



Agenda for the FY24 Budget Workshop, Fee Schedule Workshop, and the Regular Meeting of City Council

Thursday, June 8, 2023

4:30 PM FY24 Budget Workshop

5:30 PM Fee Schedule Workshop

6:00 PM City Council Meeting

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

Meeting will be conducted in person and via Zoom.

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

<https://us02web.zoom.us/j/85052885723?pwd=ZFIEdWVJZWd5MVVQdXJadUkxa3JoQT09>

Phone Number: 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782

Webinar ID: 850 5288 5723; Passcode: 234360

4:30 PM FY24 BUDGET WORKSHOP

5:30 PM FEE SCHEDULE WORKSHOP

6:00 PM REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- ACTION

- a. Minutes from the Regular Meeting May 9, 2023
- b. Minutes from the Special Meeting May 22, 2023
- c. Ratification of Bills from May 1-31, 2023
- d. Monthly Financial Statement May 1-31, 2023

5. CITY REPORTS

- a. City Engineer
- b. City Planner
- c. City Attorney
- d. KCSO
- e. Code Enforcement

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 School Plus Program at Dalton Elementary- **ACTION**
- b. Consideration of potential additions to chip seal FY23- **ACTION**
- c. Chip Seal Project Review
- d. Discussion of ARPA Expenditures

e. Discussion of July Agenda Items

8. PUBLIC HEARING FOR LOT LINE ADJUSTMENT ORDINANCE- ACTION

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

10. ADJOURNMENT- ACTION

Original Posting: 06/1/2023

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
Fiscal Year 2024 Proposed Budget

	FY 2021		FY 2022		FY 2023 thru 5/31/23-non reconciled		FY 2024 Projected	FY 2024 NOTES
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
ARPA FUND PROJECTED USAGE								518,381.57
FISCAL YEAR ROLLOVER FUNDS						197,028.39		
Income								
301-000 · COMMUNITY DEV. INCOME								
301-03 · BUILDING PERMIT REVENUE								
301-031 · Fence Permit	60.00		180.00		0.00			
301-032 · MECHANICAL PERMIT REVENUE	2,186.00		12,466.00		9,274.50			
301-033 · ROOF PERMIT REVENUE	1,000.00		2,600.00		200.00			
301-034 · SIGN PERMIT FEES	0.00	0.00	600.00	300.00	600.00			
301-03 · BUILDING PERMIT REVENUE - Other	98,410.26	65,000.00	81,542.80	84,980.50	50,041.26	75,300.00	90,000.00	Fee increase to cover Building Dept wages and City Planner wages
Total 301-03 · BUILDING PERMIT REVENUE	101,656.26	65,000.00	97,388.80	85,280.50	60,115.76	75,300.00	90,000.00	
301-04 · BUSINESS LICENSE REVENUE								
301-041 · HOME BASED BUS LICENSE	325.00	300.00	175.00	250.00	200.00	250.00	250.00	
301-04 · BUSINESS LICENSE REVENUE - Other	7,000.00	7,500.00	4,550.00	7,500.00	1,150.00	7,500.00	7,500.00	
Total 301-04 · BUSINESS LICENSE REVENUE	7,325.00	7,800.00	4,725.00	7,750.00	1,350.00	7,750.00	7,750.00	
301-05 · FACILITY RESERVATION REVENUE	600.00	0.00	825.00	500.00	450.00	500.00	500.00	
301-06 · FINES	120.00		456.00		0.00			
301-07 · SPECIAL USE FEES	1,330.00	1,000.00	2,400.00	1,000.00	2,477.25	3,000.00	3,000.00	
301-08 · SUBDIVISION REVENUE	2,000.00	0.00	400.00	1,000.00	0.00	1,000.00	1,000.00	
301-10 · Door to Door Solic Permit	200.00		0.00		0.00			
301-11 · ROW PERMITS	0.00		2,773.36	0.00	4,342.50	1,500.00	1,500.00	
301-12 · Alcohol Licenses	0.00		470.00	0.00	500.00	600.00	600.00	
Total 301-000 · COMMUNITY DEV. INCOME	113,231.26	73,800.00	109,438.16	95,530.50	69,235.51	89,650.00	104,350.00	
302-000 · FRANCHISE FEES								
302-01 · FRANCHISE FEE AVISTA	27,245.90	25,000.00	28,949.63	26,000.00	25,092.74	28,000.00	28,000.00	
302-02 · FRANCHISE FEE TWC/SPECTRUM	24,195.10	22,000.00	23,304.58	22,976.27	11,682.21	10,000.00	10,000.00	
302-03 · FRANCHISE FEE TDS	77.68	0.00	3,827.93	1,000.00	3,295.69	5,000.00	5,000.00	
302-04 · FRANCHISE FEE VERIZON	0.00		0.00		0.00	0.00	0.00	
302-05 · FRANCHISE FEE ZIPLY	0.00		0.00	0.00	0.00	1,000.00	1,000.00	
Total 302-000 · FRANCHISE FEES	51,518.68	47,000.00	56,082.14	49,976.27	40,070.64	44,000.00	44,000.00	
303-000 · HIGHWAY FUNDS								
303-01 · HIGHWAY USERS REVENUE	117,363.68	71,497.00	127,223.46	344,076.87	53,448.48	95,527.00	92,496.00	
303-02 · NEW HIGHWAY USER REVENUE	28,217.48	22,144.00	20,844.17	29,604.00	38,551.77	47,657.00	44,025.00	27533+16492
303-03 · TRANSFER HWY DISTRICT LEVY	62,221.22	40,000.00	65,811.87	65,811.87	43,407.20	57,000.00	60,831.00	
303-000 · HIGHWAY FUNDS - Other	0.00		0.00		3,270.23			
Total 303-000 · HIGHWAY FUNDS	207,802.38	133,641.00	213,879.50	439,492.74	138,677.68	200,184.00	197,352.00	
303-04 · Load Limit Permits	0.00		0.00		1,850.00			
304-000 · LID ASSESSMENTS								
304-01 · LID # 1 Assessments	19,806.55	35,000.00	19,715.48	33,533.00	15,744.88	20,809.00	20,809.00	
304-02 · LID #2 - GOVERNMENT WAY	87,272.15	65,213.00	150,709.98	309,432.60	264,763.28	35,826.00	33,835.09	P&I
304-03 · LID Interest Income	281.00		70.35		0.00			
Total 304-000 · LID ASSESSMENTS	107,359.70	100,213.00	170,495.81	342,965.60	280,508.16	56,635.00	54,644.09	
305-000 · PROPERTY TAXES								
305-01 · AG EQUIP REPLACEMENT	1.00		2.00	0.00	1.00	2.00	2.00	

