

Dalton Gardens City Council Meeting
Thursday, May 3, 2018, 6:00 p.m. @ City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. ACTION ITEM - CONSENT CALENDAR APPROVAL

- A. Minutes of the Regular Meeting April 5, 2018
- B. Financial Statement from April 1, 2018, to April 30, 2018 and the claims so listed.

2. PUBLIC COMMENT

Each speaker will be allowed a maximum of five minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.

3. ACTION ITEM - APPOINTMENT OF PLANNING & ZONING COMMISSIONERS

Mike Becker & Caitlin O'Brien

COUNCIL REPORTS:

CITY CLERK:

CITY ATTORNEY REPORT:

CITY ENGINEER REPORT:

PLANNING CONSULTANT REPORT:

CODE ENFORCEMENT REPORT:

BUILDING INSPECTOR REPORT:

COMMITTEE REPORTS:

EXECUTIVE SESSION

Pursuant to Idaho Code Section 74-206(1)(f), the council may vote to go into executive session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation.

ADJOURN

City Hall is ADA accessible. If special accommodations are needed for the disabled, please notify the City Clerk forty-eight hours in advance of the public hearing.

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF DALTON GARDENS APRIL 5, 2018
CITY HALL 6:00 PM**

Meeting was called to order by Mayor Roberge

Councilmember Jordan led the pledge

ROLL CALL:

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

CONSENT CALENDAR:

Minutes of the Regular Meeting March 1, 2018 and the Financial Statement from March 1, 2018 to March 31, 2018 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

Richard Epstein – 7224 N. Valley Street – Thanked the council for putting packets on the website. He also asked the council to consider doing something about the deer problem as he has seen coyotes in the neighborhood.

Tyler Drechsel – 6552 N. 16th Street – He stated his concern on the variance and lot size provisions which are stated in the new ordinance amendments. He also stated his concern on the frontage on a residential lot. Rand Wichman explained the lot frontage and subdivision provisions.

Public comment period is closed.

DISCUSSION ON SCHOOL ZONE SIGNAGE

Melissa Cleveland – Welch Comer Engineering - She presented information on the school zone signage. She suggested that the city put up all 20 MPH sign on all streets around the school with additional signs to read "when children are present." Councilmember Jordan will do an inventory on the signs and see what needs to be ordered and have them installed.

PUBLIC HEARING – ORDINANCE #252

Rand Wichman, City Planner gave a brief summary of the ordinance stating that the Planning & Zoning Commission held a workshop on the ordinances and recommended the changes dealing with lot size, street frontage, one acre lots, paved surfaces and impervious surfaces, variances and a few other minor changes. The commission voted to move the ordinance changes to the city council for approval.

Public comment period was opened.

Robert Wuest – 7776 N. Mt. Carroll – He expressed his concern on paved surfaces, lot coverage and the coverage of paved surfaces for water runoff. He also expressed his concern on the 110' of frontage and believed that it should be looked at on a one to one incident.

Public comment period was closed.

The council discussed the ordinance with several concerns as the SMA, lot size, drain fields, paved surfaces, variances, frontages and impervious surfaces.

Councilmember Lundy moved to suspend reading of Ordinance #252 on three different days and have the title read once. Title- an Ordinance of the City of Dalton Gardens, a municipal corporation of the State of Idaho, amending definitions, standards and procedures in Title 5, Chapter 1, Title 5, Chapter 5 and Title 5, Chapter 8 of the Dalton

Gardens municipal code providing severability, repealing confliction provisions and providing an effective date. Councilmember Jordan seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried

Councilmember Lundy moved to adopt Ordinance #252 by title only under suspension of the rules and that Ordinance #252 becomes an ordinance of the City of Dalton Gardens. Councilmember Jordan seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – no, Councilmember Smith – yes. Motion carried.

Councilmember Lundy moved to approve the summary of Ordinance #252 and call for the publication in the Coeur d'Alene Press. Councilmember Jordan seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – no, Councilmember Smith – yes. Motion carried.

PUBLIC HEARING – ORDINANCE #253

Councilmember Lundy moved to suspend reading of Ordinance #253 on three different days and have the title read once. Title – An Ordinance of the City of Dalton Gardens, A municipal corporation of the State of Idaho, is amending Title 5, Chapter 6, Section 2, adding definitions and also amending Title 5, Chapter 6, Section 9 amending and clarifying expansion of non-conforming uses, providing severability, repealing confliction provisions and providing an effective date. Councilmember Smith seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

Councilmember Lundy moved to adopt Ordinance #253 by title under suspension of the rules and that Ordinance #253 becomes an ordinance of the City of Dalton Gardens. Councilmember Jordan seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

Councilmember Lundy moved to approve the summary of Ordinance #253 and call for its publication in the Coeur d'Alene Press. Councilmember Smith seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

APPROVAL OF THE SEWER MANAGEMENT PLAN AGREEMENT

Attorney Ken Jacobsen explained that there were several meetings on the draft and we also needed to amend the SMPA to fit in with the accessory living units in Title 5 as was approved. This will need to be approved as of April 13th in order to have the Ordinances published in the paper first.

