



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

AGENDA CITY COUNCIL MEETING

Monday, September 21, 2026, at 6pm
Donnelly Community Center

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL (Action Item)

September 21, 2026, Agenda Presented

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

City Council Minutes – August 17, 2026

Vouchers – August 13 thru September 16, 2026

Treasurer Report – August 2026

Payroll Summary – August 20, September 3, 5 and 17, 2026

PUBLIC COMMENT:

The public may wish to bring forward and discuss any subject **Not already on the agenda**. 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 26-49 Request to Approve Amended Expenditure (\$6,500) for the Traffic Signal Warrant Analysis to be done by Keller and Associates

PUBLIC HEARING (Action item)

AB 26-50 Public Hearing for proposed amendments to Title 18 Unified Development Code - published in Star News August 27, 2026, and September 10, 2026.

ORDINANCE NO. 272 AN AMENDING TITLE 18 UNIFIED DEVELOPMENT CODE CHAPTER 18.05, "ADMINISTRATION AND ENFORCEMENT", CHAPTER 18.10, ZONING DISTRICTS AND MAP; CHAPTER 18.15, "DESIGN REVIEW", CHAPTER 18.25, "PARKING AND LOADING", CHAPTER 18.70, "SUBDIVISION OF LAND", AND CHAPTER 18.85, "SHORT TERM RENTALS"; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. ORDINANCE OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO,

**AGENDA
CITY COUNCIL
MEETING**

**Monday, September 21, 2026, at 6pm
Donnelly Community Center**

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

BUSINESS AGENDA CONTINUED (Action items):

AB 26-51 Adoption of ORDINANCE NO. 272, Amending sections of Title 18 Unified Development Code

AB 26-52 Adoption of ORDINANCE NO. 273, Annexing and Rezoning certain real property known as Boulder Creek No. 2, file numbers 2026-AN-2, 2026-RZ-2 & 2026-CUP-2

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.

Office Closures: October 12, 2026, Columbus Day

Upcoming Meeting Dates: October 19, 2026, City Council Meeting



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

CITY COUNCIL
Monday, August 17th, 2026, 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 and Clerk Clemens present.

Mayor Dorris lead Pledge of Allegiance.

APPROVE AGENDA

August 17, 2026, Agenda presented

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

CONSENT AGENDA

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

PUBLIC COMMENT

Mayor asked for any public comment.

No public comment

DISCUSSION ITEMS:

- None

PUBLIC HEARING FY27 BUDGET

- Tentatively approved (July 23, 2026, City Council Meeting) budget FY27
- Mayor Dorris opened Public Hearing at 6:02pm
- City Clerk Clemens presented the proposed FY27 budget.
- No written comment received
- Mayor Dorris asked for public comment. No public comment.
- Mayor Dorris closed the Public Hearing at 6:03pm



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

CITY COUNCIL
Monday, August 17th, 2026, at 6:00 PM
Donnelly Community Center
MINUTES

BUSINESS AGENDA (Action Items):

AB 26-44 FY27 Budget

- Approve FY27 Budget

Motion by Fuller, 2nd by Spade to approve FY27 City Budget. No further discussion, Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 26-45 Ordinance No. 271 – FY27 Budget Ordinance

Motion by Davenport, 2nd by Minshall pursuant to Idaho Code Section 50-902, that proposed Ordinance No. 271 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. 271 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. 271 by title only into record.

Motion by Davenport, 2nd by Minshall to approve City Clerk reading Ordinance No. 271 by title only in to record. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 26-46 Approval of extension of time for Mountain Meadows Ranch South Preliminary Plat

- Craig Groves, on behalf of Donnelly 270 LLC, is requesting a two-year extension of time regarding the previously approved Preliminary Plat for Mountain Meadows Ranch South, Preliminary Plat Application No. 2024-PP-1.
- The UDC Administrator recommends approval to extend the deadline to submit the Phase 1 Final Plat from July 1, 2026, to July 1, 2028, based on the justification provided by Mr. Groves in his email to the city dated August 8, 2026

Motion by Davenport, 2nd by Fuller to approve extension of deadline to submit Phase I, Final Plat from July 1, 2026, to July 1, 2028. 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, August 17th, 2026, at 6:00 PM
Donnelly Community Center
MINUTES

Mayor Dorris stepped down due to living next door and potential conflict of interest

AB 26-47 Findings of Fact and Conclusion of Law for file numbers 2026-AN-2, 2026-RZ-2 & 2026-CUP-2 (Boulder Creek)

- Findings of Fact and Conclusion of Law for an annexation, rezone from R-4 (Residential) and MU (Multiple Use – Valley County designation) to R-8-DA (Residential with a development agreement) and PU/OS (Public use and Open Space) and a conditional use permit for a planned unit development to construct 68 single family attached dwelling units (townhomes), twenty multi-family dwelling units (apartments) and constructing a recreational cabin park consisting of fourteen cabins/casitas. The property is currently owned by Reuban Ortega, an individual, and Freedom Management Group, LLC, with managing member Joe Chritchfield. The applications were represented by Mike Williams with South Beck and Baird Architecture. The property is approximately 22.83-acres and is located on the south and east side of Eld Lane approximately 370 feet west of State Highway 55.

Motion by Minshall, 2nd by Spade to accept and approve the Findings of Fact and Conclusion of Law for application 2026-AN-2, 2026-RZ-2 & 2026-CUP-2. Davenport (yes), Minshall (yes), Spade (yes), Fuller (yes). Motion carried.

AB 26-48 Request for Council to authorize Council President to sign the Development Agreement for Boulder Creek, 2026-AN-2, 2026-RZ-2 & 2026-CUP-2

- Request for Council to authorize Council President Davenport to sign Development Agreement for 2026-AN-2, 2026-RZ-2 & 2026-CUP-2, Boulder Creek.

Motion by Spade, 2nd by Fuller to approve and authorize Council President Davenport to sign Development Agreement 2026-AN-2, 2026-RZ-2 & 2026-CUP-2, Boulder Creek. 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 6:22 p.m.

ATTEST: Lori Clemens, City Clerk

09/16/26
09:46:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/13/26 to 09/16/26

Page: 1 of 5
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7385	-99105E 170 ADOBE SYSTEMS INC.	19.99						
	Adobe Service							
1	3574730371 09/08/26 Service	19.99			10 41100	620		10190
	Total for Vendor:	19.99						
7388	15844S 8 ANALYTICAL LABORATORIES, INC	419.00						
	Routine Testing							
	Copper and Lead Residents							
1	2607012 08/31/26 Routine Testing	419.00			51 43400	560		10100
	Total for Vendor:	419.00						
7375	15834S 22 CASCADE FENCE COMPANY	20,340.00						
	Raquet Court Repair/Resurfacing							
1	8405 08/10/26 Raquet Courts	20,340.00			15 41100	922		10100
	Total for Vendor:	20,340.00						
7389	15845S 257 CASCADE HARDWARE	69.28						
	Billing							
1	26-08 08/31/26 Airport	37.96			10 44100	925		10100
2	2608-16161 08/21/26 Streets	7.35			10 43010	430		10100
3	2608-16284 08/24/26 Water	23.97			51 43400	463		10100
	Total for Vendor:	69.28						
7400	363 CATERPILLAR FINANCIAL SERVICES	28,908.38						
	2022 Cat 420 Backhoe Loader Payment							
1	38979022 09/30/26 backhoe payment	24,408.38			10 43010	435		10100
2	38979022 09/30/26 backhoe payment	3,500.00			51 41100	435		10100
3	38979022 09/30/26 backhoe payment	1,000.00			52 41100	435		10100
	Total for Vendor:	28,908.38						
7374	-99107E 350 COLUMN SOFTWARE PBC	281.73						
	Publications							
1	35F3C404-0 08/18/26 FY26 Budget Ord. 271	115.11			10 41100	530		10190
2	35F3C404-0 08/18/26 FY26 Budget Ord. 271	53.13			51 41100	530		10190
3	35F3C404-0 08/18/26 FY26 Budget Ord. 271	8.84			52 41100	530		10190
4	35F3C40400 08/19/26 Public Hearing Ord. 272	104.65			10 41100	530		10190
	Total for Vendor:	281.73						

09/16/26
09:46:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/13/26 to 09/16/26

Page: 2 of 5
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7390	15846S	272 DRAKE DIVERSIFIED LLC	375.00						
		Monthly Water System Operational Services							
1	2945	09/01/26 Water System Services	375.00			51 41100	360		10100
		Monthly CONTRACT FEE							
		Total for Vendor:	375.00						
7376	15835S	149 DUBOIS	854.15						
		sodhypo							
1	IN-3063754	08/19/26 chemical	672.60			51 43400	462		10100
2	IN-3063754	08/19/26 shipping	181.55			51 43400	462		10100
		Total for Vendor:	854.15						
7386	-99104E	306 ENABLING ELEMENTS, INC	34.00						
		Services							
1	E2511846	09/06/26 Broad Band Pump House	34.00			51 41100	437		10190
		Total for Vendor:	34.00						
7377	15836S	999999 FERGUSON MEDIATION	5,720.00						
		Mediation Boulder Creek							
1	864	08/18/26 Mediation Fees	5,720.00			10 41100	320		10100
		Total for Vendor:	5,720.00						
7391	15847S	176 FILTRATION TECHNOLOGY	1,518.00						
		AQUA MAG							
1	S9030	08/21/26 30 GAL Aqua Mag (2)	1,518.00			51 43400	462		10100
		Total for Vendor:	1,518.00						
7378	15837S	66 IDAHO POWER	1,708.74						
		Power Billing							
1	2205677988	08/18/26 City Hall / Maintenance	82.52			10 41100	416		10100
2	2205677988	08/18/26 City Hall / Maintenance	38.09			51 41100	416		10100
3	2205677988	08/18/86 City Hall / Maintenance	6.33			52 41100	416		10100
4	2204034223	08/18/26 Community Center	40.18			10 41100	416		10100
5	2201629405	08/21/26 Kiosk / Rest Area	26.71			10 43010	416		10100
6	2206076560	08/18/26 Fire Pump	748.39			51 41100	416		10100
7	2200223291	08/18/26 Water Supply	25.84			51 41100	416		10100

09/16/26
09:46:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/13/26 to 09/16/26

