



Agenda for the Regular Meeting of the City Council

Wednesday, June 26, 2024, 6:00 PM

Location: DALTON GARDENS CITY HALL, 6360 N 4th St., Dalton Gardens, ID

Meeting is conducted in person and via Zoom:

<https://us02web.zoom.us/j/81731104077?pwd=P0ar1zjPbdXHbDhWKlejBLQla0m6GM.1>

Webinar ID: 817 3110 4077 Passcode: 721410

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Special Meeting May 14, 2024
- b. Minutes from the Regular Meeting May 22, 2024
- c. Minutes from the Special Meeting May 24, 2024
- d. Minutes from the Special Meeting June 11, 2024
- e. Ratification of Bills from May 3, 2024 to June 16, 2024

5. CITY REPORTS

- a. City Engineer
- b. City Planner – See report in packet
- c. Code Compliance
- d. City Attorney
- e. City council
 - Council person Jordan
 - Council person Drechsel
 - Council person Sonnen
 - Council person Supp
- f. Mayor

6. CITY BUSINESS

- a. Newsletter presentation by NIC intern Hunter Korsen
- b. Consideration of funding Dalton Gardens email newsletter- **ACTION**
- c. Consideration of closing City Hall offices on Fridays- **ACTION**
- d. Consideration of Sharon Haunschild heading up the picnic committee- **ACTION**
- e. Consideration of setting date for next Budget Workshop- **ACTION**
- f. Discussion on utilizing handyman services for specific well-defined tasks- **ACTION**
- g. Discussion on digitizing City's documents and drawings

7. ADJOURNMENT- **ACTION**

Amended Posting 6/25/24; Original Posting: 6/24/2024: The purpose of this Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item: Public Comments is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time. Please, no repetitive or abusive comments. Workshops are for Council Members discussion only on a topic, no action or decisions occur at that time. No Public Comment is taken during Workshops. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling the City Clerk at (208) 772-3698 ext 102.

City of Dalton Gardens
Special City Council Meeting Minutes
Tuesday May 14, 2024
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 4:31 PM

2. **ROLL CALL:** Councilmembers Sue Supp, Gary Sonnen, Scott Jordan, Tyler Drechsel, and Mayor Jernigan were physically present; Also present: Susan Weeks-City Attorney.

3. **PLEDGE OF ALLEGIANCE:** Led by resident Ray Craft

4. **EXECUTIVE SESSION:** Idaho Statute 74-206-1(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.
TDrechsel made a motion to enter Executive Session.
SJordan seconded.
SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion Carries

Opened 4:32 PM – Closed 4:44 PM

TDrechsel made a motion to accept the resignation of the city clerk effective May 14, 2024, at 10:00 AM.
SJordan seconded.
SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion Carries

TDrechsel made a motion to authorize the mayor to retain temporary staffing until the position of city clerk can be filled.
GSonnen seconded.
SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion Carries

5. **ADJOURNMENT:** SJordan made a motion to adjourn the meeting. TDrechsel seconded.
All in favor. Adjourned 4:45 PM

Mayor Curt Jernigan

ATTEST:

Candi Baker, Interim City Clerk

SJordan: yes SSupp: yes GSonnen: yes

Motion Carries

- c. Discussion to schedule budget workshop: The council set the first budget workshop for Friday, June 14, 2024 9:00 AM.
- d. Consideration of Resolution 2024-02 Authorized Banking Users: Mayor explained that Resolution 2024-02 removes former city clerk from accounts and authorizes Stephanie Muller as a signer.

SJordan made a motion to approve Resolution 2024-02 Authorized Banking Users.

SSupp seconded.

SJordan: yes SSupp: yes GSonnen: yes

Motion Carries

6. **EXECUTIVE SESSION:** Idaho Statute 74-206-1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; 74-206-1(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; 74-206-1(i) To engage in communications with a representative of the public agency's risk manager or insurance provide to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement. **Opened 6:54 PM – Closed 7:34 PM**

GSonnen made a motion to enter Executive Session.

