



# Agenda for the Regular Meeting of the City Council

**Thursday, January 11, 2024**

**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/89790044722?pwd=RXNTZXJxc2hhemdXR01JOUZFMIZnUT09>

**Webinar ID:** 897 9004 4722; **Passcode:** 477894

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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 December 14, 2023
- b. REVISED Ratification of Bills from November 1-30, 2023
- c. REVISED Monthly Financial Statement November 1-30, 2023
- d. ARPA November 30, 2023
- e. Ratification of Bills from December 1-31, 2023
- f. Unpaid Bills December 1-31, 2023
- g. Monthly Financial Statement December 1-31, 2023
- h. ARPA 1<sup>st</sup> Quarter FY24
- i. 1<sup>st</sup> Quarter FY24 Treasurer's Report

## 5. INSTALLATION OF MAYOR AND NEW COUNCILORS FOLLOWED BY SHORT RECESS

## 6. CITY REPORTS

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

## 7. 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.

## 8. CITY BUSINESS

- a. Mayor's appointment of Council President- **ACTION**
- b. Consideration of Resolution 24-01 to establish authorized signors for City Financial Accounts – **ACTION**
- c. Consideration of Evergreen Security Bid for access control on exterior doors- **ACTION**
- d. Consideration of Nexus Planning Contract for FY24- **ACTION**
- e. Discussion of City Council meeting dates and direction to Staff
- f. Consideration of bonus payment to Deputy Clerk for Christmas Event- **ACTION**
- g. Discussion of February Agenda Items

**9. 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 - **ACTION**

**10. ADJOURNMENT- ACTION**

Original Posting: 1/4/2024: 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**  
**Regular City Council Meeting Minutes**  
**Thursday December 14, 2023**  
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:01 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, Aaron O'Brien and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Candi Baker-Deputy Clerk, Mark Lyons- City Attorney and Ryan Hughes-City Planner.
3. **PLEDGE OF ALLEGIANCE:** Lead by Mayor Edwards
4. **APPROVAL OF CONSENT CALENDAR:**
  - 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

**RWuest made a motion to approve items a and b with discussed changes. TDrechsel seconded.**

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

**RWuest made a motion to table item c and d, Ratification of Bills from November 1-30, 2023, and the Monthly Financial Statement November 1-30, 2023, until the January meeting. SJordan seconded.**

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

Councilmember RWuest requested that October 12, 2023, minutes be amended. City Business regarding firearms, be clarified to reflect archery as prohibited. Also correct grammatical errors and add clarifying statements made regarding ARPA funds. RWuest also suggested a separate balance sheet for the ARPA funds to maintain an accurate balance register. RWuest requested clarification on the ratified bills list vs the budget to actuals, including a discrepancy for double payment to Service Master Cleaning, and a secondary payment to Mr. Moms Carpet Cleaning. TJanzen stated that she will check the invoices paid to Service Master and update the council at the January 11, 2024, meeting. She also explained that Mr. Moms payment incurred a fee through the City's bank when attempting to cash payment for services. SJordan inquired about the city credit card usage for the City Hall furniture and TJanzen explained that those funds were from ARPA and approval prior to purchase was obtained through the Mayor. TDrechsel requested that all future spending from ARPA be disclosed to the council prior to purchasing. TDrechsel suggests approving bills prior to payment moving forward in 2024.

5. **CITY REPORTS**

- a. **City Engineer:** Christine Baker gave an update on the concluded speed study. She reviewed the previous speed studies performed from 2012 and 2021 to compare them to the 2023 results. She explained that the speed study includes traffic counts to average daily traffic, in addition to many other factors. Her final report with recommendations will be presented at the January 11, 2024, meeting. Change order for the upgraded Child Pedestrian Safety project items will be shipped on

December 16, 2023. City Hall parking lot topographic data has been collected and is being processed.

- b. **City Planner:** Ryan Hughes updated the council of the Planning & Zoning’s progress regarding commercial corridor outreach to assist in next steps towards the comprehensive plan. He also informed the council that the Commission will be inviting Dalton Market to discuss future potential uses for their lot. RHughes gave updates of the current permits issued and projects that staff have been working on.
- c. **City Attorney:** City attorney Mark Lyons had no update to report.
- d. **KCSO:** TJanzen updated the council on the 30 traffic stops in the past month, 18 citations, 1 hit and run reported, 1 VIN check, 1 trespassing, and two accidents.

6. **PUBLIC COMMENT:** Opened 7:05 PM - Closed 6:37 PM

**Michael Martens:** 7231 N Colfax- Mr. Martens addressed the council regarding a damaged stop sign and the cost of the post since the city has planned to replace a posts in the city in the future.

**Sandra Sonnen:** 7447 N Valley Street- Commended Jim Wuest and the council for the Christmas lights on the public spaces for how festive and welcoming Dalton Gardens appears.

7. **CITY BUSINESS:**

- a. **Consideration of HMH Direction for Chip-Seal FY24:** CBaker communicated that the City of Coeur d’Alene declined partnering for the FY24 chipseal. The council requested that CBaker inquire on partnering to purchase only. The council decided to chip seal Hanley Ave and Davenport in FY24. CBaker also informed the council that repairs will need to be made to Davenport prior to chip-seal. The council communicated that they would like HMH to have consistent on-site involvement in the chip seal application.