Page: 3 of 5
Report ID: AP100V

* ... 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
8	2201910078 08/18/26 Street Lights		184.39			10 43010	416		10100
9	2206228211 08/18/26 Main Street Lights		12.04			10 43010	416		10100
10	2207365186 08/18/26 NW Pump		391.57			51 41100	416		10100
11	2207493590 08/20/26 Camp Host Site		55.23			10 44100	451		10100
12	2201510134 08/18/26 DDC Unit #5		45.79			10 44300	416		10100
13	2208695581 08/21/26 193 FW Gestrin Gazebo		26.32			10 43010	416		10100
14	2202080178 08/18/26 DDC Unit #2		25.34			10 44300	416		10100
	Total for Vendor:		1,708.74						
7392	15848S 371 KELLER ASSOCIATES		8,347.50						
Engineering Services									
1	257414 08/15/26 Water Tank 225074-001		1,978.75			51 41100	325		10100
2	257413 08/15/26 General Services 225074-000		2,093.75			10 41100	340		10100
3	257177 08/15/26 Signal Warrant Study		3,775.00			10 43010	325		10100
4	257269 08/15/26 392 N Main Street		500.00			10 41100	341		10100
	Total for Vendor:		8,347.50						
7393	15849S 165 LAKESHORE DISPOSAL		2,022.33						
Trash Services									
1	2026-08 08/27/26 Trash Collection		1,737.58			51 41100	414		10100
2	28162092S2 09/01/26 DDC Trash		152.75			10 44300	414		10100
3	2026-08 08/27/26 Overage-Extra Cans		101.37			51 41100	414		10100
4	28162465S2 09/01/26 Camp Ground Can		30.63			10 44100	451		10100
	Total for Vendor:		2,022.33						
7394	15850S 361 LAND CONSULTANTS, INC		9,240.00						
Consulting Services									
1	2026-164 08/31/26 Consulting		2,520.00			10 41100	330		10100
3	2026-163 08/31/26 Boulder Creek		6,440.00			10 41100	341		10100
4	2026-165 08/31/26 Legal		280.00			10 41100	320		10100
	Total for Vendor:		9,240.00						
7387	-99103E 216 MICROSOFT		55.00						
Internet									
1	E01010AQ1Q 09/04/26 Email Service		25.00			10 41100	620		10190
2	E01010AV8M 09/04/26 office 365		30.00			10 41100	620		10190
	Total for Vendor:		55.00						

09/16/26
09:46:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/13/26 to 09/16/26

Page: 4 of 5
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7395	15851S	154 NORTH LAKE RECREATIONAL SEWER & Contract Sewer Service	9,384.00						
1	95-10-00	09/01/26 Contract Services	9,384.00			52 41100	541		10100
		Total for Vendor:	9,384.00						
7379	15838S	178 ORKIN /SAWYER, INC community center / city hall pest control	149.00						
1	1125185	08/11/26 pest control 1 applications p	149.00			10 41100	431		10100
		Total for Vendor:	149.00						
7380	15839S	115 ROCKY MOUNTAIN SIGNS Signs	514.80						
1	29692	07/31/26 NO PARKING	514.80			10 43010	456		10100
		Total for Vendor:	514.80						
7397	15852S	199 SHRED-IT/STERICYCLE, INC shredding service	187.63						
1	8015234253	08/25/26 shredding	121.96			10 41100	605		10100
2	8015234253	08/25/26 shredding	56.29			51 41100	605		10100
3	8015234253	08/25/26 shredding	9.38			52 41100	605		10100
		Total for Vendor:	187.63						
7398	15853S	202 SILVER STAR COMMUNICATIONS telephone	83.93						
1	664073	09/01/26 telephone	54.56			10 41100	437		10100
2	664073	09/01/26 telephone	25.18			51 41100	437		10100
3	664073	09/01/26 telephone	4.19			52 41100	437		10100
		Total for Vendor:	83.93						
7396	15854S	120 SINCLAIR FLEET TRACK (STINKER) Fuel	109.96						
1	2026.08	08/31/26 Credit	-0.79			10 43010	481		10100
2	2026.08	08/31/26 F150	110.75			10 43010	481		10100
		Total for Vendor:	109.96						

09/16/26
09:46:50

CITY OF DONNELLY
Claim Details by Posted Date
For Claims from 08/13/26 to 09/16/26

Page: 5 of 5
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7381	15840S	150 SPARKLIGHT	121.45						
Internet Services									
1	112446547	08/26/26 internet	78.95			10 41100	437		10100
2	112446547	08/26/26 internet	36.44			51 41100	437		10100
3	112446547	08/26/26 internet	6.06			52 41100	437		10100
Total for Vendor:			121.45						
7382	15841S	999999 USNG	1,759.00						
City Hall / Community Center IT Upgrades									
1	556	08/06/26 IT Upgrades	1,759.00			10 41100	613		10100
Total for Vendor:			1,759.00						
7384	-99106E	138 USPS	130.00						
Postage									
1	024122	08/31/26 Post Card Stamps	115.00			51 41100	614		10190
2	024122	08/31/26 Post Card Stamps	15.00			52 41100	614		10190
Total for Vendor:			130.00						
7383	15842S	351 XEROX FINANCIAL SERVICES	245.66						
Copier Maintenance									
1	42559776	08/14/26 copier maintenace	159.58			10 41100	611		10100
2	42559776	08/14/26 copier maintenace	73.70			51 41100	611		10100
3	42559776	08/14/26 copier maintenace	12.38			52 41100	611		10100
Total for Vendor:			245.66						
7399	15855S	209 YORGASON LAW OFFICES PLLC	630.00						
Correspondence/Emails									
1	1269	09/01/26 Legal Fees- General	630.00			10 41100	320		10100
Total for Vendor:			630.00						
# of Claims			27	Total:	93,228.53	# of Vendors		22	
Total Electronic Claims					520.72				
Total Non-Electronic Claims					92707.81				

** 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. **

09/14/26

15:18:50

CITY OF DONNELLY

Statement of Expenditure - Budget vs. Actual Report

For the Accounting Period: 8 / 26

Page: 1 of 6

Report ID: B100C

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	3,199.69	37,146.42	64,220.00	64,220.00	27,073.58	58%
111	Council Wages	780.00	8,580.00	9,360.00	9,360.00	780.00	92%
112	Mayor Wages	260.00	2,860.00	3,120.00	3,120.00	260.00	92%
210	Health	524.66	5,770.65	11,208.00	11,208.00	5,437.35	51%
211	Vision	8.44	92.87	330.00	330.00	237.13	28%
220	Social Security/Medicare	324.31	3,716.68	6,855.00	6,855.00	3,138.32	54%
230	PERSI	510.06	5,635.59	8,974.00	8,974.00	3,338.41	63%
250	Unemployment Insurance	15.56	158.54	500.00	500.00	341.46	32%
260	Workers Compensation	0.00	284.00	800.00	800.00	516.00	36%
290	Dental	29.27	321.76	730.00	730.00	408.24	44%
961	Taxes	0.00	0.00	500.00	500.00	500.00	0%
	Account Total:	5,651.99	64,566.51	106,597.00	106,597.00	42,030.49	61%
41100 Administration							
310	Audit & Accounting Services	0.00	5,395.00	5,395.00	5,395.00	0.00	100%
320	Attorney/Legal Fees	9,948.50	27,246.00	28,500.00	28,500.00	1,254.00	96%
321	Economic Development	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
330	Contract - Planning & Zoning	280.00	55,682.50	62,500.00	62,500.00	6,817.50	89%
340	Contract Labor	4,488.75	14,486.25	10,000.00	10,000.00	-4,486.25	145%
341	Pass Thru Charges	1,680.00	78,447.59	50,000.00	50,000.00	-28,447.59	157%
414	Solid Waste Collection	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
416	Electric & Gas	250.53	3,437.60	7,250.00	7,250.00	3,812.40	47%
431	City Hall Repair & Maint	504.33	3,426.98	8,250.00	8,250.00	4,823.02	42%
436	Cell Phone Mayor/Maintenance	0.00	0.00	1,800.00	1,800.00	1,800.00	0%
437	Telephone, Telecommunications	212.46	1,434.05	2,000.00	2,000.00	565.95	72%
456	Signs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
510	Insurance - Liability	0.00	7,725.90	7,729.00	7,729.00	3.10	100%
520	Dues & Fees	0.00	985.00	1,000.00	1,000.00	15.00	99%
530	Publications	583.24	1,264.76	4,000.00	4,000.00	2,735.24	32%
550	Travel Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
551	Training & Education	0.00	325.00	2,000.00	2,000.00	1,675.00	16%
552	Meals & Entertainment	0.00	0.00	300.00	300.00	300.00	0%
605	Office Supplies	18.99	1,138.16	2,000.00	2,000.00	861.84	57%
611	Copier Maintenance	356.22	1,750.93	2,225.00	2,225.00	474.07	79%
613	IT - Computer	1,759.00	4,208.98	5,000.00	5,000.00	791.02	84%
614	Postage	0.00	367.06	750.00	750.00	382.94	49%
615	Grant Writing	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
620	Software - New	74.99	1,100.65	2,500.00	2,500.00	1,399.35	44%
621	Software Maintenance Fees	0.00	8,468.19	15,250.00	15,250.00	6,781.81	56%
700	Capital Improvements	0.00	4,685.00	5,500.00	5,500.00	815.00	85%
930	Reconciliation Discrepancies	0.00	3.03	25.00	25.00	21.97	12%
970	Grant Expense	0.00	1,500.00	2,500.00	2,500.00	1,000.00	60%
	Account Total:	20,157.01	223,078.63	233,974.00	233,974.00	10,895.37	95%
	Account Group Total:	25,809.00	287,645.14	340,571.00	340,571.00	52,925.86	84%

