



Agenda for the FY24 Budget Workshop, Public Hearing for LLA Ordinance, and the Regular Meeting of City Council

Thursday, August 17, 2023

5:00 PM FY24 Budget Workshop/ 6:00 PM City Council

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

Meeting will be conducted in person and via Zoom.

Please use this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/82044875974?pwd=THI4eWZDQjJEZCtDWHdvWjVXeGJUUT09>

Webinar ID: 820 4487 5974; Passcode: 202186

5:00 PM FY24 BUDGET WORKSHOP

6:00 PM REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting July 13, 2023
- b. Minutes from the Special Meeting July 26, 2023
- c. Ratification of Bills from July 1-31, 2023
- d. Monthly Financial Statement July 1-31, 2023

5. CITY REPORTS

- a. City Engineer
- b. City Planner
- c. City Attorney
- d. KCSO

- 6. PUBLIC COMMENT PERIOD:** 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.

7. CITY BUSINESS

- a. Public Hearing for Budget FY24 Hearing – **ACTION**
 - Appropriation Ordinance
 - Resolution to take Forgone Funds of \$352.00
- b. Public Hearing for LLA Ordinance- **ACTION**
- c. Discussion of ARPA Expenditures
- d. Discussion of Arena Sign
- e. Discussion of September Agenda Items
 - Fee Schedule Update

8. EXECUTIVE SESSION (if needed, Idaho Statute 74-206)- ACTION

9. ADJOURNMENT- ACTION

Original Posting: 08/10/2023

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 FY24 Budget Workshop &
Regular City Council Meeting Minutes**

Thursday July 13, 2023

5:00 PM FY24 Budget Workshop

6:00 PM City Council Meeting

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FY24 BUDGET WORKSHOP:** Mayor Dan Edwards called workshop to order
5:01 PM Closed 5:53 PM

2. **ROLL CALL:** Councilmembers Robert Wuest, Scott Jordan, and Tyler Drechsel, and Mayor Dan Edwards were physically present. Councilmember Aaron O'Brien attended via Zoom. Also present:

Teresa Janzen-City Clerk/Treasurer

The City Clerk reminded the council that ARPA funds need to be added to the budget for allocation of upcoming projects. She also reminded the council that funds must be assigned by December 2024, but not required to spend until 2026. The City Clerk explained the current vs upcoming amount that staff pays for dependent health care. The council discussed employee health insurance proposal to increase the city's contribution and agreed to not adjust at this time. RWuest proposed an additional workshop prior to the budget hearing on August 10, 2023. The City Clerk clarified which contracts have expired and which are reflective of the price increases implemented on current hosting, software, and emails. Councilmember RWuest suggested no further implementation of new accounting software.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:02 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Ryan Hughes-City Planner, and Chris Gabbert- City Attorney. Absent: Councilmember Aaron O'Brien
3. **PLEDGE OF ALLEGIANCE:** Lead by Mayor Edwards
4. **VOTE TO ACCEPT AMENDED AGENDA:**

TDrechsel made a motion to accept the amended agenda. SJordan seconded.

SJordan: yes TDrechsel: yes RWuest: yes AO'Brien: yes Motion Carries

5. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting June 8, 2023
 - b. Ratification of Bills from June 1-30, 2023
 - c. Monthly Financial Statement June 1-30, 2023
 - d. Quarterly Treasurer's Report June 30, 2023

TDrechsel made a motion to approve the consent calendar items a through d. SJordan seconded.

AO'Brien: yes SJordan: yes RWuest: yes TDrechsel: yes Motion carries.

6. **CITY REPORTS**

- a. **City Engineer:** Christine Baker gave an update on the pre-construction meetings on chip seal and child pedestrian safety projects, both scheduled to tentatively begin July 31, 2023. Any schedule changes will be updated immediately, and all work completion has been guaranteed to be finished by August 31, 2023. Pavement markings bids from RPI and Stripe-Rite have been returned with lowest bid by Stripe-Rite for \$23,365.00.

SJordan made a motion to approve the Pavement Marking bid from Stripe-Rite in the amount of \$23,365.00. RWuest seconded.

AO'Brien: yes SJordan: yes RWuest: yes TDrechsel: yes Motion carries.

- b. City Planner:** Ryan Hughes was absent but provided a report to the council. No discussion.
- c. City Attorney:** City attorney Chris Gabbert explained the additional charges on the May bill reflected the time working on a bill of restitution with the Kootenai County Prosecutor, in addition to a subpoena.
- d. KCSO:** Paper report given to the council

7. PUBLIC COMMENT: Opened 6:29 PM - Closed 6:36 PM

Sue Supp 7024 N 16th Street: Addressed the budget items of employee health coverage and static income and great concern of the future spending of the city with rising costs depleting the LGIP fund. Suggested contracting a professional specializing in determining allocation and disbursement of ARPA funds.

Gary Sonnen 7447 N Valley St- Suggested ARPA consider focusing funds on maintenance rather than a wish list of new items and projects.

Karen Kimball 6975 N 16th St- Proposed work to bring the arena into full working order rather than spending funds on a new sign for the arena.

8. CITY BUSINESS:

- a. Consideration of Dalton Horse Arena Sign:** The council discussed finding more cost-effective sign options less susceptible to vandalism or theft.

TDrechsel made a motion to table the consideration of the Dalton Arena sign and seek additional quotes for landscape rock signage. SJordan seconded.

TDrechsel: yes SJordan: yes RWuest: yes AO'Brien: no Motion carries.

- b. Chip Seal Project Review:** The council explored the option of potentially applying a portion of ARPA funds towards necessary additions.

SJordan made a motion to complete the crack seal and chip seal on Valley St to Dalton Ave. TDrechsel seconded.

TDrechsel: yes SJordan: yes RWuest: yes Motion carries.