SJordan seconded.

SJordan: yes SSupp: yes GSonnen: yes

Motion Carries

7. **CONSIDERATION OF HIRING JILL AINSWORTH AS CODE ENFORCEMENT & CITY PLANNER:**

No Discussion

SJordan made a motion to hire Jill Ainsworth as Code Enforcement and City Planner, authorizing the Mayor to execute an independent contractor agreement with her.

SSupp seconded.

SJordan: yes SSupp: yes GSonnen: yes

Motion Carries

8. **ADJOURNMENT:** **SJordan made a motion to adjourn the meeting. SSupp seconded.**

All in favor. Adjourned 7:35 PM

Mayor Curt Jernigan

ATTEST:

Candi Baker, Interim City Clerk

City of Dalton Gardens
Special City Council Meeting Minutes
Friday, May 24, 2024

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 4:00 PM
2. **ROLL CALL:** Councilmembers Sue Supp, Scott Jordan, Gary Sonnen and Mayor Jernigan were physically present; Also present: Candi Baker-Interim City Clerk. Councilmember Tyler Drechsel was absent.
3. **APPROVAL OF PAYABLES FOR MAY 2024:** Councilmember GSonnen asked for clarification on the service that Pointe Pest Control provides and requested an itemized detail of Sacco de Campos Landscaping invoice to outline the service they provide.

SSupp made a motion to approve payables for May 2024. SSupp seconded.

SJordan: yes SSupp: yes GSonnen: yes

Motion carries.

4. **ADJOURNMENT:**

SJordan made motion to adjourn. SJordan seconded.

All in favor. Adjourned 6:12 PM

Curt Jernigan, Mayor

ATTEST:

Candi Baker, Interim City Clerk

**City of Dalton Gardens
Special City Council Meeting Minutes
Tuesday, June 11, 2024**

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:00 PM
2. **ROLL CALL:** Councilmembers Sue Supp, Scott Jordan, Gary Sonnen, Tyler Drechsel and Mayor Jernigan were physically present; Also present: Candi Baker-Interim City Clerk.

Councilmember SSupp made a motion to amend the agenda to include the consideration of bids for city striping and crack-sealing as an action item. TDrechsel Seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

3. **PLEDGE OF ALLEGIANCE:** Lead by Scott MacArthur

Chad Haunschild introduced two new members of the community, Terry and Sharon Haunschild. New residents in Dalton Gardens have offered to engage with the community by assisting with the community picnic as volunteers.

4. **CITY BUSINESS:**

- a. **Consideration of piggy-back contract with Poe Asphalt for chip-sealing on Davenport, from Dalton Avenue to Prairie, and Hanley, from 15th to Government Way. Amended to include striping and crack-sealing-** Scott MacArthur presented the council with Poe Asphalt's bid \$188,838.00 to include ½ inch chip-seal, traffic control temporary pavement markers, striping, and fog seal. Stripe Rite also submitted a bid for \$23,997.00 originally, discounted to \$11,880.74. SMacArthur requested that the council accept the previous budget amount of \$3,500.00 to complete the city's crack-sealing. Chip-sealing will begin Friday, June 14, 2024, and will be posted immediately to notify residents. Engineering costs will be presented at the earliest availability.

Councilmember TDrechsel made a motion to approve the piggy-back agreement with Poe Asphalt for crack-sealing on Davenport, from Dalton Avenue to Prairie, and Hanley, from 15th to Government Way in the amount of \$188,838.00. SJordan seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

Councilmember SSupp made a motion to approve \$3,500.00 in addition to the budgetary \$3,500.00 if needed, at the discretion of engineer Scott MacArthur for the chip-seal repairs. SJordan seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

Councilmember GSonnen made a motion to approve the pavement markings for Davenport and Hanley in the amount of \$11,880.74. SJordan seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

- b. Consideration of date selection for the Dalton Gardens Community Picnic-** The council agreed to hold the community picnic on Saturday, September 7, 2024, from the hours of 11:30 AM to 4:00 PM.