CITY OF DALTON GARDENS
Fiscal Year 2024 Proposed Budget

	FY 2021		FY 2022		FY 2023 thru 5/31/23-non reconciled		FY 2024 Projected	FY 2024 NOTES
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
305-02 · CURRENT REAL PROPERTY TAX	165,805.68	160,589.00	171,400.89	170,334.95	111,393.58	175,095.00	180,841.00	3% increase
305-03 · DELINQUENT REAL PROPERTY TAX	1,816.72	1,411.00	1,120.61	1,500.00	996.23			
305-04 · PENALTY & INTEREST	516.13	500.00	599.31	500.00	22.01			
Total 305-000 · PROPERTY TAXES	168,139.53	162,500.00	173,122.81	172,334.95	112,412.82	175,097.00	180,843.00	
306-000 · STATE REVENUE SHARE								
306-01 · STATE LIQUOR ALLOCATION	117,404.00	88,000.00	110,807.00	110,826.00	66,747.00	117,000.00	117,000.00	
306-02 · STATE REVENUE SHARING	225,812.35	169,872.00	305,807.62	290,311.51	149,217.48	300,695.00	311,897.00	
306-03 · STATE SALES TAX	0.00	44,000.00	0.00		0.00			
Total 306-000 · STATE REVENUE SHARE	343,216.35	301,872.00	416,614.62	401,137.51	215,964.48	417,695.00	428,897.00	
307-000 · OTHER INCOME								
307-02 · COURT REVENUE-TRAFFIC FINES	5,277.74	5,000.00	12,340.35	5,000.00	19,871.55	5,000.00	5,000.00	
307-03 · INTEREST INCOME	4,902.68	5,000.00	17,448.26	5,000.00	43,195.14	2,000.00	2,000.00	
307-05 · REFUNDS & REIMBURSEMENTS	629.97		1,249.09		599.82			
307-06 · RENT	6,240.00	6,240.00	6,240.00	6,240.00	9,350.00	10,986.00	10,986.00	
307-08 · UNENCUMBERED BANK FUNDS	0.00	329,201.50	0.00	157,796.86	0.00		0.00	
307-09 · ARPA	0.00	0.00	0.00	259,190.78	0.00		0.00	
307-10 · CARES ACT	77,023.44		0.00		0.00			
307-000 · OTHER INCOME - Other	40.00		0.00	0.00	73.85	10,800.00	0.00	
Total 307-000 · OTHER INCOME	94,113.83	345,441.50	37,277.70	433,227.64	73,090.36	28,786.00	17,986.00	
308-000 · GRANT FUNDS								
308-03 · CONTRIBUTIONS & DONATIONS	0.00	1,000.00	2,300.00	0.00	2,692.65	1,000.00	1,000.00	
308-07 · SCHOLARSHIPS	335.00		0.00		0.00			
308-000 · GRANT FUNDS - Other	0.00		0.00		0.00			
Total 308-000 · GRANT FUNDS	335.00	1,000.00	2,300.00	0.00	2,692.65	1,000.00	1,000.00	
340 · CHARGES FOR SERVICES	0.00		50.00		0.00			
Total Income	1,085,716.73	1,165,467.50	1,179,260.74	1,934,665.21	934,502.30	1,210,075.39	1,029,072.09	
	1,085,716.73	1,165,467.50	1,179,260.74	1,934,665.21	934,502.30	1,210,075.39	1,029,072.09	
Expense								
401-000 · GENERAL & ADMIN								
401-01 · CAPITAL OUTLAY								
401-012 · CAPITAL OUTLAY-EQUIPMENT	38,772.67	50,000.00	0.00		0.00		0.00	
Total 401-01 · CAPITAL OUTLAY	38,772.67	50,000.00	0.00	0.00	0.00	0.00	0.00	
401-016 · TRAINING TRAVEL EXPENSE	0.00	0.00	2,601.01	3,200.00	3,855.46	8,400.00	10,500.00	
401-03 · COUNCIL EXPENSES								
401-031 · CITY COUNCIL PAYROLL TAXES	1,346.40	1,500.00	0.00		0.00		0.00	
401-032 · CITY COUNCIL RETIREMENT	1,591.04	2,200.00	0.00	0.00	0.00		0.00	
401-033 · CITY COUNCIL SALARIES	19,200.00	19,200.00	19,200.00	19,200.00	12,800.00	19,200.00	19,200.00	
401-034 · MAYOR PAYROLL TAXES	715.28	780.00	0.00		0.00		0.00	
401-035 · MAYOR STATE RETIREMENT	1,116.39	1,325.00	0.00	0.00	0.00		0.00	
401-036 · MAYOR WAGES	10,200.00	10,200.00	10,200.00	10,200.00	6,800.00	10,200.00	10,200.00	
Total 401-03 · COUNCIL EXPENSES	34,169.11	35,205.00	29,400.00	29,400.00	19,600.00	29,400.00	29,400.00	
401-04 · OFFICE EXPENSES								
401-041 · BLDG MAINT CONTRACTED	2,640.00	3,000.00	4,205.76	3,000.00	2,278.75	4,000.00	4,000.00	

