

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

Meeting was held at the City Hall February 2, 2017, 6:00 PM

Meeting was called to order by Mayor Roberge

Councilmember Lundy led the pledge

### **ROLL CALL:**

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

### **CONSENT CALENDAR:**

Minutes of the Regular Meeting January 5, 2017 a copy of which had been provided and the Financial Statement from January 1, 2017 to January 31, 2017 and the claims so listed.

Councilmember Lundy made a motion to approve the consent calendar as listed on the agenda.

Councilmember Myers seconded the motion. Motion carried.

### **PUBLIC COMMENT PERIOD**

No public comments.

### **DALTON ELEMENTARY PRESENTATION**

Jim Gray – Principal Dalton Elementary School gave a brief power point presentation on the bond levy for the Elementary School which will be coming up in March 2017. He stated that he is excited about the neighbor relationship we have in the community. He explained that if the bond passes the school would like to build an addition on to the school which would include an art, music & reading rooms, library, additional restroom, and 5<sup>th</sup> grade classrooms. Dalton Elementary is a high performing school with a lot of community respect. Dalton School is on septic system and has a cap on the attendance which is 436 students. He also gave a brief crosswalk presentation on flag crossing for the school. We would have a bucket of flags on three corners for the kids to take a flag as they cross the street and put it back in the bucket on the other side of the street. He believed the kids would like the program and the parents would appreciate the support with the city. He presented a letter from Captain Boyle, who is in support of the crosswalk program for the school.

### **APPROVAL TO PROVIDE CROSSWALK EQUIPMENT TO DALTON ELEMENTARY SCHOOL**

Councilmember Smith reported that it is a great program in which the city would purchase flags, buckets, posts and signs for the safety of the students at the school. We have two sponsors for the flags and equipment for the startup of the safety program.

Councilmember Myers asked the attorney about the liability insurance and how the city should handle the maintenance. We would also talk to our Engineer Matt Gillis.

Attorney Jacobsen stated that we cannot give away equipment, we would own the merchandise purchased. He suggested that we work on an agreement with the school on the liability issues and replacement of equipment. Attorney Jacobsen and Councilmember Smith will work on an agreement for the next council meeting.

### **APPROVAL OF 2016 ANNUAL AUDIT**

Chris Shipley – Magnuson McHugh & Co. presented the annual audit for the City of Dalton Gardens and stated that the City had a clean audit for 2016. He stated the number one part of the audit is the people who deal with all of the financial statements.

Councilmember Jordan made a motion to approve the 2016 audit by Magnuson; McHugh & Co. Councilmember Smith seconded the motion. Roll call vote: Councilmember Jordan – yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes.

#### **DISCUSSION ON CONDUCTING A TRAFFIC STUDY IN DALTON GARDENS**

Matt Gillis – Welch Comer explained that there are five locations for the proposed counting of traffic before and after the Government Way project. The five locations would be on Hanley, Canfield, Wilbur and two locations on 4<sup>th</sup> Street. He checked into a video counting setup to count the traffic flow at the above location at a cost of approximately \$3400 in cost for before and after counts. The time period for the counts would be 24 hours on a weekday and it would be done shortly before construction starts and after construction. There would be a third count at the Wilbur extension as a separate count. He suggested another avenue which is going to KMPO and makes a request for a model how the traffic would change on Wilbur; he suggested that this be done first. Placing stop signs on roadway would require accident history, traffic counts, bike paths, and site distance concerns.

Councilmen Jordan made a motion to obtain the contract for the two traffic counts on Hanley, Canfield, Wilbur and 4<sup>th</sup> Street at a contract price of \$3400 and have the first one done before construction and the second on done a completion. Councilmember Lundy seconded the motion. Motion carried.

#### **DISCUSSION REGARDING PARK MAINTENANCE CONTRACT UNDER \$25,000**

Attorney Jacobsen explained to the council that we did receive three bids which came in on a wide range. So under Idaho Code for bidding we were able to reject all bids. Now we are able to choose a contractor under \$25,000 for the maintenance of the parks.

Councilmember Myers made a motion to proceed with a contract with a vendor under \$25,000. Councilmember Jordan seconded the motion. Motion carried.

#### **2017 PARK MAINTENANCE CONTRACT APPROVAL**

Councilmember Myers made a motion to approve the 2017 Park Maintenance contract. Councilmember Jordan seconded the motion. Motion carried.

#### **GRANT APPLICATION FOR STREET POLICY**

Councilmember Lundy explained that the grant application for the complete street with the City of CDA was due by 5:00 PM today so no action needs to be taken on the agenda item. The City of Coeur d'Alene has shared with the City of Dalton their street plan and we will be looking at it along with our comprehensive plan.

#### **REPORTS:**

Councilmember Smith reported that there was no enhanced patrol services for the city this last month. The Sheriff's department is requesting to have residents call their office @446-1300 if you would like to have patrol sit in your driveway. The traffic committee will be starting up soon and if you would like to be on the committee, please call the city office.

Councilmember Myers – No report

Mayor Roberge reported that all of the lights in the city hall have been changed out to LED lamp by Councilmember Jordan. Thanks you!!

Councilmember Lundy reported that the City of Coeur d' Alene Planning Department sent over a representative to help in development of our record files. She is researching some access points

on Canfield Mountain. The Planning & Zoning Commission will meet with the committee on February 14, 2017 @ 5:00 PM.

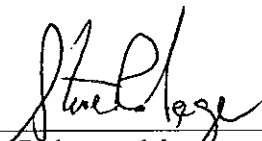
Councilmember Jordan reported that the load limit signs will be going up this next week, the snow plowing is going well. We will be doing some cold patching, chip sealing, stripping and pothole repair as weather permits. We are looking a new welcome sign for the city and some traffic signs and radar signs.


Clerk Anderson reported that all of the year end reports are now completed; working on some spring projects which were budgeted for the year, quarterly reports are in the packet and the final report for 2016 will be published next week. The newsletter deadline is February 10<sup>th</sup>, so get your articles into the office next week. The septic notices for 2017 will be printed and sent out at the end of February. She reported that she spoke to the Kootenai County Clerk and the citations for traffic tickets have been recorded and we should see a check in the next week. This is only a part of the of the research which needs to be done as they have only gone back to May of 2016 to present, so we will be perusing the prior months.

Attorney Jacobsen reported that the Sewer Management Agreement is due to be revisited in March. We will be having a meeting on March 2<sup>nd</sup> to discuss the agreement. We are looking at commercial use on Government Way and we have a permit for a restaurant so we need to start thinking about the ways to handle the new issues which will arise.

Building Inspector – No Report

Councilmember Jordan made a motion to adjourn the meeting. Councilmember Myers seconded the motion. Motion carried.

  
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Steve Roberge, Mayor

  
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Valerie S. Anderson, Clerk