

**Dalton Gardens City Council Meeting
Thursday, July 12, 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 June 7, 2018.
- B. Financial Statement from June 1, 2018, to June 30, 2018 and the claims so listed.

2. ACTION ITEM – APPROVAL OF RESOLUTION 2018-04 DESIGNATING RECORDS CUSTODIAN AND ALTERNATE FOR THE CITY OF DALTON GARDENS

3. SEWER MANAGEMENT AGREEMENT (SMA) DISCUSSION: KEN JACOBSEN/JIM KIMBALL

4. STREETER NON-CONFORMING USE CERTIFICATES

- Mayor Comments**
- Attorney Comments**
- Planner Comments**

5. PUBLIC COMMENT

Each speaker will be allowed a maximum of three (3) 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.

COUNCIL REPORTS:

CITY CLERK:

CITY ATTORNEY REPORT:

CITY ENGINEER REPORT:

PLANNING CONSULTANT REPORT:

CODE ENFORCEMENT REPORT:

BUILDING INSPECTOR REPORT:

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 JUNE 7, 2018
CITY HALL 6:00 PM**

Meeting was called to order by Mayor Roberge.

Councilmember Smith led the pledge.

ROLL CALL:

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

CONSENT CALENDAR: ACTION ITEM

Minutes of the Regular Meeting May 3, 2018 & May 30, 2018 Special Meeting and the Financial Statement from May 1, 2018 to May 31, 2018 and the claims so listed.

Councilmember Myers made a motion to approve the May Minutes and consent calendar for May as listed on the agenda. Councilmember Smith seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD

No Public Comment

APPROVAL TO RESCHEDULE JULY 5, 2018 CITY COUNCIL MEETING TO JULY 12, 2018

Councilmember Smith made a motion to approve the reschedule of the July 5th 2018 regular council meeting to July 12th, 2018. Councilmember Jordan seconded the motion. Motion carried.

PUBLIC HEARING ON RESOLUTION AUTHORIZING THE CITY TREASURER TO TRANSFER FUNDS FROM CONTINGENCY FUND

Clerk Anderson explained the contingency fund transfer which will involve moving funds from 425-000 to 421-010 Code Enforcement Salaries and 417-045 – Planning Consultant in the total amount of \$30,000. This transfer was due to the hiring of Studio Cascade and the increase in Planning Consultant time to review code and work on the Comprehensive Plan.

The public hearing period was opened and no comment was received therefore comment period was closed.

Councilmember made a motion to adopt Resolution 2018-03 to authorize the City Treasurer to transfer funds from the contingency fund. Councilmember Jordan seconded the motion. Roll call vote:

Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

APPROVAL OF DALTON GARDENS 2018 CHIP SEAL PORTION OF \$36,975.69

Councilmember Smith made a motion to approve the Dalton Gardens chip seal for 2018 in the amount of \$36,975.69. Councilmember Lundy seconded the motion. Roll call vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

COUNCIL REPORTS:

Councilmember Smith reported that flowers have been planted in the park and that we have been having problems at the arena with the sprinkler system. She reported that she and the Mayor had met with the Mayor of Hayden to discuss the possibilities of sharing a sheriff's deputy.

Councilmember Myers reported that he had been attending several meetings in the past few weeks. We met with Dan Coonce from LTHAC to discuss our process for selecting an engineer for the design of the 4th Street Project in which we will have public hearings and open public meetings. He also attended a meeting on the Government Way Project which is dealing with sidewalks. The sidewalk issue is the responsibility of the City of Coeur d' Alene to work with the property owners. He has also attended meeting with staff and the Mayor.

Mayor Roberge presented a plaque to Wally Kingery for his years of service on the Planning and Zoning Commission.

Councilmember Lundy reported that the City received a draft of recommendations from Studio Cascade and the Planning & Zoning Commission and committee went thru the plan draft and are making updates and hope to have a final report soon. On June 12th the Planning & Zoning will hold a workshop on the plan and several ordinance amendments. The tile display by the school children was delivered and will be hung up tonight. The 3rd annual concert in the park will be held on September 16th in the park. She also gave a brief report on the Kootenai Area Transportation Bus which runs through Dalton Gardens.