**SJordan made a motion directing HMH to obtain cost bids for the FY24 chip-seal bids not to exceed the engineer estimate of \$325,000.00. RWuest seconded.**

**SJordan: yes RWuest: yes TDrechsel: yes AO’Brien: yes Motion carries.**

- b. **Consideration of 2024 Meeting Dates for Council and P&Z:** The City Clerk presented the proposed dates for 2024. TDrechsel suggested discussing the meeting dates again after the upcoming council is appointed and allowing the upcoming council to make changes if necessary.

**TDrechsel made a motion to post the 2024 meeting dates for the city council and P&Z but have a second discussion with the upcoming council for potential changes if necessary. AO’Brien seconded.**

**SJordan: yes RWuest: yes TDrechsel: yes AO’Brien: yes Motion carries.**

- c. **Consideration of the Board of Canvassers of Election Results:** The City Clerk explained to the council the mandatory presses to post election results.

**TDrechsel made a motion to accept the Board of Canvassers Election Results from November 14, 2023, for the AO’Brien seconded.**

**SJordan: yes RWuest: yes TDrechsel: yes AO’Brien: yes Motion carries.**

- d. **Consideration of Snowplow Policy Amendment:** SJordan discussed the concern of using the grader after the recent chip-seal. This would be an attempt to preserve the roads. SJordan communicated that there is no need to change the policy, but to simply discuss judgment calls

with the staff using the equipment. City attorney Mark Lyons recommended not adding detail but guidelines instead. Erik Killen, city street maintenance, road master, & street expert, suggested that clear roads and public safety should be the guideline followed. He also explained that the chip-seal process was poor quality and a failure.

**No Action Taken**

- e. **Consideration of direction to staff regarding GOVOffice/Catalis:** The City Clerk suggested the council allow her to proceed researching alternative providers to GOVOffice/Catalis prior to their price increase that will take place in June of 2024. The council directed the clerk to research alternative providers to present to the upcoming council. SJordan informed the council that the Deputy Clerk has offered to fill gift tags for him on her own time. He asked if any council members were opposed to this. All council members agreed.

f. **Discussion of January Items:**

- **Deputy Clerk bonus for the community Christmas event.**
- **2024 meeting dates for council and P&Z**

**8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206: Opened 7:37 PM Closed 9:54 PM**

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

**SJordan seconded.**

**SJordan: yes RWuest: yes TDrechsel: yes AO'Brien: yes**

**Motion carries.**

**9. ADJOURNMENT: TDrechsel made motion to adjourn. SJordan seconded.  
All in favor. Adjourned 9:54 PM**

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Dan Edwards, Mayor

ATTEST:

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Teresa Janzen, City Clerk/ Treasurer

**RATIFIED BILLS**  
**November 1-30, 2023 (rev 12/21/23)**

<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	\$ 10,367.26	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
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
Spectrum	\$ 119.99	Internet
Verizon	\$ 41.77	Monthly Bill
	<b><u>\$ 84,765.19</u></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 30, 2023 (rev. 12/21/2023)**

	<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	\$50,611.91	\$ 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>
304-000 · LID ASSESSMENTS	0.00	32,612.00	-32,612.00	0.0%
305-000 · PROPERTY TAXES	380.58	181,629.00	-181,248.42	0.21%
<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>
308-000 · GRANT FUNDS	0.00	1,000.00	-1,000.00	0.0%
<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>263,424.57</b>	<b>1,739,341.00</b>	<b>-1,475,916.43</b>	<b>15.15%</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 30, 2023 (rev. 12/21/2023)**

	<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	30,603.64	207,000.00	-176,396.36	14.78%
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	5,340.84	6,000.00	-659.16	89.01%
401-048 · SOFTWARE PURCHASE & IT SERVICE	1,795.93	19,500.00	-17,704.07	9.21%
<b>Total 401-04 · OFFICE EXPENSES</b>	48,631.72	246,024.00	-197,392.28	19.77%
<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	246.00	17,000.00	-16,754.00	1.45%
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>	9,254.16	65,000.00	-55,745.84	14.24%
<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>	100,847.80	595,249.00	-494,401.20	16.94%
<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	20,833.34	125,000.00	-104,166.66	16.67%
<b>Total 402-000 · LAW ENFORCEMENT</b>	20,900.87	136,740.00	-115,839.13	15.29%
<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 30, 2023 (rev. 12/21/2023)**

	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>
<b>405-000 · LID</b>	<b>0.00</b>	<b>11,803.00</b>	<b>-11,803.00</b>	<b>0.0%</b>
<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>171,969.37</b>	<b>1,739,341.00</b>	<b>-1,567,371.63</b>	<b>9.89%</b>
	<b>91,455.20</b>	<b>0.00</b>	<b>91,455.20</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>

**CITY OF DALTON GARDENS**  
**ARPA FUNDS**  
**October 1, 2023 to November 30, 2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
ARPA					
Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633-1 Alarm and Camera System	(8,702.79)
Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633 Fire Alarm	(20,431.85)
Credit	10/28/2023	HOMEDEPOT	ICCU-Credit Card	Returned miscut blinds for office	210.00
Bill	10/30/2023	OCT BILL	ICCU-Credit Card	IRRIGATION PIECES VIA ROBERT WUEST	(271.72)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(663.52)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(493.97)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(179.00)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Home Depot- paint and supplies for office	(666.35)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(663.52)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(2,366.98)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Wayfair- Office Furniture-ARPA	(1,137.77)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(2,110.90)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Home Depot- Blinds for offices- ARPA	(210.00)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(468.93)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(277.06)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(47.55)
Bill	11/16/2023	INV 2374	NORTH FORK LAND DEVELOPMENT	DALTON ARENA IRRIGATION FILTER STATION REPAIR	(3,625.00)
Bill	11/16/2023	INV 2373	NORTH FORK LAND DEVELOPMENT	DALTON WATER SERVICE INSTALL	(8,505.00)
Total ARPA					<u>(50,611.91)</u>

