

**Dalton Gardens City Council Meeting
Thursday, June 7, 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 May 3, 2018 & Special Meeting May 30, 2018
- B. Financial Statement from May 1, 2018, to May 31, 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 – APPROVAL TO RESCHEDULE JULY 5, 2018 CITY COUNCIL MEETING TO JULY 12, 2018

4. ACTION ITEM – PUBLIC HEARING ON RESOLUTION AUTHORIZING THE CITY TREASURER TO TRANSFER FUNDS FROM CONTINGENCY FUND

5. ACTION ITEM – APPROVAL OF DALTON GARDENS 2018 CHIP SEAL PORTION OF \$36,975.69.

COUNCIL REPORTS:

CITY CLERK:

CITY ATTORNEY REPORT:

CITY ENGINEER REPORT:

PLANNING CONSULTANT REPORT:

CODE ENFORCEMENT REPORT:

BUILDING INSPECTOR REPORT:

COMMITTEE REPORTS:

ACTION ITEM - 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 MAY 3, 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, City Planner and Valerie Anderson, City Clerk.

CONSENT CALENDAR: ACTION ITEM

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

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

Councilmember Smith seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD

Gary Sonnen – 7447 Valley Street – Thanked the city for putting the council packet on the website. He expressed his interest and support of the Wilbur traffic circle meeting which was held in April. He asked about more bike paths on the north end of the city between Government Way and 15th Street.

Lila Tatum – 7080 Valley Street – She expressed her support of the Wilbur traffic circle meeting and thought it was great information. She also asked the council to address the city impact area with traffic going through Dalton Gardens. She pointed out five points from the 2009 Comprehensive Plan which need to be addressed and which the council approved.

Vicki Rutherford – 7168 N. Rude Street – She stated that she attend the Wilbur traffic meeting and stated that we need traffic calming and thought the information was great and was in favor of the proposed plan.

APPOINTMENT OF PLANNING & ZONING COMMISSIONERS – ACTION ITEM

Councilmember Lundy made a motion to approve Mike Becker and Caitlin O'Brien to the Planning & Zoning Commission for a three year term beginning June 1, 2018. Councilmember Smith seconded the motion. Motion carried.

COUNCIL REPORTS:

Councilmember Smith reported that flowers will be planted in the roundabout and park after Mother's Day. The park is looking great and has been fertilized and she had sheriff's labor working to remove the bark around the trees and clean sand from the fence at the arena. The traffic committee met and the next meeting will be June 21, 2018. She reported that the Mayor and she met with the Sheriff's Department on the possibilities of a part time deputy for the upcoming budget; they will discuss options with the City of Hayden next week.

Councilmember Myers reported that he is involved with the Government Way Sewer Project and has been working to resolve issues of traffic associated with the project. He attended a staff meeting to discuss building permits, water usage, business license, SMA approval, budget and funding for the city and other issues. Surplus property will be discussed at the first budget workshop on June 4, 2018.

Mayor Roberge reported that he attended the Mayors coalition in Post Falls and was informed about all of the new bills which were passed in legislation.

Councilmember Lundy reported that the City is in receipt of the subarea plan from Studio Cascade and that the Planning & Zoning Commission and the Committee will review and discuss the Comprehensive Plan on May 23rd, 2018 @ 5:00 PM. She is also looking for volunteers to be on the Art and Culture Committee to start looking at art options for the City. She will be working with the Clerk on a Records Retention Policy for the City.

Councilmember Jordan reported that he will be working with Shelby Heiderman with Kootenai County Noxious Weed Control to spray the right-a-ways in the City. He will be working with Jim Wuest to install speed limit signs, no commercial truck traffic signs and school speed limit signs. Chip seal bids for the streets will be advertised by the City of Coeur d'Alene the next two weeks and bids will be opened on May 23, 2018. The City of Dalton Gardens chip seal project this year will include several streets at a cost of approximately \$72,500, street pothole repair and crack seal will be done Quality Maintenance on street at a cost of approximately \$65,425.50. He reported he will have ample funds in the budget this year to do crosswalk stripping in the fall.