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	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
401-042 · BLDG & GROUNDS MAINTENANCE	7,240.15	5,000.00	4,986.40	5,000.00	10,310.00	30,000.00	30,000.00	
401-043 · DUES & SUBSCRIPTIONS	2,539.81	2,500.00	2,353.93	2,500.00	1,837.76	2,500.00	4,000.00	***
401-045 · GARBAGE COLLECTION & DISPOSAL	548.60	500.00	697.25	500.00	412.20	1,000.00	1,000.00	
401-046 · OFFICE MAINTENANCE	635.25	600.00	117.98	600.00	0.00		0.00	
401-047 · OFFICE SUPPLIES & POSTAGE	19,395.17	8,000.00	5,281.97	8,000.00	2,057.75	6,000.00	6,000.00	
401-048 · SOFTWARE PURCHASE & IT SERVICE	61,951.57	20,000.00	16,304.75	20,000.00	8,708.34	15,000.00	15,000.00	***
401-049 · REFUNDABLE EXPENSE	0.00		984.17		492.25			
401-04 · OFFICE EXPENSES - Other	0.00		0.00		0.00			
Total 401-04 · OFFICE EXPENSES	94,950.55	39,600.00	34,932.21	39,600.00	26,097.05	58,500.00	60,000.00	
401-05 · PERSONNEL EXPENSE								
401-050 · COMPANY PAYROLL TAX EXPENSE	1,953.05	0.00	24,073.52	26,403.00	20,382.20	40,932.00	47,000.00	PERSI changes 7/1/23
401-051 · CLERK PAYROLL TAXES	3,655.47	4,120.85	0.00		0.00		0.00	
401-052 · CLERK RETIREMENT	5,776.51	6,431.15	0.00	0.00	0.00		0.00	
401-053 · CLERK UI TAXES	134.87	138.00	0.00		0.00		0.00	
401-054 · CLERK WAGES	56,417.60	53,862.00	57,212.57	52,000.00	49,565.07	75,406.00	78,000.00	3% COLA- more than 30hrs/wk
401-055 · DEPUTY CLERK-PAYROLL TAXES	1,112.92	1,418.31	0.00		0.00		0.00	
401-056 · DEPUTY CLERK RETIREMENT	1,654.44	2,213.69	0.00	0.00	0.00		0.00	
401-057 · DEPT CLERK-UI TAXES	40.12	60.00	0.00		0.00		0.00	
401-058 · DEPUTY CLERK WAGES	17,375.28	18,540.00	22,291.67	38,000.00	28,328.92	43,672.38	45,000.00	3% COLA- more than 30hrs/wk
401-059 · EMP HEALTH INSURANCE	9,041.00	24,000.00	12,063.50	26,400.00	20,448.00	27,336.00	31,000.00	*** 10%?
Total 401-05 · PERSONNEL EXPENSE	97,161.26	110,784.00	115,641.26	142,803.00	118,724.19	187,346.38	201,000.00	
401-06 · PROFESSIONAL SERVICES								
401-061 · AUDIT AND ACCOUNTING	10,450.50	12,000.00	13,391.20	20,565.73	14,989.75	15,000.00	15,000.00	
401-062 · LEGAL PUBLISHING	4,863.91	4,000.00	6,975.15	4,000.00	2,536.30	8,000.00	8,000.00	***
401-06 · PROFESSIONAL SERVICES - Other	62,489.00	80,000.00	69,041.00	64,000.00	15,040.00	50,000.00	50,000.00	
Total 401-06 · PROFESSIONAL SERVICES	77,803.41	96,000.00	89,407.35	88,565.73	32,566.05	73,000.00	73,000.00	
401-07 · UTILITES								
401-071 · BLDG & GROUNDS UTILITIES	7,920.84	8,000.00	7,563.73	8,000.00	6,419.93	11,000.00	11,000.00	
401-072 · INTERNET	229.96	0.00	1,382.30	1,708.00	959.92	1,680.00	1,680.00	
401-073 · TELEPHONE	5,499.43	2,800.00	979.36	1,092.00	3,080.94	480.00	480.00	
Total 401-07 · UTILITES	13,650.23	10,800.00	9,925.39	10,800.00	10,460.79	13,160.00	13,160.00	
401-08 · ANNUAL PICNIC	0.00	3,500.00	4,006.84	3,500.00	8.40	3,500.00	5,000.00	City Wide Events
401-11 · GENERAL CONTINGENCY FUND	40,438.62	30,000.00	0.00	31,142.05	0.00	17,471.00	30,000.00	
401-12 · INSURANCE	8,151.00	7,500.00	6,657.50	7,500.00	6,263.00	7,500.00	7,500.00	
401-13 · MISCELLANEOUS SERVICE & CHARGES	13,790.06	1,800.00	0.00	0.00	0.00		0.00	
401-15 · Uncategorized Expenses	0.00	0.00	0.00	259,190.78	0.00		0.00	
411-047 · CITY COUNCIL TRAVEL/MEETINGS	160.00	1,000.00	0.00		0.00		0.00	
413-047 · MAYOR TRAVEL & MEETINGS	315.00	500.00	0.00		0.00		0.00	
415-047 · CLERK TRAVEL @ MEETINGS	2,326.15	1,500.00	0.00		0.00		0.00	
401-000 · GENERAL & ADMIN - Other	0.00		0.00		0.00			
Total 401-000 · GENERAL & ADMIN	421,688.06	388,189.00	292,571.56	615,701.56	217,574.94	398,277.38	429,560.00	
402-000 · LAW ENFORCEMENT								
402-02 · CODE ENFORCEMENT-PAYROLL TAXES	294.72	1,147.50	0.00		0.00		0.00	
402-03 · CODE ENFORCMENT- RETIREMENT	460.00	1,791.00	0.00		0.00		0.00	

