



# Agenda for the Regular Meeting of the City Council

**Thursday, February 8, 2024, 6:00 PM**

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/88367481426?pwd=QnFreTBNWHBheHA2SHp4bWN0V1BCZz09>

**Webinar ID:** 883 6748 1426; **Passcode:** 056871

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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 January 11, 2024
- b. Ratification of Bills from January 1-31, 2024
- c. Unpaid Bills January 1-31, 2024
- d. Revised November 1-30, 2023, Financial Statement
- e. Revised December 1-31, 2023, Financial Statement
- f. Revised 1<sup>st</sup> Quarter Treasurer Report
- g. Revised ARPA Expenditure Tracker

## 5. CITY REPORTS

- a. City Planner
- b. City Engineer
- c. City Attorney
- d. KCSO
- e. Mayor & Council Reports
- f. Clerk/Treasurer Report

**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 FY24 Nexus Planning Contract- **ACTION**
- b. Consideration of Smoke and Suds AL 24-1 Renewal- **ACTION**
- c. Consideration of Dalton Market AL 24-2 Renewal- **ACTION**
- d. Consideration of Appeal of Administrative Decision for Fees and Fines for BP 23-51- Zylstra- **ACTION**
- e. Consideration of Ordinance to change City Council meeting dates- **ACTION**
- f. Discussion of March Agenda Items

**8. EXECUTIVE SESSION** Idaho Statute 74-206-(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer employee, staff member or individual agent, or public-school student- **ACTION**

## 9. ADJOURNMENT- ACTION

Original Posting: 2/2/2024: 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 January 11, 2024**  
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 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 1st Quarter FY24
  - i. 1st Quarter FY24 Treasurer's Report

The council reviewed the minutes from the previous meeting. No significant issues were raised regarding the contents of the minutes.

**TDrechsel made a motion to approve the minutes from the regular meeting December 14, 2023. SJordan seconded.**

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

The council discussed the various financial statements, ratifications of bills for November and December, and unpaid bills for December 2023. Council member RWuest raised concerns regarding ARPA expenditures for City Hall furniture on the financial records.

**RWuest made a motion to approve bills 4b, 4e and 4f of the consent calendar items. SJordan seconded.**

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

**RWuest made a motion to suspend the approval of items 4c, 4d, 4h, 4g, 4i, pending a reclassification of City Hall furniture to general office funds to be presented at the February meeting. SJordan seconded.**

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

5. **INSTALLATION OF NEW COUNCILORS FOLLOWED BY SHORT RECESS:**  
Mayor Edwards installed incoming Mayor Jernigan. Mayor Jernigan installed councilors Sue Supp and Gary Sonnen.
6. **CITY REPORTS**

- a. **City Engineer:** Not present. The written report and speed study results were given to the council included in the meeting packet.
- b. **City Planner:** Ryan Hughes reviewed his written report and discussed current focuses, including the commercial district consultation with property owners.
- c. **City Attorney:** No Report
- d. **KCSO:** Deputy Creighton talked about road traffic and neighborhood safety, and updated the council of the 5 citations issued.

7. **PUBLIC COMMENT:** Opened 7:36 PM - Closed 7:48 PM

**Carrie Chase:** 7512 4<sup>th</sup> St- Concerns about the speed study affecting 4th Street.

**Dave Trojan:** 7640 15<sup>th</sup> St- Concerns about the speed study affecting 15th Street.

8. **CITY BUSINESS:**

- a. Mayor's appointment of Council President:  
**SJordan made a motion to approve TDrechsel as council president. SSupp seconded.**  
**SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes Motion carries.**
- b. Consideration of Resolution 24-01 to establish authorized signors for City Financial Accounts:  
**SJordan made a motion to approve council president TDrechsel as an authorized signer on city accounts. SSupp seconded.**  
**SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes Motion carries.**
- c. Consideration of Evergreen Security Bid for access control on exterior doors: The council discussed and approved the bid for Evergreen Security to enhance access control and security of city hall doors.  
**SJordan made a motion to approve the Evergreen Security bid in the amount of \$88,969.92 to be funded with ARPA funds. Seconded by GSonnen.**  
**SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes Motion carries.**
- d. Consideration of Nexus Planning Contract for FY24: The council tabled the Nexus Planning Contract for the next meeting to allow more time for review.
- e. Discussion of City Council meeting dates and direction to staff: There was a discussion to change regular meeting dates to the fourth Wednesday of every month. The action to bring revised ordinance in the next meeting was discussed to change meeting dates officially.
- f. Consideration of bonus payment to Deputy Clerk for Christmas Event: Item removed by SJordan.
- g. Discussion of February Agenda Items:
  - Nexus City Planner contract for FY24
  - City Council meeting dates Ordinance
  - Speed Study Workshop
  - Parking Lot and ARPA funds for chipseal sweeping.
  - Zylstra Appeal
  - Code Enforcement Officer

9. **EXECUTIVE SESSION (if needed) Idaho Statute 74-206: Opened 8:21 PM Closed 9:58 PM**  
Idaho Statute 74-206-1b to consider the evaluation, dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and 74-206-1i To engage in communications with a representative of the public agency’s risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency’s risk manager or insurance provider at an executive session does not satisfy this requirement.

**TDrechsel made a motion to enter Executive Session under Idaho Statute 74-206-1b. SJordan seconded.**

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

10. **CONSIDERATION OF FORENSIC AUDIT OF CITY FINANCES:**

Mayor Jernigan explained that the purpose of the forensic financial audit is to ensure that the city’s finances are in order and rebuild trust with the residents regarding the budget and finances due to rumors and concerns. TDrechsel added that the former mayor requested a forensic financial audit two months prior to end his term with the financial concerns being addressed.