**Ratified Bills List**  
**12/01/2023 to 12/31/2023**

<b>Vendor</b>	<b>Amount</b>	<b>Note</b>
Canfield Middle School	\$ 500.00	Donation from Mayor's Walking Challenge Funds
City of Coeur d'Alene	\$ 400.00	Brine for November
Coeur d'Alene High School	\$ 500.00	Donation from Mayor's Walking Challenge Funds
Granite Enterprise Roofing	\$ 64,320.00	New Roof for City Hall
Intuit	\$ 48.00	December Payroll Processing
Kootenai County Treasurer	\$ 22.96	Aquifer Protection Charge Annual
Lake City High School	\$ 500.00	Donation from Mayor's Walking Challenge Funds
On Call Computer Network	\$ 1,095.00	June - September but billed in December
OpenGov	\$ 11,200.00	Annual Software Renewal
Payroll	\$ 9,593.60	December
Payroll Retirement	\$ 2,690.10	December
Payroll Liabilities	\$ 2,030.55	December
Sacco de Campos	\$ 1,352.00	Fall Clean Up
Spectrum	\$ 119.99	December
Verizon	\$ 41.77	December Code Enforcement
	<b><u>\$ 94,413.97</u></b>	

**Unpaid Bills**  
**12/01/2023 - 12/31/2023**

<b>Vendor</b>	<b>Amount</b>	<b>Note</b>
American Legal Publishing	\$ 500.00	Annual Website fee for codification
Avista	\$ 335.95	December
Bluebeam	\$ 238.00	Annual Software Renewal
City of Coeur d'Alene	\$ 340.00	Brine for December
Coeur d'Alene Garbage	\$ 31.00	December
Cooperative Supply (Cenex)	\$ 89.69	Gas in City Truck
Dalton Water Association	\$ 508.00	Quarterly Water Service
GrowIT Media, LLC	\$ 1,366.20	Annual Telephone Service
HMH Engineering	\$ 4,300.20	December
ICCU Credit Card	\$ 2,627.77	Community Events 981.46; Software 139.98; Training 876.45; Office Supplies 366.88; Street Supp 191.46;
III-A	\$ 2,796.00	Monthly Health Insurance
Kootenai County Auditor	\$ 10,416.67	Monthly KCSO Services
Kootenai County Fire & Rescue	\$ 3,304.00	December
Kootenai County Solid Waste	\$ 15.00	December
LHTAC	\$ 5,174.00	Reimbursement of Unused CPS grant funds
Lyons O'Dowd	\$ 1,820.00	December
Nexus Planning	\$ 2,137.50	December
On Call Computer Solutions	\$ 1,635.00	Oct-Dec services plus Code Enforcement Laptop (\$915)
Road Products	\$ 26,000.00	CPS grant- programmable flashing beacons
Service Master Cleaning	\$ 325.00	Monthly
	<b>\$ 63,959.98</b>	

**CITY OF DALTON GARDENS**  
**Budget vs. Actual**  
**October 1, 2023 to December 31, 2023**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Dependent Healthcare Contribution	\$3,928.00	\$ 15,600.00		
ARPA Funds to be used in FY24	\$114,931.91	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00		
	<u>Oct - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>301-000 · COMMUNITY DEV. INCOME</b>				
301-03 · BUILDING PERMIT REVENUE	25,142.00	85,000.00	-59,858.00	29.58%
301-04 · BUSINESS LICENSE REVENUE	300.00	7,750.00	-7,450.00	3.87%
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	2,880.00	1,000.00	1,880.00	288.0%
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>31,099.07</b>	<b>99,600.00</b>	<b>-68,500.93</b>	<b>31.22%</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	415.13	60,831.00	-60,415.87	0.68%
<b>Total 303-000 · HIGHWAY FUNDS</b>	<b>32,563.98</b>	<b>197,352.00</b>	<b>-164,788.02</b>	<b>16.5%</b>
<b>304-000 · LID ASSESSMENTS</b>				
304-01 · LID # 1 Assessments	22,496.06	20,809.00	1,687.06	108.11%
304-02 · LID #2 - GOVERNMENT WAY	0.00	11,803.00	-11,803.00	0.0%
<b>Total 304-000 · LID ASSESSMENTS</b>	<b>22,496.06</b>	<b>32,612.00</b>	<b>-10,115.94</b>	<b>68.98%</b>
<b>305-000 · PROPERTY TAXES</b>	<b>1,398.85</b>	<b>181,629.00</b>	<b>-180,230.15</b>	<b>0.77%</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	1,610.40	15,000.00	-13,389.60	10.74%
307-03 · INTEREST INCOME	28,712.30	2,000.00	26,712.30	1,435.62%
307-05 · REFUNDS & REIMBURSEMENTS	953.70			
307-06 · RENT	2,750.00	10,986.00	-8,236.00	25.03%
<b>Total 307-000 · OTHER INCOME</b>	<b>34,026.40</b>	<b>27,986.00</b>	<b>6,040.40</b>	<b>121.58%</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>251,324.77</b>	<b>1,012,076.00</b>	<b>-760,751.23</b>	<b>24.83%</b>
	251,324.77	1,012,076.00	-760,751.23	24.83%
<b>Total Income with Prior Year Funds</b>	<b>401,358.68</b>	<b>1,739,341.00</b>	<b>-1,337,982.32</b>	<b>23.08%</b>