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	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
402-04 · CODE ENFORCEMENT-UI TAX	8.80	40.00	0.00		0.00		0.00	
402-05 · CODE ENFORCEMENT-WAGES	3,172.50	15,000.00	2,886.28	12,000.00	620.00	10,000.00	10,000.00	
402-06 · PROSECUTING ATTORNEY	1,740.00	1,740.00	1,740.00	1,740.00	0.00	1,740.00	1,740.00	
402-08 · SPECIAL LAW ENFORCEMENT EXP	0.00	0.00	54,750.01	146,000.00	83,333.36	146,000.00	125,000.00	
402-000 · LAW ENFORCEMENT - Other	0.00		0.00		1,842.68			
Total 402-000 · LAW ENFORCEMENT	5,676.02	19,718.50	59,376.29	159,740.00	85,796.04	157,740.00	136,740.00	
403-000 · STREETS								
403-05 · FIRE HYDRANTS	0.00	0.00	0.00	0.00	1,155.43	10,000.00	10,000.00	
403-06 · FUEL AND LUBRICANTS	1,130.54	2,000.00	2,980.22	2,000.00	1,918.44	4,500.00	4,500.00	
403-10 · ROADS-ENG PLANS & SERVICES	41,449.70	50,000.00	45,731.00	37,000.00	7,303.66	25,000.00	25,000.00	
403-11 · SNOW & ICE CONTROL-REMOVAL								
403-11A · Snow Removal- WAGES	0.00		0.00		12,154.50		15,000.00	
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	8,900.99	30,000.00	3,360.00	30,000.00	4,580.00	10,000.00	10,000.00	
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	8,900.99	30,000.00	3,360.00	30,000.00	16,734.50	10,000.00	25,000.00	
403-12 · STREET EQUIPMENT MAINTENANCE	1,753.06	7,000.00	1,918.46	7,000.00	532.12	5,000.00	5,000.00	
403-13 · STREET MAINT- PAYROLL TAXES	800.39	2,000.00	0.00		0.00		0.00	
403-14 · STREET MAINT- CONTRACTED	49,342.18	399,000.00	446,586.28	571,727.55	720.00	360,000.00	197,352.00	
403-16 · STREET MAINT-SUPPLIES	2,323.33	0.00	9,110.83	1,000.00	709.49	3,000.00	3,000.00	
403-17 · STREET MAINT- UI TAX	29.61	55.00	0.00		0.00		0.00	
403-18 · STREET MAINT - WAGES	12,188.42	25,000.00	16,295.01	25,000.00	1,968.51	20,715.60	6,000.00	
403-20 · STREET SIGNAL LIGHTS	385.04	500.00	423.09	500.00	325.67	500.00	500.00	
Total 403-000 · STREETS	118,303.26	515,555.00	526,404.89	674,227.55	31,367.82	438,715.60	276,352.00	
404-000 · PARKS								
404-01 · HORSE ARENA EXPENSES	1,952.18	9,000.00	1,738.82	9,000.00	384.93	7,000.00	7,000.00	
404-02 · PARK EQUIPMENT	0.00		49.98		0.00			
404-03 · PARK MAINTENANCE- CONTRACTED	18,918.10	35,000.00	17,197.13	30,000.00	4,086.86	24,000.00	24,000.00	
404-04 · PARK MAINTENANCE- PAYROLL TAX	425.82	475.00	0.00		0.00		0.00	
404-06 · PARK MAINTENANCE- UI TAX	6.11	30.00	0.00		0.00		0.00	
404-07 · PARK MAINTENANCE- WAGES	5,141.00	6,000.00	4,723.63	6,000.00	2,580.75	5,660.00	6,000.00	
404-09 · SUPPLIES- PARK MAINT	906.20	1,500.00	1,975.18	1,500.00	10,626.25			
Total 404-000 · PARKS	27,349.41	52,005.00	25,684.74	46,500.00	17,678.79	36,660.00	37,000.00	
405-000 · LID								
405-01 · Gov't Way Sewer Project/LID #1								
405-011 · Loan Principal Payment - LID #1	29,837.46		30,896.28		43,137.83			
405-012 · Loan Interest Payment - LID #1	3,633.54		2,574.72		0.00			
405-01 · Gov't Way Sewer Project/LID #1 - Other	62.00	34,000.00	62.00	34,000.00	25.00	34,000.00	0.00	
Total 405-01 · Gov't Way Sewer Project/LID #1	33,533.00	34,000.00	33,533.00	34,000.00	43,162.83	34,000.00	0.00	
405-02 · LID PHASE 2								
405-021 · LID 2 Principal Payment	42,229.37		290,790.37	0.00	279,447.41	27,552.14	28,000.00	** LID2
405-022 · LID 2 Interest Expense	22,984.23		18,641.23	0.00	9,038.00	12,579.27	13,000.00	** LID2
405-02 · LID PHASE 2 - Other	22.00	65,500.00	6.00	308,965.60	0.00		0.00	
Total 405-02 · LID PHASE 2	65,235.60	65,500.00	309,437.60	308,965.60	288,485.41	40,131.41	41,000.00	
Total 405-000 · LID	98,768.60	99,500.00	342,970.60	342,965.60	331,648.24	74,131.41	41,000.00	
407-000 · COMMUNITY DEV.								

CITY OF DALTON GARDENS
Fiscal Year 2024 Proposed Budget

	FY 2021		FY 2022		FY 2023 thru 5/31/23-non reconciled		FY 2024 Projected	FY 2024 NOTES
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
407-01 · PLANNING & ZONING								
407-011 · PLANNING CONSULTANT	43,232.56	50,000.00	40,933.47	32,230.50	19,837.50	25,000.00	25,000.00	
407-012 · PLANNING SOFTWARE	0.00	0.00	8,622.75	13,300.00	11,527.00	11,500.00	11,500.00	
417-043 · P & Z TRAVEL & MEETING EXP	0.00	500.00	0.00		0.00		0.00	
407-01 · PLANNING & ZONING - Other	16.24		0.00		0.00			
Total 407-01 · PLANNING & ZONING	43,248.80	50,500.00	49,556.22	45,530.50	31,364.50	36,500.00	36,500.00	
407-02 · BUILDING INSPECTOR SERVICES	59,743.77	40,000.00	41,086.00	50,000.00	24,716.00	65,000.00	68,000.00	2021 Code Books Purchase
407-03 · KOOTENAI AREA TRANSPORTATION SY	0.00		3,051.00	0.00	3,051.00	3,051.00	3,143.00	3% increase
Total 407-000 · COMMUNITY DEV.	102,992.57	90,500.00	93,693.22	95,530.50	59,131.50	104,551.00	107,643.00	
Total Expense	774,777.92	1,165,467.50	1,340,701.30	1,934,665.21	743,197.33	1,210,075.39	1,028,295.00	
	310,938.81	0.00	-161,440.56	0.00	191,304.97	0.00	777.09	

City of Dalton Gardens - Fee Schedule

ADOPTED APRIL 14, 2022

Building Permit Fees Based on Valuation – Table 1

Total Valuation	Fee
\$1.00 to \$2,000.00	<u>\$108.00</u>
\$2,001.00 to \$25,000.00	<u>\$108.00</u> for 1 st \$2,000 + <u>\$16.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	<u>\$458.00</u> for 1 st \$25,000 + <u>\$11.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	<u>\$729.00</u> for first \$50,000 + <u>\$8.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	<u>\$1,109.00</u> for 1 st \$100,000.00 + <u>\$6.60</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	<u>\$3,542.00</u> for 1 st \$500,000.00 + <u>\$5.75</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	<u>\$6,120.00</u> for 1 st \$1,000,000.00 + <u>\$4.65</u> /ea. add'l \$1,000.00 or fraction thereof.