Councilmember TDrechsel made a motion to approve the community picnic for Saturday, September 7, 2024. SSupp seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

- c. Consideration of Dalton Gardens Community Picnic Committee Volunteer Application-**
No discussion.

Councilmember TDrechsel made a motion to approve the Dalton Gardens Community Picnic Committee Volunteer Application. SSupp seconded.

SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes Motion carries.

- 5. ADJOURNMENT: TDrechsel made motion to adjourn. SSupp seconded.
All in favor. Adjourned 5:35 PM**

Curt Jernigan, Mayor

ATTEST:

Candi Baker, Interim City Clerk

City of Dalton Gardens
Invoice Approval List
June 26, 2024

We, the Council of the City of Dalton Gardens approve the following invoices for payment:

Payee	Function	Amount	Check #	Date
Mayor, City Council, and City Staff	Payroll Wages pd 5/3/24 (for 4/16-4/30/24) gross	\$ 5,178.17	24536 & ACH	05/03/24
PERSI	Retirement Contributions from Employer (for 4/16-4/30/24)	\$ 958.57	Pending Authorization	05/03/24
Mayor, City Council, and City Staff	Payroll Wages pd 5/20/24 (for 5/1-5/15/24) gross	\$ 6,402.71	24538 & ACH	05/20/24
PERSI	Retirement Contributions from Employer (for 5/1-5/15/24)	\$ 1,242.82	Pending Authorization	05/20/24
FICA & W/H (EFTPS)	Payroll Taxes for 5/3/24 & 5/20/24 Payroll	\$ 2,643.86	ACH	06/03/24
Intuit	Monthly Direct Deposit fees - April	\$ 54.00	EFT	04/15/24
Spectrum	April services	\$ 119.99	EFT	04/16/24
Intuit	Monthly Direct Deposit fees - May	\$ 54.00	EFT	05/15/24
Spectrum	May services	\$ 119.99	EFT	05/16/24
Banner Bank	Annual LID #2 payment (reamortized)	\$ 11,802.28	Cashier Check	05/30/24
Candi Baker	Contract Services for Office (5/13/24 & 5/31/24)	\$ 1,600.00	24559	05/31/24
VOID	Printing error	\$ -	24560	06/17/24
ICCU	Credit card payment	\$ 446.66	24562	06/17/24
Candi Baker	Contract Services for Office (6/14/24)	\$ 1,100.00	24563	06/26/24
CDA Garbage	Garbage Pick-Up Fees - Inv. #2375447 - Mar, Apr, May services	\$ 93.00	24564	06/26/24
Cooperative Supply, Inc. (Cenex)	Fuel costs - May	\$ 59.22	24565	06/26/24
III-A Trust	Employee Benefits - March invoice partially unpaid	\$ 720.00	24566	06/26/24
Konica Minolta	Printing Costs - May copies	\$ 70.10	24567	06/26/24
Kootenai County Sheriff Office	Patrol services - June	\$ 10,416.67	24568	06/26/24
Nexus Planning Services	INVOICE: #217 \$3480.00 - CODE ENFORCEMENT (WATER OVERAGE) and PLANNING & ZONING	\$ 6,620.00	24569	06/26/24
Avista	May Electric & Gas Services	\$ 350.66	24570	06/26/24
Express Employment Professionals	Temporary assistance with City Clerk job	\$ 2,187.81	24571	06/26/24
Practical Accounting Solutions	April services	\$ 2,580.00	24572	06/26/24
VOID	Printing error	\$ -	24573	06/26/24
Jill Ainsworth	Code Enforcement services - March-May	\$ 4,122.50	24576	06/26/24
Verizon	Code Enforcement Phone - April services	\$ 40.89	EFT	06/22/24
Intuit	Monthly Direct Deposit fees - June	\$ 54.00	EFT	06/15/24
Spectrum	June services	\$ 119.99	EFT	06/16/24
TOTAL INVOICES FOR APPROVAL		\$ 59,157.89		