**TDrechsel made motion to proceed with a forensic audit of city finances. SJordan seconded.**

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

11. **CONSIDERATION OF FORENSIC AUDIT OF CITY COMPUTER SYSTEMS, INFRASTRUCTURE DEVICES AND APPLICATIONS:**

**TDrechsel made motion to proceed with an audit of the city computer system, infrastructure devices and applications. SJordan seconded.**

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

12. **CONSIDERATION OF MAYOR INTERVIEWING AND SEARCHING FOR CITY ATTORNEY:**

**TDrechsel made motion to approve the mayor’s search for a city attorney and involve no more than two council members in the interview and selection process. SJordan seconded.**

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

13. **ADJOURNMENT:**

**TDrechsel made motion to adjourn. SJordan seconded.**

**All in favor. Adjourned 10:03 PM**

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Curt Jernigan, Mayor

ATTEST:

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Teresa Janzen, City Clerk/ Treasurer

CITY OF DALTON GARDENS  
**Ratified Bills January 1-31, 2024**

<b>Name</b>	<b>Account</b>	<b>Original Amount</b>
<b>Payroll</b>	<b>401-03 Council Expenses</b>	<b>2,450.00</b>
<b>Payroll</b>	<b>401-054 Clerk Wages</b>	<b>6,283.84</b>
<b>Payroll</b>	<b>401-058 Deputy Clerk Wages</b>	<b>3,650.20</b>
<b>QB Payroll Service</b>	<b>401-048 · SOFTWARE PURCHASE &amp; IT SERVICE</b>	<b>54.00</b>
<b>Spectrum</b>	<b>401-072 · INTERNET</b>	<b>119.99</b>
<b>Verizon Wireless</b>	<b>401-073 · TELEPHONE</b>	<b>41.78</b>
<b>Payroll Liabilities</b>	<b>401-050 Payroll Tax &amp; Retirement Expense</b>	<b>2,405.46</b>
		<b>15,005.27</b>

**CITY OF DALTON GARDENS  
Unpaid Bills Detail January 1-31, 2024**

Vendor	Memo	Account	Due
<b>Alpine Summit CPAs</b>	Accountant & Audit Prep 11/29/23-12/31/23	401-061 · AUDIT AND ACCOUNTING	<b>\$ 3,000.00</b>
<b>Avista Utilities</b>	JAN	404-01 · HORSE ARENA EXPENSES	\$ 20.76
	JAN	403-20 · STREET SIGNAL LIGHTS	\$ 59.92
	FIRE SHOP	401-071 · BLDG & GROUNDS UTILITIES	\$ 131.48
	MAINT SHOP	401-071 · BLDG & GROUNDS UTILITIES	\$ 64.59
	CITY HALL	401-071 · BLDG & GROUNDS UTILITIES	\$ 418.68
			<b>\$ 695.43</b>
<b>City of Coeur d'Alene</b>	JAN BRINE 2100 GALLONS	403-11 · SNOW & ICE CONTROL-REMOVAL	<b>\$ 840.00</b>
<b>Coeur d'Alene Garbage Service</b>	JAN	401-045 · GARBAGE COLLECTION & DISPOSAL	<b>\$ 31.00</b>
<b>Coeur d'Alene Press</b>	MC11438-12312023	401-062 · LEGAL PUBLISHING	<b>\$ 34.18</b>
<b>Cooperative Supply, INC. Cenex</b>	DEC BILL RCVED IN JANUARY	403-06 · FUEL AND LUBRICANTS	<b>\$ 258.83</b>
<b>Drivelines, INC</b>	ULINE REPAIR ON TRUCK	403-12 · STREET EQUIPMENT MAINTENANCE	<b>\$ 188.75</b>
<b>ICCU-Credit Card</b>	TJ- Adobe monthly	401-048 · SOFTWARE PURCHASE & IT SERVICE	\$ 47.98
	TJ- APT US&C Certified Public Finance Administrator Credential	401-016 · TRAINING TRAVEL EXPENSE	\$ 200.00
	TJ-Costco bins for storage clean up	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 38.12
	TJ- Roome Enterprises- cleaning City Hall	401-041 · BLDG MAINT CONTRACTED	\$ 310.00
	TJ- USPS certified letter	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 5.01
	TJ- Zoom monthly	401-048 · SOFTWARE PURCHASE & IT SERVICE	\$ 40.00
	TJ- Microsoft monthly	401-048 · SOFTWARE PURCHASE & IT SERVICE	\$ 52.00
	TJ- CB Amazon purchases for winter dinner	401-08 · ANNUAL PICNIC	\$ 338.84
	TJ- International Code Council Membership	407-02 · BUILDING INSPECTOR SERVICES	\$ 160.00
	TJ- Mayor Jernigan business cards and blank thank you cards	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 102.23
			<b>\$ 1,294.18</b>
<b>III-A</b>	PD 110	401-059 · EMP HEALTH INSURANCE	<b>\$ 2,796.00</b>
<b>Konica Minolta</b>	INV 290776018	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 47.47
	INV 291386107	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 35.33
			<b>\$ 82.80</b>
<b>Kootenai County Sheriff Office</b>	FY24- JANUARY	402-08 · SPECIAL LAW ENFORCEMENT EXP	<b>\$ 10,416.67</b>
<b>Kootenai County Solid Waste Dept.</b>	ACCT 10-82978	401-045 · GARBAGE COLLECTION & DISPOSAL	\$ 27.00