- c. Discussion of ARPA Expenditures:** The council discussed incorporating a project manager experienced in working with ARPA funds to assist in the best practices of applying funds to the city's needs. TDrechsel suggested that the roof be assigned as a priority and asked for support from the council. The council also discussed re-keying City Hall to an updated system. RWuest suggested that the arena waterline be repaired to fix a leak and replace the windows with plexi-glass. Additionally, the council discussed adding a second gazebo, parking, security cameras, and a new water bottle refill station. SJordan proposed fixing the existing plow truck rather than purchasing a new truck. TDrechsel suggested identifying the City's greatest needs to apply the ARPA funds on the highest priority items.

- d. Consideration of adoption of tentative FY2024 Budget: The council discussed having a budget workshop followed by a special meeting July 26, 2023, at 9:00 AM**

e. Discussion of August Agenda Items:

- Dalton Horse Arena Sign
- ARPA Funds Expenditures
- Budget Workshop 9:00 AM
- Fee Schedule
- FY23 Budget Amendment
- Lot Line Adjustment Public Hearing

8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206:

TDrechsel made a motion to enter executive session. SJordan seconded.

TDrechsel: yes SJordan: yes RWuest: yes AO'Brien: yes Motion carries.

a. Consideration of direction to staff:

9. ADJOURNMENT: TDrechsel made motion to adjourn. SJordan seconded.

All in favor. Adjourned 7:12 PM

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

**City of Dalton Gardens FY24 Budget Workshop &
Special City Council Meeting Minutes
Wednesday July 26, 2023
9:00 AM FY24 Budget Workshop
& City Council Meeting**

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FY24 BUDGET WORKSHOP:** Mayor Dan Edwards called workshop to order 9:01 AM Closed 11:10 AM
2. **ROLL CALL:** Councilmembers Robert Wuest, Scott Jordan, and Tyler Drechsel, and Mayor Dan Edwards were physically present. Councilmember Aaron O'Brien was absent. Also present: Chris Gabbert- City Attorney and Teresa Janzen-City Clerk/Treasurer

TDrechsel made a motion to amend the agenda to include Executive Session. SJordan seconded. RWuest: yes SJordan: yes TDrechsel: yes Motion Carries

The City Clerk/Treasurer, Teresa Janzen reviewed the budget details with the council and discussed the adjustments to each line item. In addition, the council instructed the Clerk/Treasurer to initiate the process to obtain forgone funds in the amount of \$352.00 for the purpose of road maintenance. for FY24. The council created the base budget and will propose the deficit from LGIP General Funds. Additionally, they allocated \$518,331.00 to the following line items: \$203,000 to 401-041 buildings and maintenance contracted, \$135,331 to 404-03 park maintenance contracted, and \$180,000 to 403-14 street maintenance contracted.

3. **EXECUTIVE SESSION (if needed) Idaho Statute 74-206: Opened: 11:10 AM Closed 11:54 AM**
TDrechsel made a motion to enter executive session. SJordan seconded.
TDrechsel: yes SJordan: yes RWuest: yes Motion carries.
4. **CITY BUSINESS:**
 - a. **Consideration of tentative adoption of FY 2024 Budget:**

TDrechsel made a motion to adopt the FY24 Budget with the discussed updates. SJordan Seconded.
RWuest: yes SJordan: yes TDrechsel: yes Motion Carries

5. **ADJOURNMENT: SJordan made motion to adjourn.**
All in favor. Adjourned 11:54 AM

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

Ratified Bills List
07/01/2023 to 07/31/2023

Vendor	Amount	Note
American On-Site Services	\$ 78.00	Arena Porta Potty
Asphalt Pros	\$ 1,595.00	
Avista Utilities	\$ 269.14	Monthly Electric & Gas
Coeur d'Alene Garbage Service	\$ 31.00	Garbage
HMH Engineering	\$ 2,961.57	City Engineer
ICCU Credit Card	\$ 1,288.04	\$139.98- Zoom, Adobe, and Microsoft license; \$227.97- ailings and stamps; \$284.70 Office Supplies; \$174.08 park; \$461.31 Training
III-A	\$ 2,272.00	Health Insurance
Intermountain Sign	\$ 3,869.10	
Intuit	\$ 40.00	Payroll processing
Kootenai County Auditor	\$ 10,416.67	KCSO Deputy
Kootenai County Fire & Rescue	\$ 1,502.00	Building Inspector
Kooenai County Solid Waste	\$ 9.00	Dump
Lyons O'Dowd	\$ 2,020.00	City Attorney
Nexus Planning	\$ 2,137.50	City Planner
Northwest Sweeping	\$ 280.00	July
Payroll	\$ 9,508.68	July
Payroll Retirement	\$ 2,557.26	July
Payroll Liabilities	\$ 2,427.50	July 2427.5
Pointe Pest Control	\$ 165.00	Quarterly Service
Sacco de Campos	\$ 1,880.97	Park Services
Spectrum	\$ 119.99	Internet
Verizon	\$ 41.63	Monthly Bill
Zumar	\$ 1,755.00	Reflectors for Sign Posts
	\$ 47,225.05	