Councilmember Myers made a motion to approve the Sewage Management Plan Agreement and have the Mayor sign it. He also amended his motion to have it approved as of April 13th, 2018. Councilmember Lundy seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

APPROVAL OF RESOLUTION #18-01 – AGREEMENT FOR STATE/LOCAL PROJECT

Attorney Jacobsen explained the Resolution for the 4th Street Project and stated that this is the first step in forming the State/Local Agreement for the project. After the agreement is signed and funds are paid by the City a consultant will be selected for the project and design and public meetings will be held.

Councilmember Myers made a motion to adopt Resolution 18-01 for the State/Local Agreement for the 4th Street Project and have the Mayor sign. Councilmember Jordan seconded the motion. Motion carried.

PUBLIC HEARING OF RESOLUTION #18-02 – BUILDING INSPECTOR FEES

Attorney Jacobsen explained that this Resolution is a result of the new contract which was entered into with the Kootenai County Fire and Rescue and the City of Dalton Gardens on building inspector fees. The new fees for building inspector will be \$70.00 per inspection on a permit and \$150.00 for plan check and a 20% administrative fee for all permits issued.

Public comment period was opened.

Vicki Rutherford – 7168 N. Rude Street – She asked for an explanation of the Exhibit “A” attached to the Resolution. Her concern was the 20% administration fee and what it was charged for. Attorney Jacobsen had explained the fees and why they were being charged in this manner.

Public comment period was closed.

The council discussed the fees being proposed and Councilmember Myers explained that this may need to be looked at later to see how this all comes out with the revenue and expenditures in the budget.

Councilmember Lundy made a motion to adopt Resolution #18-02 for building inspector fees according to Exhibit “A”. Councilmember Jordan seconded the motion. Roll Call vote: Councilmember Jordan - yes, Councilmember Lundy – yes, Councilmember Myers – yes, Councilmember Smith – yes. Motion carried.

SET BUDGET PUBLIC HEARING AND FIRST WORKSHOP FOR FISCAL YR. 2018-2019

Councilmember Jordan made a motion to approve the Public Hearing for the Fiscal Year 2019 budget to be held on August 23rd, 2018 @ 5:00 PM. Councilmember Smith seconded the motion. Motion carried.

Councilmember Jordan made a motion to set June 4th, 2018 @ 5:00 PM as the first workshop for council to work on the new fiscal year budget. Councilmember Smith seconded the motion. Motion carried.

EXTENSION OF TERM FOR PLANNING & ZONING BOARD MEMBERS RANDY BIDDLE & WALLY KINGERY

Mayor Roberge stated that the terms for **Randy Biddle** and **Wally Kingery** ended on March 31, 2018 and that he would like to extend the term to **May 31, 2018** in order to complete the Comprehensive Plan. Randy Biddle has served for 12 years and **Wally Kingery** has served for 9 years.

Councilmember Smith moved to approve the extension of the two Planning & Zoning Commission members to **May 31, 2018**. Councilmember Myers seconded the motion. Motion carried.

COUNCIL REPORTS:

Councilmember Smith reported that the City Park has been spring cleaned; the first Athol Play Day at the Arena is scheduled for April 8th, 2018. January and February we had thirty five citations written for each month with twenty hours of enhanced patrol. Mayor Roberge and she will be meeting with the Sheriff's Office on April 24th to discuss the patrol in Dalton Gardens. The traffic committee met on March 15th with 12 people attending. They discussed stop signs, meeting with Lakes Highway District, one way streets in Dalton, getting the Jamar box out more for the engineers to help with decisions on traffic calming. The committee will be presenting a budget to the council for the 2019 fiscal year.

Councilmember Myers reported that he attended the construction meeting for Government Way and that the traffic signal on Canfield will be removed and stop signs will be placed on the east/west traffic. He reported that there will be a public meeting on the Government Way project on Thursday, April 12th, 2018 @ 3:00 PM.

Councilmember Lundy reported that Studio Cascade held the pop-up studio on March 17th, 2018 and had 75 people attend. They will be submitting a report by the end of April to be reviewed. She reported that the telephone and internet service in the office has been switched to Spectrum and that the website is receiving over 6,000 hit per month.