**CITY OF DALTON GARDENS  
Unpaid Bills Detail January 1-31, 2024**

Vendor	Memo	Account	Due
	ACCT 10-30987	401-045 · GARBAGE COLLECTION & DISPOSAL	\$ 3.90
			<u>\$ 30.90</u>
<b>Magnuson, McHugh &amp; Company, P.A.</b>	AUDIT FY 23 PROGRESS BILLING #1	401-061 · AUDIT AND ACCOUNTING	<b>\$ 3,000.00</b>
<b>NAPA Coeur d'Alene Auto Parts</b>	INV 4094-421911- Headlight bulb	403-12 · STREET EQUIPMENT MAINTENANCE	<b>\$ 8.71</b>
<b>Nexus Planning Services</b>		407-011 · PLANNING CONSULTANT	\$ 2,700.00
		402-05 · CODE ENFORCEMENT-WAGES	\$ 225.00
			<u>\$ 2,925.00</u>
<b>Sears Fire Extinguisher Service</b>	ANNUAL FIRE EXTINGUISHER SERVICE	401-042 · BLDG & GROUNDS MAINTENANCE	<b>\$ 75.00</b>
<b>ServiceMaster Cleaning and Restoration</b>	January cleaning	401-041 · BLDG MAINT CONTRACTED	<b>\$ 325.00</b>
		<b>TOTAL</b>	<b><u>\$26,002.45</u></b>

**CITY OF DALTON GARDENS**  
**Financial Statement November 30, 2023**  
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
ARPA Funds to be used in FY24	50,611.91	518,332.00		
Employee Dependent Healthcare Contribution	2,572.00	15,600.00		
FY Rollover or Budgeted LGIP Draw		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>	<u>15,822.37</u>	<u>99,600.00</u>	<u>-83,777.63</u>	<u>15.89%</u>
<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>	<u>12,293.68</u>	<u>43,000.00</u>	<u>-30,706.32</u>	<u>28.59%</u>
<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>	<u>32,298.59</u>	<u>197,352.00</u>	<u>-165,053.41</u>	<u>16.37%</u>
<b>304-000 · LID ASSESSMENTS</b>	0.00	32,612.00	-32,612.00	0.0%
<b>305-000 · PROPERTY TAXES</b>	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>	<u>117,446.73</u>	<u>428,897.00</u>	<u>-311,450.27</u>	<u>27.38%</u>
<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>	<u>31,998.71</u>	<u>27,986.00</u>	<u>4,012.71</u>	<u>114.34%</u>
<b>308-000 · GRANT FUNDS</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<u>210,240.66</u>	<u>1,012,076.00</u>	<u>-801,835.34</u>	<u>20.77%</u>
<b>Total Income w/ Prior Year Funds</b>	263,424.57	1,739,341.00	-1,475,916.43	15.15%
<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%
401-03 · COUNCIL EXPENSES				

**CITY OF DALTON GARDENS**  
**Financial Statement November 30, 2023**  
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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%
<b>Total 401-03 · COUNCIL EXPENSES</b>	<b>4,900.00</b>	<b>29,400.00</b>	<b>-24,500.00</b>	<b>16.67%</b>
<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	9,297.01	10,000.00	-702.99	92.97%
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%
401-047 · OFFICE SUPPLIES & POSTAGE	5,507.22	6,000.00	-492.78	91.79%
401-048 · SOFTWARE PURCHASE & IT SERVICE	1,795.93	19,500.00	-17,704.07	9.21%
<b>Total 401-04 · OFFICE EXPENSES</b>	<b>48,798.10</b>	<b>246,024.00</b>	<b>-197,225.90</b>	<b>19.84%</b>
<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>	<b>31,094.40</b>	<b>198,958.00</b>	<b>-167,863.60</b>	<b>15.63%</b>
<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	5,000.00	40,000.00	-35,000.00	12.5%
<b>Total 401-06 · PROFESSIONAL SERVICES</b>	<b>9,087.78</b>	<b>65,000.00</b>	<b>-55,912.22</b>	<b>13.98%</b>
<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>	<b>2,784.49</b>	<b>12,367.00</b>	<b>-9,582.51</b>	<b>22.52%</b>
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>	<b>100,847.80</b>	<b>595,249.00</b>	<b>-494,401.20</b>	<b>16.94%</b>
<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>	<b>20,900.87</b>	<b>136,740.00</b>	<b>-115,839.13</b>	<b>15.29%</b>
<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%

**CITY OF DALTON GARDENS**  
**Financial Statement November 30, 2023**  
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>403-11 · SNOW &amp; ICE CONTROL-REMOVAL</b>				
403-11A · Snow Removal- WAGES	0.00	15,000.00	-15,000.00	0.0%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 403-11 · SNOW &amp; ICE CONTROL-REMOVAL</b>	<b>0.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>	<b>0.0%</b>
<b>403-12 · STREET EQUIPMENT MAINTENANCE</b>	4,341.17	4,000.00	341.17	108.53%
<b>403-14 · STREET MAINT- CONTRACTED</b>	0.00	630,000.00	-630,000.00	0.0%
<b>403-16 · STREET MAINT-SUPPLIES</b>	1,173.50	2,500.00	-1,326.50	46.94%
<b>403-18 · STREET MAINT - WAGES</b>	339.25	6,000.00	-5,660.75	5.65%
<b>403-20 · STREET SIGNAL LIGHTS</b>	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>	0.00	11,803.00	-11,803.00	0.0%
<b>407-000 · COMMUNITY DEV.</b>				
407-01 · PLANNING & ZONING	6,262.50	36,500.00	-30,237.50	17.16%
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>
	91,455.20	0.00	91,455.20	100.0%

