



# Agenda for the Regular Meeting of the City Council

**Thursday, December 14, 2023**

**6:00 PM City Council**

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

Meeting is conducted in person and via Zoom:

<https://us02web.zoom.us/j/86328207960?pwd=RkxnWSStQzZubXJCZk9rbnk3Ylhldz09>

**Webinar ID:** 863 2820 7960; **Passcode:** 804521

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## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. PLEDGE OF ALLEGIANCE

## 4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting November 9, 2023
- b. Minutes from the Special Meeting December 1, 2023
- c. Ratification of Bills from November 1-30, 2023
- d. Monthly Financial Statement November 1-30, 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. Consideration of HMH Direction for Chip Seal FY24- **ACTION**
- b. Consideration of 2024 Meeting Dates for Council and P&Z - **ACTION**
- c. Consideration of the Board of Canvassers of Election Results - **ACTION**
- d. Consideration of Snow Plow Policy Amendment- **ACTION**
- e. Consideration and direction to Staff regarding GovOffice/Catalis continuation- **ACTION**
- f. Discussion of January Agenda Items

## 8. EXECUTIVE SESSION Idaho Statute 74-206-1b: 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, or public school student- **ACTION**

## 9. ADJOURNMENT- **ACTION**

Original Posting: 12/7/2023: 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**  
**Regular City Council Meeting Minutes**  
**Thursday November 9, 2023**  
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:00 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Chris Gabbert- City Attorney and Ryan Hughes-City Planner. Absent: Councilmember Aaron O'Brien
3. **PLEDGE OF ALLEGIANCE:** Lead by Mayor Edwards
4. **APPROVAL OF CONSENT CALENDAR:**
  - a. Minutes from the Regular Meeting October 12, 2023
  - b. Ratification of Bills from October 1-31, 2023
  - c. Monthly Financial Statement October 1-31, 2023

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

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

Councilmember RWuest requested that October 12, 2023 minutes be amended correcting spelling errors and clarifying the statements made regarding ARPA funds, and requested clarification on the ratified bills list vs the budget to actuals.

5. **CITY REPORTS**

- a. **City Engineer:** Christine Baker gave an update on the Child Pedestrian Safety beacons. Speed study in progress for the next several weeks. City Hall parking lot topographic data collected and being processed. Next step will be parking lot design. No answers from RPI on the product that used for the chipseal confirming that what was ordered was the same product that was applied.
- b. **City Planner:** Ryan Hughes updated the council of the Planning & Zoning's discussion to dispatch a survey to the commercial district regarding the commercial corridor design.
- c. **City Attorney:** City attorney Chris Gabbert suggested that the firearm language be added to section 9 of City Code applying to parks and facilities in addition to allowed and restricted uses.
- d. **KCSO:** Deputy Kreighton updated the council on the 40 traffic stops in October and two accidents. Neither accident was speed related.

Planning & Zoning Chairman Mike Becker addressed the council updating them of the commission's intent to solicit feedback from the commercial district stakeholders. Mr. Becker requested that the council approve the cost associated with sending to mailers to the just the property owners of the commercial corridor. All tenants occupying the commercial district will receive hand delivered letters/surveys from Chaiman Becker and Commissioner Chad Haunschild, who have agreed to deliver in person.

6. **PUBLIC COMMENT:** Opened 6:33 PM - Closed 6:37 PM

Joe Dobson 3678 E Garwood Rd, Hayden, Idaho- Requested that the council consider the LLA amendment proposed by the Planning & Zoning. Mr. Dobson explained that his application request for a LLA was denied for the 20% lot coverage, however the LLA would bring both lots into conformity.

## **7. CITY BUSINESS:**

- a. Consideration of Lot Line Adjustment Ordinance Revisions:** The City Planner reviewed the joint workshop held at the October 12, 2023 meeting with the Planning & Zoning commission. He also reminded the council that the approval of the proposed LLA revisions would allow current applicants to bring multiple properties into conforming status.

**TDrechsel made a motion to suspend reading the Lot Line Adjustment Ordinance on three different days and have the title of the proposed ordinance read once. SJordan seconded.**

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

The City Clerk, TJanzen read the title of the proposed ordinance.

**TDrechsel made a motion to adopt the Lot Line Adjustment Ordinance and directed the City Clerk to assign the appropriate number, and to publish once upon passage in the Coeur d'Alene Press. SJordan seconded.**

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

- b. Consideration of Fee Schedule Amendment:** The City Planner reviewed the proposed changes that the council discussed at the October 12, 2023 meeting regarding fee changes and additions, such as solar panels.

**TDrechsel made a motion to approve the Fee Schedule as presented and pass Resolution 2023-5 to record the updated Fee Schedule for the City. RWuest seconded.**

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

- c. Consideration of Appeal for BP 23-18:** The City Attorney reviewed the appeal presented to the council and conveyed the applicant's request to add "yard art" to the City Code to avoid this process and confusion in the future. He also explained that the size of the structure is currently identified in code as an accessory structure.

**RWuest made a motion to waive fees for the appeal, and refund permit fee for BP 23-18. TDrechsel seconded.**

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

- d. Consideration of Transfer Agreement with Dalton Gardens Irrigation District:** The City Attorney explained that the transfer of personal property from the city is outlined in the City Code and simply a formal protocol for the transfer of office desks no longer in use by the city and given to Dalton Irrigation District.

**TDrechsel made a motion to approve the transfer agreement with Dalton Irrigation District to transfer two U-shaped desks from the administrative offices. SJordan seconded.**

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

- e. **Discussion of December Agenda Items:** The City Clerk reminded the council of the historic Candy Cane Run that the city has hosted with KCFR and asked for direction from the council to proceed with combining the Christmas community event with the Candy Cane Run. The council discussed the date availability and gave directions to proceed with combining the Candy Cane Run and the Christmas community event. The City Clerk also reminded the council that the 2024 meeting dates for the upcoming year should be discussed at the December 14, 2023 meeting.

