

## **MINUTES OF THE REGULAR MEETING OF THE CITY OF DALTON GARDENS**

Meeting was held at the City Hall February 4, 2016  
Meeting was called to order by Mayor Roberge  
Councilmember Smith led the pledge

### **ROLL CALL:**

Present were: Council President Myers, Councilmembers Lundy, Jordan and Smith. Also present Ken Jacobsen, City Attorney, Valerie Anderson, City Clerk,

### **CONSENT CALENDAR:**

Minutes of the Regular Meeting January 7, 2016, a copy of which had been provided and the Financial Statement from January 1, 2016, to January 31, 2016 and the claims so listed.  
Councilmen Myers made a motion to approve the consent calendar as listed on the agenda.  
Councilmember Lundy seconded the motion. The motion carried by a roll call vote: Aye  
Councilmembers Myers, Lundy, Jordan and Smith. Nay: None, Abstain: None

### **PUBLIC COMMENT PERIOD:**

Warren Merritt – KCFR – 1590 E. Seltice Way, CDA – He reported that the wind damage work is starting to be done in the city on residential and commercial properties. He stated that they are working on a burning ordinance for the restrictions at a level two stage and are going to be bringing a draft forward to the council for approval.

Tony Kastella – 6088 N. 18<sup>th</sup> Street – He stated that he would suggest to the city to get an easement to Totten Pond which will give the city access to the National Forest. The city should form a road department or contract with a highway district for road maintenance.

Public Comment Period Closed.

### **COOPERATIVE FUNDING AGREEMENT AND TASK ORDER BETWEEN THE CITY OF DALTON GARDENS, CITY OF HAYDEN, CITY OF HAYDEN LAKE AND CITY OF COEUR D' ALENE**

Melissa Cleveland – Welch Comer -350 E. Kathleen, CDA – She explained that each year the City of Dalton Gardens chips seals road and this year the City of Hayden, Hayden Lake and Coeur d'Alene will be entering the funding agreement and the City of Hayden will be the lead. The City of Dalton Gardens will fund their portion to Hayden after the bid opening and prior to the award of the contract.

Attorney Ken Jacobsen stated that he strongly agrees with the Cooperative Agreement and that all four City Attorneys were in agreement with the project.

The council asked several questions and agreed that this would be a great cost savings for the City.

Councilmen Myers made a motion to enter into the Cooperative Funding Agreement with the cities of Hayden, Coeur d'Alene and Hayden Lake for the 2016 chip seal project. Councilmen Jordan seconded the motion. Motion carried.

Councilmen Myers made a motion to approve Task Order 16-01 for the 2016 road maintenance project with Welch Comer for engineering services. Councilmember Lundy seconded the motion. Motion carried.

### **GOVERNMENT WAY SEWER PROJECT UPDATE**

Matt Gillis – 350 E. Kathleen, CDA – Welch Comer – He gave a summary of the first phase of the Government Way project from Dalton to Hanley which was done in 2011. The phase two of the Local Improvement District (LID) has been created and will include Hanley to Prairie for the sewer in the commercial district. The project is now in the design phase and will be going to bid later this year for construction in the spring of 2017. The assessments for the LID will be one year after the completion of the project. We plan to keep the commercial business owners informed and updated as we go through the construction phase. A newsletter will be sent out in early 2017 to update owners on the construction. The first payment on the LID is due one year after the completion of the project. The comparison of phase one and two is the cost factor. The cost for phase two will be higher because on the east side of Government Way we have a lot of businesses who will be hooking up to sewer and on the west side there will not be as many hookups. On the first phase of the project people were getting paid for right of way and on the second phase we do not have as many right of way acquisitions and the payments are much lower. We have fewer businesses to hook up to sewer on the Coeur d’Alene side in this phase. The second phase of the project will be more expensive on the sewer due to longer distance covered and the number of businesses involved. The Dalton Water issues in the project have not yet been resolved.

### **4<sup>th</sup> STREET STP-URBAN PROJECT**

Melissa Cleveland – Welch Comer – 350 E. Kathleen, CDA – Melissa explained that the city has a transportation plan which deals with the maintenance for the road on a yearly bases and that 4<sup>th</sup> street is an important road to the whole community. Federal funds are available in the area so we have been coordinating with the City of Hayden and City of Coeur d’Alene to redo the intersections of Dalton & 4<sup>th</sup> and Prairie & 4<sup>th</sup> with possible roundabouts and reconstruction 4<sup>th</sup> Street. The funding source which we would be applying for has a 7.34% cash match which be estimated at approximately \$257,000 dollars for the City of Dalton Gardens and construction would not take place until after 2020. The right of ways and the bikes will be addressed in the plan if approved. The design phase of this project would be until 2019 if funding is approved.