Building Valuation – Unless a per square foot or per unit price is specified in the “building valuation data based on local information” below, building and structural valuations, for fee purposes, shall be set by the Building Official based on the most current building valuation data sheet published by the International Code Council. This data sheet is updated regularly.

Building Valuation Data based on local information

Single Family Residential – values per square foot	
Addition – No Plumbing	75% of ICC building valuation data sheet
Finished Basement	75% of ICC building valuation data sheet
Unfinished Basement	ICC building valuation data sheet
Complete Unfinished Basement	50% of ICC BVD R-3
Interior Remodel	50% of ICC BVD R-3
Residential Garage – Attached/Detached	ICC building valuation data sheet
Carport / Lean to	ICC BVD (U) Utility for shell only buildings
Enclose Existing Carport	<u>40% of ICC BVD (U) Utility</u>

Pole Building / Shop	ICC building valuation data sheet
Deck	35% of ICC (U) Utility
Deck with Cover	35% of ICC (U) Utility
Patio/Deck Cover Only	35% of ICC (U) Utility
Enclosed Deck/Patio w/Cover	50% of ICC (U) Utility
Commercial and other Non-Residential	
Interior Remodel	20% of Sq. Ft. Construction Cost
Miscellaneous Fees – residential and non-residential	
Change out windows (when there is a structural change), install egress windows (no permit for like for like change out)	Use Table 1 with Contract Price, or based on number of inspections required (whichever is greater)
Swimming Pools	Use Table 1 at \$9.00 Per Cubic Ft. or Contract Price (greater of the two)
Re-siding (for damage or structural purposes only)	\$129.00 per inspection
Moving (per DGCC 4-1-7)	\$200.00
Re-roof (overlay or tear-off)	\$200.00 plus \$129.00 per inspection if more than 2 inspections are required
Re-roof (with new rafters or trusses)	Use Table 1 at \$8.40 per sq. ft. plus plan check fee
Foundation (if done separate from permit for upper structure)	10% of Building Permit
All other building permits	Use Table 1 and building valuation data sheet
Fence over 73" in height (requires building permit)	Minimum \$129.00, Use Table 1 with Contract Price (whichever is greater)
Sign Permit - Each Pole Monument sign 8 feet or higher	\$400.00 (includes permit and zoning review)
Sign permit – All Other Signs, per type of sign per site	\$200.00 per type
Sign permit – political signs REMOVAL	\$20.00 per sign
Re-inspection or special inspection	\$129.00 per inspection
Inspections for which no fee is specifically indicated (Building or Mechanical)	\$129.00 per inspection
Plan Review Fee	\$180.00 (to be paid at time of permit application)
Additional building plan review required by changes, additions or revisions to plan	\$180.00
For use of outside consultants for plan checking and inspections or both (other than KCFR)	Actual Cost plus 20% for admin.

Permit fee when work is started prior to obtaining permit	Double the permit fee (not including plan check and admin fees)
Permit reactivation	50% of original permit (within 45 days after permit expiration)
Filing for permit extension (up to 180 days)	20% of original permit (prior to expiration)

Building Code Appeals – Uniform Codes

IBC, IRC, ICC Codes, etc.	\$225.00
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NOTE: This does not apply to appeals involving construction of low and moderate income housing as the same is defined by the State of Idaho and the U.S. Dept. of Housing and Urban Development.

Demolition Permits

Demolition	\$129.00 per required inspection
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Manufactured Home/Setting Permit

Permit Fee	\$200.00/Section + Plan Check Fee
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Mechanical Permits

Permit fee based on number of mechanical inspections required	\$129.00 per inspection
HVAC System Plan Review, New Construction - Residential	\$250.00-plus required inspections
HVAC System Plan Review, New Construction – Commercial	\$350.00-plus required inspections

Code Enforcement

First compliance inspection	\$0.00
Second or subsequent inspections	\$150.00
Rescind notice to title	\$250.00

Engineering

All engineering expenses	Actual cost plus 20% for Administration
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Streets / Encroachments

Encroachment within right of way – installation of utilities or other improvement (traffic obstructions, landscaping, utilities, etc.)	\$200.00 plus cost of city engineer
Encroachment with pavement cut	\$400.00 plus cost of city engineer
Special load limit permit (overweight vehicle)	\$50.00 per vehicle per round trip plus cost of city engineer, if required
Penalty: Work in right of way before / after permit day	\$200.00 per day
Penalty: Work in right of way with no permit	\$1,000.00 per day

Municipal Services

Photocopies – over 100 pages	\$1.00 /page
Labor Costs	Actual labor costs associated with locating and copying documents (over 2 hours)
Copy of records onto a flash drive	\$10.00 or actual cost whichever is lower
Non-sufficient fund returned check fee	\$30.00
Outsourced copying – documents that cannot be copied at City Hall	Actual cost from vendor plus staff time at \$40/hour

Business Licenses

Commercial business license - Initial Application	\$50.00
Commercial business license - Annual Renewal	\$50.00
Door To Door Solicitation License	\$100.00
Pawnbroker license	\$100.00 plus the cost of criminal history check (in addition to standard business license)
Home-based business permit - New	\$25.00
Home –based business permit – Annual renewal	\$25.00
License or renewal for retail sale of alcohol (all types)	In accordance with State law
Assignment/transfer of license to sell alcohol	In accordance with State law

City Facility reservations ¹

City Hall – reservation fee	\$50.00 per ½ day
City Hall – Cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00
City Hall – Staff time (if required to monitor event or open/close building)	\$45.00 per hour
Ward Newcomb Park – gazebo reservation fee	\$50.00 per ½ day
Ward Newcomb Park – Cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00
Horse Complex – reservation fee (resident of Dalton Gardens)	\$50.00 per day
Horse Complex – reservation fee (non-resident)	\$50.00 per day
Horse Complex – cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00

Public assembly

Public assembly permit (for groups of 50 or larger)	\$200.00 (plus applicable reservation fee and cleaning/damage deposit as listed above)
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Planning & Zoning

Design Review Fees

Site Disturbance permit review (stand-alone permit)	\$80.00 plus the cost of the city engineer if required
Site Disturbance plan re-review (of revised submittal)	\$55.00
Residential building permits – zoning and design standard review	\$55.00
Commercial building permit - zoning, site disturbance, landscaping, parking	\$400.00
Commercial building permit - review of revised site, landscaping, parking, etc.	\$100.00 for each additional review
Commercial building permit – no new parking, landscaping or site dist. improvements req'd	\$80.00
Commercial project review meeting	\$300.00
Pre-application meeting	\$300.00
Special inspection by city planner	\$100.00

¹ All facility rental reservations require a signed statement of responsibility for any damaged or lost items, cleanup, or door key non-returned (by 9 a.m. the following day).