- **2024 City Council meeting dates**

**8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206: Opened 6:55 PM Closed 8:12 PM**

**TDrechsel made a motion enter Executive Session under Idaho Statute 74-206 1A.**

**SJordan seconded.**

**SJordan: yes RWuest: yes TDrechsel: yes**

**Motion carries.**

**9. ADJOURNMENT: TDrechsel made motion to adjourn. SJordan seconded.  
All in favor. Adjourned 8:12 PM**

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Dan Edwards, Mayor

ATTEST:

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Teresa Janzen, City Clerk/ Treasurer

**City of Dalton Gardens**  
**Special City Council Meeting Minutes**  
**Friday December 1, 2023**

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 1:00 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Edwards were physically present; Also present Candi Baker-City Deputy Clerk, Matt Lyons- City Attorney; Councilmember Aaron O'Brien arrived to join the Executive Session late.
3. **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, or public-school student: **Opened 1:00 PM Closed 1:56 PM**  
  
TDrechsel made a motion to enter Executive Session pursuant to Idaho Code 74-206-1(b) SJordan seconded.  
SJordan: yes RWuest: yes TDrechsel: yes AO'Brien: yes Motion carries.
4. **RECORD RETENTION COMPUTER ACCESS:**  
  
RWuest made a motion to direct the City Clerk to provide the mayor with all passwords for all networks, including portals and remote access portals, all software accounts, network passwords and any other passwords for the network. Including bank statements, subscriptions, organization memberships and locations of all media used to back up the network, a key to the safety deposit box and any other information to fully access all city business. Due December 4, 2023, by 5:00 PM. If the City Clerk refuses to provide information to the mayor, council authorizes the council president to hire an I.T. forensic audit if necessary. Also, direct attorney to be involved at the direction of the council president. SJordan seconded.  
SJordan: yes RWuest: yes TDrechsel: yes AO'Brien: yes Motion carries.
8. **ADJOURNMENT:** TDrechsel made motion to adjourn. SJordan seconded.  
All in favor. Adjourned 1:58 PM

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Dan Edwards, Mayor

ATTEST:

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Teresa Janzen, City Clerk/ Treasurer

**RATIFIED BILLS**  
**November 1-30, 2023**

<b>Vendor</b>	<b>Amount</b>	<b>Note</b>
American Legal	\$ 3,380.00	New Code Books
American OnSite	\$ 110.00	Porta Potty from October
Anderson Brothers	\$ 195.00	Accounting
Association of Idaho Cities (AIC)	\$ 1,103.20	Annual Dues
Avista Utilities	\$ 416.99	Monthly Electric & Gas
Candi Baker	\$ 19.98	Reimbursement- computer cables
Coeur d' Alene Garbage	\$ 93.00	3 months garbage
Coeur d' Alene Press	\$ 461.78	Legal Publications \$120.57 + Annual Subscription \$341.21
Cooperative Supply	\$ 135.50	Gas for City Vehicles
Dalton Irrigation	\$ 1,893.88	Annual Irrigation
Dalton Water	\$ 7,569.16	Hydrant Repair on Mt Carrol
Eileen Wilson	\$ 635.00	Refund of BP 23-18
HMH Engineering	\$ 5,464.86	Oct and Nov Engineer
ICCU Credit Card	\$ 10,577.26	Zoom, Adobe, and Microsoft license; mailings and stamps; Office Supplies; Training from Septembr
III-A	\$ 3,180.00	Health Insurance
Intuit	\$ 48.00	Monthly Payroll processing
Konica Minolta	\$ 5,233.28	Purchase of new copier*
Kootenai County Auditor	\$ 10,416.67	KCSO Deputy
Kootenai County Fire & Rescue	\$ 2,272.00	Building Inspector
Kootenai County Solid Waste	\$ 87.75	Garbage and Dump runs
Lyons O'Dowd	\$ 2,060.00	November Attorney
Mr Moms Carpet Cleaning	\$ 25.00	Annual carpet cleaning in City Hall
Nexus Planning	\$ 2,887.50	City Planner
North Fork Land Development	\$ 12,130.00	Water and Irrigation fixes at Arena
Payroll	\$ 8,601.13	November 4425.11+4176.02
Payroll Retirement	\$ 2,552.51	November
Payroll Liabilities	\$ 2,613.98	November
Sacco de Campos	\$ 675.00	Park Services
Service Master Cleaning	\$ 645.00	2 months cleaning City Hall (Sept and Oct)
Spectrum	\$ 119.99	Internet
Verizon	\$ 41.77	Monthly Bill
	<b>\$ 85,645.19</b>	

\* Evergreen Security balance \$11,653.86 and Konica Minolta account for approximately \$17K difference in bills v.expenses for October 2023 statements. Checks were cut in October but held and not paid out.