**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**  
**Financial Statement December 31, 2023**  
 REVISED 01312024

	<u>Actuals</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	\$105,856.36	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00		
<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>	<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	41,869.99	2,000.00	39,869.99	2,093.5%
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>47,184.09</b>	<b>27,986.00</b>	<b>19,198.09</b>	<b>168.6%</b>
<b>308-000 · GRANT FUNDS</b>				
308-03 · CONTRIBUTIONS & DONATIONS	1,000.00	1,000.00	0.00	100.0%
308-07 · SCHOLARSHIPS	200.00			
<b>Total 308-000 · GRANT FUNDS</b>	<b>1,200.00</b>	<b>1,000.00</b>	<b>200.00</b>	<b>120.0%</b>
<b>Total Income</b>	<b>265,682.46</b>	<b>1,012,076.00</b>	<b>-746,393.54</b>	<b>26.25%</b>
<b>Total Income with Prior Year Funds</b>	<b>406,640.82</b>	<b>1,739,341.00</b>	<b>-1,332,700.18</b>	<b>23.38%</b>

Expense

**CITY OF DALTON GARDENS**  
**Financial Statement December 31, 2023**  
 REVISED 01312024

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>401-000 · GENERAL &amp; ADMIN</b>				
401-016 · TRAINING TRAVEL EXPENSE	1,580.98	3,500.00	-1,919.02	45.17%
401-03 · COUNCIL EXPENSES	7,350.00	29,400.00	-22,050.00	25.0%
<b>401-04 · OFFICE EXPENSES</b>				
401-041 · BLDG MAINT CONTRACTED	95,248.64	207,000.00	-111,751.36	46.01%
401-042 · BLDG & GROUNDS MAINTENANCE	9,307.37	10,000.00	-692.63	93.07%
401-043 · DUES & SUBSCRIPTIONS	1,311.16	2,524.00	-1,212.84	51.95%
401-045 · GARBAGE COLLECTION & DISPOSAL	352.10	1,000.00	-647.90	35.21%
401-047 · OFFICE SUPPLIES & POSTAGE	5,874.10	6,000.00	-125.90	97.9%
401-048 · SOFTWARE PURCHASE & IT SERVICE	2,703.91	19,500.00	-16,796.09	13.87%
401-049 · REFUNDABLE EXPENSE	43.10			
<b>Total 401-04 · OFFICE EXPENSES</b>	<u>114,840.38</u>	<u>246,024.00</u>	<u>-131,183.62</u>	<u>46.68%</u>
<b>401-05 · PERSONNEL EXPENSE</b>				
401-050 · COMPANY PAYROLL TAX EXPENSE	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>	<u>46,765.40</u>	<u>198,958.00</u>	<u>-152,192.60</u>	<u>23.51%</u>
<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 - Other	6,820.00	40,000.00	-33,180.00	17.05%
<b>Total 401-06 · PROFESSIONAL SERVICES</b>	<u>11,440.78</u>	<u>65,000.00</u>	<u>-53,559.22</u>	<u>17.6%</u>
<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>	<u>5,075.80</u>	<u>12,367.00</u>	<u>-7,291.20</u>	<u>41.04%</u>
401-08 · ANNUAL PICNIC	1,138.38	2,500.00	-1,361.62	45.54%
401-10 · DONATIONS-MEMORIALS	2,000.00			
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>	<u>193,060.22</u>	<u>595,249.00</u>	<u>-402,188.78</u>	<u>32.43%</u>
<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>	<u>32,232.54</u>	<u>136,740.00</u>	<u>-104,507.46</u>	<u>23.57%</u>
<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	286.37	3,500.00	-3,213.63	8.18%

**CITY OF DALTON GARDENS**  
**Financial Statement December 31, 2023**  
 REVISED 01312024

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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 - Other	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	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING	19,600.00	36,500.00	-16,900.00	53.7%
407-02 · BUILDING INSPECTOR SERVICES	9,562.00	68,000.00	-58,438.00	14.06%
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>32,940.00</b>	<b>107,643.00</b>	<b>-74,703.00</b>	<b>30.6%</b>
<b>Total Expense</b>	<b>332,235.78</b>	<b>1,739,341.00</b>	<b>-1,407,105.22</b>	<b>19.1%</b>
	<b>74,405.04</b>	<b>0.00</b>	<b>74,405.04</b>	<b>100.0%</b>
	<b>74,405.04</b>	<b>0.00</b>	<b>74,405.04</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
<b>Total Checking/Savings</b>	<b>2,976,831.16</b>

**CITY OF DALTON GARDENS**  
**Treasurer's Report**  
**FY2024 1st Quarter**

	<u>Actuals</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	\$105,856.36	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00		
<b>Income</b>				
301-000 · COMMUNITY DEV. INCOME	31,099.07	99,600.00	-68,500.93	31.22%
302-000 · FRANCHISE FEES	12,293.68	43,000.00	-30,706.32	28.59%
303-000 · HIGHWAY FUNDS	32,563.98	197,352.00	-164,788.02	16.5%
304-000 · LID ASSESSMENTS	22,496.06	32,612.00	-10,115.94	68.98%
305-000 · PROPERTY TAXES	1,398.85	181,629.00	-180,230.15	0.77%
306-000 · STATE REVENUE SHARE	117,446.73	428,897.00	-311,450.27	27.38%
307-000 · OTHER INCOME	47,184.09	27,986.00	19,198.09	168.6%
308-000 · GRANT FUNDS	1,200.00	1,000.00	200.00	120.0%
<b>Total Income</b>	<u>265,682.46</u>	<u>1,012,076.00</u>	<u>-746,393.54</u>	<u>26.25%</u>
<b>Total Income with Funds from Prior Year</b>	406,640.82	1,739,341.00		100.0%
<b>Expense</b>				
401-000 · GENERAL & ADMIN	193,060.22	595,249.00	-402,188.78	32.43%
402-000 · LAW ENFORCEMENT	32,232.54	136,740.00	-104,507.46	23.57%
403-000 · STREETS	57,310.65	716,575.00	-659,264.35	8.0%
404-000 · PARKS	16,692.37	171,331.00	-154,638.63	9.74%
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.	32,940.00	107,643.00	-74,703.00	30.6%
<b>Total Expense</b>	<u>332,235.78</u>	<u>1,739,341.00</u>	<u>-1,407,105.22</u>	<u>19.1%</u>
<b>Net Total Funds</b>	74,405.04	0.00		100.0%