Hillside development permit	\$300 + engineering expenses (actual cost plus 20% for administration)
Telecommunication permit	\$300 + Special Use Permit (if required) + all costs related to use of outside consultants (actual costs plus 20% for administration)

Zoning & Annexation Administration Fees

Administrative Appeal/ request for reconsideration	\$300.00
Comprehensive Plan Amendment	\$1000.00
Special Use Permit Request	\$600.00
Variance Request	\$600.00
Zone Change	\$1000.00
Annexation Request with initial zoning	\$500.00 plus the cost of city attorney, engineer, planner or other consultants (\$1,500 deposit required at time of application in addition to application fee)
Substantial amendments to applications and/or resubmittals	½ of original fee
Plat or right of way vacation	\$600.00
De-annexation Request	\$600.00
Municipal Code text amendment	\$500.00 plus the cost of city attorney, engineer, planner or other consultants (\$1,500 deposit required at time of application in addition to application fee)
Subdivision Request (preliminary approval)	\$1200.00
Subdivision Time Extension	\$300.00
Subdivision (final plat approval)	\$600.00
Short Subdivision (1 - 4 lots)	\$1,000.00
Condominium Plat	\$1200.00
Lot Line Adjustment	\$200.00

Mailing & Publication Fees

Public Notice Mailings	\$10.00/mailing per parcel requiring notice
Published Notices in local newspaper	Actual cost of notice plus 20% for administration

Building Valuation Data – FEBRUARY 2023

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2023. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$233.85/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$233.85/sq. ft x 0.0075 = \$28,062

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	338.88	327.46	319.76	307.63	289.42	280.47	298.24	268.37	259.83
A-1 Assembly, theaters, without stage	310.12	298.70	291.00	278.87	260.66	251.71	269.48	239.62	231.07
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65
A-3 Assembly, churches	314.65	303.24	295.53	283.41	265.65	256.70	274.02	244.61	236.06
A-3 Assembly, general, community halls, libraries, museums	268.44	257.02	248.32	237.19	218.26	210.31	227.80	197.22	189.68
A-4 Assembly, arenas	309.12	297.70	289.00	277.87	258.66	250.71	268.48	237.62	230.07
B Business	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
E Educational	280.42	270.83	263.70	252.34	235.54	223.64	243.64	205.87	199.45
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28
H-5 HPM	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	438.26	428.62	419.26	408.96	386.98	N.P.	399.78	361.97	N.P.
I-2 Institutional, nursing homes	304.86	295.22	285.86	275.55	256.23	N.P.	266.37	231.21	N.P.
I-3 Institutional, restrained	298.67	289.02	279.66	269.36	250.30	240.95	260.18	225.29	214.80
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family ^d	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.

City of Dalton Gardens
Regular City Council Meeting Minutes
Tuesday May 9, 2023 @ 6:00 PM
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FY24 BUDGET WORKSHOP:** Mayor Dan Edwards called workshop to order 6:02 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Aaron O'Brien, Scott Jordan, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Ryan Hughes-City Planner, and Chris Gabbert- City Attorney. Absent: Council president Tyler Drechsel
3. **PLEDGE OF ALLEGIANCE:** Lead by Robert Wuest
4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting April 13, 2023
 - b. Ratification of Bills from April 1-30, 2023
 - c. Monthly Financial Statement April 1-30, 2023

City Clerk TJanzen suggested the financial statement be tabled until the June meeting due to late submission. RWuest asked that minutes be amended to include commercial district business owner involvement discussion from April 13, 2023.

RWuest made a motion to approve the consent calendar items a and b and table c until June, with amendment to April 13, 2023 minutes to include discussion of commercial district business owner involvement added. SJordan seconded.
AO'Brien: yes SJordan: yes RWuest: yes Motion carries.

5. **CITY REPORTS**
 - a. **City Engineer:** Christine Baker gave an update on the chip-seal project bids are due May 19, 2023 by 12:00 PM, followed by a bid opening at City Hall at 12:30 PM. Child pedestrian safety signs are due to arrive by end of month. Notice of award has been sent to Asphalt Pros, once signed work will be scheduled to begin. RWuest would like potholes on Davenport Street be considered for repair. AO'Brien asked about the long delay on the Child pedestrian signs and TJanzen asked if crosswalks might be completed while the city waits for the signs to arrive. The city engineer suggested scheduling pavement markings throughout the city.
 - b. **City Planner:** No Comments or discussions
 - c. **City Attorney:** City attorney Chris Gabbert absent. No Comments or discussions
 - d. **KCSO:** TJanzen gave the monthly update of 92 traffic stops and 82 citations in the month of April.
 - e. **Code Enforcement:** TJanzen updated the council of the Code Enforcement officer's resignation.
6. **PUBLIC COMMENT:** Opened 6:26 PM - Closed PM

Sue Supp 7024 N 16th Street: Proposed spending ARPA funds on building maintenance, park maintenance and improvements, and road safety.
7. **CITY BUSINESS:**
 - a. **Discussion of ARPA Expenditures:**