Expense

**CITY OF DALTON GARDENS**  
**Budget vs. Actual**  
**October 1, 2023 to December 31, 2023**

**401-000 · GENERAL & ADMIN**

401-016 · TRAINING TRAVEL EXPENSE	1,580.98	3,500.00	-1,919.02	45.17%
<b>401-03 · COUNCIL EXPENSES</b>				
401-033 · CITY COUNCIL SALARIES	4,800.00	19,200.00	-14,400.00	25.0%
401-036 · MAYOR WAGES	2,550.00	10,200.00	-7,650.00	25.0%
<b>Total 401-03 · COUNCIL EXPENSES</b>	<b>7,350.00</b>	<b>29,400.00</b>	<b>-22,050.00</b>	<b>25.0%</b>
<b>401-04 · OFFICE EXPENSES</b>				
401-041 · BLDG MAINT CONTRACTED	95,722.64	207,000.00	-111,277.36	46.24%
401-042 · BLDG & GROUNDS MAINTENANC	21.82	10,000.00	-9,978.18	0.22%
401-043 · DUES & SUBSCRIPTIONS	1,311.16	2,524.00	-1,212.84	51.95%
401-045 · GARBAGE COLLECTION & DISPC	352.10	1,000.00	-647.90	35.21%
401-046 · OFFICE MAINTENANCE	9,285.55			
401-047 · OFFICE SUPPLIES & POSTAGE	5,707.72	6,000.00	-292.28	95.13%
401-048 · SOFTWARE PURCHASE & IT SEF	2,703.91	19,500.00	-16,796.09	13.87%
401-049 · REFUNDABLE EXPENSE	43.10			
<b>Total 401-04 · OFFICE EXPENSES</b>	<b>115,148.00</b>	<b>246,024.00</b>	<b>-130,876.00</b>	<b>46.8%</b>
<b>401-05 · PERSONNEL EXPENSE</b>				
401-050 · COMPANY PAYROLL TAX EXPEN	7,288.47	47,000.00	-39,711.53	15.51%
401-054 · CLERK WAGES	18,851.52	75,406.00	-56,554.48	25.0%
401-058 · DEPUTY CLERK WAGES	11,853.41	43,672.00	-31,818.59	27.14%
401-059 · EMP HEALTH INSURANCE	8,772.00	32,880.00	-24,108.00	26.68%
<b>Total 401-05 · PERSONNEL EXPENSE</b>	<b>46,765.40</b>	<b>198,958.00</b>	<b>-152,192.60</b>	<b>23.51%</b>
<b>401-06 · PROFESSIONAL SERVICES</b>				
401-061 · AUDIT AND ACCOUNTING	279.00	17,000.00	-16,721.00	1.64%
401-062 · LEGAL PUBLISHING	4,341.78	8,000.00	-3,658.22	54.27%
401-06 · PROFESSIONAL SERVICES - Othe	6,986.38	40,000.00	-33,013.62	17.47%
<b>Total 401-06 · PROFESSIONAL SERVICES</b>	<b>11,607.16</b>	<b>65,000.00</b>	<b>-53,392.84</b>	<b>17.86%</b>
<b>401-07 · UTILITES</b>				
401-071 · BLDG & GROUNDS UTILITIES	3,144.62	9,000.00	-5,855.38	34.94%
401-072 · INTERNET	479.96	1,500.00	-1,020.04	32.0%
401-073 · TELEPHONE	1,451.22	1,867.00	-415.78	77.73%
<b>Total 401-07 · UTILITES</b>	<b>5,075.80</b>	<b>12,367.00</b>	<b>-7,291.20</b>	<b>41.04%</b>
401-08 · ANNUAL PICNIC	1,138.38	2,500.00	-1,361.62	45.54%
401-10 · DONATIONS-MEMORIALS	800.00			
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>	<b>192,334.22</b>	<b>595,249.00</b>	<b>-402,914.78</b>	<b>32.31%</b>
<b>402-000 · LAW ENFORCEMENT</b>				
402-01 · CODE ENFORCEMENT-CLEAN UP	982.53			
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	31,250.01	125,000.00	-93,749.99	25.0%
<b>Total 402-000 · LAW ENFORCEMENT</b>	<b>32,232.54</b>	<b>136,740.00</b>	<b>-104,507.46</b>	<b>23.57%</b>
<b>403-000 · STREETS</b>				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%