CITY OF DALTON GARDENS
Budget v. Actual
October 1, 2022 to July 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE				
301-032 · MECHANICAL PERMIT REVENUE	11,343.50			
301-033 · ROOF PERMIT REVENUE	1,600.00			
301-034 · SIGN PERMIT FEES	600.00			
301-03 · BUILDING PERMIT REVENUE - Other	59,838.06	75,300.00	-15,461.94	79.47%
Total 301-03 · BUILDING PERMIT REVENUE	73,381.56	75,300.00	-1,918.44	97.45%
301-04 · BUSINESS LICENSE REVENUE				
301-041 · HOME BASED BUS LICENSE	200.00	250.00	-50.00	80.0%
301-04 · BUSINESS LICENSE REVENUE - Other	3,810.00	7,500.00	-3,690.00	50.8%
Total 301-04 · BUSINESS LICENSE REVENUE	4,010.00	7,750.00	-3,740.00	51.74%
301-05 · FACILITY RESERVATION REVENUE	850.00	500.00	350.00	170.0%
301-07 · SPECIAL USE FEES	2,717.25	3,000.00	-282.75	90.58%
301-08 · SUBDIVISION REVENUE	200.00	1,000.00	-800.00	20.0%
301-11 · ROW PERMITS	5,355.50	1,500.00	3,855.50	357.03%
301-12 · Alcohol Licenses	500.00	600.00	-100.00	83.33%
Total 301-000 · COMMUNITY DEV. INCOME	87,014.31	89,650.00	-2,635.69	97.06%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	31,866.24	28,000.00	3,866.24	113.81%
302-02 · FRANCHISE FEE TWC/SPECTRUM	18,755.59	10,000.00	8,755.59	187.56%
302-03 · FRANCHISE FEE TDS	3,295.69	5,000.00	-1,704.31	65.91%
302-05 · FRANCHISE FEE ZIPLY	0.00	1,000.00	-1,000.00	0.0%
Total 302-000 · FRANCHISE FEES	53,917.52	44,000.00	9,917.52	122.54%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	74,414.65	95,527.00	-21,112.35	77.9%
303-02 · NEW HIGHWAY USER REVENUE	44,985.17	47,657.00	-2,671.83	94.39%
303-03 · TRANSFER HWY DISTRICT LEVY	67,881.14	57,000.00	10,881.14	119.09%
338.15 · Excess Highway District Funds	3,270.23			
Total 303-000 · HIGHWAY FUNDS	190,551.19	200,184.00	-9,632.81	95.19%
303-04 · Load Limit Permits	1,850.00			
304-000 · LID ASSESSMENTS				
304-01 · LID # 1 Assessments	15,744.88	20,809.00	-5,064.12	75.66%
304-02 · LID #2 - GOVERNMENT WAY	278,061.75	35,826.00	242,235.75	776.15%
Total 304-000 · LID ASSESSMENTS	293,806.63	56,635.00	237,171.63	518.77%
305-000 · PROPERTY TAXES				
305-01 · AG EQUIP REPLACEMENT	1.50	2.00	-0.50	75.0%
305-02 · CURRENT REAL PROPERTY TAX	119,362.55	175,095.00	-55,732.45	68.17%
305-03 · DELINQUENT REAL PROPERTY TAX	1,208.91			
305-04 · PENALTY & INTEREST	22.01			
305-000 · PROPERTY TAXES - Other	56,327.87			
Total 305-000 · PROPERTY TAXES	176,922.84	175,097.00	1,825.84	101.04%
306-000 · STATE REVENUE SHARE				

CITY OF DALTON GARDENS
Budget v. Actual
October 1, 2022 to July 31, 2023

	Actual	Budget	\$ Over Budget	% of Budget
306-01 · STATE LIQUOR ALLOCATION	88,996.00	117,000.00	-28,004.00	76.07%
306-02 · STATE REVENUE SHARING	166,429.46	300,695.00	-134,265.54	55.35%
306-03 · STATE SALES TAX	15,788.99			
Total 306-000 · STATE REVENUE SHARE	271,214.45	417,695.00	-146,480.55	64.93%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	26,961.75	5,000.00	21,961.75	539.24%
307-03 · INTEREST INCOME	93,550.97	2,000.00	91,550.97	4,677.55%
307-05 · REFUNDS & REIMBURSEMENTS	599.82			
307-06 · RENT	10,450.00	10,986.00	-536.00	95.12%
307-000 · OTHER INCOME - Other	73.85	10,800.00	-10,726.15	0.68%
Total 307-000 · OTHER INCOME	131,636.39	28,786.00	102,850.39	457.29%
308-000 · GRANT FUNDS				
308-03 · CONTRIBUTIONS & DONATIONS	2,692.65	1,000.00	1,692.65	269.27%
Total 308-000 · GRANT FUNDS	2,692.65	1,000.00	1,692.65	269.27%
Total Income	1,209,605.98	1,013,047.00	196,558.98	119.4%
	1,209,605.98	1,013,047.00	196,558.98	119.4%
Expense				
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	7,845.72	8,400.00	-554.28	93.4%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	16,000.00	19,200.00	-3,200.00	83.33%
401-036 · MAYOR WAGES	8,500.00	10,200.00	-1,700.00	83.33%
Total 401-03 · COUNCIL EXPENSES	24,500.00	29,400.00	-4,900.00	83.33%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	3,253.75	4,000.00	-746.25	81.34%
401-042 · BLDG & GROUNDS MAINTENANCE	10,475.00	30,000.00	-19,525.00	34.92%
401-043 · DUES & SUBSCRIPTIONS	1,862.76	2,500.00	-637.24	74.51%
401-045 · GARBAGE COLLECTION & DISPOSAL	521.05	1,000.00	-478.95	52.11%
401-047 · OFFICE SUPPLIES & POSTAGE	3,443.66	6,000.00	-2,556.34	57.39%
401-048 · SOFTWARE PURCHASE & IT SERVICE	11,854.28	15,000.00	-3,145.72	79.03%
401-049 · REFUNDABLE EXPENSE	528.25			
Total 401-04 · OFFICE EXPENSES	31,938.75	58,500.00	-26,561.25	54.6%
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE	25,467.65	40,932.00	-15,464.35	62.22%
401-054 · CLERK WAGES	62,132.75	75,406.00	-13,273.25	82.4%
401-058 · DEPUTY CLERK WAGES	35,700.76	43,672.38	-7,971.62	81.75%
401-059 · EMP HEALTH INSURANCE	24,992.00	27,336.00	-2,344.00	91.43%
Total 401-05 · PERSONNEL EXPENSE	148,293.16	187,346.38	-39,053.22	79.16%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	15,088.75	15,000.00	88.75	100.59%
401-062 · LEGAL PUBLISHING	2,856.22	8,000.00	-5,143.78	35.7%
401-06 · PROFESSIONAL SERVICES - Other	25,474.20	50,000.00	-24,525.80	50.95%
Total 401-06 · PROFESSIONAL SERVICES	43,419.17	73,000.00	-29,580.83	59.48%