**CITY OF DALTON GARDENS**  
**Budget v. Actual**  
**October 1, 2023 to November 31, 2023**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Dependent Healthcare Contribution	\$2,572.00	\$ 15,600.00		
ARPA Funds to be used in FY24		\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws		\$ 193,333.00		
<b>Income</b>				
<b>301-000 · COMMUNITY DEV. INCOME</b>				
301-03 · BUILDING PERMIT REVENUE	10,820.30	85,000.00	-74,179.70	12.73%
301-04 · BUSINESS LICENSE REVENUE	225.00	7,750.00	-7,525.00	2.9%
301-05 · FACILITY RESERVATION REVENUE	0.00	750.00	-750.00	0.0%
301-07 · SPECIAL USE FEES	0.00	3,000.00	-3,000.00	0.0%
301-08 · SUBDIVISION REVENUE	2,000.00	1,000.00	1,000.00	200.0%
301-11 · ROW PERMITS	2,777.07	1,500.00	1,277.07	185.14%
301-12 · Alcohol Licenses	0.00	600.00	-600.00	0.0%
<b>Total 301-000 · COMMUNITY DEV. INCOME</b>	<b>15,822.37</b>	<b>99,600.00</b>	<b>-83,777.63</b>	<b>15.89%</b>
<b>302-000 · FRANCHISE FEES</b>				
302-01 · FRANCHISE FEE AVISTA	5,650.29	28,000.00	-22,349.71	20.18%
302-02 · FRANCHISE FEE TWC/SPECTRUM	5,392.32	10,000.00	-4,607.68	53.92%
302-03 · FRANCHISE FEE TDS	1,251.07	5,000.00	-3,748.93	25.02%
<b>Total 302-000 · FRANCHISE FEES</b>	<b>12,293.68</b>	<b>43,000.00</b>	<b>-30,706.32</b>	<b>28.59%</b>
<b>303-000 · HIGHWAY FUNDS</b>				
303-01 · HIGHWAY USERS REVENUE	24,336.61	92,496.00	-68,159.39	26.31%
303-02 · NEW HIGHWAY USER REVENUE	7,812.24	44,025.00	-36,212.76	17.75%
303-03 · TRANSFER HWY DISTRICT LEVY	149.74	60,831.00	-60,681.26	0.25%
<b>Total 303-000 · HIGHWAY FUNDS</b>	<b>32,298.59</b>	<b>197,352.00</b>	<b>-165,053.41</b>	<b>16.37%</b>
<b>304-000 · LID ASSESSMENTS</b>	<b>0.00</b>	<b>32,612.00</b>	<b>-32,612.00</b>	<b>0.0%</b>
<b>305-000 · PROPERTY TAXES</b>	<b>380.58</b>	<b>181,629.00</b>	<b>-181,248.42</b>	<b>0.21%</b>
<b>306-000 · STATE REVENUE SHARE</b>				
306-01 · STATE LIQUOR ALLOCATION	23,402.00	117,000.00	-93,598.00	20.0%
306-02 · STATE REVENUE SHARING	94,044.73	311,897.00	-217,852.27	30.15%
<b>Total 306-000 · STATE REVENUE SHARE</b>	<b>117,446.73</b>	<b>428,897.00</b>	<b>-311,450.27</b>	<b>27.38%</b>
<b>307-000 · OTHER INCOME</b>				
307-02 · COURT REVENUE-TRAFFIC FINES	1,025.85	15,000.00	-13,974.15	6.84%
307-03 · INTEREST INCOME	28,643.86	2,000.00	26,643.86	1,432.19%
307-05 · REFUNDS & REIMBURSEMENTS	679.00			
307-06 · RENT	1,650.00	10,986.00	-9,336.00	15.02%
<b>Total 307-000 · OTHER INCOME</b>	<b>31,998.71</b>	<b>27,986.00</b>	<b>4,012.71</b>	<b>114.34%</b>
<b>308-000 · GRANT FUNDS</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>210,240.66</b>	<b>1,012,076.00</b>	<b>-801,835.34</b>	<b>20.77%</b>
<b>Total Income with Prior Year Funds</b>	<b>212,812.66</b>	<b>1,739,341.00</b>	<b>-1,526,528.34</b>	<b>12.24%</b>
<b>Expense</b>				
<b>401-000 · GENERAL &amp; ADMIN</b>				
401-016 · TRAINING TRAVEL EXPENSE	704.53	3,500.00	-2,795.47	20.13%
<b>401-03 · COUNCIL EXPENSES</b>				
401-033 · CITY COUNCIL SALARIES	3,200.00	19,200.00	-16,000.00	16.67%
401-036 · MAYOR WAGES	1,700.00	10,200.00	-8,500.00	16.67%

**CITY OF DALTON GARDENS**  
**Budget v. Actual**  
**October 1, 2023 to November 31, 2023**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 401-03 · COUNCIL EXPENSES</b>	4,900.00	29,400.00	-24,500.00	16.67%
<b>401-04 · OFFICE EXPENSES</b>				
401-041 · BLDG MAINT CONTRACTED	31,077.64	207,000.00	-175,922.36	15.01%
401-042 · BLDG & GROUNDS MAINTENANCE	11.46	10,000.00	-9,988.54	0.12%
401-043 · DUES & SUBSCRIPTIONS	1,288.20	2,524.00	-1,235.80	51.04%
401-045 · GARBAGE COLLECTION & DISPOSAL	306.10	1,000.00	-693.90	30.61%
401-046 · OFFICE MAINTENANCE	9,285.55			
401-047 · OFFICE SUPPLIES & POSTAGE	5,430.81	6,000.00	-569.19	90.51%
401-048 · SOFTWARE PURCHASE & IT SERVICE	1,795.93	19,500.00	-17,704.07	9.21%
<b>Total 401-04 · OFFICE EXPENSES</b>	49,195.69	246,024.00	-196,828.31	20.0%
<b>401-05 · PERSONNEL EXPENSE</b>				
401-050 · COMPANY PAYROLL TAX EXPENSE	4,769.68	47,000.00	-42,230.32	10.15%
401-054 · CLERK WAGES	12,567.68	75,406.00	-62,838.32	16.67%
401-058 · DEPUTY CLERK WAGES	7,781.04	43,672.00	-35,890.96	17.82%
401-059 · EMP HEALTH INSURANCE	5,976.00	32,880.00	-26,904.00	18.18%
<b>Total 401-05 · PERSONNEL EXPENSE</b>	31,094.40	198,958.00	-167,863.60	15.63%
<b>401-06 · PROFESSIONAL SERVICES</b>				
401-061 · AUDIT AND ACCOUNTING	243.00	17,000.00	-16,757.00	1.43%
401-062 · LEGAL PUBLISHING	3,841.78	8,000.00	-4,158.22	48.02%
401-06 · PROFESSIONAL SERVICES - Other	5,166.38	40,000.00	-34,833.62	12.92%
<b>Total 401-06 · PROFESSIONAL SERVICES</b>	9,251.16	65,000.00	-55,748.84	14.23%
<b>401-07 · UTILITES</b>				
401-071 · BLDG & GROUNDS UTILITIES	2,501.26	9,000.00	-6,498.74	27.79%
401-072 · INTERNET	239.98	1,500.00	-1,260.02	16.0%
401-073 · TELEPHONE	43.25	1,867.00	-1,823.75	2.32%
<b>Total 401-07 · UTILITES</b>	2,784.49	12,367.00	-9,582.51	22.52%
401-08 · ANNUAL PICNIC	110.00	2,500.00	-2,390.00	4.4%
401-10 · DONATIONS-MEMORIALS	500.00			
401-11 · GENERAL CONTINGENCY FUND	0.00	30,000.00	-30,000.00	0.0%
401-12 · INSURANCE	2,868.50	7,500.00	-4,631.50	38.25%
<b>Total 401-000 · GENERAL &amp; ADMIN</b>	101,408.77	595,249.00	-493,840.23	17.04%
<b>402-000 · LAW ENFORCEMENT</b>				
402-01 · CODE ENFORCEMENT-CLEAN UP	67.53			
402-05 · CODE ENFORCEMENT-WAGES	0.00	10,000.00	-10,000.00	0.0%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	10,416.67	125,000.00	-114,583.33	8.33%
<b>Total 402-000 · LAW ENFORCEMENT</b>	10,484.20	136,740.00	-126,255.80	7.67%
<b>403-000 · STREETS</b>				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%
403-06 · FUEL AND LUBRICANTS	135.50	3,500.00	-3,364.50	3.87%
403-10 · ROADS-ENG PLANS & SERVICES	5,464.86	25,000.00	-19,535.14	21.86%
403-11 · SNOW & ICE CONTROL-REMOVAL	0.00	25,000.00	-25,000.00	0.0%
403-12 · STREET EQUIPMENT MAINTENANCE	4,341.17	4,000.00	341.17	108.53%
403-14 · STREET MAINT- CONTRACTED	0.00	630,000.00	-630,000.00	0.0%