09/14/26
15:18:50

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

Page: 2 of 6
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 GENERAL							
42000 Public Safety							
42000 Public Safety							
	456 Signs	0.00	0.00	500.00	500.00	500.00	0%
	900 Public Safety	0.00	0.00	1,250.00	1,250.00	1,250.00	0%
	Account Total:	0.00	0.00	1,750.00	1,750.00	1,750.00	0%
	Account Group Total:	0.00	0.00	1,750.00	1,750.00	1,750.00	0%
43000 Public Works							
43000 Public Works							
	700 Capital Improvements	0.00	0.00	4,500.00	4,500.00	4,500.00	0%
	Account Total:	0.00	0.00	4,500.00	4,500.00	4,500.00	0%
43010 Roads and Streets							
	116 Roads & Street Wages	3,616.39	37,731.12	83,123.00	83,123.00	45,391.88	45%
	118 Snow Removal Wages	121.60	4,065.08	59,429.00	59,429.00	55,363.92	7%
	210 Health	644.48	6,440.51	19,600.00	19,600.00	13,159.49	33%
	211 Vision	10.38	103.78	360.00	360.00	256.22	29%
	220 Social Security/Medicare	285.96	3,197.43	9,938.00	9,938.00	6,740.57	32%
	230 PERSI	417.98	4,247.70	12,060.00	12,060.00	7,812.30	35%
	250 Unemployment Insurance	18.17	198.80	789.00	789.00	590.20	25%
	260 Workers Compensation	0.00	1,867.83	3,834.00	3,834.00	1,966.17	49%
	290 Dental	35.93	359.17	879.00	879.00	519.83	41%
	325 Professional Services	1,120.00	1,960.00	0.00	60,000.00	58,040.00	3%
	340 Contract Labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
	416 Electric & Gas	498.01	2,749.04	4,750.00	4,750.00	2,000.96	58%
	429 Snow Removal Maintenance	0.00	1,082.78	5,000.00	5,000.00	3,917.22	22%
	430 Road & Street Maintenance	0.00	3,216.84	50,000.00	50,000.00	46,783.16	6%
	432 Building Repairs & Maintenance	0.00	406.66	15,000.00	15,000.00	14,593.34	3%
	434 Equip. Maintenance	0.00	549.21	17,500.00	17,500.00	16,950.79	3%
	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	2,000.00	2,000.00	2,000.00	0%
	455 Sidewalk, Curb, Gutter Maintenance	0.00	0.00	35,000.00	35,000.00	35,000.00	0%
	456 Signs	514.80	866.32	3,500.00	3,500.00	2,633.68	25%
	460 Small Tools, Equipmen	0.00	45.99	5,000.00	5,000.00	4,954.01	1%
	461 Shop Misc Supplies	0.00	284.59	750.00	750.00	465.41	38%
	470 Dust Abatement	0.00	17,500.00	17,500.00	17,500.00	0.00	100%
	481 Fuel Gas	366.76	1,824.44	4,500.00	4,500.00	2,675.56	41%
	482 Diesel - Winter	0.00	684.83	6,200.00	6,200.00	5,515.17	11%
	483 Diesel - Summer	0.00	626.71	6,200.00	6,200.00	5,573.29	10%
	520 Dues & Fees	0.00	0.00	350.00	350.00	350.00	0%
	530 Publications	0.00	66.23	350.00	350.00	283.77	19%
	553 Clothing Reimbursement	213.96	713.96	2,000.00	2,000.00	1,286.04	36%
	700 Capital Improvements	0.00	17,000.00	150,000.00	150,000.00	133,000.00	11%
	900 Public Safety	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
	970 Grant Expense	0.00	0.00	100,000.00	40,000.00	40,000.00	0%
	Account Total:	7,864.42	107,789.02	670,112.00	670,112.00	562,322.98	16%
	Account Group Total:	7,864.42	107,789.02	674,612.00	674,612.00	566,822.98	16%

09/14/26
15:18:50

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

Page: 3 of 6
Report ID: B100C

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		662.60	4,647.78	31,512.00	31,512.00	26,864.22	15%
119 Airport Maint Wages		152.00	1,638.40	9,400.00	9,400.00	7,761.60	17%
210 Health		60.52	360.62	3,346.00	3,346.00	2,985.38	11%
211 Vision		0.97	5.79	119.00	119.00	113.21	5%
220 Social Security/Medicare		62.31	480.89	2,244.00	2,244.00	1,763.11	21%
230 PERSI		39.25	254.52	2,869.00	2,869.00	2,614.48	9%
250 Unemployment Insurance		3.95	30.11	183.00	183.00	152.89	16%
260 Workers Compensation		0.00	387.00	1,467.00	1,467.00	1,080.00	26%
290 Dental		3.37	20.09	348.00	348.00	327.91	6%
438 City Park Maintenance		280.00	1,400.00	5,000.00	5,000.00	3,600.00	28%
450 Racquet Court Maintenance		0.00	0.00	10,000.00	10,000.00	10,000.00	0%
451 Campground/Boatdock Maintenance		134.47	3,518.10	4,500.00	4,500.00	981.90	78%
452 City Park Maintenance		59.99	179.97	1,250.00	1,250.00	1,070.03	14%
453 Rest Area/Kiosk Maintenance		0.00	91.87	1,000.00	1,000.00	908.13	9%
456 Signs		0.00	241.67	500.00	500.00	258.33	48%
460 Small Tools, Equipmen		0.00	0.00	8,250.00	8,250.00	8,250.00	0%
700 Capital Improvements		0.00	0.00	4,000.00	4,000.00	4,000.00	0%
900 Public Safety		0.00	0.00	4,000.00	4,000.00	4,000.00	0%
925 Aiport Maintenance		0.00	510.76	5,000.00	5,000.00	4,489.24	10%
Account Total:		1,459.43	13,767.57	94,988.00	94,988.00	81,220.43	14%
44300 Depot							
414 Solid Waste Collection		152.75	1,530.56	3,000.00	3,000.00	1,469.44	51%
415 Water and Sewer		0.00	0.00	25.00	25.00	25.00	0%
416 Electric & Gas		118.95	1,618.69	4,250.00	4,250.00	2,631.31	38%
432 Building Repairs & Maintenance		0.00	2,366.00	5,000.00	5,000.00	2,634.00	47%
700 Capital Improvements		0.00	0.00	10,000.00	10,000.00	10,000.00	0%
960 Solid Waste Transfer Site Tax		0.00	0.00	500.00	500.00	500.00	0%
Account Total:		271.70	5,515.25	22,775.00	22,775.00	17,259.75	24%
Account Group Total:		1,731.13	19,282.82	117,763.00	117,763.00	98,480.18	16%
Fund Total:		35,404.55	414,716.98	1,134,696.00	1,134,696.00	719,979.02	37%
15 LOT FUND							
41000 GENERAL GOVERNMENT							
41100 Administration							
922 Local Option Tax Expense		32,040.00	91,074.37	350,000.00	350,000.00	258,925.63	26%
Account Total:		32,040.00	91,074.37	350,000.00	350,000.00	258,925.63	26%
Account Group Total:		32,040.00	91,074.37	350,000.00	350,000.00	258,925.63	26%
Fund Total:		32,040.00	91,074.37	350,000.00	350,000.00	258,925.63	26%

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

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	1,476.78	17,142.83	29,640.00	29,640.00	12,497.17	58%
111	Council Wages	360.00	3,960.00	4,320.00	4,320.00	360.00	92%
112	Mayor Wages	120.00	1,320.00	1,440.00	1,440.00	120.00	92%
115	Water & Sewer Wages	2,129.17	29,036.97	63,336.00	63,336.00	34,299.03	46%
210	Health	343.29	4,656.96	11,586.00	11,586.00	6,929.04	40%
211	Vision	5.54	75.01	312.00	312.00	236.99	24%
220	Social Security/Medicare	312.61	3,936.83	8,850.00	8,850.00	4,913.17	44%
230	PERSI	300.96	3,813.64	9,268.00	9,268.00	5,454.36	41%
250	Unemployment Insurance	17.51	211.11	501.00	501.00	289.89	42%
260	Workers Compensation	0.00	996.17	2,478.00	2,478.00	1,481.83	40%
290	Dental	19.15	259.67	754.00	754.00	494.33	34%
	Account Total:	5,085.01	65,409.19	132,485.00	132,485.00	67,075.81	49%
41100 Administration							
310	Audit & Accounting Services	0.00	2,490.00	2,490.00	2,490.00	0.00	100%
320	Attorney/Legal Fees	0.00	2,660.00	10,000.00	10,000.00	7,340.00	27%
325	Professional Services	688.75	30,744.00	65,000.00	65,000.00	34,256.00	47%
351	Maintenance Contractor	0.00	1,705.00	6,500.00	6,500.00	4,795.00	26%
360	Water Operator	375.00	3,750.00	6,250.00	6,250.00	2,500.00	60%
414	Solid Waste Collection	1,838.95	17,951.51	25,000.00	25,000.00	7,048.49	72%
416	Electric & Gas	2,219.20	8,906.36	9,250.00	9,250.00	343.64	96%
435	Equipment Lease Payment	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
436	Cell Phone Mayor/Maintenance	0.00	0.00	600.00	600.00	600.00	0%
437	Telephone, Telecommunications	132.06	1,030.01	1,350.00	1,350.00	319.99	76%
481	Fuel Gas	0.00	0.00	500.00	500.00	500.00	0%
510	Insurance - Liability	0.00	3,565.80	3,570.00	3,570.00	4.20	100%
520	Dues & Fees	41.25	1,459.30	1,250.00	1,250.00	-209.30	117%
530	Publications	220.89	220.89	400.00	400.00	179.11	55%
550	Travel Reimbursement	0.00	0.00	1,750.00	1,750.00	1,750.00	0%
551	Training & Education	0.00	2,700.00	2,500.00	2,500.00	-200.00	108%
590	Late Fee	0.00	10.00	25.00	25.00	15.00	40%
605	Office Supplies	0.00	274.23	750.00	750.00	475.77	37%
611	Copier Maintenance	164.51	808.81	1,000.00	1,000.00	191.19	81%
614	Postage	115.00	450.00	450.00	450.00	0.00	100%
620	Software - New	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
621	Software Maintenance Fees	0.00	3,908.40	9,250.00	9,250.00	5,341.60	42%
810	Bond Payments	0.00	20,245.19	21,400.00	21,400.00	1,154.81	95%
	Account Total:	5,795.61	102,879.50	174,785.00	174,785.00	71,905.50	59%
	Account Group Total:	10,880.62	168,288.69	307,270.00	307,270.00	138,981.31	55%
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%