**CITY OF DALTON GARDENS**  
**Budget vs. Actual**  
**October 1, 2023 to December 31, 2023**

403-06 · FUEL AND LUBRICANTS	286.37	3,500.00	-3,213.63	8.18%
403-10 · ROADS-ENG PLANS & SERVICES	9,765.06	25,000.00	-15,234.94	39.06%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	835.50	15,000.00	-14,164.50	5.57%
403-11 · SNOW & ICE CONTROL-REMOVAL	740.00	10,000.00	-9,260.00	7.4%
<b>Total 403-11 · SNOW &amp; ICE CONTROL-REMOVAL</b>	<b>1,575.50</b>	<b>25,000.00</b>	<b>-23,424.50</b>	<b>6.3%</b>
403-12 · STREET EQUIPMENT MAINTENANCE	4,341.17	4,000.00	341.17	108.53%
403-14 · STREET MAINT- CONTRACTED	31,174.00	630,000.00	-598,826.00	4.95%
403-16 · STREET MAINT-SUPPLIES	1,364.91	2,500.00	-1,135.09	54.6%
403-18 · STREET MAINT - WAGES	1,090.00	6,000.00	-4,910.00	18.17%
403-20 · STREET SIGNAL LIGHTS	144.48	575.00	-430.52	25.13%
<b>Total 403-000 · STREETS</b>	<b>57,310.65</b>	<b>716,575.00</b>	<b>-659,264.35</b>	<b>8.0%</b>
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	213.35	7,000.00	-6,786.65	3.05%
404-03 · PARK MAINTENANCE- CONTRACTED	15,056.80	155,331.00	-140,274.20	9.69%
404-07 · PARK MAINTENANCE- WAGES	1,150.50	6,000.00	-4,849.50	19.18%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
<b>Total 404-000 · PARKS</b>	<b>16,692.37</b>	<b>171,331.00</b>	<b>-154,638.63</b>	<b>9.74%</b>
405-000 · LID				
405-02 · LID PHASE 2	0.00	11,803.00	-11,803.00	0.0%
<b>Total 405-000 · LID</b>	<b>0.00</b>	<b>11,803.00</b>	<b>-11,803.00</b>	<b>0.0%</b>
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	8,400.00	25,000.00	-16,600.00	33.6%
407-012 · PLANNING SOFTWARE	11,200.00	11,500.00	-300.00	97.39%
<b>Total 407-01 · PLANNING &amp; ZONING</b>	<b>19,600.00</b>	<b>36,500.00</b>	<b>-16,900.00</b>	<b>53.7%</b>
407-02 · BUILDING INSPECTOR SERVICES	9,562.00	68,000.00	-58,438.00	14.06%
407-03 · KOOTENAI AREA TRANSPORTATION S	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>32,940.00</b>	<b>107,643.00</b>	<b>-74,703.00</b>	<b>30.6%</b>
<b>Total Expense</b>	<b>331,509.78</b>	<b>1,739,341.00</b>	<b>-1,407,831.22</b>	<b>19.06%</b>
	<b>69,848.90</b>	<b>0.00</b>	<b>69,848.90</b>	<b>100.0%</b>
	<b>69,848.90</b>	<b>0.00</b>	<b>69,848.90</b>	<b>100.0%</b>

**Checking/Savings**

1-101.5 · Gen Checking- ICCU	63,475.05
1-101.6 · LID# 2- ICCU	28,868.20
1-101.7 · ARPA- ICCU	254.60
1-101.8 · 18th St- ICCU	2,353.35
1-101.9 · General Fund-ICCU	2,067.50
1-102.0 · LGIP #1404-General Fund	2,289,562.81
1-102.1 · LGIP #2380-18th St	45,081.21
1-102.2 · LGIP #3726-ARPA	545,168.44

**Total Checking/Savings**

**2,976,831.16**

CITY OF DALTON GARDENS

ARPA FUNDS

October 1, 2023 to December 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>ARPA</b>					
Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633-1 Alarm and Camera System	(8,702.79)
Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633 Fire Alarm	(20,431.85)
Credit	10/28/2023	HOMEDEPOT	ICCU-Credit Card	Returned miscut blinds for office	210.00
Bill	10/30/2023	OCT BILL	ICCU-Credit Card	IRRIGATION PIECES VIA ROBERT WUEST	(271.72)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(663.52)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(493.97)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(179.00)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Home Depot- paint and supplies for office	(666.35)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(663.52)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(2,366.98)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Wayfair- Office Furniture-ARPA	(1,137.77)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(2,110.90)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Home Depot- Blinds for offices- ARPA	(210.00)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(468.93)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(277.06)
Bill	11/15/2023	NOV CC	ICCU-Credit Card	Amazon- Office Furniture-ARPA	(47.55)
Bill	11/16/2023	INV 2374	NORTH FORK LAND DEVELOPMENT	DALTON ARENA IRRIGATION FILTER STATION REPAIR	(3,625.00)
Bill	11/16/2023	INV 2373	NORTH FORK LAND DEVELOPMENT	DALTON WATER SERVICE INSTALL	(8,505.00)
Bill	12/05/2023	INV 23-398	Granite Enterprises Roofing	New Roof and sheathing on City Hall- ARPA Funds	(64,320.00)
<b>Total ARPA</b>					<b>(114,931.91)</b>