**CITY OF DALTON GARDENS**  
**Budget v. Actual**  
**October 1, 2023 to November 31, 2023**

	Actual	Budget	\$ Over Budget	% of Budget
403-16 · STREET MAINT-SUPPLIES	1,173.50	2,500.00	-1,326.50	46.94%
403-18 · STREET MAINT - WAGES	339.25	6,000.00	-5,660.75	5.65%
403-20 · STREET SIGNAL LIGHTS	91.40	575.00	-483.60	15.9%
<b>Total 403-000 · STREETS</b>	<b>19,114.84</b>	<b>716,575.00</b>	<b>-697,460.16</b>	<b>2.67%</b>
<b>404-000 · PARKS</b>				
404-01 · HORSE ARENA EXPENSES	65.84	7,000.00	-6,934.16	0.94%
404-03 · PARK MAINTENANCE- CONTRACTED	13,704.80	155,331.00	-141,626.20	8.82%
404-07 · PARK MAINTENANCE- WAGES	1,003.00	6,000.00	-4,997.00	16.72%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
<b>Total 404-000 · PARKS</b>	<b>15,045.36</b>	<b>171,331.00</b>	<b>-156,285.64</b>	<b>8.78%</b>
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
<b>407-000 · COMMUNITY DEV.</b>				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	6,262.50	25,000.00	-18,737.50	25.05%
407-012 · PLANNING SOFTWARE	0.00	11,500.00	-11,500.00	0.0%
<b>Total 407-01 · PLANNING &amp; ZONING</b>	<b>6,262.50</b>	<b>36,500.00</b>	<b>-30,237.50</b>	<b>17.16%</b>
407-02 · BUILDING INSPECTOR SERVICES	6,020.00	68,000.00	-61,980.00	8.85%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,143.00	3,143.00	0.00	100.0%
407-000 · COMMUNITY DEV. - Other	635.00			
<b>Total 407-000 · COMMUNITY DEV.</b>	<b>16,060.50</b>	<b>107,643.00</b>	<b>-91,582.50</b>	<b>14.92%</b>
<b>Total Expense</b>	<b>162,113.67</b>	<b>1,739,341.00</b>	<b>-1,577,227.33</b>	<b>9.32%</b>
	<b>50,698.99</b>	<b>0.00</b>	<b>50,698.99</b>	<b>100.0%</b>

**Checking/Savings**

1-101.5 · Gen Checking- ICCU	55,105.64
1-101.6 · LID# 2- ICCU	28,863.46
1-101.7 · ARPA- ICCU	254.60
1-101.8 · 18th St- ICCU	2,368.35
1-101.9 · General Fund-ICCU	52,018.80
1-102.0 · LGIP #1404-General Fund	2,369,562.81
1-102.1 · LGIP #2380-18th St	45,081.21
1-102.2 · LGIP #3726-ARPA	545,168.44
<b>Total Checking/Savings</b>	<b>3,098,423.31</b>

**To:** Mayor Edwards, City of Dalton Gardens

**From:** HMH Engineering

**Date:** December 6, 2023

**Re:** December Engineering Update

1. Child Pedestrian Safety Project – Change order 2, which included the work to upgrade the school zone beacons to remote programming capabilities was executed October 25, 2023.
2. Speed Study – The data collection portion of the speed study was completed December 6, 2023. Traffic count data is shown below:

Average Daily Traffic (ADT) Comparison By Year			
Traffic Counter Location	2012	2021	2023
4th Street (Between Dalton & Hanley)	8,350	6,160	5,715
4th Street (Between Deerhaven & Prairie)	-	7,259	6,448
15th Street (Between Dalton & Hanley)	3,500	3,776	3,815
15th Street (Between Wilbur & Deerhaven)	-	1,847	2,173
Hanley Ave. (Between Rude & Valley)	2,610	3,060	3,148
Hanley Ave. (Between Mt. Carrol & 15th)	-	-	2,194
Dalton Ave. (Between Mt. Carrol & 15th)	6,000	2,688	2,301
Dalton Ave. (Between 15th & 16th)	-	-	1,184
Canfield Ave. (Between Rude & Valley)	-	-	603
Wilbur (Between Valley & Colfax)	1,060	968	1,125
Deerhaven Ave. (Between Davenport & Mt. Carrol)	-	1,652	1,179
16th Street (Between Dalton & Canfield Ave.)	-	-	491

HMH will continue work on the analysis of the data collected in November/December 2023, as well as compiling our findings and recommendations in the speed study report.

3. City Hall Parking Lot – The topographic survey field work was completed on October 26, 2023. We have begun the layout and grading design of the parking lot.