Councilmember Jordan reported that the snow and ice removal budget came in under budget even with the purchase of the grader. We will be receiving pothole and crack seal bids soon and chip sealing will be going out for bid in April. He will be looking at doing some tree trimming on Mt. Carrol and Davenport. He thanked Jim Wuest for the excellent job he did on the winter maintenance of roads this winter.

City Clerk Valerie Anderson reported that the quarterly reports are completed, septic notices have been mailed out for 2018, and building permits are on the increase, working on the mailing of business license renewal for the 2018-2019 year, and that the traffic citation revenue from prior years is now completed and that the back revenue is approximately \$9232.00.

City Attorney Ken Jacobsen reported that he attended a meeting with Councilmember Myers, Dalton Water Association and the City of Coeur d'Alene to discuss readings for the new sewer installs on Government Woy and also the Fire Hydrants in Dalton Gardens.

City Engineer – No report
Code Enforcement – Submitted

City Planner – Rand Wichman submitted his report and **explained that** the prior month was working on the Comprehensive Plan doing rewrites, working on code **enforcement issues** and attending two workshops with the Planning & Zoning Commission.

Building Inspector – Warren Merritt – Kootenai County Fire & Rescue – He **explained** that the building inspector contract was changed due to it being very **out** dated and that the new **inspection** fee would be \$70.00 per inspection and the plan check fee would be **\$150.00**. He **thanked** the city **for** updating the information and getting a new contract **in place**.

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

Steve Roberge, Mayor

Valerie S. Anderson

CITY OF DALTON GARDENS Unpaid Bills Detail

Type	Date	Memo	Due Date	Account	Open Balance
American On-Site Services					
Bill	04/11/2018		04/30/2018	2000 · *Accounts Payable	-63.99
Bill	04/11/2018	portable restroom at Arena	04/30/2018	438-042 · PARK MAINT-Contracted	63.99
Total American On-Site Services					
Avista Utilities					
Bill	04/11/2018	1423430,1426229,2901251222	04/30/2018	2000 · *Accounts Payable	-366.60
Bill	04/11/2018	1423430 City Hall	04/30/2018	419-852 · BLDG & GROUNDS UTILITIES	238.19
Bill	04/11/2018	1426229 Arena	04/30/2018	419-852 · BLDG & GROUNDS UTILITIES	15.53
Bill	04/11/2018	1423431 shop	04/30/2018	419-852 · BLDG & GROUNDS UTILITIES	74.01
Bill	04/11/2018	light at roundabout	04/30/2018	431-035 · STREET SIGNAL LIGHTS	38.87
Total Avista Utilities					
City of Coeur d'Alene					
Bill	04/24/2018	Client #306 - Road Dept.	04/30/2018	2000 · *Accounts Payable	-5,840.00
Bill	04/24/2018	Deicer for Streets Nov. 2017 - March 2018	04/30/2018	431-004 · SNOW & ICE CONROL-REMOVAL	5,840.00
Total City of Coeur d'Alene					
Coeur d'Alene Garbage Service					
Bill	04/11/2018	Account # 438596	04/30/2018	2000 · *Accounts Payable	-108.00
Bill	04/11/2018	Six month service	04/30/2018	432-300 · GARBAGE COLLECTION & DISPO...	108.00
Total Coeur d'Alene Garbage Service					
Coeur d'Alene Press					
Bill	04/11/2018	Legal Ads -	04/30/2018	2000 · *Accounts Payable	-104.99
Bill	04/11/2018	Legal Ads for Ordinances	04/30/2018	415-044 · LEGAL PUBLISHING	104.99
Total Coeur d'Alene Press					
Cooperative Supply, INC. Genex					
Bill	04/11/2018	Acct. #148697	04/30/2018	2000 · *Accounts Payable	-112.60
Bill	04/11/2018	Fuel for Grader	04/30/2018	431-335 · FUEL AND LUBRICANTS	112.60
Total Cooperative Supply, INC. Genex					
Herrington & Associates, PLLC					
Bill	04/11/2018		04/30/2018	2000 · *Accounts Payable	-1,520.00
Bill	04/11/2018	Attorney Fees for Streeter Case - March & ...	04/30/2018	419-042 · PROFESSIONAL SERVICES	1,520.00
Total Herrington & Associates, PLLC					
Holden, Kidwell, Hahn & Crapo PLLC					
Bill	04/11/2018	Invoice #180539	04/30/2018	2000 · *Accounts Payable	-270.00
Bill	04/11/2018	Legal for Streeter Lots	04/30/2018	419-042 · PROFESSIONAL SERVICES	270.00
Total Holden, Kidwell, Hahn & Crapo PLLC					
Intermountain Sign & Safety					