09/14/26

15:18:50

CITY OF DONNELLY

Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

Page: 5 of 6

Report ID: B100C

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	1,268.66	19,485.92	50,000.00	50,000.00	30,514.08	39%
434	Equip. Maintenance	0.00	3,853.40	7,500.00	7,500.00	3,646.60	51%
462	Chemicals	920.15	3,102.63	7,500.00	7,500.00	4,397.37	41%
463	Small tools and supplies for Water	0.00	11.99	5,250.00	5,250.00	5,238.01	0%
560	Tests	243.00	1,111.00	2,250.00	2,250.00	1,139.00	49%
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	15,000.00	15,000.00	15,000.00	0%
	Account Total:	2,431.81	27,564.94	97,500.00	97,500.00	69,935.06	28%
	Account Group Total:	2,431.81	27,564.94	97,500.00	97,500.00	69,935.06	28%
49000							
49999 Depreciation Expense							
910	Depreciation	0.00	0.00	108,000.00	108,000.00	108,000.00	0%
	Account Total:	0.00	0.00	108,000.00	108,000.00	108,000.00	0%
	Account Group Total:	0.00	0.00	108,000.00	108,000.00	108,000.00	0%
	Fund Total:	13,312.43	195,853.63	512,895.00	512,895.00	317,041.37	38%
52 SEWER							
41000 GENERAL GOVERNMENT							
41010 Personnel							
110	Office Wages	245.13	2,852.43	4,940.00	4,940.00	2,087.57	58%
111	Council Wages	60.00	660.00	720.00	720.00	60.00	92%
112	Mayor Wages	20.00	220.00	240.00	240.00	20.00	92%
115	Water & Sewer Wages	4.65	445.16	1,391.00	1,391.00	945.84	32%
210	Health	41.05	525.26	995.00	995.00	469.74	53%
211	Vision	0.67	8.55	60.00	60.00	51.45	14%
220	Social Security/Medicare	25.23	319.75	927.00	927.00	607.25	34%
230	PERSI	39.66	470.12	1,785.00	1,785.00	1,314.88	26%
250	Unemployment Insurance	1.21	14.28	59.00	59.00	44.72	24%
260	Workers Compensation	0.00	0.00	132.00	132.00	132.00	0%
290	Dental	2.28	29.31	145.00	145.00	115.69	20%
	Account Total:	439.88	5,544.86	11,394.00	11,394.00	5,849.14	49%
41100 Administration							
310	Audit & Accounting Services	0.00	415.00	415.00	415.00	0.00	100%
320	Attorney/Legal Fees	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
340	Contract Labor	0.00	0.00	750.00	750.00	750.00	0%
416	Electric & Gas	13.26	86.90	250.00	250.00	163.10	35%
435	Equipment Lease Payment	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
437	Telephone, Telecommunications	16.31	109.12	200.00	200.00	90.88	55%
481	Fuel Gas	0.00	0.00	50.00	50.00	50.00	0%
510	Insurance - Liability	0.00	594.30	596.00	596.00	1.70	100%
520	Dues & Fees	0.00	0.00	30.00	30.00	30.00	0%
530	Publications	36.80	36.80	50.00	50.00	13.20	74%
541	Monthly Service Agreement-NLSD	9,384.00	99,144.00	140,000.00	140,000.00	40,856.00	71%

09/14/26
15:18:50

CITY OF DONNELLY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

Page: 6 of 6
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
52 SEWER							
605	Office Supplies	0.00	45.64	150.00	150.00	104.36	30%
611	Copier Maintenance	27.60	136.12	175.00	175.00	38.88	78%
614	Postage	15.00	165.00	150.00	150.00	-15.00	110%
620	Software - New	0.00	0.00	100.00	100.00	100.00	0%
621	Software Maintenance Fees	0.00	651.36	2,000.00	2,000.00	1,348.64	33%
810	Bond Payments	0.00	566.52	2,000.00	2,000.00	1,433.48	28%
	Account Total:	9,492.97	101,950.76	172,916.00	172,916.00	70,965.24	59%
	Account Group Total:	9,932.85	107,495.62	184,310.00	184,310.00	76,814.38	58%
49000							
49999	Depreciation Expense						
910	Depreciation	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Account Total:	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Account Group Total:	0.00	0.00	34,000.00	34,000.00	34,000.00	0%
	Fund Total:	9,932.85	107,495.62	218,310.00	218,310.00	110,814.38	49%
	Grand Total:	90,689.83	809,140.60	2,215,901.00	2,215,901.00	1,406,760.40	37%

09/16/26
09:26:19

CITY OF DONNELLY
Payroll Summary For Payrolls from 08/20/26 to 09/17/26

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMP HOURS (Comp Time Used)	0.25		7.69
HOL HOURS (Holiday Pay)	19.00		550.34
J001 HOURS (ROAD&STREET)	176.50		4,845.58
J002 HOURS (PARKS)	35.00		1,006.05
J003 HOURS (WATER OPERATOR)	99.00		2,945.55
J009 HOURS (AIRPORT)	7.00		212.80
J015 HOURS (SHOP/OFFICE)	7.00		212.80
MCC HOURS (Mayor & City Council)	400.00		1,600.00
PERS HOURS (PTO TIME OFF)	96.75		2,909.54
REG HOURS (Regular Time)	130.00		3,998.80
SICK HOURS (Sick Time)	23.50		722.86

GROSS PAY	19,012.01	0.00
NET PAY	14,012.88	0.00
DENTAL INS	0.00	135.00
FIT	1,411.27	0.00
HEALTH INS	0.00	2,421.00
IDAHO SIT	679.00	0.00
MEDICARE	275.68	275.68
PERSI	1,055.19	1,757.64
PERSI CHOICE 40	375.00	0.00
PERSI-3	24.24	40.44
SOCIAL SECURITY	1,178.75	1,178.75
UNEMPL. INSUR.	0.00	84.60
VISION	0.00	39.00
CHASE BANK	215.51	0.00
ID FIRST BANK	9,999.78	0.00
STERLING SAVING	202.81	0.00
UMPQUA	340.68	0.00
US BANK	3,254.10	0.00
FIT/SIT BASE	17,557.58	0.00
MEDICARE BASE	19,012.01	0.00
PERS BASE	14,972.91	0.00
SOC SEC BASE	19,012.01	0.00
UN BASE	17,412.01	0.00
WC BASE	19,012.01	0.00

Total	5,932.11
Total Payroll Expense (Gross Pay + Employer Contributions):	24,944.12

Check Summary

Payroll Checks Prev. Out.	\$1,730.00
Payroll Checks Issued	\$1,730.00
Payroll Checks Redeemed	\$1,730.00
Payroll Checks Outstanding	\$1,730.00
Electronic Checks	\$22,565.52

Carried Forward	Deduction	Difference	Liab Account
-----------------	-----------	------------	--------------

09/16/26
09:26:19

CITY OF DONNELLY
Payroll Summary For Payrolls from 08/20/26 to 09/17/26

Page: 2 of 2
Report ID: P130

Deductions Accrued		From Previous Month	Checks Issued		
Social Security	2,357.50		2,357.50		21702
Medicare	551.36		551.36		21702
Unempl. Insur.	84.60	112.80		197.40	21713
Workers' Comp	0.00				21700
FIT	1,411.27		1,411.27		21701
IDAHO SIT	679.00	301.00	980.00		21703
PERSI	2,812.83		2,812.83		21704
DENTAL INS	135.00		90.00	45.00	21706
HEALTH INS	2,421.00		1,614.00	807.00	21705
VISION	39.00		26.00	13.00	21705
PERSI CHOICE 40	375.00		375.00		21704
PERSI-3	64.68		64.68		21704
Total Ded.	10,931.24	413.80	10,282.64	1,062.40	

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

**DONNELLY CITY COUNCIL
AGENDA BILL**

169 Halferty Street
Donnelly, Idaho 83615

Number AB 26-49

Meeting Date 09/21/2026

AGENDA ITEM INFORMATION				
SUBJECT: <i>Request to Approve Amended Expenditures - Traffic Signal Warrant Analysis – Keller Associates</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:	\$6,500			
FUNDING SOURCE:	General – Road and Streets			
TIMELINE:				
SUMMARY STATEMENT: Idaho Transportation Department is requiring further studies to be completed for the Traffic Signal Warrant Analysis for Hwy 55 and East/West Roseberry Road intersection.				
RECOMMENDED ACTION: <i>Approve and Authorize Mayor to sign Amended Expenditure Traffic Signal Warrant Analysis in the amount of \$6,500 to be done by Keller and Associates.</i>				
RECORD OF COUNCIL ACTION				
MEETING DATE	ACTION			

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 01

Background Data:

Effective Date of Owner-Consultant Agreement:	July 8, 2026
Effective Date of this Amendment:	September 8, 2026
Owner:	The City of Donnelly
Consultant:	Keller Associates, Inc.
Project:	HW 55 and W Roseberry Rd Intersection SW Study KA # 225074-006

Nature of Amendment:

Amendment No. 01 modifies the scope of services, compensation, and schedule for the Highway 55 and W. Roseberry Road Intersection Signal Warrant Study.

The City requested collection of one (1) additional 12-hour Friday turning movement count to supplement the traffic data collected under the original scope. ITD subsequently requested supplemental weekday signal warrant analysis based on assumed weekday traffic volumes developed using existing traffic count data available from ITD to further evaluate warrant conditions at the intersection.

Additional services include collection and analysis of the additional Friday traffic count, supplemental weekday signal warrant analysis using available traffic data, and additional coordination with ITD regarding analysis requirements, methodologies, assumptions, data needs, and review comments.

This Amendment increases the total authorized budget by \$6,500, from \$16,500 to \$23,000, and extends the project schedule from two (2) months to four (4) months, with completion of the Signal Warrant Analysis within 120 days of Notice to Proceed.

Description of Modifications:

Task 1: Project Management:

Modify Task 1 to include the following:

- Additional coordination with ITD throughout the study to confirm analysis requirements, methodologies, assumptions, and data needs associated with the signal warrant evaluation, including obtaining available traffic count data, confirming applicable signal warrant criteria, addressing ITD review comments, and supporting development and acceptance of the final Signal Warrant Analysis.

Task 2: Signal Warrant Analysis:

Modify Task 2 to include the following additional services:

- Collection of one (1) additional 12-hour (6 AM to 6 PM) turning movement count on a non-holiday summer Friday at the intersection.
- Signal warrant analysis for the additional Friday traffic count.
- Supplemental weekday signal warrant analysis using the July 10, 2026 traffic count data and available automatic traffic recorder (ATR) data or other data sources provided by ITD to develop conservatively assumed weekday traffic volumes and evaluate weekday signal warrant conditions.
- Additional coordination with ITD and incorporation of ITD input into the final Signal Warrant Analysis.