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

Teresa Janzen, City Clerk/Treasurer January 31, 2024

**CITY OF DALTON GARDENS**  
**ARPA EXPENSES FY24**  
a/o January 31, 2024

**ARPA EXPENSES**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Building</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)
	Bill	12/05/2023	INV 23-398	Granite Enterprises Roofing	New Roof and sheathing on City Hall-ARPA Funds	(64,320.00)
Total Building						<u>(93,454.64)</u>
<b>Parks</b>						
	Bill	10/30/2023	OCT BILL	ICCU-Credit Card	IRRIGATION PIECES VIA ROBERT WUEST	(271.72)
	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 Parks						<u>(12,401.72)</u>
					<b>TOTAL</b>	<b>(105,856.36)</b>

**ARPA BILL PAYMENT CHECKS**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Clr</u>	<u>Amount</u>
<b>Evergreen Security</b>					
	Bill Pmt -	01/31/2024	24403		HELD PAYMENT- NOT FINISHED (11,653.86)
	Bill Pmt -	10/11/2023	24374	X	(17,480.78)
<b>Granite Enterprises Roofing</b>					
	Bill Pmt -	12/07/2023	24427	X	(64,320.00)
<b>Idaho Central Credit Union</b>					

**CITY OF DALTON GARDENS**  
**ARPA EXPENSES FY24**  
a/o January 31, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -	10/30/2023	OCT BILL	ICCU-Credit Card	IRRIGATION PIECES VIA ROBERT WUEST	(271.72)
<b>NORTH FORK LAND DEVELOPMENT</b>					
Bill Pmt -	11/16/2023	24405	X		(12,130.00)
				<b>1/31/24 PAID OUT</b>	<b>(94,202.50)</b>
				<b>1/31/24 TOTAL ENCUMBERED</b>	<b>(105,856.36)</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

**January 31, 2024**

#### Code amendments

The Planning and Zoning (P&Z) Commission will be taking additional steps to establish a commercial district vision. This includes outreach and engagement to affected properties and stakeholders. At their January meeting, they agreed to issue a City Council authorized engagement letter to property owners and business tenants located in the Commercial District. No code amendments are currently under review by the P&Z Commission. However, the P&Z Commission continues to consider objectives for land use and zoning provisions for the Dalton Market property. They've also agreed to discuss establishing a short-term rental policy at their future meetings.

#### 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. One ADU inspection was conducted in the month of January. 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 January 2024

Record #	Applicant Name	Address
MECH-24-8	Drew Hansen	940 E PRAIRIE AVE, DALTON GARDENS, ID 83815
MECH-24-7	Jennifer Lloyd	6727 N 4TH ST, DALTON GARDENS, ID 83815
MECH-24-6	Ron Norris	7711 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-24-5	Jennifer Lloyd	6351 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-24-4	Jennifer Lloyd	6040 N GOVERNMENT WAY, Unit #201, DALTON GARDENS, ID 83815
MECH-24-3	Jennifer Lloyd	1080 E DEERHAVEN AVE, DALTON GARDENS, ID 83815
MECH-24-2	Emily Valiquette	1088 E WILBUR AVE, DALTON GARDENS, ID 83815
MECH-24-1	ACI Northwest	5760 N 18TH ST, DALTON GARDENS, ID 83815
ROOF-23-28	savhanna Saunders	1724 E HANLEY AVE, DALTON GARDENS, ID 83815
MECH-23-52	Ron Norris	7711 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-23-49	ACI Northwest	6695 N DAVENPORT ST, DALTON GARDENS, ID 83815
MECH-23-48	Courtney Barber	6680 N SNOWBERRY ST, DALTON GARDENS, ID 83815
MECH-23-47	Alina Brennan	6560 N SNOWBERRY ST, DALTON GARDENS, ID 83815
MECH-23-45	Alina Brennan	6640 N VALLEY ST, DALTON GARDENS, ID 83815
BP-23-53	Solgen Power	6272 N 16TH ST, DALTON GARDENS, ID 83815
BP-23-50	Richard Ebel	7871 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-23-34	Brian Basham	7031 N MT CARROL ST, DALTON GARDENS, ID 83815
MECH-23-51	Katie Dilullo	5815 N DAVENPORT ST, DALTON GARDENS, ID 83815
<b>JANUARY PERMITS ISSUED:</b>		<b>18</b>
<b>JANUARY PERMITS CLOSED:</b>		<b>20</b>
<b>Total OPEN PERMITS BEING WORKED:</b>		<b>234</b>