Clerk Anderson reported that she attended the District AIC Conference on Wednesday in which they explained the new bills from legislation and the changes which will take effect July 1, 2018. She will be attending the budget & levy meeting on Tuesday, May 8, 2018. Completed the quarterly reports and has been working with Councilmember Jordan on the street estimates and signs.

Attorney Jacobsen reported that he will be working with the clerk to put together a list of bills passed and explain each one. The court case on 4th Street has been dismissed, the public records request has been completed and is working on the building permit packet for approval.

City Engineer – No Report

Code Enforcement – Report submitted

City Planner – Report submitted and explained by Planner Rand Wichman.

Building Inspector – No Report

Committee Report – Traffic committee Chairman Robert Wuest spoke to the council on goals for the traffic committee and asked to have a workshop with the council in the next couple of months to discuss the committee's needs and concerns. They will be presenting a budget to the council for consideration for the new fiscal year.

EXECUTIVE SESSION

Councilmember Myers made a motion to take a fifteen minute recess and enter into Executive Session at 7:10, 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. Councilmember Jordan seconded the motion. Motion carried.

Councilmember Myers made a motion to come out of Executive Session at 8:25 pm. Councilmember Smith seconded the motion. Motion carried.

Mayor Roberge explained that in Executive Session was to discuss litigation which is pending and that no decisions were made.

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

Steve Roberge, Mayor

Valerie S. Anderson

**MINUTES OF THE SPECIAL MEETING OF THE
CITY OF DALTON GARDENS MAY 30, 2018
CITY HALL 5:00 PM**

Meeting was called to order by Mayor Roberge.

ROLL CALL:

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

EXECUTIVE SESSION – Councilmember Myers made a motion to go into Executive Session at 5:03 PM pursuant to Idaho Code Section 74-206(l) (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. Motion was seconded by Councilmember Jordan. Motion carried.

Councilmember Myers made a motion to come out of Executive Session at 5.43 PM. Councilmember Jordan seconded the motion. Motion carried.

Mayor Roberge stated that in executive session the council discussed pending litigation on the Streeter property at 7079 N. 16th Street.

STREETER VS DALTON GARDENS: CONSIDER OPTIONS TO RESOLVE

Councilmember Lundy made a motion in support of directing our legal counsel to enter into a Certificate of Non-Conforming compliance with the Streeter's. The two front lots have frontage which currently comply, and that three lots in the back would be reduced to two lots in the back without frontage creating Certificates of Non-Conforming. The conditions on the lots would be subject to them conforming to all fire and safety, current codes, underground utilities and paved roads. Councilmember Myers stated that we have gone from five lots on the plat to four lots which will move us in a positive direction.

Councilmember Jordan seconded the motion. Roll call vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes.

Mayor Roberge stated that this a good compromise for the City of Dalton Gardens with the Streeter's and our legal counsel will prepare the Certificates of Non-Conforming Use and have them signed by the Mayor.

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

Mayor Roberge

Valerie S. Anderson, Clerk

RESOLUTION 2018-03
OF THE CITY COUNCIL
CITY OF DALTON GARDENS

TITLE: AUTHORIZING THE CITY TREASURER TO PAY CERTAIN EXPENDITURES FROM THE CONTINGENCY FUND

WHEREAS: Idaho Code Title 50-1005A, allows for the accumulation of fund balances to be carried over into the ensuing fiscal year sufficient to achieve or maintain city operations on a cash basis; and

WHEREAS: The City of Dalton Gardens appropriated said fund balance into its 2017-2018 annual budget under "General Contingency Fund", line item 425-000 in the amount of \$30,000.00; and

WHEREAS: The City Council determined the need for funds for planning in the commercial corridor and contract planner wages in the amount of \$25,000 and \$5,000 to be used for Code Enforcement salaries and expenses necessary.

WHEREAS: The City Council will approve a motion to authorize these expenditures out of the General Contingency Fund at the June 7th, 2018 council meeting;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Dalton Gardens shall move funds from the "General Contingency Fund" line item 425-000 to 417-045 Planning Consultant and 421-010 Code Enforcement Salaries, as described above;

BE IT FURTHER RESOLVED that these funds, be used prior to fiscal year end September 30, 2018.