Modify Task 2 to include the following assumptions:

- ITD will provide available traffic count data to support the supplemental weekday warrant analysis, or available ATR data will be used to estimate weekday traffic volumes.
- Additional traffic data collection beyond the two timeframes identified in the amended scope is not included.
- Scope includes one consolidated round of City comments and one round of ITD review comments. Additional review cycles or revisions resulting from additional analysis requirements will be considered additional services.

Schedule:

Modify the project schedule as follows:

- Increase the overall project duration from two (2) months to four (4) months following Notice to Proceed, assuming timely delivery of requested information and review comments.

Compensation Summary:

Modify the compensation as follows:

Task	Billing Basis	Original Agreement	Prior Amendments	This Amendment	Total
Task 1: Project Management	LS	\$3,500	-	\$500	\$4,000
Task 2: Highway 55 and W. Roseberry Rd. Signal Warrant Analysis	LS	\$13,000	-	\$6,000	\$19,000
Total		\$16,500	-	\$6,500	\$23,000

LS = Lump Sum; T&M = Time and Materials

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF DONNELLY, IDAHO

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____

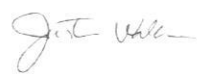
Name: _____

Title: _____

Address: 169 Halferty Street, Donnelly,
ID 83615

Telephone: 208-325-8859

Date: _____

Signature:  _____

Name: Justin Walker

Title: Principal

Address: 100 East Bower Street, Suite 110
Meridian, ID 83642

Telephone: (208) 288-1992

Date: 9-4-2026

Attachment A

**CITY OF DONNELLY
HIGHWAY 55 AND W. ROSEBERRY RD. INTERSECTION
SIGNAL WARRANT STUDY
SCOPE OF WORK
AMENDMENT 1**

The Scope is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by ~~strikethrough~~):

PROJECT DESCRIPTION

The City of Donnelly ("City") desires to have Idaho Transportation Department (ITD) install a traffic signal at the intersection of State Highway 55 and W. Roseberry Rd. This study will include a signal warrant analysis at this location.

The City requested collection of one (1) additional 12-hour Friday turning movement count to supplement the traffic data collected under the original scope. ITD subsequently requested supplemental weekday signal warrant analysis based on assumed weekday traffic volumes developed with existing traffic count data available from ITD to further evaluate warrant conditions at the intersection.

Keller Associates, Inc. ("Keller") will complete an engineering study to perform the signal warrant analysis. Keller's scope of work has been developed based on the above project description. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement this scope of work. Keller's services are limited to those services outlined in the following scope of work.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities:

- 1.1. **General Project Management.** Provide general project administration services including contract administration, project accounting, progress reports, scheduling, subconsultant and ITD coordination, and internal project administration.
- 1.2. **Kickoff Meeting.** Participate in a project kickoff meeting. Prepare agenda and meeting notes. The purpose of this meeting will be to discuss available data and published materials that will be made available by the City, review the overall project schedule including any major milestones and meetings, review project constraints and objectives, and review the process for deliverables including the process for City review and approval.
- 1.3. **Additional ITD Coordination.** Coordinate with ITD throughout the study to confirm analysis requirements, methodologies, assumptions, and data needs associated with the signal warrant evaluation. Coordination will include obtaining available traffic count data, confirming applicable signal warrant criteria, and addressing ITD review comments. Provide coordination necessary to support development and acceptance of the final Signal Warrant Analysis.

City Responsibilities:

- Provide meeting space for project meetings, if in person.

Assumptions:

- Project management budget assumes a project schedule of up to ~~2 months~~ 4 months.

- Project is being funded by local funds and no grant/loan administration or support will be provided.
- Unless otherwise noted, meetings may include a combination of in-person or virtual attendees. This assumption applies to this task as well as subsequent tasks.

Deliverables:

- Monthly invoices and project update summaries.
- Kickoff meeting agendas and meeting notes.

TASK 2: HIGHWAY 55 AND W. ROSEBERRY ROAD SIGNAL WARRANT ANALYSIS

Keller's Responsibilities:

- 2.1. **Traffic Counts.** Using services of a subconsultant, collect 12-hour (6 AM to 6 PM) traffic counts on a holiday summer Friday including turning movements at the intersection of Highway 55 and W. Roseberry Road. At the City's request, collect one (1) additional 12-hour (6 AM to 6 PM) turning movement count on a non-holiday summer Friday at the intersection.
- 2.2. **Signal Warrant Analysis.** Complete a signal warrant analysis in accordance with ITD requirements and using HCS software for the originally collected scenario and the additional Friday count.
- 2.3. **Supplemental Weekday Warrant Analysis.** Using the July 10, 2026 traffic count data and available automatic traffic recorder (ATR) data or other data sources provided by ITD, develop conservatively assumed weekday traffic volumes and perform supplemental analysis to evaluate weekday signal warrant conditions at the intersection.
- 2.4. **Draft Submittal.** Prepare draft Signal Warrant Analysis and submit to the City. Once the City provides comments, submit the draft Signal Warrant Analysis to ITD.
- 2.5. **Final Submittal.** Incorporate ITD input into Signal Warrant Analysis and finalize.

City Responsibilities:

- Provide input available regarding traffic movements.

Deliverables:

- Draft and Final Signal Warrant Analysis (1 PDF).

Assumptions:

- ITD will provide available traffic count data to support the supplemental weekday warrant analysis, or the available ATR data will be used to estimate weekday traffic volumes. Additional traffic data collection beyond the two timeframes identified in this scope is not included.
- Scope includes one consolidated round of City comments and one round of ITD review comments. Additional review cycles or revisions resulting from additional analysis requirements will be considered additional services.

Exclusions:

- Analysis to determine operational performance (LOS, v/c, delay, queuing), turn lanes, or auxiliary lanes.
- Future-year traffic projections and signal warrant analyses.
- Estimation of the number of days per year that signal warrants are expected to be met.
- Additional traffic counts beyond the two timeframes identified in this scope.

SCHEDULE

Consultant anticipates the following project schedule. The budget assumes an overall schedule of ~~two~~ four months. The number of days associated with each of the tasks are approximate and assume timely delivery of requested information. Actual schedule may vary:

- Project Kickoff Meeting: Within 30 days of Notice to Proceed (NTP)
- Signal Warrant Analysis Within ~~60~~ 120 days of NTP

COMPENSATION

As compensation for services to be performed by Consultant, the City will pay Consultant as described in the following table. The total authorized budget amount shall not be exceeded without written authorization from the City. For time and materials tasks, compensation will be according to the Consultant's standard billing rates updated semi-annually in January and July. Lump sum amounts shall include all costs for direct labor, indirect labor, overhead, reimbursable expenses, equipment, travel, per diem, and fixed fees.

Task	Type	Original	Amendment 1	Revised Total
Task 1 – Project Management	LS	\$3,500	<u>\$500</u>	<u>\$4,000</u>
Task 2 – Highway 55 and W. Roseberry Rd. Signal Warrant Analysis	LS	\$13,000	<u>\$6,000</u>	<u>\$19,000</u>
TOTAL COST		\$16,500	\$6,500	\$23,000

LS = Lump Sum T&M = Time and Materials

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 26-50

Meeting Date 09/21/2026

Action Item

AGENDA ITEM INFORMATION			
SUBJECT: <i>Proposed Amendment to Title 18 Unified Development Code</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: AMENDING TITLE 18 UNIFIED DEVELOPMENT CODE CHAPTER 18.05, “ADMINISTRATION AND ENFORCEMENT”, CHAPTER 18.10, ZONING DISTRICTS AND MAP; CHAPTER 18.15, “DESIGN REVIEW”, CHAPTER 18.25, “PARKING AND LOADING”, CHAPTER 18.70, “SUBDIVISION OF LAND”, AND CHAPTER 18.85, “SHORT TERM RENTALS”; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. ORDINANCE OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO,			
RECOMMENDED ACTION: <i>Approve Amendment to Title 18 Unified Development Code</i>			
RECORD OF COUNCIL ACTION			
MEETING DATE	ACTION		

**CITY OF DONNELLY
ORDINANCE NO. 272**

AN ORDINANCE OF THE CITY OF DONNELLY, VALLEY COUNTY, IDAHO, AMENDING TITLE 18 UNIFIED DEVELOPMENT CODE CHAPTER 18.05, "ADMINISTRATION AND ENFORCEMENT", CHAPTER 18.10, ZONING DISTRICTS AND MAP; CHAPTER 18.15, "DESIGN REVIEW", CHAPTER 18.25, "PARKING AND LOADING", CHAPTER 18.70, "SUBDIVISION OF LAND", AND CHAPTER 18.85, "SHORT TERM RENTALS"; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Donnelly, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho; and

WHEREAS, the Mayor and City Council of the City of Donnelly desire to protect the health, safety and welfare of the citizens of Donnelly by amending the Unified Development Code for the purpose of continuing to promote the public health, safety, and general welfare of the community;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DONNELLY, Valley County, Idaho;

Section 1: CHAPTER 18.05, "ADMINISTRATION AND ENFORCEMENT", SECTION 18.05.050, "APPLICATION SUBMITTALS" is hereby amended with underlined text to be added and strike through text to be deleted as follows:

Applications for the following shall be required to be submitted to the city: comprehensive plan amendments, conditional use permits, design review approvals, preliminary plats, final plats, floodplain development permits, zoning ordinance map amendments (rezones), zoning ordinance text amendments; and this title, or the Administrator, or the city council, may require applications for other items not listed.

For any required application, the applicant shall file with the Administrator completed City of Donnelly application form(s) and related information. The contents of the related information shall be in such a form as stipulated by the Administrator and as specified on the applicable application. Additional plans or data deemed necessary by the Administrator may also be required. The Administrator shall review the application(s) and related materials and may need additional or clarified information for the application(s) to be "Deemed Complete". Once the Administrator has provided the applicant with written notification that the application(s) has been "Deemed Complete" the application(s) will then be processed though the city as stipulated within this title.