**CITY OF DALTON GARDENS**  
**1st Quarter FY24 Treasurer's Report**  
**Ending December 31, 2023**

	<u>Actual</u>	<u>Budget</u>
Employee Dependent Healthcare Contribution	\$3,928.00	\$ 15,600.00
ARPA Funds to be used in FY24	\$114,931.91	\$ 518,332.00
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00
	<u>Actual</u>	<u>Budget</u>
<b>Income</b>		
301-000 · COMMUNITY DEV. INCOME	31,099.07	99,600.00
302-000 · FRANCHISE FEES	12,293.68	43,000.00
303-000 · HIGHWAY FUNDS	32,563.98	197,352.00
304-000 · LID ASSESSMENTS	22,496.06	32,612.00
305-000 · PROPERTY TAXES	1,398.85	181,629.00
306-000 · STATE REVENUE SHARE	117,446.73	428,897.00
307-000 · OTHER INCOME	34,026.40	27,986.00
308-000 · GRANT FUNDS	0.00	1,000.00
<b>Total Income</b>	<u>251,324.77</u>	<u>1,012,076.00</u>
	251,324.77	1,012,076.00
<b>Total Income with Prior Year Funds</b>	401,358.68	1,739,341.00
<b>Expense</b>		
401-000 · GENERAL & ADMIN	192,334.22	595,249.00
402-000 · LAW ENFORCEMENT	32,232.54	136,740.00
403-000 · STREETS	57,310.65	716,575.00
404-000 · PARKS	16,692.37	171,331.00
405-000 · LID	0.00	11,803.00
407-000 · COMMUNITY DEV.	32,940.00	107,643.00
<b>Total Expense</b>	<u>331,509.78</u>	<u>1,739,341.00</u>
	69,848.90	0.00
	<u><b>69,848.90</b></u>	<u><b>0.00</b></u>

NOTE: Citizens are invited to inspect the detailed supporting records of the above financial report.

Teresa Janzen, City Clerk/Treasurer January 4, 2024

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

**From:** HMH Engineering

**Date:** January 3, 2024

**Re:** January Engineering Update

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1. Child Pedestrian Safety Project – The upgrades to the school zone beacons were installed December 19, 2023. We met with the Teresa and TrafficCalm December 21 for training on the online scheduling portal for the school zone beacons. The project was closed out with LHTAC on January 2, 2024. We are currently working through some software bugs with TrafficCalm on the installed school beacons. We hope the beacons will be functioning correctly as soon as possible.
2. City Hall Parking Lot – The topographic survey field work was completed on October 26, 2023. We are currently working on the layout and grading design of the parking lot.
3. Speed Study – The speed study was completed December 21, 2023.

**CITY OF DALTON GARDENS**  
**Child Pedestrian Safety Grant**  
**FY 22 to FY23**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>CHILD PED GRANT</b>					
Bill	09/28/2023	INV 16651	Road Products, LLC	2023 Child Ped Safety Grant	(118,826.00)
Bill	12/21/2023	INV 16789	Road Products, LLC	CHILD PED CHANGE ORDER 23RNI6009 #3	(26,000.00)
Bill	12/31/2023	CPS Refund	Local Highway Technical Assistance Council	Child Ped Grant Refund of unused funds	(5,174.00)
<b>Total CHILD PED GRANT</b>					<b>(150,000.00)</b>



## City of Dalton Gardens

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

### Monthly Planner Activity Report

**December 31, 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. No code amendments are currently under review by the P&Z Commission. However, at their October meeting, the P&Z Commission continued discussion on objectives for creating zoning provisions for the lot occupied by the Dalton Market.

#### Variances / Special Use Permits

No new variances or special use 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. 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

City of Dalton Gardens  
Building Permits Issued in December 2023

Record #	Applicant Name	Address
MECH-23-53	Kyle Sweedman	6455 N SNOWBERRY ST, DALTON GARDENS, ID 83815
ROOF-23-27	Kimberly Melendez	7096 N 4TH ST, DALTON GARDENS, ID 83815
MECH-23-50	Casey Dorsey	7400 N 16TH ST, DALTON GARDENS, ID 83815
ROOF-23-26	Kimberly Melendez	6952 N DAVENPORT ST, DALTON GARDENS, ID 83815
BP-23-51	Brian Zylstra	6520 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-23-46	JOSEPH O'DONNELL	6640 N VALLEY ST, DALTON GARDENS, ID 83815
BP-23-41	Evan Tollefson	7391 N 4TH ST, DALTON GARDENS, ID 83815



# Kootenai Co Sheriff's Office

## Law Total Incident Report, by Agency, Nature

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Agency: KOOTENAI CO SHERIFF'S OFFICE

<u>Nature of Incident</u>	<u>Total Incidents</u>
ATTEMPT-LOCATE	1
General Public Assistance	1
DIRECTED PATROL AREA	17
follow up	1
Traffic Stop	18
<b>Total Incidents for This Agency</b>	<b>38</b>

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Total reported: 38

**Total Citations: 5** (a/o 1/4/24 not all citations have been accounted for.)

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### Report Includes:

All dates between `00:00:00 12/01/23` and `23:59:59 12/31/23`, 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

**RESOLUTION NO. 2024 - 01**

**AUTHORIZED BANKING USERS**

**RESOLVED** that the following individual(s) of the City of Dalton Gardens are authorized and directed to establish bank account(s) and investment account(s) as well as deposit the funds of the organization therein. The following individual(s) shall have authority to operate the account(s) on behalf of the organization:

**Name:** Teresa Janzen    **Signature:** \_\_\_\_\_    **Title:** City Clerk/Treasurer

**Name:** Curt Jernigan    **Signature:** \_\_\_\_\_    **Title:** Mayor

**Name:** \_\_\_\_\_    **Signature:** \_\_\_\_\_    **Title:** Council President

I certify that this resolution was adopted by this organization and is now in effect. I certify that the persons whose names, titles, and signatures appear above are authorized to establish accounts for this organization and operate each account. I certify that these signatures are genuine.