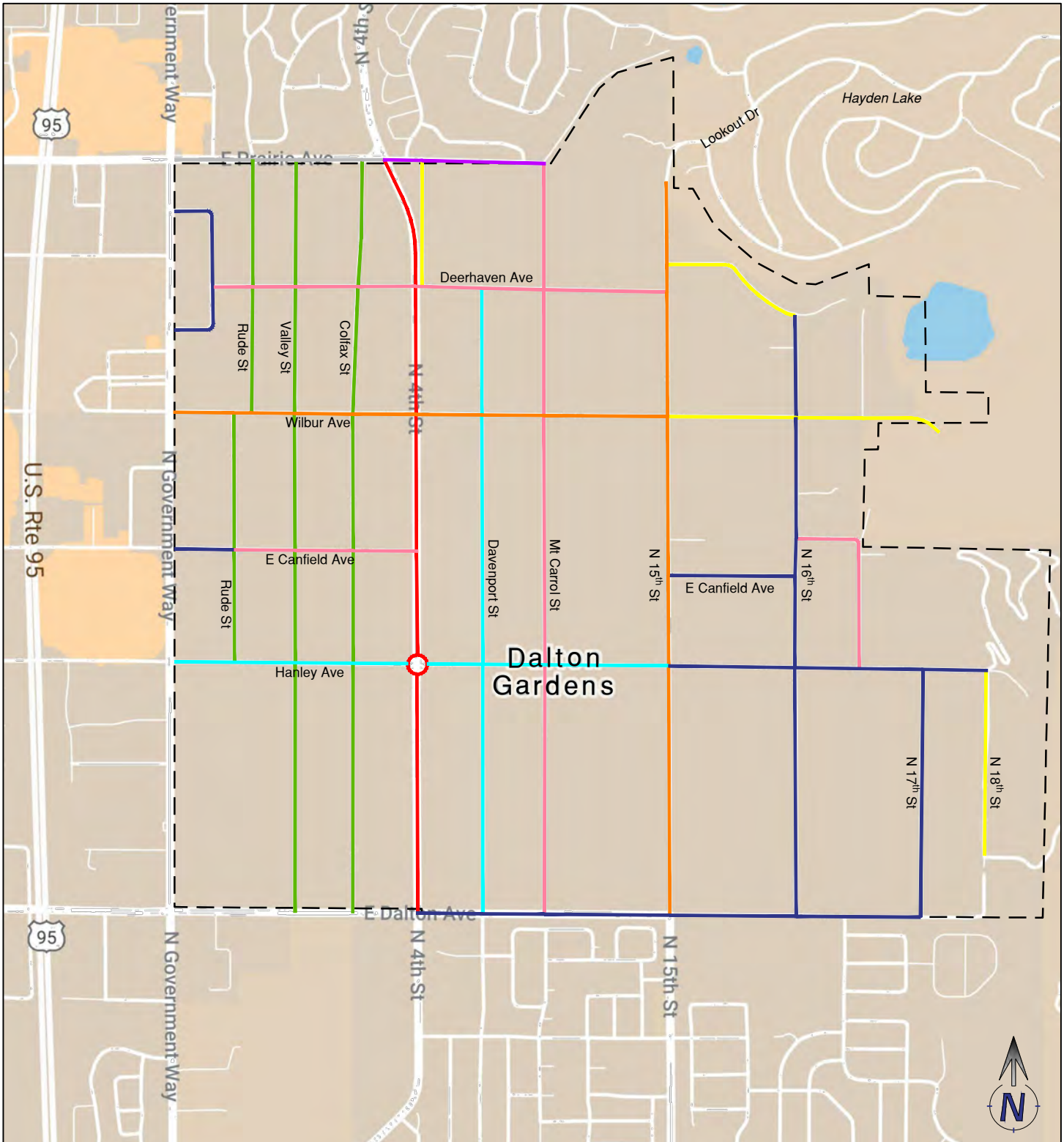
### 2024 City of Dalton Gardens Chip Seal










The City contains approximately 21 miles of roads varying in width. The collective area of these roadways is approximately 297,300 square yards. Chip sealing is recommended every 7 years. In order to chip seal all roads in Dalton Gardens with a 7-year cycle, about 42,500 square yards of roadway needs to be chip sealed per year. In 2022, 64,585 SY of roadway was chip sealed.

#### 2024 Scheduled Roadways

- Hanley Ave. – (20,245 SY) – Estimated Cost \$200,000.00
- Davenport St. – (13,200 SY) – Estimated Cost \$125,000.00

Combined Cost – 325,000.00



- |  |  |   |
|--|--|---|
|  2022 |  2025 |  RECONSTRUCTION/REHABILITATION |
|  2023 |  2026 |  DALTON GARDENS CITY BOUNDARY  |
|  2024 |  2027 |   |
|  |  2028 |   |



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



## City of Dalton Gardens

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

### Monthly Planner Activity Report

**November 30, 2023**

#### Code amendments

The Planning and Zoning (P&Z) Commission will be taking next steps in the commercial district vision outreach and engagement project. In November and December they agreed to hand deliver engagement letters personally to business operators along the Commercial District. Additionally, City Council authorized a direct mailing to property owners along the commercial corridor. The P&Z recommended Lot Line Adjustment Code Amendment was adopted by City Council at their November meeting. At least two Lot Line Adjustment applications have taken advantage of the newly amended code. No code amendments are currently under review by the P&Z Commission. However, the Commission continued discussion on objectives for creating zoning provisions for the lot occupied by the Dalton Market.

#### Fee Schedule

City Council adopted the proposed Fee Schedule at their November regular meeting. A copy of the updated fee schedule is available at City Hall.

#### Variances / Special Use Permits

One special use permits request was submitted in November. The applicant, however, has elected to withdraw the request.

#### 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. Other permit types include home based business permits, commercial business licenses and others. The City consistently receives permit applications for both accessory structures and new home construction.

#### Code enforcement

The City has an extensive backlog of code compliance cases logged in OpenGov. Without additional staffing resources, only priority cases (per the Code Compliance Policy Manual) are currently being reviewed. This includes issuing Notice of Violations on unpermitted Accessory Dwelling Units. Staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,  
City Planner



# Kootenai Co Sheriff's Office

## Law Total Incident Report, by Agency, Nature

---

Agency: KOOTENAI CO SHERIFF'S OFFICE

<u>Nature of Incident</u>	<u>Total Incidents</u>
Hit and Run Accident	1
Traffic Accident w/ Damage	3
General Public Assistance	3
DIRECTED PATROL AREA	53
LOCKDOWN DRILL	1
follow up	4
Security Check	1
Traffic Violation	1
Traffic Stop	30
TRESPASSING	1
VIN Number Inspection	1
<b>Total Incidents for This Agency</b>	<b>99</b>

---

Total reported: 99

TOTAL CITATIONS: 18

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### Report Includes:

All dates between `00:00:00 11/01/23` and `23:59:59 11/30/23`, All agencies matching `KCSD`, All natures, All locations matching `33`, All responsible officers matching `M.CREIGHTON`, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes

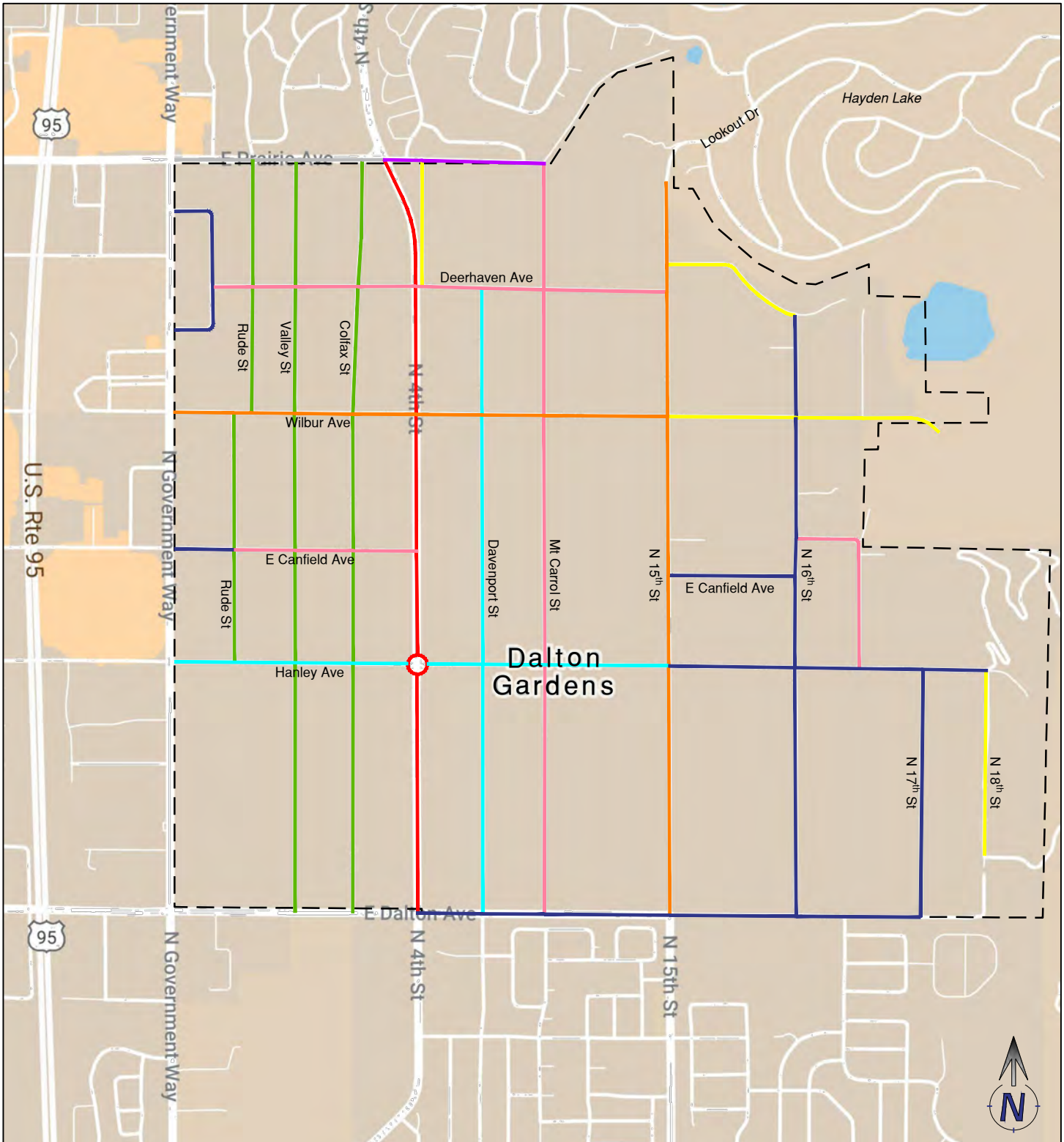
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



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|  |  2028 |   |



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

# City of Dalton Gardens 2024 Meeting Schedules

CITY COUNCIL	PLANNING & ZONING
2 <sup>nd</sup> Thursday of the Month	4 <sup>th</sup> Thursday of the Month
<b>01/11/2024</b>	<b>01/24/2024</b>
<b>02/08/2024</b>	<b>02/29/2024</b> <i>*4<sup>th</sup> Thursday</i>
<b>03/014/2024</b>	<b>03/28/2024</b>
<b>04/11/2024</b>	<b>04/25/2024</b>
<b>05/09/2024</b>	<b>05/23/2024</b>
<b>06/13/2024</b>	<b>06/20/2024</b> <i>*3<sup>rd</sup> Thursday</i>
<b>07/11/2024</b>	<b>07/25/2024</b>
<b>08/08/2024</b>	<b>08/22/2024</b>
<b>09/12/2024</b>	<b>09/26/2024</b>
<b>10/10/2024</b>	<b>10/24/2024</b>
<b>11/14/2024</b>	<b>11/21/2024</b> <i>*3<sup>rd</sup> Thursday</i>
<b>12/12/2024</b>	<b>12/19/2024</b> <i>*3<sup>rd</sup> Thursday</i>

All City meetings are open to the Public. 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.



# Kootenai County Elections

Jennifer Locke • Clerk

1808 N 3<sup>rd</sup> St • P.O. Box 9000 • Coeur d'Alene, ID 83816-9000

Phone (208)446-1030 • Fax (208)446-2184

<http://www.kcgov.us/elections> • Email [kcelections@kcgov.us](mailto:kcelections@kcgov.us)

STATE OF IDAHO

} ss.

COUNTY OF Kootenai

We, the commissioners of the county and state aforesaid, acting as the **Board of Canvassers of Election**, convened on November 16th, 2023, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the Candidates and Ballot Questions as they appeared at the **Consolidated Election** held on **November 7, 2023** as shown by the records now on file in the County Clerk's office.

A handwritten signature in black ink, appearing to be "B. W. P.", written over a horizontal line.

A handwritten signature in black ink, appearing to be "B. W. P.", written over a horizontal line.

County Board of Canvassers

Attest: Jennifer Locke  
Clerk

(County Seal)





# Kootenai County Elections

Jennifer Locke • Clerk

1808 N 3<sup>rd</sup> St · P.O. Box 9000 · Coeur d'Alene, ID 83816-9000

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STATE OF IDAHO

} ss.

COUNTY OF Kootenai

I, Jennifer Locke, Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the Candidates therein named as they appeared on the election ballot for the **Consolidated Election on November 7, 2023** for the **City of Dalton Gardens** as shown by the record of the Board of Canvassers filed in my office this **16th** day of **November, 2023**.