Dated this 22nd day of May, 2024 by the Council:

Curtis Jernigan, Mayor

Tyler Drechsel, Councilmember



City of Dalton Gardens

6360 N Fourth Street, Dalton Gardens,
ID 83815 Phone: (208) 772-3698 Fax:
(208) 772-3698

Monthly Planner Activity Report

May 13, 2024 – June 7, 2024

Code amendments

At their May meeting the Planning and Zoning (P&Z) Commission reviewed and deliberated on updates to the proposed short-term rental code. Several additional updates were requested, and the Commission directed staff to prepare the code amendment for Public Hearing including noticing requirements. A public hearing is scheduled for the Commission's June 20th meeting. The Commission also continues to discuss and consider steps to realize a vision for the Commercial Corridor. The Commission reviewed example Design Guidelines and will be further reviewing guidelines at their June meeting. This includes signage and lighting.

Variations / Special Use Permits

No new variations or special use permits were reviewed during the period.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety permit requests. A pre-application conference was conducted during the period in regard to a potential storage unit development along the Commercial Corridor. Building permits are received weekly and are reviewed on a rolling basis. Other permit types include commercial business licenses, lot line adjustments, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction. Staff has continued to support the new City Engineer and other staffing and administrative functions around the Open Gov permit software.

Code enforcement

The City has an extensive backlog of code compliance cases logged in to OpenGov. Staff has been supporting the orientation of a new City Code Enforcement Officer in their efforts to address the backlog and current cases.

Respectfully submitted,

Ryan Hughes,
City Planner

2025
DALTON GARDENS
BUDGET
26 JUNE 2024

The Budget is the promise to the people about what we want/ plan to do this fiscal year.

Mike Neher

May 2024

Areas of opportunity:

Recognize off budget resources

Understand income sources

Optimize spending

Develop Capital Improvement Project Plan

Allocate ARPA funds

Identify and dedicate LGIP funds

ARPA Funds from Previous Fiscal Year

**Employee Contribution Dependent
Health Care & Taxes**

Fiscal Year Carryover Funds

Income				
	301-000 · COMMUNITY DEV. INCOME			
	302-000 · FRANCHISE FEES			
	303-000 · HIGHWAY FUNDS			
	303-04 · Load Limit Permits			
	304-000 · LID ASSESSMENTS			
			304-01 · LID # 1 Assessments - Other	
	305-000 · PROPERTY TAXES			
			305-02 · CURRENT REAL PROPERTY TAX - Other	
			Total 305-02 · CURRENT REAL PROPERTY TAX	
	306-000 · STATE REVENUE SHARE			
	307-000 · OTHER INCOME			
	308-000 · GRANT FUNDS			
	340 · CHARGES FOR SERVICES			

Expense			
	401-000 · GENERAL & ADMIN		
	401-01 · CAPITAL OUTLAY		
	401-016 · TRAINING TRAVEL EXPENSE		
	401-03 · COUNCIL EXPENSES		
	401-04 · OFFICE EXPENSES		
	401-041 · BLDG MAINT CONTRACTED		
	401-042 · BLDG & GROUNDS MAINTENANCE		
	401-043 · DUES & SUBSCRIPTIONS		
	401-046 · OFFICE MAINTENANCE		
	401-047 · OFFICE SUPPLIES & POSTAGE		
	401-048 · SOFTWARE PURCHASE & IT SERVICE		
	Total 401-04 · OFFICE EXPENSES		