**PASSED and approved** by the City Council of the City of Dalton Gardens this 11<sup>th</sup> day of January, 2024.

CITY OF DALTON GARDENS

\_\_\_\_\_  
Curt Jernigan, Mayor

ATTEST:

\_\_\_\_\_  
Teresa Janzen, City Clerk

# Evergreen Security



PO Box 88  
 Spirit Lake, ID 83869  
 Toll-Free 888-623-6331  
 Main 208-623-6331  
 Fax 208-623-5190  
[www.evergreensecurity.net](http://www.evergreensecurity.net)  
 January 2, 2024  
**Job #4600 / Rev. 1**

Coeur d'Alene (North) ID 83815



Idaho License No. RCE-5090 & RCE-17582  
 Washington License No. EVERGE\*006KP

Security System	Qty	Additional Devices	Qty
<b>System Type:</b>			
		Cable, Access Control (18/6, shielded): HON-32165012	120
		Cable, Security (22/4, stranded, white): WG-11045501	120
		Cable, Power(18/20AS, stranded, riser): HON-WG21141109	120
		TrendNet Outdoor PoE Preconfigured Point-to-Point Bridge (AC8	1
Door Contacts (0)			
		Maglock (600lb / 12-28VDC / LED bond snsr): SL-E941SA6PQ	1
		"Z" Bracket (600lb Maglock): SL-E941S600/ZQ	1
<b>Add'l Features:</b>		Door Strike, Universal (1000lb /12-28VDC/fail-safe or secure): S	2
Press-fit contact (3/4", DPDT)	3	Atlas 160 Door Controller/Fingerprint Reader Bundle w/ Power S	3
		Keypad/Prox Reader (125kHz, 26bit Wiegand): ZKA-KR702E	3
		Request to Exit - Motion (12-28VDC / timer): 0E-RXDST	1
		Request to Exit -"No Touch" Sensor (12/24V, no timer): SL-SD9	1
		12V, 7Ah Battery	3
		1 output Power Supply, Board Only (12/24VDC, 5A, Supervised	3
<b>Scope of Work:</b>		<b>Total For Project - \$ 8,969.92</b>	
Includes applicable permit fee and sales/use taxes.		Deposit (60%) \$ 5,381.95	
		Balance (40%) \$ 3,587.97	
		-- This Proposal is Valid for 7 days --	
<b>Exclusions:</b>		Sales tax, permit and/or utility fees, unless specifically listed in scope of work.	
		Components, including, but not limited to: conduit, 120V circuits/outlets, back boxes, breakers, speciality brackets, etc., are not provided or installed unless specifically listed in equipment section or scope of work.	
System, as presented, is PIN code operated. Keycards are optional (not included at this price). Includes integration of maglock into fire alarm system for automatic door release upon alarm. NOTE: A maglock is not a substitute for a mechanical lock outside normal business hours. Evergreen Security is not responsible for the compatibility or performance of existing cabling or equipment.		<b>Early Cancellation Charge:</b>	
		n/a	
<b>Design Consultant</b>		<b>Acceptance</b>	
Eric Schoutens Mobile: 208-819-8595 eric@evergreensecurity.net Initials/Date:		X _____ Date: / /	
<b>Technician</b>		<b>Completion</b>	
Name: Date: / /		X _____ Date: / /	
		<i>Internal Use Only</i>	
		Check#: _____ Credit Card: M/C Visa Discover AmEx Card #: _____ Expiration Date: / / Billing address: _____	

READ THESE TERMS AND CONDITIONS: 1) Signature in Acceptance box constitutes acceptance of proposal, including acknowledgement of Exclusions and these Terms & Conditions, and agreement to have above noted credit card charged for amount of Deposit and/or Balance, if applicable. 2) Balance paid by check is due upon completion of work. 3) Balance paid by credit card shall be processed at time of appointment confirmation. 4) Signature in Completion box constitutes acknowledgement that Evergreen Security has installed requested equipment and completed the scope of work to your satisfaction. 5) "Total for Project" includes: Above listed Equipment, Installation as defined by Scope of Work and Sales/Use Tax as applicable. Additional charges may apply for work necessary to complete installation which is outside the scope as defined above. 6) Evergreen Security is not responsible for repair of sheetrock or surface paint due to retrofit installation. 7) Equipment covered exclusively by manufacturers' published warranties; Installation covered by Evergreen Security's 1-year service warranty. 8) Cancellation of order, after equipment has been ordered, may result in a 15% restocking fee.





**NEXUS PLANNING SERVICES, LLC  
PROFESSIONAL SERVICES AGREEMENT**

This Agreement for Professional Services (the “Agreement”) is effective on this     day of    ,  
**2024** and made between:

Nexus Planning Services, LLC (“Consultant”)  
25 W. Main Ave. Ste 320 Spokane, WA 99201  
(509) 822-9113

and

City of Dalton Gardens, ID (“Client”)  
6360 N 4th St, Dalton Gardens, ID 83815  
(208) 772-3698