  
County Clerk

(County Seal)



Kootenai County  
November 7, 2023 Consolidated Election

Precinct	Voting Statistics				
	Total Number of Registered Voters at Cutoff	Number Election Day Registrants	Total Number of Registered Voters	Number of Ballots Cast	% of Registered Voters That Voted
201	1,625	14	1,639	469	28.6%
202	1,875	13	1,888	459	24.3%
203	1,820	21	1,841	560	30.4%
204	1,720	14	1,734	568	32.8%
205	1,535	12	1,547	542	35.0%
206	673	8	681	223	32.7%
207	696	17	713	204	28.6%
208	910	6	916	219	23.9%
301	1,344	12	1,356	393	29.0%
302	1,520	14	1,534	450	29.3%
303	1,660	6	1,666	470	28.2%
304	1,896	11	1,907	441	23.1%
305	1,224	12	1,236	330	26.7%
306	1,617	15	1,632	498	30.5%
307	1,554	16	1,570	451	28.7%
308	1,706	16	1,722	548	31.8%
309	1,533	22	1,555	540	34.7%
310	1,483	19	1,502	533	35.5%
311	822	13	835	234	28.0%
312	1,554	14	1,568	647	41.3%
313	1,626	21	1,647	692	42.0%
314	1,877	13	1,890	826	43.7%
315	1,436	12	1,448	530	36.6%
316	1,399	31	1,430	500	35.0%
317	1,661	12	1,673	488	29.2%
318	1,366	27	1,393	518	37.2%
319	1,579	18	1,597	689	43.1%
320	1,662	12	1,674	635	37.9%
321	1,558	21	1,579	706	44.7%
322	1,745	37	1,782	607	34.1%
323	1,264	15	1,279	297	23.2%
401	1,222	16	1,238	396	32.0%
402	1,532	10	1,542	432	28.0%
403	1,611	19	1,630	597	36.6%
404	1,469	16	1,485	634	42.7%
405	1,818	23	1,841	551	29.9%
406	1,381	21	1,402	567	40.4%
407	1,557	13	1,570	584	37.2%
408	1,610	11	1,621	464	28.6%
409	1,422	15	1,437	505	35.1%
410	1,440	17	1,457	729	50.0%
411	1,493	8	1,501	454	30.2%
412	1,404	7	1,411	538	38.1%
413	1,532	22	1,554	347	22.3%
414	1,528	22	1,550	450	29.0%
415	1,386	12	1,398	417	29.8%
416	1,327	9	1,336	502	37.6%
417	1,486	12	1,498	509	34.0%

Kootenai County  
November 7, 2023 Consolidated Election

Precinct	Voting Statistics				
	Total Number of Registered Voters at Cutoff	Number Election Day Registrants	Total Number of Registered Voters	Number of Ballots Cast	% of Registered Voters That Voted
418	1,447	12	1,459	574	39.3%
419	1,391	10	1,401	637	45.5%
420	1,350	16	1,366	577	42.2%
501	1,091	12	1,103	201	18.2%
502	1,618	16	1,634	272	16.6%
503	1,225	10	1,235	436	35.3%
504	1,345	12	1,357	281	20.7%
505	1,489	15	1,504	356	23.7%
506	1,373	9	1,382	266	19.2%
507	1,506	10	1,516	335	22.1%
508	1,174	9	1,183	277	23.4%
509	1,567	11	1,578	343	21.7%
510	1,382	7	1,389	240	17.3%
511	1,680	9	1,689	358	21.2%
512	1,201	13	1,214	284	23.4%
513	1,215	24	1,239	321	25.9%
514	1,487	14	1,501	406	27.0%
515	1,262	12	1,274	324	25.4%
516	1,501	9	1,510	416	27.5%
517	1,210	8	1,218	306	25.1%
518	883	7	890	213	23.9%
519	1,949	18	1,967	534	27.1%
520	1,575	10	1,585	617	38.9%
521	1,223	12	1,235	550	44.5%
522	1,287	7	1,294	244	18.9%
<b>Total</b>	<b>105,589</b>	<b>1,039</b>	<b>106,628</b>	<b>33,311</b>	<b>31.2%</b>

Kootenai County  
November 7, 2023 Consolidated Election

	Candidates		
	City of Dalton Gardens		
	Council Member (2 Seats)		
Precinct	Justin Rupinski	Gary Sonnen	Susan Jean Supp
320	96	86	75
321	360	387	425
Total	456	473	500

## **SNOW PLOW PLAN POLICY FOR CITY OF DALTON GARDENS**

This snow plan gives the expectations and guidelines for the City of Dalton Gardens.

Mother Nature is unpredictable but we know it will snow and freeze at some point in the season. We have approximately 46 lane miles of road to maintain. Some years' snowfall will be below average, and other years it will be above average. Unknowing of snow accumulation we will plow snow as far back as possible to always keep room for larger amounts of snow and avoid narrowing roads.

Let us start by saying things are going to happen over the course of the winter. Please be patient with us and we apologize for snow in your driveway. If necessary and you have a complaint, please let us know. We also encourage constructive criticism. We are a small community and would like to be neighborly with one another. We are also Idahoans who expect this type of weather for a few short months.

Our goal is:

Readiness & Public Safety

Adequate passable roads with plowing and de-icing

3 inches or more, and snowing, we will plow

3 inches or less, we may plow if the temperatures are going to cause freezing conditions

We will plow arterial and collector roads first, and the local roads second

If the snow accumulation warrants a city-wide plow, we anticipate approximately 10 hours to complete

If it continues to snow, we may have to start over to keep 4<sup>th</sup>, 15<sup>th</sup> Dalton, Hanley, Wilbur, and Canfield clear for emergency vehicles, schools, and the commuting public.

Snowplow operators shall not plow or sand on private property except for emergencies requested by Kootenai County Sheriff's office and determined by the Mayor or his/her designee and plow only public streets within Dalton Gardens City limits and only the width of the roadway.

De-icing treatment will be performed to achieve safe and passable roadways ~~or roadways~~ that have been plowed. Use of deicer treatments will be limited to steep roadway grades, at intersections, on sharp curves with significant traffic levels and in other areas determined by the City to be hazardous. De-icer operations will not generally be performed while a snowstorm is in progress. De-icer operations performed by the City are only an aid to the traveling public and does not return the road to a normal driving condition.

Please keep all vehicles, trailers, garbage cans, etc. off the roadways as it makes it difficult for snow plowing.

Please be patient as some roads take more than one pass to complete before cleaning your driveway.

Please **DO NOT** blow or push snow across roads as it is known to have caused accidents, and in some cases, fatalities. Idaho code 18-3907 can warrant a citation and fine for putting snow into the road.

Approved and passed by Dalton Gardens City Council on January 7, 2021.

**Teresa Janzen**

---

**From:** Brett Schnell <bschnell@catalisgov.com>  
**Sent:** Thursday, November 30, 2023 9:21 AM  
**To:** Teresa Janzen  
**Subject:** Rate Changes for GovOffice Websites

Hi Teresa,

Your current contract is good until June 2024. At that time, we will look to renew and update the site with a redesign, this will increase the price from \$2660 per year to \$4,995 per year, or \$3,995 per year without the re-design.