Type	Date	Memo	Due Date	Account	Open Balance
Bill	04/11/2018	Commercial Truck Signs	04/30/2018	2000 · *Accounts Payable	-558.40
Bill	04/11/2018	Commercial Truck Signs	04/30/2018	431-361 · STREET EQUIPMENT MAINTENAN...	558.40
Total Internountain Sign & Safety					0.00
Kelley Imaging Systems					
Bill	04/27/2018	Account No. TBS0067	04/30/2018	2000 · *Accounts Payable	-138.69
Bill	04/27/2018	Three Month Copy Machine Fee	04/30/2018	415-058 · OFFICE MAINTENANCE	138.68
Total Kelley Imaging Systems					0.00
Kootenai County Clerk					
Bill	04/25/2018	prosecution FY 2018	04/30/2018	2000 · *Accounts Payable	-145.00
Bill	04/25/2018	April contractual for prosecution	04/30/2018	421-042 · PROSECUTING ATTORNEY	145.00
Total Kootenai County Clerk					0.00
Kootenai County Fire & Rescue					
Bill	04/11/2018	Contract for bldg inspections	04/30/2018	2000 · *Accounts Payable	-2,960.00
Bill	04/11/2018	March 2018	04/30/2018	424-010 · BUILDING INSPECTOR SERVICES	2,960.00
Total Kootenai County Fire & Rescue					0.00
Kootenai County Sheriff's Dept					
Bill	04/30/2018	Enhancement Patrol 2018	04/30/2018	2000 · *Accounts Payable	-1,466.29
Bill	04/30/2018	Enhancement Patrol April 2018	04/30/2018	421-001 · Special Law Enforcement Exp	1,466.29
Total Kootenai County Sheriff's Dept					0.00
Kootenai County Solid Waste Dept.					
Bill	04/24/2018	Acct. #10-82978.00, 10-30987.00	04/30/2018	2000 · *Accounts Payable	-148.87
Bill	04/24/2018	Six Mo. Dump Fee & Dump Charges for A...	04/30/2018	432.300 · GARBAGE COLLECTION & DISPO...	148.87
Total Kootenai County Solid Waste Dept.					0.00
Mark Durant					
Bill	04/27/2018		04/30/2018	2000 · *Accounts Payable	-3,060.00
Bill	04/27/2018	76.5 Hours of Code Enforcement for April ...	04/30/2018	421-010 · CODE ENFORCE-SALARY	3,060.00
Total Mark Durant					0.00
Multi Systems Technologies, Inc.					
Bill	04/11/2018	12373	04/30/2018	2000 · *Accounts Payable	-330.00
Bill	04/11/2018	Computer Maint	04/30/2018	415-074 · SOFTWARE PURCHASE & IT SER...	330.00
Total Multi Systems Technologies, Inc.					0.00
North Idaho Trophy Co.					
Bill	04/25/2018	51911	04/30/2018	2000 · *Accounts Payable	-85.05
Bill	04/25/2018	Planning & Zoning Plaques & engraving o...	04/30/2018	415-031 · OFFICE SUPPLIES & POSTAGE	85.05