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

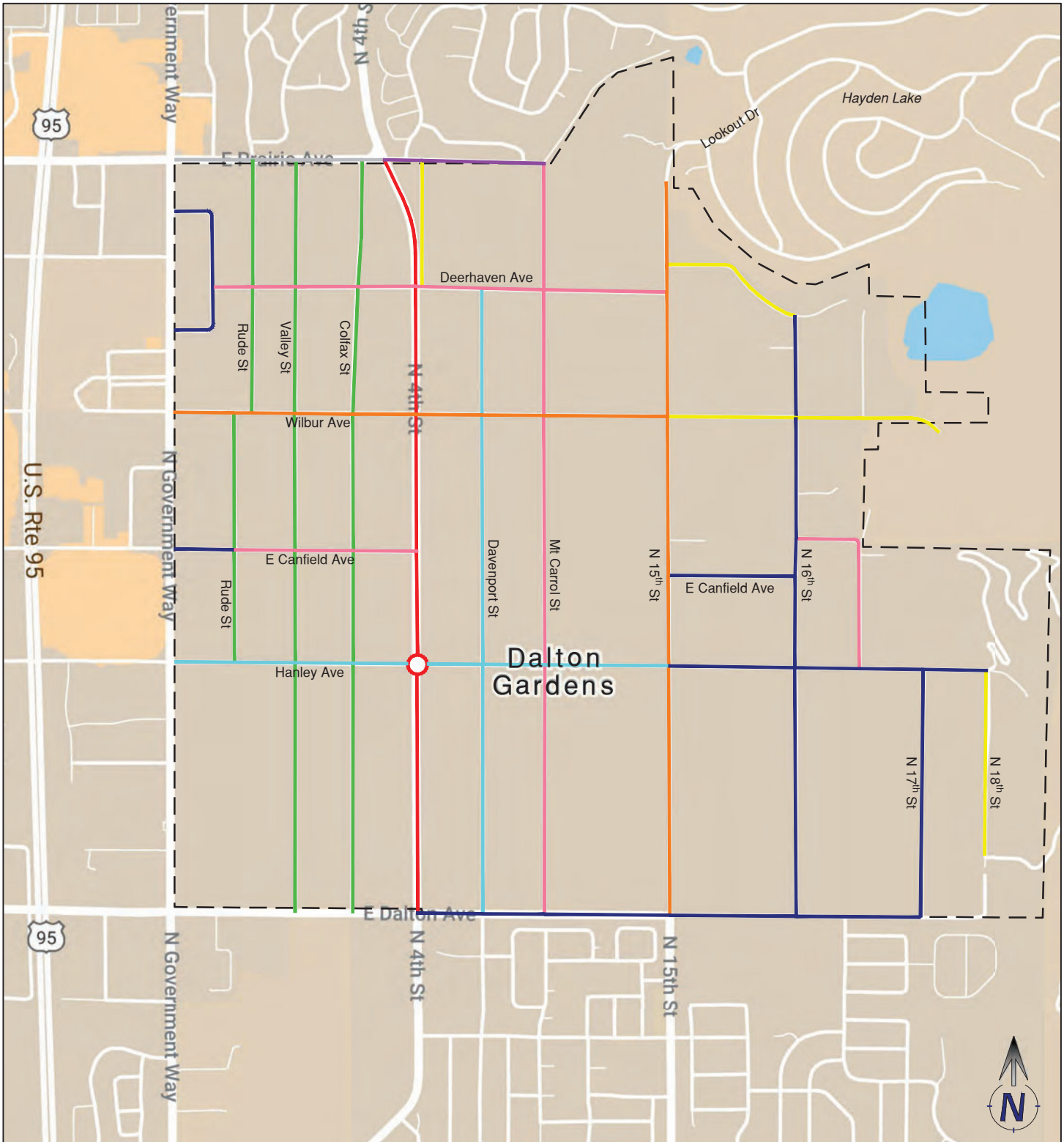
**From:** HMH Engineering

**Date:** January 31, 2024

**Re:** February Engineering Update

---

1. Child Pedestrian Safety Project – School zone beacons are currently up and running. This month we were working through some programming issues with TrafficCalm, and coordinating with Teresa on programming issues.
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. 2024 Chip Seal Project – We are currently putting together the bid package for the chip seal project and anticipate having the complete package ready for review by the second February meeting.
4. Speed Study – The speed study was completed December 21, 2023.



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

- RECONSTRUCTION/REHABILITATION
- DALTON GARDENS CITY BOUNDARY



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



# Kootenai Co Sheriff's Office

## Law Total Incident Report, by Agency, Nature

---

Agency: KOOTENAI CO SHERIFF'S OFFICE

<u>Nature of Incident</u>	<u>Total Incidents</u>
Loose Animals	2
General Public Assistance	2
DIRECTED PATROL AREA	21
DISABLED VEHICLE	1
FALLS/IND ACCIDENT/CUTS/BUMPS	1
Game Violations	1
Fraud	1
DISTURBING THE PEACE	1
Phone Contact	2
Suspicious Person/Circumstance	2
Traffic Hazard	1
Traffic Violation	1
Traffic Stop	35
TRESPASSING	1
Welfare Check	1
<b>Total Incidents for This Agency</b>	<b>73</b>

---

Total reported: 73

Total Citations: 14

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### Report Includes:

All dates between `00:00:00 01/01/24` and `23:59:59 01/31/24`, 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



**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. Travel time to locations to perform services must be authorized in advance by client’s Mayor or the Mayor’s designee. Furthermore, fees for services under this contract are capped annually at \$25,000, unless additional funds are authorized by the City Council.
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, when requested by the Mayor or his designee.~~ 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~~ may accommodate requested 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.





