40,072.35	350,000.00	350,000.00	309,927.65	11%

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	7,435.23	29,640.00	29,640.00	22,204.77	25%
111	Council Wages	270.00	1,710.00	4,320.00	4,320.00	2,610.00	40%
112	Mayor Wages	120.00	600.00	1,440.00	1,440.00	840.00	42%
115	Water & Sewer Wages	4,049.48	22,868.51	63,336.00	63,336.00	40,467.49	36%
210	Health	910.85	4,563.31	11,586.00	11,586.00	7,022.69	39%
211	Vision	15.49	77.61	312.00	312.00	234.39	25%
220	Social Security/Medicare	442.29	2,495.09	8,850.00	8,850.00	6,354.91	28%
230	PERSI	662.31	3,661.47	9,268.00	9,268.00	5,606.53	40%
250	Unemployment Insurance	19.38	118.87	501.00	501.00	382.13	24%
260	Workers Compensation	281.50	946.50	2,478.00	2,478.00	1,531.50	38%
290	Dental	47.66	238.67	754.00	754.00	515.33	32%
	Account Total:	8,160.57	44,715.26	132,485.00	132,485.00	87,769.74	34%
41100 Administration							
310	Audit & Accounting Services	2,430.00	2,430.00	2,430.00	2,430.00	0.00	100%
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	750.00	1,875.00	6,750.00	6,750.00	4,875.00	28%
414	Solid Waste Collection	1,693.30	6,637.90	25,000.00	25,000.00	18,362.10	27%
416	Electric & Gas	702.85	3,407.37	9,250.00	9,250.00	5,842.63	37%
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	64.12	446.50	1,250.00	1,250.00	803.50	36%
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	0.00	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	450.00	775.00	2,500.00	2,500.00	1,725.00	31%
590	Late Fee	0.00	0.00	25.00	25.00	25.00	0%
605	Office Supplies	45.45	136.28	1,000.00	1,000.00	863.72	14%
611	Copier Maintenance	65.78	328.90	1,000.00	1,000.00	671.10	33%
614	Postage	0.00	168.00	450.00	450.00	282.00	37%
615	Grant Writing	27,822.50	41,045.00	100,000.00	100,000.00	58,955.00	41%
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	1,204.25	1,204.25	21,400.00	21,400.00	20,195.75	6%
	Account Total:	35,228.25	63,314.25	204,560.00	204,560.00	141,245.75	31%
	Account Group Total:	43,388.82	108,029.51	337,045.00	337,045.00	229,015.49	32%
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: 2 / 25

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	2,109.51	50,000.00	50,000.00	47,890.49	4%
434	Equip. Maintainance	0.00	2,687.71	7,500.00	7,500.00	4,812.29	36%
462	Chemicals	0.00	829.20	7,500.00	7,500.00	6,670.80	11%
463	Small tools and supplies for Water	78.34	302.49	5,250.00	5,250.00	4,947.51	6%
560	Tests	55.00	220.00	2,250.00	2,250.00	2,030.00	10%
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:	133.34	6,148.91	87,500.00	87,500.00	81,351.09	7%
	Account Group Total:	133.34	6,148.91	87,500.00	87,500.00	81,351.09	7%
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:	43,522.16	114,178.42	526,841.00	526,841.00	412,662.58	22%
52 SEWER							
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	223.62	1,237.34	4,940.00	4,940.00	3,702.66	25%
111	Council Wages	45.00	285.00	720.00	720.00	435.00	40%
112	Mayor Wages	20.00	100.00	240.00	240.00	140.00	42%
115	Water & Sewer Wages	98.07	423.15	1,391.00	1,391.00	967.85	30%
210	Health	57.37	264.63	995.00	995.00	730.37	27%
211	Vision	0.96	4.47	60.00	60.00	55.53	7%
220	Social Security/Medicare	29.57	156.46	927.00	927.00	770.54	17%
230	PERSI	41.39	215.03	1,785.00	1,785.00	1,569.97	12%
250	Unemployment Insurance	1.17	6.70	59.00	59.00	52.30	11%
260	Workers Compensation	0.00	0.00	132.00	132.00	132.00	0%
290	Dental	3.01	13.89	145.00	145.00	131.11	10%
	Account Total:	520.16	2,706.67	11,394.00	11,394.00	8,687.33	24%
41100 Administration							
310	Audit & Accounting Services	405.00	405.00	405.00	405.00	0.00	100%
320	Attorney/Legal Fees	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
340	Contract Labor	0.00	0.00	750.00	750.00	750.00	0%
416	Electric & Gas	10.10	67.31	250.00	250.00	182.69	27%
435	Equipment Lease Payment	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
437	Telephone, Telecommunications	5.02	46.05	200.00	200.00	153.95	23%
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	44,880.00	140,000.00	140,000.00	95,120.00	32%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 25