In addition to the regulations as provided for within section 18.55.010 (I) of the Donnelly Unified Development Code, for any property which has been acted on by the City Council, no new application for the same property shall be submitted until the appeal period has passed. Additionally, if a petition for judicial review or complaint for declaratory judgment is submitted for the subject application, no new application shall be submitted for the same property until a final judgement is issued by the reviewing court or the case is otherwise dismissed.

Section 2: CHAPTER 18.10, “ZONING DISTRICTS AND MAP”, OFFICIAL SCHEDULE OF DISTRICT REGULATIONS TABLE AND TEXT, “Residential”, is hereby amended with strike through text to be deleted as follows:

Manufactured/mobile home (~~single unit~~) (~~primary residence~~)

Section 3: CHAPTER 18.15, “DESIGN REVIEW”, SECTION 18.15.050: SITE GRADING AND DRAINAGE CONSIDERATIONS: is hereby amended to add the following:

F. Site drainage shall be provided for storm water and melt water, and shall be consistent with the best management practices contained in the Idaho Department of Environmental Quality (DEQ) Catalog of Stormwater Best Management Practices, as amended, and under state and federal storm water and melt water regulatory programs and shall meet the minimum of a 100-year storm event for overflow capacity. Such measures shall include, at a minimum, stabilization of disturbed areas, staged grading where practicable, and sediment control practices necessary to protect downstream properties, drainageways, and public infrastructure from sediment-laden runoff. Plans, and any supporting documentation, shall be stamped and signed by an Idaho registered professional engineer. Stormwater runoff from development shall be retained on site or controlled such that post-development peak discharge rates do not exceed pre-development peak discharge rates for the 10-year and 25-year storm events, while safely conveying the 100-year storm event without overtopping or damage to downstream properties or public infrastructure.

Section 4: CHAPTER 18.15, “DESIGN REVIEW”, SECTION 18.15.080, “ARCHITECTURAL REQUIREMENTS”, SUBSECTION A-3, “FENCES”, is hereby amended with underlined text to be added and strike through text to be deleted as follows:

3. Fences:

- a. ~~Vinyl~~ Composite: Integral color required;
- b. Block (With columns);
- c. Brick (with columns);
- d. Wrought iron;
- e. Cedar, fir, vinyl and similar high maintenance and/or unsightly fencing shall not be permitted.

Section 5: CHAPTER 18.25, “PARKING AND LOADING”, SUBSECTION 18.25.050, “ADDITIONAL DESIGN AND MAINTENANCE REGULATIONS AND REQUIREMENTS”, Item A is hereby amended with underlined text to be added and strike through text to be deleted as follows:

Access: Except for parking for single family detached dwellings on roadways designed as “Local Roads”, or “Private Streets”, ~~a~~Any parking area shall be designed in such a manner that any vehicle leaving or entering the parking area from or onto a public or private street shall be traveling in a forward motion. This requirement does not apply to public alleyways or on-street angle parking.

Section 6: CHAPTER 18.70, "SUBDIVISION OF LAND", SUBSECTION 18.70.070, "IMPROVEMENTS REQUIRED", is hereby amended with underlined text to be added and strike through text to be deleted as follows:

- A. Water, sewer, storm drainage, and streets are required in all districts. Franchise utility services, including electricity and telecommunications/internet service, shall also be required.
- B. Curbs, gutters, and sidewalks are required in all districts unless waived by the council.
- C. Ground cover and/or landscaping with adequate irrigation shall be provided in all common areas which are not used for parking as required by the design review section of this title.
- D. ~~Site Adequate~~ drainage shall be provided for storm water and melt water, and shall be consistent with the best management practices contained in the Idaho Department of Environmental Quality (DEQ) Catalog of Stormwater Best Management Practices, as amended, and under state and federal storm water and melt water regulatory programs and shall meet the minimum of a 100-year storm event for overflow capacity. Such measures shall include, at a minimum, stabilization of disturbed areas, staged grading where practicable, and sediment control practices necessary to protect downstream properties, drainageways, and public infrastructure from sediment-laden runoff. Plans, and any supporting documentation, shall be stamped and signed by an Idaho registered professional engineer. Stormwater runoff from development shall be retained on site or controlled such that post-development peak discharge rates do not exceed pre-development peak discharge rates for the 10-year and 25-year storm events, while safely conveying the 100-year storm event without overtopping or damage to downstream properties or public infrastructure.
- E. Alleys shall be provided in the central business district where deemed necessary by the city council.
- F. Street lights shall be provided at intersections with collector or arterial streets as determined by the Administrator. The homeowners' association will be responsible for the maintenance and upkeep of street lights. Lighting will be in accordance with the design review requirements of this title, and in the spirit of the "dark sky" concept.
- G. Utilities shall be underground.
- H. Street name signs and traffic control signs shall be installed by the developer. Street name signs shall be installed in the appropriate locations at each street intersection in accordance with the local standards. A per street sign fee, to be adopted by resolution of the council, shall be paid by the subdivider. The city shall maintain the signs after installation.
- I. By the adoption of a resolution of the council, the applicant shall, in addition to the requirements within this title, also comply with all infrastructure requirements, standards and infrastructure cost reimbursements developed by any such policies adopted by resolution.

Section 7: CHAPTER 18.70, "SUBDIVISION OF LAND", SUBSECTION 18.70.190, "STORM DRAINAGE – FLOOD CONTROLS", is hereby amended with underlined text to be added and strike through text to be deleted as follows:

- A. **Adequate Storm Drainage System.** ~~An adequate s~~Storm drainage system to accommodate storm water runoff from the public rights-of-way and other property planned for development shall be required in all subdivisions. ~~The requirements for each particular subdivision shall be established by the Valley County highway district and/or the Idaho transportation. Site stormwater drainage requirements for the public rights-of-way shall be subject to review by the governing agency having jurisdiction. Site stormwater drainage requirements beyond public rights-of-way shall be subject to review by the City Engineer. All storm drainage calculations and plans shall be stamped and signed by an Idaho licensed professional engineer. and construction shall follow the specifications and procedures established by said Valley County highway district or Idaho transportation department.~~
- B. **Interceptor Ditches.** Interceptor ditches shall be established above all cut/fill slopes, and the intercepted water conveyed to a stable channel or natural drainageway with adequate capacity.
- C. **Curb, Gutter and Pavement Design.** Curb, gutter and pavement design shall be such that water on roadways is prevented from flowing off the roadway.
- D. **Natural Drainageway Treatment.** Natural drainageways shall be riprapped or otherwise stabilized below drainage and culvert discharge points for a distance sufficient to convey the discharge without channel erosion.
- E. **Runoff From Impervious Cover.** Runoff from areas of concentrated impervious cover (for example, roofs, driveways and roads) shall be collected and transported to a natural drainageway with sufficient capacity to accept the discharge without undue erosion.
- F. **Deposit of Waste Material Prohibited.** Waste material from construction, including soil and other solid materials, shall not be deposited within the 100-year floodplain.
- G. **Drainageways or Hydraulic Structures in Major Waterways.** Drainageways or hydraulic structures in major waterways (defined as draining a basin area of ~~40~~ 100 acres or more) shall be designed for the 100-year flood or to accommodate the runoff projected in the current Natural Resources Conservation Service (NRCS) hydrologic methods, including TR-55, TR-20, or equivalent methodologies approved by the City. ~~soil conservation service hydrology guide for residential development of the Boise front, whichever is greater.~~ In minor waterways (defined as draining a basin area of less than ~~40~~ 100 acres), such structures shall be designed for the ~~50~~-100 year flood or to accommodate the runoff projected ~~in by the Rational Method, NRCS methods, or other equivalent methodologies approved by the City.~~ soil conservation service hydrology guide for residential development of the Boise front, whichever is greater.
- H. **Storm Drainage Retention Facilities.** On site retention or partial on site retention of storm drainage from new developments is required in any case where, due to development activity,

such drainage would be increased either in peak flow rate or in total quantity from that previously discharged from the land or property being developed. Retention and detention facilities shall be designed to limit post-development runoff rates to pre-development runoff rates. Complete retention is required in all cases except those where: 1) runoff flows directly, without crossing intervening property, into an existing drain ditch or other drainage facility that is operated and maintained by a drainage receiver, and 2) such drainage receiver agrees, as evidenced by valid and binding public document, to receive a certain definite quantity of storm drainage from the development. Retention on site of any drainage not so accepted by a drainage receiver or of any drainage in excess of the quantity accepted by a drainage receiver is a duty of the current property owner at any time. Retention or partial retention facilities shall be provided as an essential part of such development. Design and construction of such retention facilities shall conform to standards, entitled "Design Standards For Storm Drainage Retention Facilities," adopted by resolution of the city council, and which standards may, from time to time, be amended by subsequent resolution of the council. Until such standards are adopted, facilities shall conform to the Idaho DEQ Catalog of Stormwater Best Management Practices. All facilities shall be maintained on an ongoing basis in order to perform as designed. Should any of the provisions of the supplemental standards conflict with the standards set forth herein, the higher standard shall apply. Stormwater detention and retention basins shall maintain a minimum five (5) foot setback from adjacent property lines and shall provide adequate access for inspection and maintenance unless otherwise approved by the City.

- I. **Sediment Catchment Ponds.** Sediment catchment ponds shall be constructed and maintained downstream from each development, unless sediment retention facilities are otherwise provided. Any facility used shall provide for the removal of surface debris and contaminants, as well as sediment retention. Sediment and erosion control practices shall conform to the Idaho DEQ Catalog of Stormwater Best Management Practices. Stormwater facilities shall be protected from sediment-laden runoff during construction and cleaned of accumulated sediment prior to issuance of a certificate of occupancy.
- J. **Completion and Operation Deadline.** The overall drainage system shall be completed and made operational at the earliest possible time during construction.
- K. **Alterations of Major Drainageways.** Alterations of major drainageways shall be prohibited except for approved road crossings and drainage structures.
- L. **Natural or Improved Open Channel Drainageways.** Natural or improved open channel drainageways shall be preserved or provided for in major waterways; except, that at road crossings, conduits may be permitted. Minor waterways shall be permitted to be enclosed in conduits.
- M. **Reservation of Right to Require.** The city reserves the right to require installation of hydrologic measuring devices in drainageways within any development at public expense.
- N. **Drainage System Plans.** Drainage system plans shall show how lots will be graded so that all runoff runs either over the curb, or to a drainage easement, and that no runoff shall cross any lot

line onto another lot except within a drainage easement. For subdivisions and developments as determined by the UDC Administrator, a stormwater drainage report prepared by an Idaho licensed professional engineer shall be submitted, including basin characteristics, hydrologic and hydraulic calculations, downstream impact analysis, detention analysis, and stormwater facility design.