Councilmember Jordan reported that new signs are being put up around the City which includes, School Speed Limit, 25 MPH Speed Limit, City Business Parking Only, No Truck Traffic. He stated that he had purchased four tires for the grader at a cost of \$4,580.04 and some new signs for \$1,265.50. Quality Maintenance will be doing pothole repair and crack sealing in the City the week of June 11th. The chip sealing in Dalton will take place the end of July.

Clerk Anderson reported that the council held their first budget meeting on Monday, June 4th and the next budget workshop will be held on July 11th @ 5:00 PM. We are working on old building permits and septic pumping and several other projects.

Attorney Jacobsen reported that he sent a letter to IRCMP for a legal decision on the fire hydrants, and that he is working with the council on several other matters.

City Engineer – No Report

Code Enforcement – Report submitted

City Planner – Report submitted.

Building Inspector – Warren Merritt reminded everyone that the summer is coming and the safety of the fire season is very important.

Committee Report – Traffic committee Chairman Robert Wuest spoke to the council about the traffic counts which are being collected and that the traffic committee would like to have a workshop with the council to discuss traffic issues in the city. Mayor Roberge and Councilmember Smith will get together to discuss possible date and time.

ADJOURN - 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
AEM Technical Consulting, LLC					
Bill	06/13/2018	New router for server	06/30/2018	2000 · *Accounts Payable	-699.99
Bill	06/13/2018		06/30/2018	415-074 · SOFTWARE PURCHASE & IT SER...	699.99
Total AEM Technical Consulting, LLC					0.00
American On-Site Services					
Bill	06/21/2018	portable restroom at Arena	06/30/2018	2000 · *Accounts Payable	-59.99
Bill	06/21/2018		06/30/2018	438-042 · PARK MAINT-Contracted	59.99
Total American On-Site Services					0.00
Avista Utilities					
Bill	06/21/2018	1423430,1423431,1426229,290125122	06/30/2018	2000 · *Accounts Payable	-257.91
Bill	06/21/2018	1423430 City Hall	06/30/2018	419-852 · BLDG & GROUNDS UTILITIES	137.04
Bill	06/21/2018	1426229 Arena	06/30/2018	419-852 · BLDG & GROUNDS UTILITIES	24.98
Bill	06/21/2018	1423431 shop	06/30/2018	419-852 · BLDG & GROUNDS UTILITIES	63.43
Bill	06/21/2018	light at roundabout	06/30/2018	431-035 · STREET SIGNAL LIGHTS	32.46
Total Avista Utilities					0.00
Coeur d'Alene Press					
Bill	06/21/2018	Legal Ads -	06/30/2018	2000 · *Accounts Payable	-152.42
Bill	06/21/2018	Legal Ads for P & Z & Council	06/30/2018	415-044 · LEGAL PUBLISHING	152.42
Total Coeur d'Alene Press					0.00
Commat					
Bill	06/22/2018	72465	06/30/2018	2000 · *Accounts Payable	-240.67
Bill	06/22/2018	sand for arena	06/30/2018	438-004 · HORSE ARENA & PARK CONSTRU...	240.67
Total Commat					0.00
Dalton Water Association, Inc.					
Bill	06/21/2018	1-150, 41494, 2 538	06/30/2018	2000 · *Accounts Payable	-198.00
Bill	06/21/2018	water	06/30/2018	419-852 · BLDG & GROUNDS UTILITIES	198.00
Total Dalton Water Association, Inc.					0.00
Gibbs Lumber					
Bill	06/28/2018	10180706	06/30/2018	2000 · *Accounts Payable	-218.00
Bill	06/28/2018	pressure treated sign posts	06/30/2018	431-332 · STREET SIGN MAINT-SUPPLIES	218.00
Total Gibbs Lumber					0.00
Herrington & Associates, PLLC					
Bill	06/21/2018	Attorney Fees for Streeter Case - May 2018	06/30/2018	2000 · *Accounts Payable	-752.00
Bill	06/21/2018		06/30/2018	419-042 · PROFESSIONAL SERVICES	752.00
Total Herrington & Associates, PLLC					0.00
Intermountain Sign & Safety					