		401-05 · PERSONNEL EXPENSE	
		401-051 · CLERK PAYROLL TAXES	
		401-052 · CLERK RETIREMENT	
		401-053 · CLERK UI TAXES	
		401-054 · CLERK WAGES	
		401-055 · DEPUTY CLERK-PAYROLL TAXES	
		401-056 · DEPUTY CLERK RETIREMENT	
		401-057 · DEPT CLERK-UI TAXES	
		401-058 · DEPUTY CLERK WAGES	
		401-059 · EMP HEALTH INSURANCE	

	401-06 · PROFESSIONAL SERVICES
	401-061 · AUDIT AND ACCOUNTING
	401-062 · LEGAL PUBLISHING
	401-06 · PROFESSIONAL SERVICES - Other
	401-07 · UTILITIES
	401-073 · TELEPHONE
	401-13 · MISCELLANEOUS SERVICE & CHARGES
	415-047 · CLERK TRAVEL @ MEETINGS
	402-000 · LAW ENFORCEMENT
	402-02 · CODE ENFORCEMENT-PAYROLL TAXES
	402-03 · CODE ENFORCEMENT- RETIREMENT
	402-04 · CODE ENFORCEMENT-UI TAX
	402-05 · CODE ENFORCEMENT-WAGES
	402-08 · SPECIAL LAW ENFORCEMENT EXP

403-000 · STREETS			
	403-05 · FIRE HYDRANTS		
	403-10 · ROADS-ENG PLANS & SERVICES		
	403-11 · SNOW & ICE CONTROL-REMOVAL		
		403-11 · SNOW & ICE CONTROL-REMOVAL - Other	
	403-12 · STREET EQUIPMENT MAINTENANCE		
	403-14 · STREET MAINT- CONTRACTED		
	403-16 · STREET MAINT-SUPPLIES		
	403-18 · STREET MAINT - WAGES		
404-000 · PARKS			
	404-01 · HORSE ARENA EXPENSES		
	404-02 · PARK EQUIPMENT		
	404-03 · PARK MAINTENANCE- CONTRACTED		

405-000 · LID			
	405-02 · LID PHASE 2		
		405-021 · LID 2 Principal Payment	
		405-022 · LID 2 Interest Expense	
407-000 · COMMUNITY DEV.			
	407-01 · PLANNING & ZONING		
		407-011 · PLANNING CONSULTANT	
		407-012 · PLANNING SOFTWARE	
	407-02 · BUILDING INSPECTOR SERVICES		
	407-03 · KOOTENAI AREA TRANSPORTATION SY		



Digital Document Management

Taming the Beast

What is document management?

Document management is a system or process used to capture, track and store electronic documents such as PDFs, word processing files and digital images of paper-based content.

Why digitize your documents?

Document management can save you time and money. It provides documented security, access control, centralized storage, audit trails and streamlined search and retrieval.

Why is document management important?



*Laserfiche's Document Management
System.*

- Centralize content and maintain security.
- Consolidate your data onto a single platform.
- Easily classify, hold and retain documents to appropriately manage records throughout their entire lifecycle.
- Provide detailed audit logs.
- Ensure only authorized parties can view files with granular user controls.

- Designed for small municipalities
- High functionality, low cost.
- Good support.
- Stable pricing.
- Current cost \$5800 per year.

- Paper storage requires significant physical space.
- A document management platform can integrate disparate documents for greater control, access and process efficiency.
- Electronic document management streamlined information retrieval, security, governance and lower cost of operations possible.
- Proper records management is becoming a legal imperative.

- Designed for small municipalities.
- High functionality, low cost.
- Stable pricing.
- Good support.
- Current cost \$5800 per year.