CITY OF DALTON GARDENS
Budget v. Actual
October 1, 2022 to July 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	7,193.14	11,000.00	-3,806.86	65.39%
401-072 · INTERNET	1,199.90	1,680.00	-480.10	71.42%
401-073 · TELEPHONE	3,164.94	480.00	2,684.94	659.36%
Total 401-07 · UTILITES	<u>11,557.98</u>	<u>13,160.00</u>	<u>-1,602.02</u>	<u>87.83%</u>
401-08 · ANNUAL PICNIC	8.40	3,500.00	-3,491.60	0.24%
401-11 · GENERAL CONTINGENCY FUND	0.00	17,471.00	-17,471.00	0.0%
401-12 · INSURANCE	6,263.00	7,500.00	-1,237.00	83.51%
Total 401-000 · GENERAL & ADMIN	<u>273,826.18</u>	<u>398,277.38</u>	<u>-124,451.20</u>	<u>68.75%</u>
402-000 · LAW ENFORCEMENT				
402-05 · CODE ENFORCEMENT-WAGES	620.00	10,000.00	-9,380.00	6.2%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	104,166.70	146,000.00	-41,833.30	71.35%
402-000 · LAW ENFORCEMENT - Other	1,842.68			
Total 402-000 · LAW ENFORCEMENT	<u>106,629.38</u>	<u>157,740.00</u>	<u>-51,110.62</u>	<u>67.6%</u>
403-000 · STREETS				
403-05 · FIRE HYDRANTS	1,155.43	10,000.00	-8,844.57	11.55%
403-06 · FUEL AND LUBRICANTS	1,918.44	4,500.00	-2,581.56	42.63%
403-10 · ROADS-ENG PLANS & SERVICES	13,427.21	25,000.00	-11,572.79	53.71%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	12,154.50	0.00	12,154.50	100.0%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	4,580.00	10,000.00	-5,420.00	45.8%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	<u>16,734.50</u>	<u>10,000.00</u>	<u>6,734.50</u>	<u>167.35%</u>
403-12 · STREET EQUIPMENT MAINTENANCE	532.12	5,000.00	-4,467.88	10.64%
403-14 · STREET MAINT- CONTRACTED	9,060.00	360,000.00	-350,940.00	2.52%
403-16 · STREET MAINT-SUPPLIES	6,333.59	3,000.00	3,333.59	211.12%
403-18 · STREET MAINT - WAGES	2,676.51	20,715.60	-18,039.09	12.92%
403-20 · STREET SIGNAL LIGHTS	389.21	500.00	-110.79	77.84%
Total 403-000 · STREETS	<u>52,227.01</u>	<u>438,715.60</u>	<u>-386,488.59</u>	<u>11.91%</u>
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	861.97	7,000.00	-6,138.03	12.31%
404-03 · PARK MAINTENANCE- CONTRACTED	14,504.85	24,000.00	-9,495.15	60.44%
404-07 · PARK MAINTENANCE- WAGES	4,336.00	5,660.00	-1,324.00	76.61%
404-09 · SUPPLIES- PARK MAINT	11,247.14	0.00	11,247.14	100.0%
Total 404-000 · PARKS	<u>30,949.96</u>	<u>36,660.00</u>	<u>-5,710.04</u>	<u>84.42%</u>
405-000 · LID				
405-01 · Gov't Way Sewer Project/LID #1	43,162.83	34,000.00	9,162.83	126.95%
405-02 · LID PHASE 2	300,000.00	40,131.41	259,868.59	747.54%
Total 405-000 · LID	<u>343,162.83</u>	<u>74,131.41</u>	<u>269,031.42</u>	<u>462.91%</u>
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	26,437.50	25,000.00	1,437.50	105.75%
407-012 · PLANNING SOFTWARE	11,527.00	11,500.00	27.00	100.24%

CITY OF DALTON GARDENS
Budget v. Actual
October 1, 2022 to July 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 407-01 · PLANNING & ZONING	37,964.50	36,500.00	1,464.50	104.01%
407-02 · BUILDING INSPECTOR SERVICES	34,012.00	65,000.00	-30,988.00	52.33%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,051.00	3,051.00	0.00	100.0%
Total 407-000 · COMMUNITY DEV.	75,027.50	104,551.00	-29,523.50	71.76%
Total Expense	881,822.86	1,210,075.39	-328,252.53	72.87%
	<u>327,783.12</u>	<u>-197,028.39</u>	<u>524,811.51</u>	<u>-166.36%</u>

Current Assets

Checking/Savings

1-101.5 · Gen Checking- ICCU	199,362.92
1-101.6 · LID# 2- ICCU	28,839.43
1-101.7 · ARPA- ICCU	254.60
1-101.8 · 18th St- ICCU	2,428.35
1-101.9 · General Fund-ICCU	2,024.66
1-102.0 · LGIP #1404-General Fund	2,787,247.64
1-102.1 · LGIP #2380-18th St	44,301.63
1-102.2 · LGIP #3726-ARPA	535,740.85
Total Checking/Savings	3,600,200.08



City of Dalton Gardens

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

Monthly Planner Activity Report

July 31, 2023

Code amendments

As their July meeting, Planning and Zoning (P&Z) Commission discussed planning priorities over the next couple months. This includes eliciting input on Commercial District design. The Commission discussed potential engagement at the City's September picnic. They suggested developing a sign inviting community members to take a survey, gauging interest in updates to the district's design requirements. No code amendments are currently under review by the P&Z Commission. However, the Commission expressed openness to discussing a City Short-Term Rental policy at their September meeting. The purpose would be to consider policy objectives policy and supporting regulations (code amendments). The P&Z recommended Lot Line Adjustment code amendments is scheduled to be heard at the August City Council regular meeting.