Type	Date	Memo	Due Date	Account	Open Balance
Bill	06/21/2018	Inv. 8865,8935	06/30/2018	2000 . *Accounts Payable	-1,498.00
Bill	06/21/2018	Speed Limit Signs, Schoo Signs, City Signs	06/30/2018	431-361 . STREET EQUIPMENT MAINTENAN...	1,498.00
Total Intermountain Sign & Safety					0.00
Kootenai County Clerk					
Bill	06/21/2018	prosecution FY 2018	06/30/2018	2000 . *Accounts Payable	-145.00
Bill	06/21/2018	June contractual for prosecution	06/30/2018	421-042 . PROSECUTING ATTORNEY	145.00
Total Kootenai County Clerk					0.00
Kootenai County Fire & Rescue					
Bill	06/21/2018	Contract for bldg inspections	06/30/2018	2000 . *Accounts Payable	-5,310.00
Bill	06/21/2018	May 2018	06/30/2018	424-010 . BUILDING INSPECTOR SERVICES	5,310.00
Total Kootenai County Fire & Rescue					0.00
Kootenai County Sheriff's Dept					
Bill	06/21/2018	Enhancement Patrol 2018	06/30/2018	2000 . *Accounts Payable	-792.83
Bill	06/21/2018	Enhancement Patrol May 2018	06/30/2018	421-001 . Special Law Enforcement Exp	792.83
Total Kootenai County Sheriff's Dept					0.00
Les Schwab Tires					
Bill	06/21/2018	Customer # A009318418	06/30/2018	2000 . *Accounts Payable	-4,580.04
Bill	06/21/2018	Four Tires for Grader	06/30/2018	431-361 . STREET EQUIPMENT MAINTENAN...	4,580.04
Total Les Schwab Tires					0.00
Mark Durant					
Bill	06/28/2018		06/30/2018	2000 . *Accounts Payable	-2,020.00
Bill	06/28/2018	50.5 Hours of Code Enforcement for June ...	06/30/2018	421-010 . CODE ENFORCE-SALARY	2,020.00
Total Mark Durant					0.00
Multi Systems Technologies, Inc.					
Bill	06/21/2018	12405	06/30/2018	2000 . *Accounts Payable	-110.00
Bill	06/21/2018	Computer Maint	06/30/2018	415-074 . SOFTWARE PURCHASE & IT SER...	110.00
Total Multi Systems Technologies, Inc.					0.00
North Idaho Trophy Co.					
Bill	06/21/2018	52371	06/30/2018	2000 . *Accounts Payable	-35.90
Bill	06/21/2018	Planning & Zoning Name Plates	06/30/2018	415-031 . OFFICE SUPPLIES & POSTAGE	35.90
Total North Idaho Trophy Co.					0.00
Rand Wichman Planning LLC					
Bill	06/28/2018	Invoices 1540	06/30/2018	2000 . *Accounts Payable	-3,256.00
Bill	06/28/2018	Planning for June 2018	06/30/2018	417-045 . PLANNING CONSULTANT	3,256.00