Type	Date	Memo	Due Date	Account	Open Balance
Total North Idaho Trophy Co.					
Rand Wichman Planning LLC					
Bill	04/27/2018	Invoices 1502	04/30/2018	2000 . *Accounts Payable	-3,713.00
Bill	04/27/2018	Planning for April 2018	04/30/2018	417-045 . PLANNING CONSULTANT	3,713.00
Total Rand Wichman Planning LLC					
Regency BlueShield of Idaho					
Bill	04/20/2018	Group # 60008333	04/30/2018	2000 . *Accounts Payable	-2,893.91
Bill	04/20/2018	Health Ins May 2018	04/30/2018	415-046 . EMP HEALTH INSURANCE	2,430.57
Bill	04/20/2018	Employee share	04/30/2018	1-217.5 . Health Insurance	463.34
Total Regency BlueShield of Idaho					
Sacco De Campos Landscape Maintenance LLC					
Bill	04/20/2018	Invoice #1039	04/30/2018	2000 . *Accounts Payable	-1,970.34
Bill	04/20/2018	Spring Clean-up in Park - Fertilizing, mow ...	04/30/2018	438-042 . PARK MAINT-Contracted	1,970.34
Total Sacco De Campos Landscape Maintenance LLC					
Studio Cascade					
Bill	04/20/2018	Invoice 2479	04/30/2018	2000 . *Accounts Payable	-2,900.00
Bill	04/20/2018	Commercial Corridor Plan	04/30/2018	417-045 . PLANNING CONSULTANT	2,900.00
Total Studio Cascade					
The Sweep					
Bill	04/30/2018	sweep bike paths April	04/30/2018	2000 . *Accounts Payable	-190.00
Bill	04/30/2018		04/30/2018	431-363 . STREET MAINTENANCE PURCHA...	190.00
Total The Sweep					
Time Warner Cable					
Bill	04/11/2018	8448 61 004 0122664	04/30/2018	2000 . *Accounts Payable	-339.92
Bill	04/11/2018	Telephone & Internet April & May	04/30/2018	415-051 . TELEPHONE	339.92
Total Time Warner Cable					
US Bank, Credit Card					
Bill	04/20/2018	Posts for Signs & Supplies	04/30/2018	2000 . *Accounts Payable	-269.42
Bill	04/20/2018	District Meeting	04/30/2018	415-031 . OFFICE SUPPLIES & POSTAGE	224.90
Bill	04/20/2018	Valve for Water	04/30/2018	415-047 . CLERK TRAVEL @ MEETINGS	35.00
Bill	04/20/2018		04/30/2018	438-058 . PARK EQUIPMENT MAINTENANCE	9.52
Total US Bank, Credit Card					
Vanguard Cleaning Systems of the Inland N					
Bill	04/11/2018	75966	04/30/2018	2000 . *Accounts Payable	-220.00
Bill	04/11/2018	City Hall Cleaning and outside restroom A...	04/30/2018	419-860 . BLDG & GROUNDS MAINTENANCE	220.00

Type	Date	Memo	Due Date	Account	Open Balance
Total Vanguard Cleaning Systems of the Inland N					
Welch Comer & Associates, Inc.					
Bill	04/12/2018	41129200-014, 41324000-002, 41129201-...	04/30/2018	2000 - *Accounts Payable	-5,251.48
Bill	04/12/2018	General Engineering for March 2018	04/30/2018	431-003 - ROADS-ENG PLANS & SERVICES	5,251.48
Total Welch Comer & Associates, Inc.					
Wuest, Jim					
Bill	04/11/2018	Supplies for Park & Propane for Picnic	04/30/2018	2000 - *Accounts Payable	-50.33
Bill	04/11/2018	Propane for Grills	04/30/2018	438-032 - PARK MAINTENANCE SUPPLIES	20.14
Bill	04/11/2018		04/30/2018	438-056 - ANNUAL PICNIC	30.19
Total Wuest, Jim					
TOTAL					

This Report represents all invoices submitted with the month and processed for payment. I have reviewed this report as well as the invoices. The following Councilmembers have reviewed this report.

_____ D. Lundy

Steve Roberge, Mayor _____ J. Myers

_____ J. Smith

Date _____ S. Jordan

Dalton Gardens City Council

Re: Planning & Zoning commissioner appointments

4/15/18

To Councilmembers,

As you are aware the current terms for planning & zoning members Randy Biddle and Wally Kingery will end on 5/31/18.

As Mayor, it is my responsibility to appoint members to the planning and zoning commission. City councilmembers are then asked to consider my appointments for approval.

I have interviewed two individuals currently serving on the comprehensive plan citizen committee--Caitlin O'Brien and Mike Becker--and have determined that they are excellent choices for the two positions.

Each has volunteered their time and ideas to the comprehensive plan process and each has expressed to me that they will make decisions that will benefit the current life style and environment for the citizens of Dalton Gardens.

The three-year terms will be effective beginning 6/1/18.

I will make the appointments at the next council meeting on 5/3/18 and hope that you agree with me that these nominees deserve the opportunity to serve Dalton Gardens.

Let me know if you have any questions.

Steve Roberge

Mayor—Dalton Gardens



CONTRACT CITY REPORT

CITY OF DALTON

MARCH 2018

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	322.0	905.5
District Deputies	0.0	21.5
Animal Control Section	8.0	21.5
Community Service Section	23.5	74.5
TOTAL PATROL DIVISION	353.5	1,023.0
DETECTIVE DIVISION	41.5	164.5
TOTAL SERVICE HOURS	395.0	1,187.5
TOTAL C.O.P.P.S HOURS	5.0	16.0
TOTAL SCLP HOURS	0.0	0.0

ACTIVITY

Law Enforcement Calls	123	370
Accidents	0	4
Traffic Citations	35	105
Total Reports	5	27
Arrests	1	4

Respectfully Submitted,
Benton Wolfinger, Sheriff