- Building Maintenance on City Hall- including new roof, fire alarm, windows, security upgrades. Suggested \$160k -***TDrechsel***
- Parking Lot of City Hall to be replaced/repared. Suggested \$175k-\$197k -***SJordan & HMM***
- Road Maintenance- painted stop bars, painted crosswalks, signs/posts. -***SJordan & HMM***
- New Shop Building. -***RWuest & SJordan***
- Paint exterior of big shop. -***TDrechsel***
- Better wash basin for picnic use in big shop (kitchen sink). -***RWuest***
- Fix doors in city hall basement and 4th street side thermal pane (upstairs). -***TDrechsel***
- Windows at the arena seal them or repair. -***AO'Brien***
- Water line from meter at the road to concession building needs replaced. Suggested \$5k -***RWuest & AO'Brien***
- Put up sign at arena regarding the state requirements parks and rec. Suggested grant. -***RWuest & AO'Brien***
- New gazebo at the city park (additional). -***RWuest***
- Equipment storage building with power and gas radiant heat (new building). -***RWuest & SJordan***
- Repair freezer at city shop or buy a new one. Suggested \$400 -***TDrechsel***
- Drinking fountain replacement. -***AO'Brien***
- Add post reflectors on all stop signs and green speed limit signs. (Dalton has a dark sky ordinance. Safety fix for not having streetlights.)
- Add 5 more speed sign flashing one on Wilbur west of 15th street, 2 on 15th street going both ways and 2 on 4th st both directions.
- Grant monies for a trail up Dalton Ave to can-course property West of 17th.
- Park/Horse Arena maintenance: Gate to secure facility, seal coat, updated signage to include hours of use and no overnight parking/sleeping, landscape to resemble City Park. -***AO'Brien***
- Traffic study/count. (Temporarily postpone) -***SJordan***
- Pickle Ball courts. -***AO'Brien***
- Add 5 more speed sign flashing, one on Wilbur west of 15th street, two on 15th street going both ways and two on 4th Street both directions.
- Grant monies for a trail up Dalton Ave to can-course property West of 17th.

b. Discussion of Numbering Council Seats: Mayor Edwards suggested dismissing from the agenda. The Council agreed.

c. Discussion of possible Fee Schedule Amendment: The Council discussed scheduling a workshop to address the changes needed. The City Clerk requested an extended workshop to address the upcoming budget in detail and suggested the fee schedule be addressed after the budget workshop.

d. Discussion of June Agenda Items:

Budget Workshop (4:30 PM)

Fee Schedule discussion- time permitting

ARPA Fund Expenditures

Public Hearing for Lot Line Adjustment Ordinance

The City Clerk TJanzen suggested the Council schedule a special meeting Monday, May 22, 2023, at 10:00 AM to award the chip-seal bid following the bid opening on Friday, May 19, 2023. The Council agreed.

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

None

**9. ADJOURNMENT: SJordan made motion to adjourn. RWuest seconded.
All in favor. Adjourned 6:33 PM**

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

City of Dalton Gardens
City Council Special Meeting Minutes
Monday May 22, 2023 @ 10:00 AM

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER:** Mayor Dan Edwards called meeting to order 10:08 AM
2. **ROLL CALL:** Councilmembers Robert Wuest, Scott Jordan were physically present. Mayor Edwards attended via Zoom, Council President Tyler Drechsel (arrived at 10:10) and joined Zoom. Aaron O'Brien attended via conference call. Also present: Chris Gabbert- City Attorney and Candi Baker- Deputy Clerk.
3. **CONSIDERATION OF AWARD OF FY23 CHIP SEAL CONTRACT:**

City Engineer Christine Baker presented the bids submitted by Road Products, LLC for \$349,488.00, and Poe Asphalt Paving INC for \$374,175.00 for FY23 chip seal project. Councilmember RWuest asked for clarification of which roads will be addressed for the FY23 year. City Engineer recommended Road Products LLC for the FY23 Chip Seal low bid.

SJordan made a motion to award the Chip Seal Contract for FY23 to Road Products LLC for \$349,488.00. RWuest seconded.

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

4. **ADJOURNMENT: SJordan made motion to adjourn. RWuest seconded. All in favor. Adjourned 10:14 AM**

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: June 1, 2023

Re: June Engineering Update

1. Chip Sealing 2023 – We have received the signed agreement from RPI. RPI anticipates chip sealing to occur mid-end of July.
2. Child Pedestrian Safety Project – See attached update from RPI.
3. ROW Permits –
 - Open Permits: 14 permits
 - Expired: 5 permits
 - Failed final inspection & waiting for repair: 0 permits
4. Hanley Ave. – please see the attached cost estimate from RPI for the chip seal of Hanley Ave from Government Way to 15th St. We performed a pavement condition assessment for this section of Hanley. The section of Hanley with the most distress is between Government and Rude. While Hanley does need to be chip sealed, there are other roadways in Dalton Gardens that are in worse condition. We do not recommend chip sealing of Hanley Ave. this year. If there are extra funds available for adding on additional chip seal work, we recommend the addition of Valley St, Wilbur to Dalton Ave.



Hanley & Government Way



Hanley – Between 4th & Davenport



Hanley – Between Rude & Valley



Hanley & 15th

Christine Baker

From: Josh Polello <josh@asphaltsupply.net>
Sent: Wednesday, May 31, 2023 1:03 PM
To: Christine Baker
Subject: Dalton Gardens - RRFB's and School Zone

Hi Christine – We didn't get the RRFB's in on the 25th so we requested an update and from what I am told is The parts needed will be shipping next week so most likely it will be another 1-2 weeks before we receive them so HMH can inspect them. Sorry for this inconvenience but we don't have control over the shipping

Thanks

Joshua Polello

Project Manager/Estimator

Road Products LLC

Main 509.934.1622 | Fax 509.922.9879 | Cell 509.979.2662



P.O. Box 11072
 Spokane, WA 99211
 509-922-1206 (P)
 509-922-9879 (F)

Quotation

WA CONTRACTORS LICENSE #
 ID CONTRACTORS LICENSE #

ROADPPI772CF
 PWC-C-12871-A-4

Project Name:	CITY OF DALTON GARDENS 2023 CHIP SEAL HANLEY AVE. - GOVERNMENT WAY TO 15TH ST
Project Location:	DALTON GARDENS, ID

Date of Quotation:	5/31/2023
Bid Date:	5/31/2023
Addendum #:	0

Item #	Quantity	Units	Description	Unit Price	Total Price
1	20,245.000	SY	CHIP SEAL 3/8"	\$ 3.45	\$ 69,845.25
2	20,245.000	SY	CHIP SEAL 1/2"	\$ 3.85	\$ 77,943.25
3	20,245.000	SY	FOG SEAL	\$ 0.42	\$ 8,502.90
4	1.000	LS	CONSTRUCTION TRAFFIC CONTROL	\$ 30,000.00	\$ 30,000.00
5	1.000	LS	MOBILIZATION	\$ 15,000.00	\$ 15,000.00
Total Bid Price:					\$ 201,291.40