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
52 SEWER							
605	Office Supplies	7.56	22.68	150.00	150.00	127.32	15%
611	Copier Maintenance	10.96	54.80	150.00	150.00	95.20	37%
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	1,118.45	1,118.45	2,000.00	2,000.00	881.55	56%
	Account Total:	10,533.09	46,937.89	156,897.00	156,897.00	109,959.11	30%
	Account Group Total:	11,053.25	49,644.56	168,291.00	168,291.00	118,646.44	29%
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:	11,053.25	49,644.56	201,826.00	201,826.00	152,181.44	25%
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:	111,286.01	375,381.94	2,148,746.00	2,148,746.00	1,773,364.06	17%

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	32.00		848.88
J001 HOURS (ROAD&STREET)	25.00		614.32
J003 HOURS (WATER OPERATOR)	64.00		1,768.16
J006 HOURS (SNOW REMOVAL)	120.00		3,046.43
J015 HOURS (SHOP/OFFICE)	6.50		186.19
MCC HOURS (Mayor & City Council)	400.00		1,600.00
REG HOURS (Regular Time)	65.00		1,816.75
VACA HOURS (Vacation Time Used)	7.50		208.07
GROSS PAY	10,088.80	0.00	
NET PAY	7,330.70	0.00	
DENTAL INS	0.00	80.00	
FIT	696.18	0.00	
HEALTH INS	0.00	1,530.00	
IDAHO SIT	499.00	0.00	
MEDICARE	146.28	146.28	
PERSI	641.89	1,069.21	
PERSI CHOICE 40	125.00	0.00	
PERSI-3	24.24	40.44	
SOCIAL SECURITY	625.51	625.51	
UNEMPL. INSUR.	0.00	30.55	
VISION	0.00	26.00	
CHASE BANK	215.51	0.00	
ID FIRST BANK	3,009.47	0.00	
JP MORGAN CHASE	500.00	0.00	
STERLING SAVING	1,537.25	0.00	
UMPQUA	1,647.45	0.00	
US BANK	421.02	0.00	
FIT/SIT BASE	9,297.67	0.00	
MEDICARE BASE	10,088.80	0.00	
PERS BASE	9,163.52	0.00	
SOC SEC BASE	10,088.80	0.00	
UN BASE	8,488.80	0.00	
WC BASE	10,088.80	0.00	
Total		3,547.99	
Total Payroll Expense (Gross Pay + Employer Contributions):			13,636.79

Check Summary

Payroll Checks Prev. Out.	\$0.00
Payroll Checks Issued	\$3,272.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$3,272.00
Electronic Checks	\$9,231.48

	Carried Forward	Deduction	Difference	Liab Account
	From Previous Month	Checks Issued		
Deductions Accrued				

Social Security	1,251.02	198.40	1,449.42	21702
Medicare	292.56	46.40	338.96	21702
Unempl. Insur.	30.55	122.20	152.75	21713
Workers' Comp	0.00			21700
FIT	696.18	85.00	781.18	21701
IDAHO SIT	499.00	95.00	594.00	21703
PERSI	1,711.10		1,711.10	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	125.00		125.00	21704
PERSI-3	64.68		64.68	21704
Total Ded.	6,306.09	2,183.00	5,172.78	3,316.31

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

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 25-12
Meeting Date 03/17/2025

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Memorandum of Understanding West Roseberry Pathway to School Project</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:

MOU between City of Donnelly, Valley County and Valley County Pathways for the West Roseberry Pathway Project.