Section 8: CHAPTER 18.85, "SHORT TERM RENTALS", is hereby deleted in its entirety and replaced as follows:

18.85.010: PURPOSE:

This chapter shall be called the "short-term rental ordinance." The purpose of the short-term rental ordinance is to implement reasonable regulations to safeguard the public health, safety and general welfare in order to protect the integrity of residential neighborhoods in Donnelly, Idaho, as allowed by Idaho Code, Section 67-6539.

18.85.020: PERMITTED WHERE:

Short-term rentals (STR), as defined in this title, shall be a permitted use in all zones that permit residential use within the city of Donnelly subject to the following conditions and standards listed in this chapter. At no time shall an existing STR be considered a "grandfathered" use.

18.85.030: STR CONDITIONS AND STANDARDS:

A. Number of Units. One STR unit is permitted on any lot or parcel and more than one STR unit on a lot or parcel shall be subject to compliance in the same manner that other single family dwelling units are regulated within this Title.

B. All STRs are required to comply with regulations regarding water, sewer, garbage, parking, on-site lighting, campfire management, noise, occupancy, lot coverage, outbuildings, etc., to the same extent the regulations apply to other single-family dwellings located within the City.

C. The STR may be used for residential purposes only. It cannot be used as a wedding venue, corporate retreat, seminar, team-building event, or other use except as otherwise approved with a conditional use permit.

D. Pursuant to Idaho Code Section 67-6539, STRs must comply with the following requirements:

1. That all sleeping areas in a short-term rental, including when applicable, basements, living rooms, and family rooms, be equipped with functioning smoke alarms;
2. That the short-term rental be equipped with a functioning fire extinguisher and a functioning carbon monoxide detector on each floor;
3. That removable escape ladders be available in all sleeping areas with a window that are located above the ground floor;
4. That maximum occupancy limits for short-term rentals do not exceed those non-transient residential limits as contained in the international building codes as adopted by the Idaho building code board; and
5. That an easily accessible informational handout be available to tenants describing the location of exits, the location of fire extinguishers, the location of any supplied first aid kits, and a phone number to contact the owner or manager of the short-term rental in the case of an emergency.

18.85.050 VIOLATION – PENALTY.

Violations of this chapter shall be subject to section 18.05.100 "Violation Of This Title And Penalties".

Section 9: The provisions of this ordinance are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this ordinance.

Section 10: This ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law. In lieu of publication of the entire ordinance, a summary thereof in compliance with Section 50-901A, Idaho Code, may be published.

Approved and adopted this 21st day of September 2026

CITY OF DONNELLY

Valley County, Idaho

Susan Dorris

Mayor, City of Donnelly

ATTEST:

Lori Clemens

City Clerk, City of Donnelly

DONNELLY CITY COUNCIL
AGENDA BILL

169 Halferty Street
Donnelly, Idaho 83615

Number AB 26-51

Meeting Date 09/21/2026

Action Item

AGENDA ITEM INFORMATION

SUBJECT:

Ordinance Adoption
Amendment to Title 18 Unified Development Code

Department Approvals

Initials

***Originator
or
Supporter***

Mayor / Council

Clerk/Treasurer

Public Works

COST IMPACT:

FUNDING

SOURCE:

TIMELINE:

SUMMARY STATEMENT:

Adoption of Ordinance No. 272

Amendment to Title 18 Unified Development Code

RECOMMENDED ACTION:

Adopt and Authorize Mayor to Sign Ordinance No.272 Amendment to Title 18 Unified Development Code

RECORD OF COUNCIL ACTION

MEETING DATE ***ACTION***

DONNELLY CITY COUNCIL
AGENDA BILL

Number AB 26-52
Meeting Date 09/21/2026

169 Halferty Street
Donnelly, Idaho 83615

Action Item

AGENDA ITEM INFORMATION

SUBJECT:		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
Ordinance Adoption Annexing and rezoning certain real property known as Boulder Creek No. 2, File No. 2026-AN-2, 2026-RZ-2, & 2026-CUP-2		Mayor / Council		
		Clerk/Treasurer		
		Public Works		
COST IMPACT:				
FUNDING				
SOURCE:				
TIMELINE:				

SUMMARY STATEMENT:

Adoption of Ordinance No. 273

Annexing and rezoning certain real property known as Boulder Creek No. 2, file numbers 2026-AN-2, 2026-RZ-2 & 2026-CUP-2

RECOMMENDED ACTION:

Adopt and Authorize Mayor to Sign Ordinance No.273 Annexing and rezoning certain real property known as Boulder Creek No. 2, File No. 2026-AN-2, 2026-RZ-2, & 2026-CUP-2

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION

**CITY OF DONNELLY
ORDINANCE NO. 273**

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY SITUATED IN THE UNINCORPORATED AREA OF VALLEY COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF DONNELLY, TO THE CITY OF DONNELLY, IDAHO; CHANGING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY DESCRIBED HEREIN FROM MU (MULTIPLE USE – VALLEY COUNTY DESIGNATION) AND R-4 (RESIDENTIAL) TO R-8-DA (RESIDENTIAL WITH A DEVELOPMENT AGREEMENT) AND PU/OS (PUBLIC USE AND OPEN SPACE), AND; AMENDING THE ZONING MAP OF THE CITY OF DONNELLY TO REFLECT SAID CHANGE; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Donnelly, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho and is authorized to annex to and incorporate within the boundaries of the City contiguous real property in the manner provided by Section 50-222, Idaho Code; and

WHEREAS, Boulder Creek FMG, LLC, the owner of the real property situated in the unincorporated area of Valley County and particularly described in Exhibit “A” and shown in Exhibit “B” of this ordinance has requested, in writing, annexation of said real property to the City of Donnelly; and

WHEREAS, the property described in Exhibit “C” is identified by the Valley County Assessor’s Office as tax parcel numbers Parcel # RPD00000151350 and RP16N03E151340; and

WHEREAS, Boulder Creek FMG, LLC, the owner of the real property situated within the City of Donnelly and particularly described in Exhibit “C” of this ordinance has requested, in writing, a rezone from MU to R-8-DA, and PU/OS (Public Use and Open Space); and

WHEREAS, Boulder Creek FMG, LLC, the owner of the real property situated within the City of Donnelly and particularly described in Exhibit “D” and shown in Exhibit “E” and of this ordinance has requested, in writing, a rezone from R-4 and MU (Valley County designation) to R-8-DA; and

WHEREAS, Boulder Creek FMG, LLC, the owner of the real property situated within the City of Donnelly and particularly described in Exhibit “F” and shown in Exhibit “E” of this ordinance has requested, in writing, a rezone from R-4 and MU (Valley County designation) to PU/OS; and

WHEREAS, the City Council, pursuant to public notice as required by law, held a public hearing on June 14, 2026, as required by Idaho Code §67-6525, which was continued until July 10, 2026, and further continued until August 12, 2026, on the proposed annexation described in Exhibit "A" and zoning for the real property described in Exhibit "D" and Exhibit "F" as required by Section 67-6525, Idaho Code, made findings and determined that the requested annexation should be granted and that a zoning classification of R-8-DA and PU/OS for the property described in Exhibit "D" and Exhibit "F" respectfully is appropriate to meet the requirements of Idaho Code, Donnelly City Code, and the Donnelly Comprehensive Plan and should be granted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DONNELLY, IDAHO, as follows:

Section 1: The Donnelly City Council hereby finds and declares that the real property particularly described in Exhibit "A", attached hereto and incorporated herein by reference, is contiguous to the City, that said property can be reasonably assumed to be used for the orderly development of the City, and that the owner of said property has requested, in writing, annexation thereof to the City.

Section 2: The real property, all situated in Valley County, Idaho, adjacent and contiguous to the City, particularly described in Exhibit "A" and as generally shown on Exhibit "B", attached here to, and included herein by reference, is hereby annexed to the incorporated territorial limits of the City of Donnelly, Idaho.

Section 3: From and after the effective date of this ordinance, all property and persons within the boundaries and territory described in Exhibit A shall be subject to the ordinances, resolutions, police regulations, taxation and other powers of the City of Donnelly, Idaho.

Section 4: The City Council hereby finds and determines that the real property particularly described in Exhibit "D" and generally as shown on Exhibit "E", attached hereto and incorporated by reference, is hereby removed from the MU (Multiple Use – Valley County designation) and R-4 zoning classifications and is hereby included in the R-8-DA (Residential with a development agreement) zoning classification all pursuant to the Zoning Ordinance of the City of Donnelly. The City Council further finds and determines that said zone change is in accordance with the Donnelly Comprehensive Plan and relevant City Codes and that the Zoning Map of the City is hereby amended to include the real property described in Exhibit "D" in the R-8-DA zoning district.

Section 5: The City Council hereby finds and determines that the real property particularly described in Exhibit "F" and generally as shown on Exhibit "E", attached hereto and incorporated by reference, is hereby removed from the MU (Multiple Use – Valley County designation) and R-4 zoning classifications and is hereby included in the PU/OS (Public Use and Open Space) zoning classification all pursuant to the Zoning Ordinance of the City of Donnelly. The City Council further finds and determines that said zone change is in accordance with the Donnelly Comprehensive Plan and relevant City Codes and that the Zoning Map of the City is hereby amended to include the real property described in Exhibit "F" in PU/OS zoning district.

Section 6: The provisions of this ordinance are hereby declared to be severable and if any provision of this act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this ordinance.

Section 7: The City Clerk is hereby directed to file, within ten (10) days of passage and approval of this Ordinance, a certified copy of this Ordinance with the offices of the Auditor, Treasurer, and Assessor of Valley County, Idaho, and with the Idaho State Tax commission, Boise, Idaho, as required by Section 50-223, Idaho Code, and to comply with the provisions of Section 63-215, Idaho Code, with regard to the preparation and filing of a map and legal description of the real property annexed by this Ordinance.

Section 8: This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law. In lieu of publication of the entire ordinance, a summary thereof in compliance with Section 50-901A, Idaho Code, may be published.

DATED this day of _____, 2026.