Type	Date	Memo	Due Date	Account	Open Balance
Total Rand Wichman Planning LLC					
					0.00
Regency BlueShield of Idaho					
Bill	06/21/2018	Group # 60008333	06/30/2018	2000 . *Accounts Payable	-2,893.91
Bill	06/21/2018	Health Ins July 2018	06/30/2018	415-046 . EMP HEALTH INSURANCE	2,430.57
Bill	06/21/2018	Employee share	06/30/2018	1-217.5 . Health Insurance	463.34
Total Regency BlueShield of Idaho					
					0.00
Sacco De Campos Landscape Maintenance LLC					
Bill	06/25/2018	Invoice #1074	06/30/2018	2000 . *Accounts Payable	-2,220.03
Bill	06/25/2018	Mowing & irrigation Adjustments	06/30/2018	438-042 . PARK MAINT-Contracted	2,220.03
Total Sacco De Campos Landscape Maintenance LLC					
					0.00
Studio Cascade					
Bill	06/21/2018	Invoice 2510	06/30/2018	2000 . *Accounts Payable	-1,400.00
Bill	06/21/2018	Commercial Corridor Plan	06/30/2018	417-045 . PLANNING CONSULTANT	1,400.00
Total Studio Cascade					
					0.00
The Sweep					
Bill	06/21/2018	Invoice #25308, 25349	06/30/2018	2000 . *Accounts Payable	-340.00
Bill	06/21/2018	sweep bike paths May & Round about	06/30/2018	431-363 . STREET MAINTENANCE PURCHA...	340.00
Total The Sweep					
					0.00
Time Warner Cable					
Bill	06/21/2018	8448 61 004 0122664	06/30/2018	2000 . *Accounts Payable	-169.96
Bill	06/21/2018	Telephone & Internet July	06/30/2018	415-051 . TELEPHONE	169.96
Total Time Warner Cable					
					0.00
US Bank, Credit Card					
Bill	06/21/2018		06/30/2018	2000 . *Accounts Payable	-70.57
Bill	06/21/2018	Flowers for park	06/30/2018	438-032 . PARK MAINTENANCE SUPPLIES	14.81
Bill	06/21/2018	Office Supplies	06/30/2018	415-031 . OFFICE SUPPLIES & POSTAGE	55.76
Total US Bank, Credit Card					
					0.00
Vanguard Cleaning Systems of the Inland N					
Bill	06/21/2018	78084	06/30/2018	2000 . *Accounts Payable	-220.00
Bill	06/21/2018	City Hall Cleaning and outside restroom J...	06/30/2018	419-860 . BLDG & GROUNDS MAINTENANCE	220.00
Total Vanguard Cleaning Systems of the Inland N					
					0.00
Washington Trust Bank					
Bill	06/25/2018	Loan # 750500027	06/30/2018	2000 . *Accounts Payable	-5,869.18
Bill	06/25/2018	Interest on Advance Money for LID #2	06/30/2018	431-008 . LID PHASE 2	5,869.18
Total Washington Trust Bank					
					0.00

Type	Date	Memo	Due Date	Account	Open Balance
Bill	06/21/2018	Welch Comer & Associates, Inc. 41129201-007	06/30/2018	2000 - *Accounts Payable	-750.00
Bill	06/21/2018	General Engineering for May/ 2018	06/30/2018	431-003 - ROADS-ENG PLANS & SERVICES	750.00
		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
 - _____ J. Myers
 - Steve Roberge, Mayor
 - _____ J. Smith
 - _____ S. Jordan
- Date _____

Resolution # 2018-04

**RESOLUTION DESIGNATING RECORDS CUSTODIAN AND ALTERNATE FOR
THE CITY OF DALTON GARDENS**

WHEREAS, Senate Bill 1274 requires Idaho cities to designate records custodians and alternates to help members of the public who want to request public records; and

WHEREAS, Senate Bill 1274 takes effect July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Dalton Gardens, Idaho, as follows:

V. Anderson, or whoever holds the office of City Clerk for the City of Dalton Gardens.

R. Harshaw, or whoever holds the office of the Deputy Clerk for the City of Dalton Gardens.

The City of Dalton Gardens relies on the Kootenai County Sheriff for law enforcement; therefore the Kootenai County Sheriff Records Clerk is responsible for handling law enforcement related records requests.

APPROVED by the City Council on this 12th day of July, 2018.

Mayor

ATTEST

City Clerk



CONTRACT CITY REPORT

CITY OF DALTON

MAY 2018

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	262.5	1,441.0
District Deputies	0.0	21.5
Animal Control Section	10.5	40.0
Community Service Section	3.0	97.5
TOTAL PATROL DIVISION	276.0	1,600.0
DETECTIVE DIVISION	35.5	229.5
TOTAL SERVICE HOURS	311.5	1,829.5
TOTAL C.O.P.P.S HOURS	0.0	16.0
TOTAL SCLP HOURS	0.0	4.0

ACTIVITY		
Law Enforcement Calls	111	612.0
Accidents	1	6.0
Traffic Citations	23	170.0
Total Reports	6	40.0
Arrests	1	7.0

Respectfully Submitted,
Benton Wolfinger, Sheriff