Upon council vote, the text of the foregoing shall be duly enacted as a Resolution of the City Council of the City of Dalton Gardens, Idaho, on the day of .2018.

Steve Roberge, Mayor

ATTEST

Valerie S. Anderson, City Clerk/Treasurer

Notice of Public Hearing On
Transfer Funds - Contingency Fund

Legal Notice is hereby given that the City of Dalton Gardens City Council will hold a public hearing on June 7, 2018 @ 6:00 PM at 6360 N 4th Street, Dalton Gardens, ID. The purpose of the hearing is to consider transfer of contingency funds to Planning Consultant line item 417-045 and Code Enforcement Wages line item 421-010. All citizens are invited to attend the public hearing on the proposed transfer of funds on June 7, 2018. City Hall is accessible to persons with disabilities. For more information, please contact City Clerk @ 208-772-3698.

Valerie S. Anderson, City Clerk, Publish CDA Press, Friday, May 22, 2018 & May 29, 2018.



May 30, 2018

Kim Harrington
City of Coeur d'Alene
710 E. Mullan Avenue
Coeur d'Alene, ID 83815

Re: Cities of Coeur d'Alene, Hayden, and Dalton Gardens 2018 Chip Seal Project

Dear Kim:

Enclosed please find the bid tabulation, summary and review checklist for the bids which were received at your office for the Cities of Coeur d'Alene, Hayden, and Dalton Gardens 2018 Chip Seal Project. We have reviewed the bid packages received and they all seem to be responsive.

Welch Comer & Associates recommends awarding the base bid, in the amount of \$966,612.75 to the low bidder, Poe Asphalt Paving, Inc. Should the Board concur with our recommendation, please sign the Notice of Award (attached) and return to our office for immediate processing.

Should you have any questions, please contact our office.

Sincerely,
Welch Comer & Associates, Inc.

Melissa Cleveland, P.E.
Project Manager

MLC/lt
Enclosures

City of Dalton Gardens

From: Melissa Cleveland <mcleveland@welchcomer.com>
Sent: Wednesday, May 23, 2018 3:55 PM
To: HARRINGTON, KIM; MARTIN, TIM; Alan Soderling; City of Dalton Gardens; 'Scott Jordan'
Cc: Lina Turner
Subject: Chip Seal Bid
Attachments: 20180523.CHIP_SEAL.BREAKOUT.PDF

All – I've attached my spreadsheet from the chip seal bid today that shows the splits per each jurisdiction.

CDA:	\$648,646.70
Hayden:	\$279,540.36
Dalton Gardens:	\$ 36,975.69

This doesn't add up to Poe's bid of \$966,612.75 and that is because the fog seal quantity was 325,325 SY on the bid form and should have been 320,325 SY. I will change this minor change in quantities through a change order after award.

Dalton's Council is June 7.
Hayden's Council is June 12.
CDA's Council is also June 19.

CDA will need concurrence from Hayden and Dalton Garden's to award the project on June 19. Last year an email stating this concurrence was acceptable – plus it would be in the respective City's meeting minutes.

Please place this award on each of your Council agendas. I will get the Recommendation of Award ready and to each of you for Council.

Melissa Cleveland PE (615) 436-4444

Office: 20004 60th, Dalton, GA 30704 | mcleveland@welchcomer.com | Web: www.welchcomer.com



This e-mail and any attachments are intended solely for the use of the individual to whom they are addressed. Please visit our website for our confidentiality policy.

**Coeur d'Alene, Hayden, and Dalton Gardens
2018 CHIP SEAL**

Prepared By: M.Cleveland
PW Approval:

Date: Wednesday, May 23, 2018
Date:

Pay Item	Description	Pay Unit	Estimated Quantity	Unit Price	Total	CDA Estimated Quantity	CDA	Hayden Estimated Quantity	Hayden	Dalton Estimated Quantity	Dalton	Total
808.4.1.A.1	Chip Seal (1/4")	SY (Plan Quantity)	200350	\$1.97	\$ 394,689.50	185,925	\$ 366,272.25	0	\$ -	14,425	\$ 28,417.25	\$ 994,689.50
808.4.1.B.1.A	Chip Seal (3/8")	SY (Plan Quantity)	109740	\$2.54	\$ 278,739.60	25,595	\$ 65,011.30	84,145	\$ 213,728.30	0	\$ -	\$ 278,739.60
808.4.1.C.1	Chip Seal (1/2")	SY (Plan Quantity)	26065	\$2.76	\$ 71,939.40	26,065	\$ 71,939.40	0	\$ -	0	\$ -	\$ 71,939.40
808.4.1.D.1.A	Fog Seal	SY (Plan Quantity)	325325	\$0.29	\$ 94,344.25	214,910	\$ 62,323.90	90,990	\$ 26,387.10	14,425	\$ 4,183.25	\$ 92,894.25
1103.4.1.A.1	Construction Traffic Control	LS	1		\$ 60,000.00	1	\$ 40,479.92	1	\$ 17,186.64	1	\$ 2,333.43	\$ 60,000.00
1103.4.1.B.1	Temporary Raised Pavement Markers - CDA	LS	1		\$ 7,200.00	1	\$ 7,200.00	1	\$ -	0	\$ -	\$ 7,200.00
1103.4.1.B.1	Temporary Raised Pavement Markers - Hayden	LS	1		\$ 7,200.00	1		1	\$ 7,200.00	0	\$ -	\$ 7,200.00
2010.4.1.A.1	Mobilization	LS	1		\$ 52,500.00	1	\$ 35,419.93	1	\$ 15,038.31	1	\$ 2,041.75	\$ 52,500.00
TOTAL					\$ 966,612.75		\$ 648,646.70		\$ 279,540.36		\$ 36,976.89	\$ 965,162.75

Fog should have been 320325
Bid tab said 325325



CONTRACT CITY REPORT

CITY OF DALTON

APRIL 2018

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	273.0	1,178.5
District Deputies	0.0	21.5
Animal Control Section	8.0	29.5
Community Service Section	20.0	94.5
TOTAL PATROL DIVISION	301.0	1,324.0
DETECTIVE DIVISION	29.5	194.0
TOTAL SERVICE HOURS	330.5	1,518.0
TOTAL C.O.P.P.S HOURS	0.0	16.0
TOTAL SCLP HOURS	4.0	4.0

ACTIVITY

Law Enforcement Calls	131	501.0
Accidents	1	5.0
Traffic Citations	42	147.0
Total Reports	7	34.0
Arrests	2	6.0

** Total includes both March & April hours

Respectfully Submitted,
Benton Wolfinger, Sheriff



CITY OF DALTON GARDENS Unpaid Bills Detail

Type	Date	Memo	Due Date	Account	Open Balance
American On-Site Services					
Bill	05/07/2018	portable restroom at Arena	05/31/2018	2000 · *Accounts Payable	-63.99
Bill	05/07/2018		05/31/2018	438-042 · PARK MAINT-Contracted	63.99
Total American On-Site Services					
Avista Utilities					
Bill	05/16/2018	1423430 1423431 1426229 290125122	05/31/2018	2000 · *Accounts Payable	-318.31
Bill	05/16/2018	1423430 City Hall	05/31/2018	419-852 · BLDG & GROUNDS UTILITIES	197.81
Bill	05/16/2018	1426229 Arena	05/31/2018	419-852 · BLDG & GROUNDS UTILITIES	15.52
Bill	05/16/2018	1423431 shop	05/31/2018	419-852 · BLDG & GROUNDS UTILITIES	67.25
Bill	05/16/2018	light at roundabout	05/31/2018	431-035 · STREET SIGNAL LIGHTS	37.73
Total Avista Utilities					
Coeur d'Alene Press					
Bill	05/07/2018	Legal Ads -	05/31/2018	2000 · *Accounts Payable	-479.19
Bill	05/07/2018	Legal Ads for Wilbur Meeting	05/31/2018	415-044 · LEGAL PUBLISHING	479.19
Total Coeur d'Alene Press					
Denise L Lundy					
Bill	05/16/2018	Boost for Website	05/31/2018	2000 · *Accounts Payable	-29.18
Bill	05/16/2018		05/31/2018	417-043 · P & Z TRAVEL & MEETING EXP	29.18
Total Denise L Lundy					
Dexco Convenience Stop					
Bill	05/25/2018	Fuel for Truck	05/31/2018	2000 · *Accounts Payable	-80.85
Bill	05/25/2018		05/31/2018	431-335 · FUEL AND LUBRICANTS	80.85
Total Dexco Convenience Stop					
Kootenai County Clerk					
Bill	05/07/2018	prosecution FY 2018	05/31/2018	2000 · *Accounts Payable	-145.00
Bill	05/07/2018	May contractual for prosecution	05/31/2018	421-042 · PROSECUTING ATTORNEY	145.00
Total Kootenai County Clerk					
Kootenai County Fire & Rescue					
Bill	05/29/2018	Contract for bldg inspections	05/31/2018	2000 · *Accounts Payable	-3,100.00
Bill	05/29/2018	April 2018	05/31/2018	424-010 · BUILDING INSPECTOR SERVICES	3,100.00
Total Kootenai County Fire & Rescue					
Mark Durant					
Bill	05/30/2018		05/31/2018	2000 · *Accounts Payable	-2,700.00
Bill	05/30/2018	67.5 Hours of Code Enforcement for May ...	05/31/2018	421-010 · CODE ENFORCE-SALARY	2,700.00
Total Mark Durant					
Rand Wichman Planning LLC					