City received a grant for \$250,000 to construct a pathway along West Roseberry Road from Dawn Drive to Hwy 55. This agreement is part of the Valley County Pathways process to allow the path to be constructed within the County Right of Way.

RECOMMENDED ACTION:

Accept of Deny MOU between City of Donnelly, Valley County and Valley County Pathways for West Roseberry Pathway to School Project.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

Memorandum of Understanding
Between Valley County Government, City of Donnelly and Valley County Pathways (VCP)
Re: West Roseberry Pathway Project

Whereas: Outdoor recreation provides well-known health benefits to individuals and improves community health.

Whereas: Creating detached non-motorized trails give children, adults and seniors a safe place to walk, run and bike in our communities.

Whereas: Connecting the community of Donnelly to recreational and educational assets enhances camaraderie between and among local residents.

Whereas: The Valley County Master Transportation Plan, Valley County Pathways Master Plan, the Donnelly Pathways Plan, the International Mountain Biking Association Singletrack Sidewalks plan and West Central Mountains Economic Development Council's community survey work on pathways all support expanded trail miles.

Whereas: Pathway assets enhance economic opportunities for local businesses like sporting goods stores, as well as hotels, restaurants and other critical retailers through added revenue from tourism and local resident spending.

Whereas: Valley County has a prescriptive right of way available along West Roseberry Road between the edge of the paved road and private property boundaries to construct a public trail for pedestrian non-motorized use, pending Valley County approval.

Whereas: West Roseberry Road is a popular and busy street providing access to many residential homes nearby, and it is the main access road leading to Tamarack Resort, a four-season resort, several miles away. Public safety has been identified as an important issue for children and people riding bikes and walking on West Roseberry Road.

Whereas: Traveling on a detached pathway off of the busy West Roseberry Road offers a safer environment for pedestrian use.

Whereas: Donnelly residents have indicated that a non-motorized pathway and safe route to school would be beneficial on West Roseberry Road through the Donnelly Pathways Plan.

Whereas: Strong community support exists for enhanced pathways in Donnelly. The W. Roseberry Road pathway is a high priority for citizens, as evidenced by survey research.

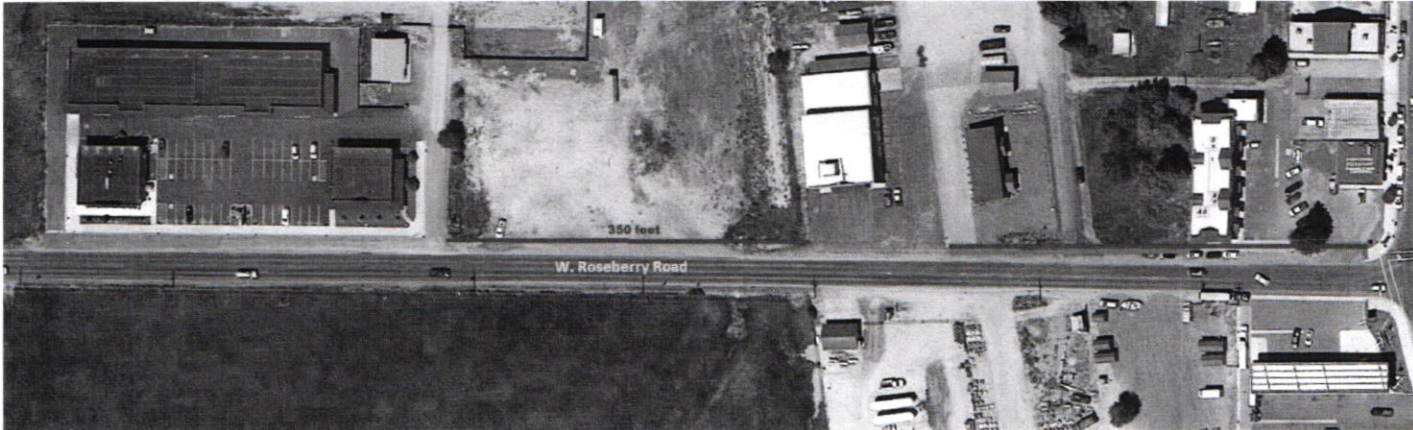
Whereas: The City of Donnelly applied for and received a state grant for \$250,000 to build a non-motorized pathway along West Roseberry Road from the West Roseberry/Idaho 55 junction to Dawn Drive.