Dick Epstein – 7224 Valley – He explained that he has been working on redoing 4<sup>th</sup> Street for about 6 years. He expressed that this is a great opportunity to get funding for the project and explained that the City has about \$400,000 set aside for road projects as this one.

The council asked several question on the funding, bike paths, walking lanes and the vision on the project. The speed limit on the plan could still be left at 25. The application is much more attractive if you the other agencies as the City of Hayden and City of Coeur d’Alene on board to improve the two intersections.

Councilmember Lundy made a motion to adopt resolution 2016-01 for the City of Dalton Gardens for the funding application for the 4<sup>th</sup> Street STP-Urban Project. Councilmen Myers seconded the motion. The motion carried by a roll call vote: Aye Councilmembers Myers, Lundy, Jordan and Smith. Nay: None, Abstain: None

Councilmember Lundy made a motion to approve Task 16-02, the STP-Urban Funding agreement with Welch Comer Engineering not to exceed \$4000.00. Councilmember Smith seconded the motion. Motion carried.

### **APPROVAL OF 2015 ANNUAL AUDIT**

Chris Shipley – Magnuson, McHugh & Company – He explained why the city is required to do an audit and what procedures are taken to complete an annual audit for the city. The city has a great clean audit for 2015. He explained some of the main points of the financial report.

Councilmen Myers made a motion to approve the 2015 annual audit report prepared by Magnuson, McHugh & Company. Councilmember Jordan seconded the motion. Motion carried.

**WINTER MAINTENANCE, RIGHT OF WAYS AND ROADS UPDATE REPORT**

Councilmen Jordan gave an update on the road winter maintenance contract. He stated that he had a meeting with the contractor and toured all of the streets. He felt it was a good meeting and we will be working with them on the issues as they come up. We will be looking at all of the cost savings for the coming year. We will be picking up the branches from the windstorm and straighten all of the stop signs. The cleanup will be submitted on the FEMA application which will be submitted this month.

**KEVIN WUEST VARIANCE FEE WAIVER**

Attorney Jacobsen explained that this is variance fee waiver for the 110' of frontage for an addition to the home at 6480 N. Davenport. This is a preexisting non-conforming lot.

Councilmember Lundy made a motion to approve the variance fee waiver based on the legal advice of from the City Attorney. Councilmen Jordan seconded the motion. Motion carried.

**APPOINTMENT OF CITY CLERK/TREASURER – VALERIE S. ANDERSON**

Councilmen Myers made a motion to appoint Valerie S. Anderson as Clerk/Treasurer for the City of Dalton Gardens. Councilmen Jordan seconded the motion. Motion carried.

**APPOINTMENT OF CITY ATTORNEY – KENNETH JACOBSEN**

Councilmember Lundy made a motion to appoint Kenneth Jacobsen as the attorney for the City of Dalton Gardens. Councilmember Smith seconded the motion. Motion carried.

**COUNCIL REPORTS:**

Councilmember Smith reported that she had met with Councilmen Myers on the city park and arena areas. He shared his vision and we will be meeting in March to formulate a plan for the spring cleanup. The fence at the arena was repaired by American Fence. The roadways, arena and park down trees will be cleanup within the next two weeks.

Councilmen Myers reported on the Kootenai County Noxious Weed Board cost share programs and the City of Dalton Gardens participates in this for spraying the right of ways, park and arena. We provide the chemicals for about 23.5 acres of ground which is sprayed.

Councilmember Lundy – no report

Councilmen Jordan – no report

Attorney Jacobsen – no report

Planning & Zoning – Cheri Howell – Mayor Roberge addressed her report in her absence and asked if the council would set a workshop on March 3, 2016 to discuss Municipal Code and Comp. Plan.

Councilmen Myers made a motion to set a workshop @ 5:00 PM, on March 3<sup>rd</sup>, 2016. Councilmen Lundy seconded the motion. Motion carried.

Building Inspector Report – no report

Councilmen Jordan made a motion to adjourn the meeting, Councilmember Lundy seconded the motion. Motion carried.

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Steve Roberge, Mayor

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Valerie Anderson, City Clerk