MO/YR	LGIP	ICCU	TOTAL	EXPENDITURE	BALANCE
Oct-22					
Nov-22					
Dec-22					
Jan-23					
Feb-23					
Mar-23					
Apr-23					
May-23					
Jun-23					
Jul-23					
Aug-23					
Sep-23	537981.6	254.6	538236.2		
Oct-23					
Nov-23					
Dec-23					
Jan-24					
Feb-24					
Mar-24					
Apr-24					
May-24					
Jun-24					
Jul-24					
Aug-24					
Sep-24					

Lighting for Arena		23-Mar	Parker Electric	404-03		\$ 2,875.00
BUDGET TOTAL	BUDGET TOTAL					\$ 9,928.83
	FUNDS REMAINING					

REMAINING	NOTE	2023-24 BUDGET	ARPA	LGIP	AMT PAID
\$ 3,000.00	picnic tables	\$ 155,331.00	\$ 135,331.00		
\$ 5,739.86	ROLL OVER BALANCE	\$ 5,739.86	\$ 3,000.00		
\$ 2,598.28	spent 2022-2023		\$ 12,401.72		
\$ 5,000.00					
\$ 15,000.00					
\$ 75,000.00					
\$ 75,000.00					
\$ 135,059.28			\$ 271.72		
\$ 131,434.28			\$ 3,625.00		
\$ 122,629.28			\$ 8,505.00		
\$ 118,351.53			\$ 4,277.75		
\$ 115,929.63	electrical at arena, judges stand		\$ 2,421.90		
			\$ 19,101.37		
\$ 20,000.00		\$ 20,000.00			
\$ 19,100.20		\$ 899.80			
\$ 18,425.20		\$ 675.00			
\$ 18,021.17		\$ 404.03			
\$ 12,946.17		\$ 5,075.00			

\$ 10,071.17		\$ 2,875.00			
		\$ 9,928.83	\$ 19,101.37		
		\$ 10,071.17	\$115,929.63		

2023-24 BUDGET	ARPA	NOTE	LGIP	AMT PAID
	\$ 70,000.00			
	\$ 10,000.00			
	\$ 80,000.00			
	\$ 20,000.00			
	\$ 180,000.00			
\$ 380,000.00				
\$ 348,826.00				
\$ 322,826.00		flashing beacons		
\$ 317,652.00		return excess CPS funds		
\$ 317,643.03		repair parts		
\$ 314,752.78				
\$ 312,289.96				
\$ 311,367.45				
\$ 310,433.25		end of Dalton		
\$ 309,308.25		larger street signs		
\$ 308,278.25		sweep contract		
\$ 307,315.20		reflectors for sign poles		
\$ 118,477.20		Hanley, Davenport		
\$ 111,477.20		Hanley, Davenport		
\$ 111,477.20	\$ 180,000.00			
		Unscheduled Project		
		Unscheduled Project		

Dalton Gardens “Dispatch” Email Newsletter

Available Several Ways:

- Sent to your email account.
- Via CODG website for current and past issues.
- Printed black and white copy available at City Hall.

Frequency:

- Every other month, or as needed.

Cost:

- Monthly cost is \$35

Content

- Fact based, non-political and with no opinion or editorial content.
- Residents are encouraged to contribute pieces on gardening etc.
- Always looking for historical vignettes about Dalton Gardens to share. For example, the history behind the naming of Deerhaven.
- CODG office information and elected officials.
- Community events.
- May contain Dalton Water and Dalton Irrigation information.*
- Printed black and white copies available at City Hall for those with not Internet access.

* Offered to include them in the newsletter but have not received formal approval. They would provide the content to communicate out to their membership

Dalton Gardens “Dispatch” Email Newsletter

How to subscribe:

1. Click on the Dispatch button on the main page of the Dalton Gardens website.
2. Enter your first and last name, your email address, and click Sign Up



Sign up for the Dalton Dispatch newsletter below!
Return to Dalton Gardens Website

First name

Last name

* Email

By submitting this form, you are consenting to receive marketing emails from City of Dalton Gardens. You can revoke your consent to receive emails at any time by using the Safe Unsubscribe link, found at the bottom of every email.