- Notes:**
- Quote valid for 30 days from Bid Opening.
 - Road Products will not schedule any work or purchase any materials until a signed proposal or subcontract is received. Must attach a copy of this proposal with Subcontract
 - Full payment required 30 days from completion of work. Buyer agrees to pay any collection costs and attorney fees Road Products, Inc. may incur to effect collection of monies due for work performed.
 - Add to our quote any applicable Sales Tax, TERO, MT GRT, or any other fees. Dollar amount in quote is net to us.
 - Minimum (2) Week Notice is required for scheduling work. Failure to schedule will result in additional costs to accommodate work.
 - Estimated time to complete is **00 working days**. Time can be reduced if multiple crews can work simultaneously.
 - Price is based on nothing preventing RP LLC from full production. No standby is included in price, Standby at **\$110.00 per/hr. per person**
 - For Pavement Marking Obliteration, Owner/General are to provide a clean water source as well as a site to dump debris free of charge.
 - Steel for Custom Fabricated Posts can take up to 8 weeks to be delivered after foundations are poured and elevations are taken. Please allow time for this process as it cannot be expedited
 - Due to the instability of Traffic Paint, Steel, and Asphalt Oil price increases, Road Products LLC reserves the right to adjust the pricing quoted above as we receive these increases.
 - GC responsible for layout of lines, crosswalks, stop bars, and symbols. Layout lines must consist of a control point every 50 ft on tangent and every 25 ft on curve. All layout must be approved before we can proceed with any striping. Please plan accordingly.
 - Any additional costs not required by the Owner but required by the General Contractor will not be paid by Road Products, LLC but the responsibility of the General Contractor.

- Inclusions:**
- Labor, materials, and equipment to install above referenced items.
 - Proposal is based on (-) mobilization(s), any additional mobilizations will be charged **\$,00** for each occurrence.
 - Above proposal is based on listed quantities, if actual quantities are 10% less or more, we reserve the right to change our pricing. Quantity to be determined upon final Completion

- Exclusions:**
- Bond
 - Surface Prep
 - Traffic Control
 - Electrical
 - Reference of Existing Pavement Markings, Surveying, and Staking
 - Liquidated Damages due to no fault of our own. Need adequate time to compete work
 - This proposal assumes all right-of-way, licenses, permits, fees, etc. are authorized & paid by Owner/General
 - Saturday/Sunday Work (Price to be negotiated)

Accepted:
The above prices, specifications and conditions are satisfactory and are hereby accepted.
Buyer:
Signature:
Date of Acceptance:

Confirmed:
Road Products LLC
Estimator:
Joshua Polello



City of Dalton Gardens

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

Monthly Planner Activity Report

May 31, 2023

Code amendments

No code amendments were discussed at the Planning and Zoning Commission's May meeting. However, the recommended Lot Line Adjustment code amendments will be heard at the Dalton Gardens June City Council meeting. The Commission also chose to table continued discussion of the Commercial District design considerations until the full membership of the Commission was present. Staff has prepared the costs breakdown of conducting a visual preference survey. The VPS would be on display at City Hall for the public's comments with the purpose of gauging the community's desire for change along the corridor.

Variances / Special Use Permits

Two special use permits requests received public hearings at the P&Z Commission's May meeting. Both were approved subject to conditions as described in the Order of Decisions.

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. Additional permit reviews include commercial business license renewals, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

Code compliance activities include review of an un-permitted Accessory Dwelling Unit. Other compliance concerns include water overage issued to non-compliant properties in the commercial district. With the continued backlog of code enforcement cases logged in OpenGov, staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner



To Whom It May Concern,

Dalton

The Idaho Department of Health and Welfare has asked that child care facilities that participate in State Licensing or the Idaho Child Care Program (ICCP) provide proof that the facility is following local ordinances. You may be contacted by child care providers inquiring about proof of local compliance. This could be a city license, business license, home occupation certificate, or special use permit.

If there is no compliance or if one of the documents named above does not have an expiration, we ask that you complete the document on the other side of this letter every two years to ensure that providers are compliant with the most current rules and regulations.

If you have any questions regarding this matter, please do not hesitate to reach out with any questions.

Sincerely,

John Hess

Customer Support Coordinator, IdahoSTARS Project
Idaho Association for the Education of Young Children
208 338 4718
4355 W Emerald St, Ste 250
Boise Idaho 83706





IDAHO
STARS

Local Compliance

If local compliance is not required by the city or county that the business is operating in, please have the following form filled out.

Facilities must provide local compliance with local ordinances such as a business license, home occupation certificate, special use permit or a letter from the city or county the business is operating in.

City/County: Dalton Gardens

Child Care Facility Name: School Plus-Dalton

Child Care Facility Address: 6335 N. Mt. Carrol Dalton Gardens
1083815

Child Care Facility Email/Phone: school.plus@cdaschools.org or jlenz@cdaschools.org
(208) 769-0700

Below is filled out by city/county that the business is operating in.

Is local compliance required by the city or county for the above Child Care Facility?

Yes No Please circle answer

If yes, what licenses/permits or other documents are required?

Name of City/County Official (Please Print): _____

Signature: _____

Job Title: _____

Date: _____



City of Dalton Gardens

208-772-3698
6360 North Fourth Street
Dalton Gardens, Idaho 83816-5254

RECEIVED

JUN 24 2011

VENDOR SPECIALISTS

June 24, 2011

Deane Horton
Coeur d'Alene School District #271

Deane:

The before/after school care provided to students at the Dalton Elementary School located within the Dalton Gardens City limits, is in compliance with the City Code.

The City is not aware of any issues or instances that would suggest that the programs are not in compliance with City code.

Should you have any questions, please feel free to contact me.

Sincerely,

Marcia Wingfield
City Clerk

CITY OF DALTON GARDENS, IDAHO

ORDINANCE NO. ____

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

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

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

6-3-6: LOTS:

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

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

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

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

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

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

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

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

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

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

SECTION 2: AMENDMENT TO TITLE 6, CHAPTER 8

6-3-8: LOT LINE ADJUSTMENTS

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

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

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

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

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

SECTION 3. SEVERABILITY.

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

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

SECTION 4. REPEAL OF CONFLICTING PROVISIONS.

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

SECTION 6. EFFECTIVE DATE.

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

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

ATTEST:

DAN EDWARDS, Mayor

TERESA JANZEN, Clerk

NOTICE OF PUBLIC HEARING
CITY OF DALTON GARDENS
CITY COUNCIL

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

Published on May 24 & 31, 2023

Teresa Janzen, City Clerk