Type	Date	Memo	Due Date	Account	Open Balance
Bill	05/30/2018	Invoices 1520	05/31/2018	2000 - *Accounts Payable	-4,906.00
Bill	05/30/2018	Planning for May 2018	05/31/2018	417-045 - PLANNING CONSULTANT	4,906.00
Total Rand Wichman Planning LLC					0.00
Rebecca Harshaw					
Bill	05/25/2018	Food for Comp Plan Committee	05/31/2018	2000 - *Accounts Payable	-115.45
Bill	05/25/2018		05/31/2018	417-043 - P & Z TRAVEL & MEETING EXP	115.45
Total Rebecca Harshaw					0.00
Regency Blueshield of Idaho					
Bill	05/21/2018	Group # 60008333	05/31/2018	2000 - *Accounts Payable	-2,893.91
Bill	05/21/2018	Health Ins May 2018	05/31/2018	415-046 - EMP HEALTH INSURANCE	2,430.57
Bill	05/21/2018	Employee share	05/31/2018	1-217.5 - Health Insurance	463.34
Total Regency Blueshield of Idaho					0.00
Studio Cascade					
Bill	05/21/2018	Invoice 2501	05/31/2018	2000 - *Accounts Payable	-1,900.00
Bill	05/21/2018	Commercial Corridor Plan	05/31/2018	417-045 - PLANNING CONSULTANT	1,900.00
Total Studio Cascade					0.00
Time Warner Cable					
Bill	05/22/2018	8448 61 004 0122664	05/31/2018	2000 - *Accounts Payable	-172.50
Bill	05/22/2018	Telephone & Internet June	05/31/2018	415-051 - TELEPHONE	172.50
Total Time Warner Cable					0.00
US Bank, Credit Card					
Bill	05/16/2018		05/31/2018	2000 - *Accounts Payable	-383.82
Bill	05/16/2018	Flowers for park & Round About & supplie...	05/31/2018	438-032 - PARK MAINTENANCE SUPPLIES	383.82
Total US Bank, Credit Card					0.00
Vanguard Cleaning Systems of the Inland N					
Bill	05/07/2018	77371	05/31/2018	2000 - *Accounts Payable	-220.00
Bill	05/07/2018	City Hall Cleaning and outside restroom M...	05/31/2018	419-860 - BLDG & GROUNDS MAINTENANCE	220.00
Total Vanguard Cleaning Systems of the Inland N					0.00
Welch Comer & Associates, Inc.					
Bill	05/21/2018	41129200-015, 41129201-006	05/31/2018	2000 - *Accounts Payable	-2,063.70
Bill	05/21/2018	General Engineering for April 2018	05/31/2018	431-003 - ROADS-ENG PLANS & SERVICES	2,063.70
Total Welch Comer & Associates, Inc.					0.00
TOTAL					0.00

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