City of Dalton Gardens | 6360 N 4th Street | Dalton Gardens, ID 83815 US
Constant Contact Data Notice

Ways to unsubscribe:

1. You may unsubscribe from the newsletter at anytime by using the Safe Unsubscribe link found at the bottom of every email.
2. You may also unsubscribe by emailing clerk@daltongardens.com requesting your email be removed from the list.

Day	Date	Calls	Walk-Ins
Monday	3-Jun-24	9	3
Tuesday	4-Jun-24	10	4
Wednesday	5-Jun-24	5	3
Thursday	6-Jun-24	5	2
Friday	7-Jun-24	3	3
Saturday	8-Jun-24		
Sunday	9-Jun-24		
Monday	10-Jun-24	8	2
Tuesday	11-Jun-24	12	3
Wednesday	12-Jun-24	8	5
Thursday	13-Jun-24	8	3
Friday	14-Jun-24	5	2
Saturday	15-Jun-24		
Sunday	16-Jun-24		
Monday	17-Jun-24	9	2
Tuesday	18-Jun-24	9	2
Wednesday	19-Jun-24	HOLIDAY	
Thursday	20-Jun-24	13	3
Friday	21-Jun-24	3	1



CITY OF DALTON GARDENS VOLUNTEER APPLICATION

Please complete and return to City Hall

The City of Dalton Gardens considers all candidates
without regard to race, religion, color, sex, age national origin or disability.

APPLICANT INFORMATION

Name: (Last, First, MI)

Residence Address:

Street _____

City _____ State _____ Zip _____

Daytime Phone: _____

Email Address:

Evening Phone: _____

City of Dalton Gardens Resident?: YES NO

Kootenai County Resident?: YES NO

If yes, how many years? _____

If yes, how many years? _____

If you are not a City of Dalton Gardens resident, do you reside in the City's Areas of Impact? YES NO

If yes, how many years? _____

I would be willing to volunteer in the following position(s): [Please check all that apply]

Parks Arena City Hall Other (Please specify): _____

Please indicate your hours/days of availability: _____

Please list any current or past government or associated public administrative positions you hold or have held:

Please list any current or past Dalton Garden community involvement:

Please indicate any experience or expertise you have that would contribute to this position:

6360 N 4th Street
Dalton Gardens, ID 83815
Hours: Monday to Thursday 9am-5pm
Friday 9am-4pm

City Hall 208-772-3698
www.daltongardens.com

Email: clerk@daltongardens.com



VOLUNTEER APPLICATION- Page 2

Name (Last, First) _____

Are you a relative of any current City Officials/ Staff? YES NO

If yes, please list who: _____ Position held: _____

Do you anticipate any conflicts of interest? YES NO

If yes, please explain: _____

Volunteer Release and Waiver of Liability

This Release and Waiver of Liability "Volunteer" releases the City of Dalton Gardens (hereafter the "City") municipality organized and existing under the laws of the State of Idaho and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for the City and engage in activities related to serving as a volunteer. Volunteer understands that the scope of Volunteer's relationship with the City is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that the City will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to the City. The Volunteer, release and forever discharge and hold harmless the City and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to City.

I understand and acknowledge that this Release discharges the City from any liability or claim that I may have against City with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to the City or occurring while I am providing volunteer services. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release the City from all liability. Photographic Release: I grant and convey to the City all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by the City in connection with my providing volunteer services to the City.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Volunteer Signature

Date

IN OFFICE USE ONLY

Received Date : _____ By: _____ Mayor Review Date: _____

Recommended Dept: _____ Mayor Signature: _____

Recommended Position: _____ Applicant Approval Date: _____

Dept Head Signature: _____ Applicant Notified Date: _____

6360 N 4th Street
Dalton Gardens, ID 83815
Hours: Monday to Thursday 9am-5pm
Friday 9am-4pm

City Hall 208-772-3698
www.daltongardens.com

Email: clerk@daltongardens.com