1. Term; Termination of Agreement. This Agreement shall commence on the Effective Date. During the Term, either party may terminate this Agreement with or without cause by giving fourteen (14) calendar days written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the effective date of such termination.
2. Scope of Work. Said Scope of Work (hereinafter the “SOW”) outlines Professional Services to be performed by the Company and Fees and Expenses (also referred to herein as “Compensation”) to be paid by Client in accordance with the attached EXHIBIT ‘A’ (SOW) to this Agreement.
3. Professional Services. Said Consultant agrees to perform Professional Services outlined therein the SOW attached to this Agreement.
4. Fees for Professional Services Rendered. Client agrees to pay Consultant said Fees and Expenses as outlined in the attached EXHIBIT ‘B’: “Schedule of Hourly Rates” (including the time required to travel to and from any location required to perform Services); plus actual expenses incurred by Consultant in the performance of the Services (“Expenses”) in accordance with Exhibit C: Expense Reimbursement Policy. Consultant’s standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and are subject to change annually on January 1st.
5. Ownership. Said Consultant acknowledges and agrees herewith that all information obtained while performing Professional Services as outlined within the attached SOW are the property of the Client.
6. Confidential Information. Said Consultant acknowledges that information furnished, received or otherwise having access to with regard to Client’s personal property, assets, and finances are all deemed and considered strictly confidential information (herein “Confidential Information”).



Such Confidential Information shall not be disclosed or distributed to any third party except as instructed or requested by Client or as otherwise indicated and outlined herein this Agreement and attached SOW.

7. Client Duties. Client shall perform such duties and tasks designated in the attached SOW to facilitate the Company's performance of the Services outlined thereunder and provide NEXUS PLANNING SERVICES with reasonable and necessary access to the Client's premises and public records during normal business hours and otherwise as reasonably requested by NEXUS in order to facilitate NEXUS' performance of the Services outlined in each SOW. Client shall furnish any requested information as discussed in the attached SOW.
8. Exhibits. The exhibits referred to in and attached to this Agreement are incorporated herein in full by reference.
9. The Client shall indemnify and hold harmless the Company, its directors, officer and employees and each person, if any, who controls the Company, from and against any loss, claim, damage or liability, joint and several, or any action in respect thereof, to which the Company or that director, officer, employee or controlling person may become subject, insofar as such loss, claim, damage, liability or action arises out of, or is based upon the gross negligence, bad faith or willful misconduct of the Client. Company agrees to indemnify, defend, and hold harmless Client and its officers, agents and employees from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property to the extent arising out of the negligent acts and/or any negligent performances or activities of Company, Company's agents, employees, or representatives under this Agreement. Neither party's liability to the other party under this Agreement shall exceed the total amounts paid or payable by Client under this Agreement.
10. Damages. In no event shall Consultant or Client be liable to each other for any consequential, incidental, special or specific damages arising out of this Agreement or the attached SOW, whether in contract or tort.
11. Governing Law. The terms of this Agreement shall be construed and interpreted under and respective rights and duties of the parties and shall be governed by the laws of the State of Idaho. The parties agree that disputes over performance of duties established by this Agreement shall be subject to the jurisdiction of the Idaho State Courts and that venue shall be appropriate in Kootenai County.
12. Concurrent Work. This Agreement shall not limit, in any way, other work Nexus Planning Services may undertake for any other client. However, Nexus Planning Services shall not undertake work that would be directly adverse to, or in conflict with, the work it performs for the City of Dalton Gardens.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CLIENT: City of Dalton Gardens

Nexus Planning Services, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Teresa Janzen, City Clerk



**EXHIBIT A:**  
**SCOPE OF WORK**

Professional City Planning Services (“Services”), including long and short range planning activities. These services may include, but are not limited to, review of building permits, land use applications and subdivisions, overseeing and attending the Planning and Zoning Commission meetings, attending City Council meetings, administering the zoning provisions of city code, answering questions from the public, supervising the code enforcement program, and assisting in drafting city codes regarding zoning and land use.

Services include a monthly meeting with Mayor and Council for the purpose of providing a verbal report regarding the previous month's progress.

Services include attendance at regularly scheduled City Council meetings for the second Thursday of each month beginning at 6:00 p.m. In rare cases, the City may also schedule executive sessions which will require the attendance of the City Planner and special meetings which may or may not require the attendance of the City Planner. The City can accommodate participation in some, but not all, meetings electronically via online meeting tools.

Services include attendance at regularly scheduled Planning & Zoning Commission meetings. This may also be accomplished via online meeting tools, if necessary.



**EXHIBIT B:**  
**SCHEDULE OF HOURLY RATES**

Principal Planner	\$95 per hour
Associate Planner	\$75 per hour
Administrative services	\$50 per hour



**EXHIBIT C:**  
**EXPENSE REIMBURSEMENT POLICY**

Telephone. All telephone charges are invoiced at an amount approximating actual cost.

Photocopying and Printing. In-house photocopying and printing is charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is invoiced as a pass-through of the outside vendor's charges.

Facsimile. Outgoing facsimile transmissions are charged at \$1.00 per page. There is no charge for incoming faxes.

Postage. Postage is invoiced at actual cost.

Overnight Delivery. Overnight delivery is invoiced at actual cost.

Local Messenger Service. Local messenger service is invoiced at the actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is invoiced at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is invoiced at the IRS approved reimbursement rate.

Consultants. Unless prior arrangements have been made, consultants are ordinarily employed directly by Client. If Consultant employs consultants other than itself on behalf of Client, Client agrees to pay Consultant an amount equal to (i) such charges from such consultants plus (ii) a twenty percent (20%) administration fee.

Invoicing. Client is responsible for notifying Consultant of any particular invoicing arrangements or procedures that Client requires of Consultant.

Other Expenses. Expenses not otherwise indicated herein, such as agency copies and fees, are billed at actual cost.



# 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>
<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>
<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.