**Brett Schnell** | Customer Success Specialist  
Cell: 1-403-783-0326  
Support: 1-855-898-6864



## Teresa Janzen

---

**From:** Brett Schnell <bschnell@catalisgov.com>  
**Sent:** Thursday, November 30, 2023 10:05 AM  
**To:** Teresa Janzen  
**Subject:** RE: Rate Changes for GovOffice Websites  
**Attachments:** Catalis\_CMS\_Flyer (8).pdf

We have made significant changes and updates from the GovOffice platform, I have included our information below on these updates. We are flexible on the price, depending on the municipal needs, Please take a look at my calendar and book a time to review the new site and developments.

### Catalis CMS

- Single-Sign-On (SSO)
- Dashboard Analytics
  - A new dashboard that includes information about traffic and engagement using Google Analytics 4, and dedicated sections for meetings, events, form submissions, and open orders.
- Amazon Web Services(AWS)
  - #1 fastest and most secure cloud provider in the world
- Modern and intuitive Admin Interface
- Mailer server changed – provider – new provider is better but more expensive
- Better security
- Improve stability
- New and improved designs
  - Regular new feature improvements and updates

As a result of these beneficial product upgrades, we would like to notify you of a rate increase for the following services:

- Catalis CMS: Starting at \$4995 annually plus 4% year over Year for a 4-year term. \*first rate increase in several years.

Following this rate increase, we will continue offering you unparalleled white glove support and services, as well as the benefits you will receive with comprehensive product that meets your complex municipal needs.

**Brett Schnell** | Customer Success Specialist  
Cell: 1-403-783-0326  
Support: 1-855-898-6864



**From:** Teresa Janzen <clerk@daltongardens.com>  
**Sent:** Thursday, November 30, 2023 10:58 AM  
**To:** Brett Schnell <bschnell@catalisgov.com>  
**Subject:** RE: Rate Changes for GovOffice Websites

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Wow- that is a SIGNIFICANT price increase!

*Teresa Janzen, IdCMCT*  
Clerk/Treasurer, Permit Tech  
City of Dalton Gardens  
6360 N 4<sup>th</sup> St.  
Dalton Gardens, ID 83815  
(208) 772-3698 ext 102  
[www.daltongardens.com](http://www.daltongardens.com)

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Cell: 1-403-783-0326  
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# CATALIS WEBSITE MANAGEMENT

*Developed to meet the specific needs of a local government*

Our CMS provides you with the ability to refine all user accounts to restrict access to specific features. For example, you can create an admin user account and provide a specific user with access to edit only specific pages or have access to a specific application. This is a great feature for a larger government that may want to provide departments with access to edit specific sections of a website.

There is no limit to the number of user accounts, and you can enable/disable user accounts at any time. Catalis' CMS is also responsive for any mobile device, and you can edit any pages and use any admin features from a mobile phone, tablet, or computer.

**In addition to our standard dashboard and Single-Sign-On (SSO) portal, some key benefits to using Catalis' CMS Package include:**

## **Accessibility**

Accessibility Development, SSL Certificates, and North American hosting (AWS).

## **Strong Security**

Scan files and behaviour with monitoring and anti-virus software. We have annual penetration tests, and a security committee implementing and updating best practices.

## **Mobile Responsive Design**

This proposal includes a design that will be completely responsive on any mobile device. Your content management system is also responsive and provides you with the ability to edit your website on any mobile device including a smartphone.

## **Business Directory**

Map business locations.

## **Accordions**

The Accordion is a new data type within the CMS. It is like the Quick List data type, but each item is grouped in an expandable/collapsible region.

## **Air Quality**

Display air quality information on your website.

## **Notices/News**

The News content type is best for content you want to be scheduled for publication. This content type is also useful for creating a section of announcements that you can easily promote to the homepage using the Promotions feature. The News content type is sorted by publish date.

## **Documents**

Centralized file management where videos can be managed.

## **Cards**

Display the content of your items on a page either horizontally or vertically, and as properly fit in any screen size. Click on Add Item to add a new Box.

## **Calendar**

Enter community activities, which can be displayed as a list of events or in a calendar. With the Events content type, you can control when the event should automatically roll off the live site. This helps keep your site free from outdated content.

## **Intranet**

Create password-protected pages.

## **Maps**

List a series of addresses for tourism, park locations, and land available for development. To add a new location, click on Add Item.

## **Navigation Banner**

Add a hero image or opening photo.

## **Meetings**

Feature your local government's meeting minutes and agendas on your community's website. You simply upload the documents directly to the website and they will be categorized and displayed by date and meeting type.

## Image Gallery

Create an online photo album to post several images and control their order and captions. The images appear as thumbnails, and any image can be enlarged simply by clicking on it.

## Alert Banner (Alerts)

Manage alert messages that will appear as a banner to alert people to important information. This is a convenient tool to highlight people's attention to important matters such as service outages.

## Postings

Display details regarding job openings. It gives you the option of formatting your text in a standard flow or developing your own format by entering all the relevant information into the "Comments" text box.

## Dashboard

View and share information about traffic and engagement using Google Analytics 4, dedicated sections for meetings, events, form submissions, and open orders.

## Weather

Display weather information on your website.

## RSS Subscribe

Display local news and news from multiple news sources. You control the feeds and the news automatically appears on your website.

## Advance Admin Access Rights

Create unlimited access accounts for users to log in and update the website. Each user will have their own username and password and the website will track who last made certain edits. Each user will also have permissions set so they can only edit certain pages within the website. Our solution also provides group management.

## Polls

Allow visitors to answer a question on any topic. More than one question can be entered at a time, but each question is treated individually. Add a new Item for each question in the poll.

## Promotions

Display the information from one section to another. An example would be taking an events section and placing the information on the home page in the form of a calendar without having to retype any information.

## Forms

Create your web forms. Along with the ability to design your forms, you can also edit the confirmation pages and emails for any form submissions. There is no limit to the number of forms you create and manage on your website.

## Milestones

The Milestone type is another new data type in the CMS. Milestones were inspired by looking into examples of accordions. The imagery is designed to represent a timeline of events.

## Social Media Icons

Create manageable links to your community's Facebook, Twitter, YouTube Instagram, LinkedIn, or Nextdoor accounts.

## People Directory

Display the personnel in your community.

## Lists

Display information on a page with index links at the top of the page. This is often used when creating a frequently asked questions section, links page, or department forms.

## Website Search

Provide visitors the opportunity to locate specific information, including documents, on your site.

Call us toll free to get started  
**+1 (855) 898-6864**

To learn more or to book a demo, scan the code or visit:  
[catalisgov.com](http://catalisgov.com)