Variances / Special Use Permits

No new special use permits requests have been submitted.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety permit request. Building permits are received weekly and are reviewed on a rolling basis. A large influx of commercial business permits have been submitted. Additional permit reviews, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

Code compliance activities included review of an un-permitted Accessory Dwelling Unit.. With the continued backlog of code enforcement cases logged in OpenGov, staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner

To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: August 3, 2023

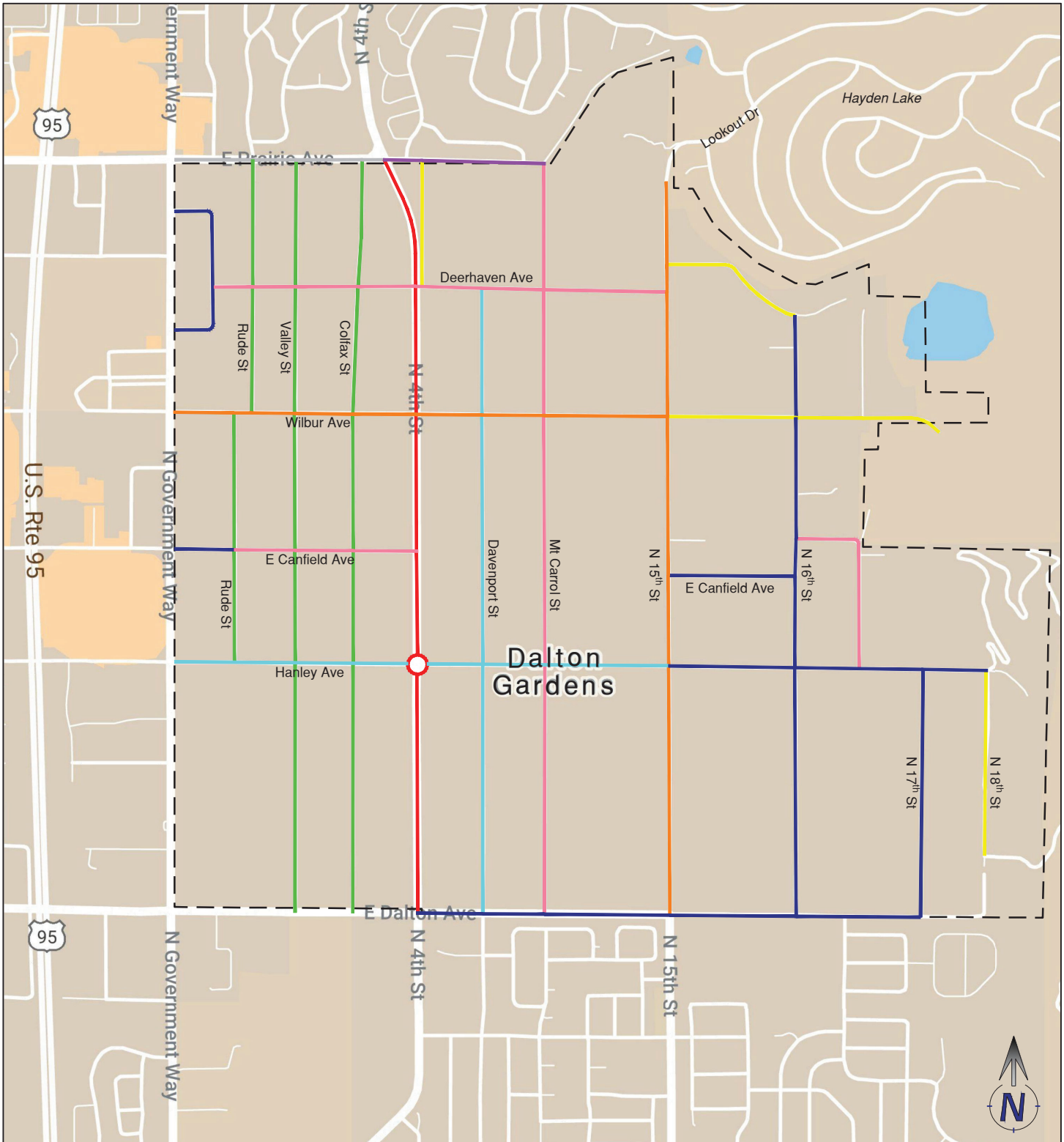
Re: August Engineering Update

1. Chip Sealing 2023 – The ½” chip seal was completed Friday, July 28. The 3/8” chip seal was completed August 6.
2. Child Pedestrian Safety Project – Minor scheduling changes have occurred. The school zone beacons are scheduled to be installed August 14-15, and the thermoplastic crosswalks August 16-21. All construction will be complete by September 1.
3. Crack Sealing – Hanley Ave. from Government way to 4th St. is the last portion of the crack seal project still outstanding. Asphalt Pros. is fitting this in their schedule prior to the yearly striping project.
4. Pavement Markings – StripeRite has scheduled the Dalton Gardens pavement markings to take place September 13 – 15.
5. 2024 Chip Seal Project – Please see attached chip seal schedule exhibit.

Estimated Project Costs:

Hanley Ave. (Government Way to 15th St.) – \$205,000.00

Davenport St. (Dalton Ave. to Deerhaven Ave.) – \$130,000.00



- 2022
- 2023
- 2024
- 2025
- 2026
- 2027
- 2028

- RECONSTRUCTION/REHABILITATION
- DALTON GARDENS CITY BOUNDARY



CHIP SEAL SCHEDULE
CITY OF DALTON GARDENS, IDAHO
 UPDATED AUGUST 2023



HMH Engineering

3882 N. Schreiber Way, Suite 104
 Coeur d'Alene, ID 83815
 208-635-5825

City of Dalton Gardens
 Dan Edwards
 6360 N. 4th St.
 Dalton Gardens, ID 83815

Invoice number M20004-37
 Date 08/07/2023

Project **M20004 City of Dalton Gardens -
 General Services**

Professional services provided through 07/30/2023.

