



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

CITY COUNCIL

Monday, April 21st, 2025, 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 Spade, Councilmember Fuller (6:02 p.m.), and Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

CONSENT AGENDA

Motion by Spade, 2nd by Davenport 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:

- None

PUBLIC HEARING:

Amending Title 18 "Zoning"-published in the Star News March 27 and April 3, 2025

- City Council to consider Amending Title 18 "Zoning", Chapter 30 "General Development Standards", Section 040 "Infrastructure"; Title 18 "Zoning", Chapter 90 "Parking and Loading", Section 030 "Parking Space Requirements" Paragraph D "Commercial, Professional, Service, Recreation and Entertainment", Title 18 "Zoning", Chapter 135, "Design Review", Section 050 "Criteria for Review", Providing for a Severability Clause; and Providing an Effective Date.
- Mark Butler-City Planning Consultant presented an overview.
- Mayor Dorris opened Public Hearing at 6:04pm
- No written comment received
- Mayor Dorris asked for public comment. No public comment
- Mayor Dorris closed the Public Hearing at 6:05pm
- Council deliberations

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



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

CITY COUNCIL

Monday, April 21st, 2025, at 6:00 PM

Donnelly Community Center

MINUTES

AB 25-15 Ordinance No. 267, Amending Title 18 "Zoning"

Motion by Minshall, 2nd by Davenport pursuant to Idaho Code Section 50-902, that the proposed Ordinance No. 267 pass its first reading by title only. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

Motion by Davenport, 2nd 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. 267 be considered read, passed, and adopted after being read by title only. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

- City Clerk read Ordinance No. 267 by title only into record.

Motion by Minshall, 2nd by Spade to approve City Clerk reading of Ordinance No. 267 by title only into record. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-16 141 W State Street-Lot Line Adjustment RPD0069001014A (141 West State Street)/RPD00690010150 (City Donnelly)

- On January 27, 2025, City Council Approved AB 25-02, 141 West State Street Design Review (2025-DR-1). A lot line adjustment was agreed upon with a maintenance easement/agreement for lift station/sewer facilities.
- The applicant has provided the professional land survey, descriptions and easement for parcels - RPD0069001014A (141 West State Street) - RPD00690010150(City Donnelly) Lot Line Adjustment, including Utility Easement to City of Donnelly.

Motion by Spade, 2nd by Davenport to approve Lot Line Adjustment with Utility Easement, allowing Mayor to sign all necessary documents. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-17 Request for Qualifications – City Engineering Services

- Request for Qualifications for City Engineering Services was published in the Star News on March 13 and April 3, 2025.
- Application reviewed by staff.
- Recommendation Keller Associates

Motion by Minshall, 2nd by Spade to award the Engineering Contract to Keller Associates and Approval for City Attorney to draft contract for Mayor to sign. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.



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

CITY COUNCIL

Monday, April 21st, 2025, at 6:00 PM

Donnelly Community Center

MINUTES

AB 25-18 Annual Audit Presentation

- Table until future meeting

Motion by Minshall, 2nd by Spade to table the Annual Audit Presentation until future meeting. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-19 Agreement for Public Works Services

- John Stone to provide Consulting Services to the City of Donnelly for Public Works.

Motion by Davenport, 2nd by Spade to approve and authorize Mayor to sign Agreement for John Stone Consulting Services. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-20 Agreement & MOU Service Contract – Valley County Weed Department

- Valley County to detect and treat noxious weeds on City Owned Property.

Motion by Minshall, 2nd by Spade to approve, and authorize Mayor to sign Agreement with Valley County for Noxious Weed Control. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-21 Children Pedestrian Safety Walkway Bids

- LHTAC put this project out to bid and two bids were received.
- Bids were over budget.

Motion by Davenport, 2nd by Spade to reject all bids for the Children Pedestrian Safety Walkway Project. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-22 Resolution 25-003 Children Pedestrian Safety Walkway

- The City of Donnelly has received grant funds for the purpose of constructing a Children Pedestrian Safety Walkway. This project went out to bid, all bids came in over budget.
- It has been determined that the competitive bidding process is not economical as a method to construct the Children Pedestrian Safety Walkway. Idaho Code §67-2805(2)(b)(viii) authorizes a city to determine that an open market process to obtain goods and services in a more economical way to construct the city's walking path.



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

CITY COUNCIL

Monday, April 21st, 2025, at 6:00 PM

Donnelly Community Center

MINUTES

Motion by Davenport, 2nd by Fuller to accept, approve, and authorize Mayor to sign Resolution 2025-003 Children Pedestrian Safety Walkway. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 25-23 General Fund Transfer to LGIP Account

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

Motion by Fuller, 2nd by Spade approve transfer of funds. No further discussion. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion Carried

WORKSHOP

Personnel Policy

STAFF REPORT

Staff Report was included in the packet.

ADJOURNMENT

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

Adjourned at 6:42 p.m.

ATTEST: Lori Clemens, City Clerk