Whereas: The Local Highway Technical Advisory Council (LHTAC) supported the grant project by contracting with a professional design and engineering firm, Burgess & Niple, to determine the most suitable trail location and designs along West Roseberry Road while incorporating concerns about private property issues, wetlands and other issues.

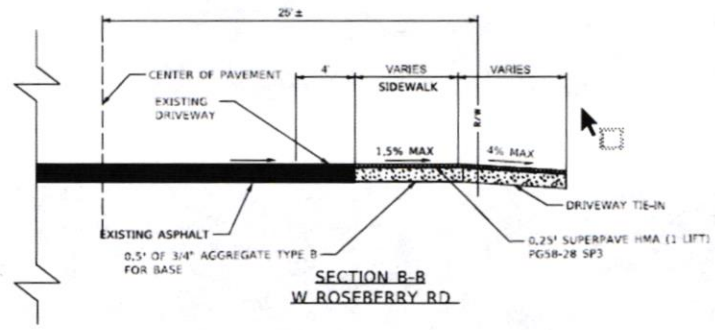
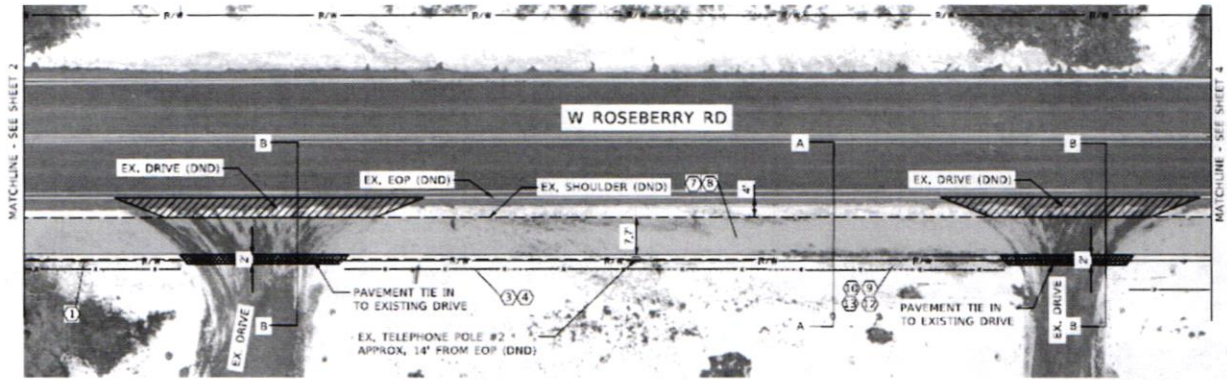
NOW THEREFORE BE IT APPROVED BY VALLEY COUNTY GOVERNMENT, THE CITY OF DONNELLY AND THE VALLEY COUNTY PATHWAYS BOARD OF DIRECTORS:

1. The City of Donnelly proposes to build a paved singletrack sidewalk trail, with a width of 4-6 feet, along West Roseberry Road inside the county easement and right of way corridor, from the Idaho 55/West Roseberry Road junction to Dawn Drive.
2. In its application package to Valley County, the City of Donnelly provides a design, engineering and construction plan and a copy of this agreement for maintenance of the pathway.
3. Roles and Responsibilities: the City of Donnelly will pay a professional trail construction contractor to build the paved, singletrack sidewalk trail along West Roseberry Road. The trail project will comply with all local and state laws.
 - a. Maintenance: Valley County Pathways shall be responsible for conducting all routine maintenance and repairs such as sweeping the West Roseberry non-motorized trail with support from community volunteers. Valley County will provide invasive weed control as needed.
 - b. Maintenance interval: Regular trail maintenance will occur on a 3- to 6-month return interval as determined by Valley County Pathways, or as needed, with major damage issues being addressed within a reasonable time frame. Safety hazards will be marked with appropriate signage, or a temporary trail closure will be used until resolved.
 - c. Signage: Temporary signage will be installed during periods of regular maintenance activities, and trails will be closed during periods of emergency maintenance activities.
 - d. Seasonal use: West Roseberry pathway will be open for public use during the spring-summer-fall months after the trail has dried out in the spring after snowmelt and is ready for regular use. (Winter use could occur later if resources become available to plow the pathway).
4. Signage proposed for the trail includes: Allowable uses on the trail as well as user information, etiquette and dogs on leash. Signage costs will be covered by the Valley County Pathways.
5. Valley County government agrees to allow for the construction of the West Roseberry Trail Pathway inside the county easement and right of way corridor, provided sufficient approvals are acquired from Valley County Planning and Zoning Commission and Valley County Commissioners.
6. The City of Donnelly and Valley County Pathways agree to provide and maintain liability insurance for the West Roseberry pathway. The City will cover the portion on its property within city limits; VCP will cover the portion outside the city limits.

Appendix A: Overview map of W. Roseberry pathway



Appendix B: Typical trail design and cross section



SIGNATURES:

Valley County _____

City of Donnelly _____

Valley County Pathways _____

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 25-13
Meeting Date 03/17/25

Action Item

AGENDA ITEM INFORMATION

SUBJECT: <i>Property Use Agreement West Roseberry Road Pathway Project</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:

Agreement to be signed by Property Owner for the right and privilege ingress and egress to and from owners property for the purpose of the West Roseberry Pathway to School Project.

RECOMMENDED ACTION:

Approve or deny moving forward with the Property Use Agreement with Property Owners within the West Roseberry Pathway to School Project.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

PROPERTY USE AGREEMENT

Project Name: W. Roseberry Pathway to School

KNOW ALL MEN BY THESE PRESENTS, THAT _____, hereinafter "Grantor", whose address is _____ in consideration of the benefits to be received from the pathway and sloping to match elevation of which is hereby acknowledged, hereby grants unto the City of Donnelly, 169 Halferty St, Donnelly, ID, 83615 and its assigns, hereinafter "Grantee", the right to go upon, and occupy, the following described property:

A portion of the property as shown on Exhibit "A" (plan view) attached hereto and made a part hereof.

For the purpose of adding a paved pathway in the County Right of Way along W. Roseberry Road, with the right and privilege of ingress and egress to and from said property for said purposes.

Grantor understands and agrees that Grantee may be required to add fill or remove excess soil to match the elevation of the road.

Grantor also understands and agrees that Grantee will be released from all liability for continued maintenance and all other upkeep after said work has been completed. The Grantee will only maintain work inside the Grantee's deeded or prescriptive right-of-way.

It is expressly intended that these burdens and restrictions shall be in full force and effect and shall bind the Grantor, his heirs, successors and assigns.

The Grantor does hereby covenant with the Grantee that he lawfully owns and possesses the aforementioned and described tract of land, and that he has a good and lawful right to convey such use.

IN WITNESS WHEREOF, Grantor has hereunto set his hand this ____ day of _____, 2025.

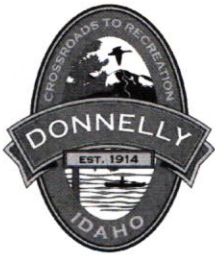
GRANTOR

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____



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: March 11, 2025

Utility Billings: As of Tuesday, March 11, 2025, there is \$1,278.95 (10) past due (30 days or more), in water billings.

Local Option Tax: February Receipts (January Tax) \$13,260.50

Airport:

Clerk: Local Option Tax Applications due April 14, 2025
RFQ – City Engineering

Donnelly Depot Center:

Parks & Recreation: Raquet Courts Fencing

Planning & Zoning:

Road & Streets:

Water:

Office Closures:

Upcoming Meeting Dates: April 21, 2025, City Council Meeting