Basic Services

Construction Administration

	Date	Hours	Rate	Billed Amount
Grady M. Killian				
	07/24/2023	1.00	60.00	60.00
<i>Avista Permits for ROW-23-9 and ROW-23-10</i>				
	07/25/2023	2.00	60.00	120.00
<i>Chip Sealing Site Visit</i>				
	07/26/2023	2.00	60.00	120.00
<i>Chip Seal Inspection and Report</i>				
	Subtotal	5.00		300.00
	Phase subtotal			300.00

Design Services

	Date	Hours	Rate	Billed Amount
Christine M. Baker				
	07/05/2023	0.50	88.75	44.38
<i>Phone conversations with Scott, and Asphalt Pros. Coordinating crack seal schedule</i>				
	07/06/2023	1.00	88.75	88.75
<i>July engineering staff report, coordinating with TDS & ZIPLY on expired permit statuses</i>				
	07/07/2023	0.50	88.75	44.38
<i>Crack seal inspection, roadway inspection per Scott Jordan's direction</i>				
	07/10/2023	1.50	88.75	133.13
<i>Pre-con meeting agenda for 2023 chip seal project</i>				
	07/11/2023	2.00	88.75	177.50
<i>Meeting prep, Pre-Con meetings, looking at roundabout signage with Teresa</i>				
	07/12/2023	2.00	88.75	177.50
<i>StripeRite notice of award, writing up pavement marking contract, writing up notice to proceed for chip seal & Child Ped. Proj</i>				
	07/13/2023	0.50	88.75	44.38
<i>July council meeting.</i>				



City of Dalton Gardens
 Project **M20004 City of Dalton Gardens - General Services**

Invoice number M20004-37
 Date 08/07/2023

Basic Services

Design Services

	Date	Hours	Rate	Billed Amount
Christine M. Baker				
	07/14/2023	2.00	88.75	177.50
<i>Construction coordination with RPI - CPS & Chip Seal., finalizing pavement marking contract & sending out to StripeRite along with notice of award.</i>				
	07/17/2023	0.50	88.75	44.38
<i>Chip seal project coordination with RPI.</i>				
	07/18/2023	1.50	88.75	133.13
<i>Review of chip seal gradation submittal, site inspection for crack seal project. Coordination with Asphalt Pros.</i>				
	07/19/2023	3.00	88.75	266.25
<i>Discussing possible chip seal/water main replacement on Prairie Ave. with Dalton Water, and City of Hayden., review of traffic control submittal from RPI for chip seal project, review of revised TCP from RPI for chip seal.</i>				
	07/20/2023	1.50	88.75	133.13
<i>Coordination with TraffiCorp, RPI on chip seal project, material testing.</i>				
	07/21/2023	2.00	88.75	177.50
<i>Chip seal project coordination, reviewing material tests & McLeod design, crack seal inspection.</i>				
	07/25/2023	1.00	88.75	88.75
<i>Chip seal coordination, material test reviews</i>				
	07/26/2023	1.50	88.75	133.13
<i>Chip seal construction coordination, review of material test, inspection</i>				
	07/27/2023	1.50	88.75	133.13
<i>Chip seal inspection & coordination, review of material tests</i>				
	Subtotal	22.50		1,996.92
	Phase subtotal			1,996.92

Material Testing

	Date	Hours	Rate	Billed Amount
Kyle R. Ferguson				
	07/21/2023	1.00	89.10	89.10
<i>Sample pickup Gradation and Cleanness Value Sample# S123-0131</i>				

TDS Permits

	Date	Hours	Rate	Billed Amount
Grady M. Killian				
	07/06/2023	1.00	60.00	60.00
<i>ROW-22-32 final inspection (0.5 hr), ROW-22-39 final inspection (0.5 hr)</i>				

Building Permit Review

	Date	Hours	Rate	Billed Amount
Christine M. Baker				
	07/24/2023	0.50	88.75	44.38
<i>Review & approval of BP-23-15</i>				



City of Dalton Gardens
 Project **M20004 City of Dalton Gardens - General Services**

Invoice number M20004-37
 Date 08/07/2023

Basic Services

CPS Ped Project

	Date	Hours	Rate	Billed Amount
Christine M. Baker				
	07/10/2023	1.00	88.75	88.75
<i>Pre-con meeting agenda & prep</i>				
	07/19/2023	0.50	88.75	44.38
<i>LHTAC Mid-Project update form.</i>				
	07/20/2023	2.00	88.75	177.50
<i>Met RPI in field and staked out RRFB and school zone beacon sign locations.</i>				
	07/21/2023	1.00	88.75	88.75
<i>Wrote up change order 1 for removal of signs.</i>				
	Subtotal	4.50		399.38
	Phase subtotal			399.38
	Basic Services subtotal			2,889.78

Reimbursable Expenses

	Units	Rate	Billed Amount
Miles	18.00	0.655	11.79
<i>G. Killian mileage 7/25 - 7/26/23</i>			

Lab Tests

	Units	Rate	Billed Amount
Cleanliness Values	1.00	60.00	60.00
<i>S123-0131</i>			

Invoice total **2,961.57**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
M20004-37	08/07/2023	2,961.57	2,961.57				
	Total	2,961.57	2,961.57	0.00	0.00	0.00	0.00

CITY OF DALTON GARDENS, IDAHO
NOTICE OF PUBLIC HEARINGS
PROPOSED BUDGET FOR FISCAL YEAR 2023-2024
INTENT TO TAKE FORGONE FOR FISCAL YEAR 2023-2024

Notice is hereby given that the City Council of the City of Dalton Gardens, Kootenai County, Idaho, will hold public hearings for consideration of the proposed budget for the fiscal period October 1, 2023 to September 30, 2024, pursuant to the provisions of Section 50-1002, Idaho Code and for the intent to take forgone monies for the same fiscal period. The hearings will be held at City Hall, 6360 N. 4th Street, Dalton Gardens, Idaho, at 6:00 PM on Thursday, August 17, 2023. All interested people are invited to appear and show cause, if any they have, why such proposed budget and forgone should or should not be adopted. Copies of the proposed budget detail are available on the City's Website www.daltongardens.com or at City Hall during regular office hours (9:00-5:00 Mon-Thur; 9:00-4:00 Fri). Assistance for persons with disabilities will be provided upon 48-hour notice prior to the public hearing. The City Council intends to take the forgone balance of \$352.00 pursuant to section 63-802, Idaho Code for the purpose of Road Maintenance.