CITY OF DONNELLY
Valley County, Idaho

By: _____
Susan Dorris, Mayor

ATTEST:

Lori Clemens, City Clerk



25 Coyote Trail
 Cascade, ID 83611
 P: 208-382-5726
 C: 208-634-6896

**LEGAL DESCRIPTION
 ANNEXATION PARCEL
 12.596 ACRES**

A Parcel of land being Amended Tax Parcel No. 65 and a portion of Eld Lane, located in a portion of the SW1/4 of the NE1/4 and the SE1/4 of the NW1/4, Section 15, T.16N., R.3E., B.M., Valley County, Idaho being more particularly described as follows:

- 1) **BEGINNING** at a found 2-1/2-inch brass cap monument marking the center 1/4 corner, said Section 15, CP&F Inst. No. 230917, corner records of said Valley County, said brass cap being the **TRUE POINT OF BEGINNING**;
- 2) Thence a bearing of N 89°14'46" W, a distance of 12.82 feet, on the south boundary of said SE1/4 of the NW1/4, Section 15 to a point;
- 3) Thence on said south boundary a bearing of N 89°14'46" W, a distance of 50.52 feet, to a point;
- 4) Thence leaving said south boundary a bearing of N 07°28'50" W, a distance of 394.53 feet, to a point;
- 5) Thence a bearing of N 55°01'33" E, a distance of 56.37 feet, to a point;
- 6) Thence a bearing of N 55°01'33" E, a distance of 955.06 feet, to a point;
- 7) Thence a bearing of S 37°23'59" E, a distance of 288.70 feet, to a found 5/8-inch rebar;
- 8) Thence a bearing of S 41°25'02" W, a distance of 428.05 feet, to a found 5/8-inch rebar;
- 9) Thence a bearing of S 03°36'40" E, a distance of 430.36 feet, to a found 5/8-inch rebar on the south boundary of said SW1/4 of the NE1/4, Section 15;
- 10) Thence on said south boundary a bearing of N 89°16'05" W, a distance of 633.41 feet, to the **POINT OF BEGINNING**.

Said described parcel of land contains 12.596 acres, more or less. Together with and subject to easements and rights-of-way of record and/or use.



GRID NORTH





EXHIBIT "C"

25 Coyote Trail
Cascade, ID 83611
P: 208-382-5726
C: 208-634-6896

LEGAL DESCRIPTION
22.706 ACRES

A Parcel of land located in a portion of the SW1/4 of the NE1/4 and the SE1/4 of the NW1/4, Section 15, T.16N., R.3E., B.M., City of Donnelly, Valley County, Idaho being more particularly described as follows:

- a) **COMMENCING** at a found 2-1/2-inch brass cap monument marking the center 1/4 corner, said Section 15, CP&F Inst. No. 230917, corner records of said Valley County;
- b) Thence a bearing of N 89°14'46" W, a distance of 12.82 feet, on the south boundary of said SE1/4 of the NW1/4, Section 15 to a set 5/8-inch rebar being the **TRUE POINT OF BEGINNING**;
- 1) Thence leaving said south boundary a bearing of N 07°28'50" W, a distance of 1326.17 feet, parallel to the centerline of the abandoned Idaho northern branch of the Oregon short line railroad on the easterly right-of-way boundary of Eld Lane to a set 5/8-inch rebar on the north boundary of said SE1/4 of the NW1/4, Section 15;
- 2) Thence on said north boundary a bearing of S 89°06'37" E, a distance of 182.04 feet, to a set 3-1/4 inch aluminum cap monument on a found rebar marking the center-north 1/16 corner said Section 15;
- 3) Thence a bearing of S 89°25'59" E, a distance of 415.05 feet, on the north boundary of said SW1/4 of the NE1/4, Section 15 to a set 5/8-inch rebar marking the northwest corner of Parcel 1, as described by Warranty Deed Inst. No. 211658;
- 4) Thence leaving said north boundary a bearing of S 00°34'01" W, a distance of 208.00 feet, on the west boundary of said Parcel 1, to a point from which a set 5/8-inch rebar witness corner bears S 89°25'59" E, a distance of 1.00 feet;
- 5) Thence a bearing of S 89°25'59" E, a distance of 208.00 feet, on the south boundary of said Parcel 1, to a set 5/8-inch rebar;
- 6) Thence leaving said south boundary of Parcel 1, a bearing of S 37°23'59" E, a distance of 158.99 feet, on the boundary of a parcel of land as described by Deed of Trust, recorded as Inst. No. 2025-000388, deed records of said Valley County, to a set 5/8-inch rebar;
- 7) Thence the following bearings and distances on said boundary:
- 8) Thence a bearing of S 37°23'59" E, a distance of 288.70 feet, to a found 5/8-inch rebar;
- 9) Thence a bearing of S 41°25'02" W, a distance of 428.05 feet, to a found 5/8-inch rebar;
- 10) Thence a bearing of S 03°36'40" E, a distance of 430.36 feet, to a found 5/8-inch rebar;
- 11) Thence a bearing of N 89°16'05" W, a distance of 633.41 feet, to the **POINT OF BEGINNING**.

Said described parcel of land contains 22.706 acres, more or less. Together with all easements and rights-of-way of record and/or use.





25 Coyote Trail
 Cascade, ID 83611
 P: 208-382-5726
 C: 208-634-6896

LEGAL DESCRIPTION
PARCEL 1
(ZONING: R-8-DA)
11.000 ACRES

A Parcel of land located in a portion of the SW1/4 of the NE1/4 and the SE1/4 of the NW1/4, Section 15, T.16N., R.3E., B.M., City of Donnelly, Valley County, Idaho being more particularly described as follows:

- 1) **BEGINNING** at a found 2-1/2-inch brass cap monument marking the center 1/4 corner, said Section 15, CP&F Inst. No. 230917, corner records of said Valley County, said brass cap being the **TRUE POINT OF BEGINNING**;
- 2) Thence a bearing of N 89°14'46" W, a distance of 12.82 feet, on the south boundary of said SE1/4 of the NW1/4, Section 15 to a set 5/8-inch rebar;
- 3) Thence leaving said south boundary a bearing of N 07°28'50" W, a distance of 1326.17 feet, on the easterly right-of-way boundary of Eld Lane to a set 5/8-inch rebar on the north boundary of said SE1/4 of the NW1/4, Section 15;
- 4) Thence on said north boundary a bearing of S 89°06'37" E, a distance of 182.04 feet, to a found 5/8-inch rebar marking the center-north 1/16 corner said Section 15;
- 5) Thence a bearing of S 89°25'59" E, a distance of 415.05 feet, on the north boundary of said SW1/4 of the NE1/4, Section 15 to a found 1/2-inch rebar;
- 6) Thence leaving said north boundary a bearing of S 00°34'01" W, a distance of 208.00 feet, to a point;
- 7) Thence a bearing of S 00°34'01" W, a distance of 101.75 feet, to a set 5/8-inch rebar;
- 8) Thence a bearing of S 80°32'28" W, a distance of 61.79 feet, to a set 5/8-inch rebar;
- 9) Thence 81.82 feet on the arc of a curve to the left, said curve having a radius of 60.00 feet, a delta angle of 78°08'12" and a long chord which bears S 41°28'22" W, a distance of 75.63 feet, to a set 5/8-inch rebar;
- 10) Thence 127.33 feet on the arc of a curve to the right, said curve having a radius of 249.26 feet, a delta angle of 29°16'07" and a long chord which bears S 17°02'19" W, a distance of 125.95 feet, to a set 5/8-inch rebar;
- 11) Thence 142.17 feet on the arc of a curve to the left, said curve having a radius of 200.74 feet, a delta angle of 40°34'40" and a long chord which bears S 11°23'03" W, a distance of 139.21 feet, to a set 5/8-inch rebar;
- 12) Thence 101.52 feet on the arc of a curve to the right, said curve having a radius of 119.26 feet, a delta angle of 48°26'45" and a long chord which bears S 15°28'55" W, a distance of 98.48 feet, to a set 5/8-inch rebar;



25 Coyote Trail
Cascade, ID 83611
P: 208-382-5726
C: 208-634-6896

- 13) Thence 189.04 feet on the arc of a curve to the left, said curve having a radius of 200.74 feet, a delta angle of $53^{\circ}57'26''$ and a long chord which bears $S 12^{\circ}53'25'' W$, a distance of 182.13 feet, to a set 5/8-inch rebar;
- 14) Thence a bearing of $S 14^{\circ}05'18'' E$, a distance of 40.44 feet, to a set 5/8-inch rebar;
- 15) Thence 77.88 feet on the arc of a curve to the left, said curve having a radius of 150.74 feet, a delta angle of $29^{\circ}36'01''$ and a long chord which bears $S 28^{\circ}53'19'' E$, a distance of 77.01 feet, to a set 5/8-inch rebar;
- 16) Thence 64.59 feet on the arc of a curve to the right, said curve having a radius of 49.26 feet, a delta angle of $75^{\circ}07'54''$ and a long chord which bears $S 06^{\circ}07'22'' E$, a distance of 60.06 feet, to a set 5/8-inch rebar;
- 17) Thence 199.54 feet on the arc of a curve to the left, said curve having a radius of 200.74 feet, a delta angle of $56^{\circ}57'09''$ and a long chord which bears $S 02^{\circ}58'00'' W$, a distance of 191.42 feet, to a set 5/8-inch rebar;
- 18) Thence a bearing of $S 25^{\circ}30'34'' E$, a distance of 52.78 feet, to a set 5/8-inch rebar on said south boundary of the SE1/4 of the NW1/4, Section 15;
- 19) Thence on said south boundary a bearing of $N 89^{\circ}16'05'' W$, a distance of 232.47 feet, to the **POINT OF BEGINNING**.

Said described parcel of land contains 11.000 acres, more or less. Together with and subject to easements and rights-of-way of record and/or use.





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: September 16, 2026

UDC Administrator:

Utility Billings: As of Wednesday, September 16, 2026, there is \$389.06 (4) due (30 days or more), \$470.00 (1) shutoff, in water billings.

Local Option Tax: August Receipts (July Tax) \$24,262.59

Airport:

Clerk: Community Center

Donnelly Depot Center:

Parks & Recreation: Commemorative Tree, City Park

Road & Streets:

Water:

Office Closures: October 12, 2026 – Columbus Day

Upcoming Meeting Dates: October 19, 2026, City Council Meeting