EXPENDITURES			
	FY 2022 ACTUAL EXPENDITURE	FY 2023 BUDGET EXPENDITURE	FY 2024 PROPOSED EXPENDITURE
GENERAL FUND:			
General & Admin.	356,510.78	399,328.38	595,249.00
Law Enforcement	159,740.00	157,740.00	136,740.00
Parks	46,500.00	38,660.00	171,331.00
Community Development	95,530.50	101,500.00	107,643.00
STREET & LID FUND:			
Street Fund	674,227.55	438,715.60	716,575.00
LID Phase 1 & 2	342,965.60	74,131.41	11,803.00
OTHER FUNDS			
ARPA FUNDS	259,190.78		
TOTAL EXPENSES:	1,934,665.21	1,210,075.39	1,739,341.00

REVENUES			
	FY 2022 ACTUAL REVENUES	FY 2023 BUDGETED REVENUES	FY 2024 PROPOSED REVENUES
GENERAL FUND:			
Community Development	105,004.96	89,650.00	99,600.00
Franchise Fees	49,976.27	44,000.00	43,000.00
Property Tax Levy	172,334.95	175,097.00	181,629.00
State Rev. Sharing	401,137.51	417,695.00	428,897.00
Other Income	85,918.60	29,786.00	28,986.00
STREET & LID FUND:			
Highway Funds	365,433.74	200,184.00	197,352.00
LID Assessments	170,209.39	56,635.00	32,612
OTHER REVENUE			
ARPA FUNDS	259,190.78		518,331
EMPLOYEE CONTRIBUTION DEPENDENT HEALTH CARE & TAXES			38,600
FY CARRYOVER FUND DRAW	325,459.01	197,028.39	170,334
TOTAL REVENUE	1,934,665.21	1,210,075.39	1,739,341.00

The proposed expenditures and revenues for the fiscal year 2023-2024 have been tentatively approved by the City Council. Publication dates for the notice of the public hearing are August 3 & August 10, 2023 in the Coeur d' Alene Press.


Teresa Janzen, City Clerk/Treasurer

CITY OF DALTON GARDENS, IDAHO

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF DALTON GARDENS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 6, CHAPTER 3, SECTION 6 TO REMOVE LOT LINE ADJUSTMENTS; AMENDING TITLE 6 ~~CHAPTER 3~~ TO ADD CHAPTER ~~SECTION 8~~ 'LOT LINE ADJUSTMENTS'; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DALTON GARDENS, IDAHO:

SECTION 1: AMENDMENT TO TITLE 6, CHAPTER 3, SECTION 6.

6-3-6: LOTS:

~~H. Lot Line Adjustment: A lot line adjustment is adjustment of an existing lot line.~~

~~1. Lot line adjustments are allowed only under the following conditions:~~

~~a. Does not result in the creation of any additional building sites.~~

~~b. A parcel of land that is not buildable because it does not conform to municipal code regulations, or was created improperly, cannot be converted to a buildable parcel through a lot line adjustment.~~

~~c. Lot line adjustments require review and approval by the city. Adjustments are accomplished by recording a deed of conveyance for the property that will be transferred, and then, for the receiving parcel, recording a second deed describing the new, exterior parcel boundaries (so that an additional parcel of land is not inadvertently created). Deeds shall be submitted to the city for review and approval prior to recordation.~~

~~2. The following shall require replatting or filing an amended plat and shall not be considered a lot line adjustment:~~

~~a. A change in a lot line that results in a change in the location of an approach, utilities, easements and/or septic tank or drain field.~~

~~b. An increase or decrease in any lot size of more than twenty percent (20%).~~

~~c. Any adjustments between a platted lot and an unplatted lot.~~

~~d. An increase or reduction in the number of lots within a subdivision.~~

SECTION 2: AMENDMENT TO TITLE 6, CHAPTER 8

6-3-8: LOT LINE ADJUSTMENTS

- A. **Purpose And Intent:** It is the purpose and intent of this section to establish the requirements for adjustment of lot lines of platted lots. Lot line adjustments will not be approved for lots that were not legally created. An application for a lot line adjustment may be submitted to adjust a single common boundary between two (2) or more adjoining legal lots if the proposed lot line adjustment does not:
1. Result in the creation of any additional lots;
 2. Include any lots or parcels which are not legal lots, as defined by City Code;
 3. Impair existing access or easements, or create the need for new easements or access to any adjacent lots; and
 4. Create any lot which does not conform with this Code.
- B. **Application:** An application for a lot line adjustment must be filed with the Planning Administrator for administrative review along with such other information as may be required. The application must include
1. Written consent for such adjustment by all record owners of the properties,
 2. A current title report for the affected properties,
 3. Draft Deeds of conveyance. Adjustments are accomplished by recording a deed of conveyance for the property that will be transferred, and then, for the receiving parcel, recording a second deed describing the new, exterior parcel boundaries (so that an additional parcel of land is not inadvertently created). Deeds shall be submitted to the city for review and approval prior to recordation. New legal descriptions must be created for each new lot.
 4. A scaled drawing or site plan prepared by an Idaho **Professional Land Surveyor (-PLS)** of the proposed adjustment showing the following:
 - i. All existing and proposed lot lines and lot areas of the affected lots;
 - ii. All existing structures with dimensions and distances to existing and proposed boundaries;
 - iii. Existing septic system and drain field, sewer (if applicable) and water services to the affected lots;
 - iv. Existing and proposed easements;
 - v. Existing street frontages and accesses of each lot.
- C. **Approval:** ~~Once the application has been accepted and comments forwarded to the applicant, a record of survey must be submitted for review and approval by the City.~~ The Planning Administrator will approve the lot line adjustment only after determining that all of the following conditions have been met:

1. Only one common lot line between two (2) lots or parcels is being adjusted;
2. Both lots were legally created;
3. No additional lots have been created;
4. The resultant parcels meet the minimum requirements for area, frontage and width for the existing zone;
5. The accompanying deeds accurately describes the properties by metes and bounds descriptions;
6. No existing easements or access have been impaired nor has the need for new easements or access to the subject lots or adjacent lots been created;
7. ~~The adjusted lots are served by on-site septic, sanitary sewer (if applicable) and water services.~~ Lots shall not be adjusted so that they do not, or cannot, have on-site septic, sewer (if applicable) and water services that conform to applicable City policies and standards;
8. ~~The scaled drawing or site plan prepared by an Idaho PLS record of survey~~ has been prepared by an Idaho licensed surveyor in conformance with the requirements of Idaho State Statutes and this chapter;
9. All new property corners have been monumented as generally required by this title and Idaho Code;
10. Upon determining that all of the above requirements have been met, the City will affix its certificate of approval to the scaled drawing or site plan prepared by an Idaho PLS record of survey.

D. Issuance Of Building Permits: No building permits will be issued on lots or parcels whose boundaries have been adjusted without the approval of the City, nor will they be issued on lots or parcels whose boundaries are being adjusted until all the requirements of this section have been met and the scaled drawing or site plan prepared by an Idaho PLS record of survey and warranty deeds have been recorded. A copy of the scaled drawing or site plan prepared by an Idaho PLS recorded survey and deeds shall be provided to the City.

E. Plat required. The following shall require replatting or filing an amended plat and shall not be considered a lot line adjustment:

1. A change in a lot line that results in a change in the location of an approach, utilities, easements and/or septic tank or drain field.
2. Any adjustments between a platted lot and an unplatted lot.
3. An increase or reduction in the number of lots within a subdivision.

SECTION 3. SEVERABILITY.

If any provision of this chapter, or its application to any person or circumstances, be declared unconstitutional or invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter or the application of the provisions to other persons or circumstances.

Nothing in this chapter shall be construed as preventing the adoption of more restrictive provisions set forth in other sections of the Dalton Gardens Municipal Code. The more restrictive provisions of the code shall control.

SECTION 4. REPEAL OF CONFLICTING PROVISIONS.

All provisions of the ordinances of the City of Dalton Gardens which conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. EFFECTIVE DATE.

Upon passage and approval and publication in one (1) issue of the Coeur d'Alene Press, the official newspaper of the City of Dalton Gardens, Idaho, this Ordinance shall be in full force and effect.

PASSED under suspension of the rules at which a roll call vote was taken at regular meeting of the city council of the City of Dalton Gardens, Kootenai County, Idaho, this _____ day of _____, 2023.

ATTEST:

DAN EDWARDS, Mayor

TERESA JANZEN, Clerk

SUMMARY OF DALTON GARDENS ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF DALTON GARDENS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 6, CHAPTER 3, SECTION 6 TO REMOVE LOT LINE ADJUSTMENTS; AMENDING TITLE 6, ~~CHAPTER 3~~ TO ADD ~~SECTION~~CHAPTER 8 LOT LINE ADJUSTMENTS; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. ____ IS AVAILABLE AT DALTON GARDENS CITY HALL, 6360 N. 4th STREET, DALTON GARDENS, ID 83815 IN THE OFFICE OF THE CITY CLERK.

~~AN ORDINANCE OF THE CITY OF DALTON GARDENS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING TITLE 5, CHAPTER 10, SECTION 3 TO ADD SUBDIVISIONS AND SHORT SUBDIVISIONS FOR NOTICING REQUIREMENTS; AMENDING TITLE 6, CHAPTER 1, SECTION 4 TO DEFINE SHORT SUBDIVISIONS; AMENDING TITLE 6, CHAPTER 6 TO REVISE APPROVAL REQUIREMENTS FOR SHORT SUBDIVISIONS; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND A SEVERABILITY CLAUSE. THE ORDINANCE SHALL BE EFFECTIVE UPON PUBLICATION OF THIS SUMMARY. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. ____ IS AVAILABLE AT DALTON GARDENS CITY HALL, 6360 N. 4th STREET, DALTON GARDENS, ID 83815 IN THE OFFICE OF THE CITY CLERK.~~

Teresa Janzen, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Christopher Gabbert, am the City Attorney for the City of Dalton Gardens, Idaho. I have examined the attached summary of the City of Dalton Gardens Ordinance No. _____ and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this _____ day of _____, 2023.

DRAFT

NOTICE OF PUBLIC HEARING
CITY OF DALTON GARDENS
CITY COUNCIL

NOTICE IS HEREBY GIVEN that the City of Dalton Gardens City Council will conduct a public hearing on June 8, 2023, at 6:00 p.m. at the Dalton Gardens City Hall, 6360 N. 4th Street, Dalton Gardens, Idaho, to receive testimony from interested and affected agencies and citizens for amendments to the lot line adjustment ordinance. Written testimony may be sent to the City of Dalton Gardens City Council, 6360 N. 4th Street, Dalton Gardens, Idaho 83815. Written testimony should include the signature, email address and mailing address of the submitter; and should address the issue at hand. If written testimony fails to meet these requirements, the Council may declare such testimony inadmissible. All persons desiring to provide oral testimony should appear at the hearing. Persons with disabilities requesting special accommodations should make such request of the Clerk at least twenty-four (24) hours prior to commencement of the public hearing. The clerk's telephone number is (208) 772-3698.

Published on May 24 & 31, 2023

Teresa Janzen, City Clerk