### AL-24-1

Alcohol License for  
Premise or Retail

Status: Active

Submitted On: 1/23/2024

### Primary Location

6848 N GOVERNMENT WAY  
DALTON GARDENS, ID 83815

### Owner

SCHREIBER, DAVID  
PO BOX 1087 COEUR D  
ALENE, ID 83816

### Applicant

Chris Meacham

208-791-2914

smokesandsuds@gmail.com

6848 N Government Way  
#102  
Dalton Gardens, Idaho  
83815

## Business Information

Unless Licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Alcohol Beverage Permit at the below designated premises, subject to provisions of Title 23 of the Idaho State Code and Dalton Gardens City Code Title 3.

#### Business Name\*

Smokes & Suds, inc.

#### Business Mailing Address\*

6848 N Government Way

#### Business Phone Number\*

208-500-8648

#### Business Email Address\*

smokesandsuds@gmail.com

Is there a Suite # for the physical location of the business?\*

Yes

#### Suite Number of Physical Location

102

#### Business Website\*

NA

**Nature of Business\***

Retail Tobacco, Beer and Wine

**What are the business hours of operation?\***

8am through 10pm

**Will there be any chemicals on site?\***

No

**If yes, please explain.\***

NA

**Business Contact Name\***

Chris Meacham

**Business Contact Phone Number\***

208-791-2914

**Business Type\***

Corporation

**Under laws of what state?\***

Idaho

**Number of part time employees\***

0

**Number of full time employees\***

5

What Kind of Alcohol License are you applying for? (must chose one)

Premise Sales

Retail Sales

**What type of License Application is this?\***

Renewal of License

**If this is a Renewal, please indicate your current license number and disclose any changes or expansion of use for the business.\***

2022-02

**Premise Sales Types: (click all that apply)**

Beer by the Drink

Liquor by the Drink

Wine by the Drink

Beer for consumption OFF PREMISES

Wine for consumption OFF PREMISES

**Retails Sales Type: (check all that apply)**

Beer Retail

Wine Retail

Catering (must also have a catering permit)

Dalton Water Association Account Number\*

51571

Is this business connected to CdA Sewer?\*

Yes

Have you received any notices of water overage in the past 12 months?\*

No

**NO LICENSE TO SELL ALCOHOLIC BEVERAGES WILL BE ISSUED TO ANY APPLICANT WHO:**

1. Has, or any partner who has, or actual manager or officer of who has:

a. Been convicted of the violation of any law of the state, or of the United States regulations, governing or prohibiting the sale of alcoholic beverages or intoxicating liquor within three (3) years or within three (3) years forfeited or suffered the forfeiture of a bond for their appearance to answer charges for such violation.

b. Been convicted of driving a motor vehicle under the influence of alcohol, drugs or any other intoxicating substances as defined in the jurisdiction in which the judgment was entered within three (3) years prior to the date of the making of the application for license and/or has not paid a fine, completed a sentence and/or parole for such conviction.

c. Engaged in the operation of, or have interest in, any house or place for the purpose of prostitution, or has engaged in the operation of any house or premises within the city limits of Dalton Gardens which has been declared and found to have been a moral nuisance as defined by city ordinances or state law.

d. Been convicted in any jurisdiction or received a withheld judgment for any crime concerning the possession of any controlled substance within five (5) years.

2. Has had a similar license revoked by any jurisdiction granting the license and/or had their license revoked by the state of Idaho or Kootenai County.

---

## Signature

City Code: Title 3, Chap 1, Sec 3: A site plan showing the building that houses the business and the parking lot must be included with this application. The parking lot site plan shall show the location, number of parking spaces and size of the parking spaces designated for the business. The floor plan of the building must differentiate between the square footage of occupied space and storage space (Ord. 207, 4-1-2010) and additionally should designate exact location of alcohol service and storage (Ord 263, 11-7-2019).

City Code: Title 3, Chap 1, Sec 5: Generally, upon receipt of an application or renewal for a license or permit where laws of the municipality necessitate an inspection or investigation before the issuance of such permit or license, the clerk shall refer such application to the proper officer for making such investigation. The officer charged with the duty of making the investigation or inspection shall make a report thereon, favorable or otherwise, within 45 days after receiving the application or a copy thereof.

I attest that all partners, officers, and/or managers meet the qualifications listed above and that all requirements of Ordinance 263 have been met and declare under penalty of perjury that the above information is true, correct & complete to the best of my knowledge and belief.

### Applicant Digital Signature\*

✓ Christopher L Meacham  
Jan 23, 2024

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## Staff Only

 **Conditions of Approval**

 **Conditions for Denial**

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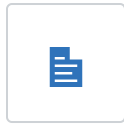
## Attachments



**State of Idaho Alcohol License**

**REQUIRED**

Dalton Gardens 2024 State Beer License.pdf  
Uploaded by Chris Meacham on Jan 23, 2024 at 12:48 PM



**Kootenai County Alcohol License**

**REQUIRED**

Dalton Gardens 2024 County Beer License.pdf  
Uploaded by Chris Meacham on Jan 23, 2024 at 12:48 PM



**Site Plan**

**REQUIRED**

Dalton Gardens 2024 Site Plan for Beer License.pdf  
Uploaded by Chris Meacham on Jan 23, 2024 at 12:49 PM

---

## History

Date	Activity
1/23/2024, 12:29:23 PM	Chris Meacham started a draft of Record AL-24-1
1/23/2024, 12:49:57 PM	Chris Meacham submitted Record AL-24-1
1/23/2024, 12:49:58 PM	approval step Intake Review was assigned to Teresa Janzen on Record AL-24-1
1/23/2024, 3:52:04 PM	Teresa Janzen approved approval step Intake Review on Record AL-24-1

# Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Intake Review	1/23/2024, 12:49:58 PM	1/23/2024, 3:52:04 PM	Teresa Janzen	-
💰 License Fee	1/23/2024, 3:52:04 PM	-	Chris Meacham	-
✓ Zoning Review	-	-	-	-
✓ Inspector Review	-	-	-	-
✓ Mayor Review	-	-	-	-
✓ Administrative Review	-	-	-	-
✓ City Council Approval	-	-	-	-
📋 Fire Inspection	-	-	-	-
📄 Alcohol License Issuance	-	-	-	-



### AL-24-2

Alcohol License for

Premise or Retail

Status: Active

Submitted On: 1/26/2024

### Primary Location

5632 N 15TH ST

DALTON GARDENS, ID 83815

### Owner

Sukhminder Pooni

5632 N 15TH ST DALTON

GARDENS, ID 83815

### Applicant

Bonnie Pooni

208-659-8436

gogapooni@hotmail.com

5632 N15th Street  
Dalton Gardens, Idaho  
83815

## Business Information

Unless Licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Alcohol Beverage Permit at the below designated premises, subject to provisions of Title 23 of the Idaho State Code and Dalton Gardens City Code Title 3.

### Business Name\*

Dalton Market

### Business Mailing Address\*

5632 N15th Street Dalton Gardens, ID,  
83815

### Business Phone Number\*

(208)762-7909

### Business Email Address\*

gogapooni@hotmail.com

### Is there a Suite # for the physical location of the business?\*

No

### Business Website\*

NA

### Nature of Business\*

Convenience Store and gas bar

What are the business hours of operation?\*

6AM to 10 PM

Will there be any chemicals on site?\*

No

If yes, please explain.\*

NA

Business Contact Name\*

Sukhminder Pooni

Business Contact Phone Number\*

(208)625-0740

Business Type\*

Corporation

Under laws of what state?\*

Idaho

Number of part time employees\*

0

Number of full time employees\*

4

What Kind of Alcohol License are you applying for? (must chose one)

Premise Sales

Retail Sales

What type of License Application is this?\*

Renewal of License

If this is a Renewal, please indicate your current license number and disclose any changes or expansion of use for the business.\*

AL-23-2

Premise Sales Types: (click all that apply)

Beer by the Drink

Liquor by the Drink

Wine by the Drink

Beer for consumption OFF PREMISES

Wine for consumption OFF PREMISES

**Retails Sales Type: (check all that apply)**

Beer Retail

Wine Retail

Catering (must also have a catering permit)

Dalton Water Association Account Number\*

3 874

Is this business connected to CdA Sewer?\*

No

Have you received any notices of water overage in the past 12 months?\*

No

**NO LICENSE TO SELL ALCOHOLIC BEVERAGES WILL BE ISSUED TO ANY APPLICANT WHO:**

1. Has, or any partner who has, or actual manager or officer of who has:
    - a. Been convicted of the violation of any law of the state, or of the United States regulations, governing or prohibiting the sale of alcoholic beverages or intoxicating liquor within three (3) years or within three (3) years forfeited or suffered the forfeiture of a bond for their appearance to answer charges for such violation.
    - b. Been convicted of driving a motor vehicle under the influence of alcohol, drugs or any other intoxicating substances as defined in the jurisdiction in which the judgment was entered within three (3) years prior to the date of the making of the application for license and/or has not paid a fine, completed a sentence and/or parole for such conviction.
    - c. Engaged in the operation of, or have interest in, any house or place for the purpose of prostitution, or has engaged in the operation of any house or premises within the city limits of Dalton Gardens which has been declared and found to have been a moral nuisance as defined by city ordinances or state law.
    - d. Been convicted in any jurisdiction or received a withheld judgment for any crime concerning the possession of any controlled substance within five (5) years.
  2. Has had a similar license revoked by any jurisdiction granting the license and/or had their license revoked by the state of Idaho or Kootenai County.
-


## Signature

City Code: Title 3, Chap 1, Sec 3: A site plan showing the building that houses the business and the parking lot must be included with this application. The parking lot site plan shall show the location, number of parking spaces and size of the parking spaces designated for the business. The floor plan of the building must differentiate between the square footage of occupied space and storage space (Ord. 207, 4-1-2010) and additionally should designate exact location of alcohol service and storage (Ord 263, 11-7-2019).

City Code: Title 3, Chap 1, Sec 5: Generally, upon receipt of an application or renewal for a license or permit where laws of the municipality necessitate an inspection or investigation before the issuance of such permit or license, the clerk shall refer such application to the proper officer for making such investigation. The officer charged with the duty of making the investigation or inspection shall make a report thereon, favorable or otherwise, within 45 days after receiving the application or a copy thereof.

I attest that all partners, officers, and/or managers meet the qualifications listed above and that all requirements of Ordinance 263 have been met and declare under penalty of perjury that the above information is true, correct & complete to the best of my knowledge and belief.

### Applicant Digital Signature\*

 Sukhminder Pooni  
Jan 25, 2024

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## Staff Only

**🔒 Conditions of Approval**

**🔒 Conditions for Denial**

## Attachments

- 

**State of Idaho Alcohol License** **REQUIRED**

image.jpg

Uploaded by Bonnie Pooni on Jan 26, 2024 at 1:40 PM
  
- 

**Kootenai County Alcohol License** **REQUIRED**

image.jpg

Uploaded by Bonnie Pooni on Jan 26, 2024 at 1:40 PM
  
- 

**Site Plan** **REQUIRED**

image.jpg

Uploaded by Bonnie Pooni on Jan 25, 2024 at 1:30 PM
  
- 

**Wastewater Restriction Agreement** **REQUIRED**

image.jpg

Uploaded by Bonnie Pooni on Jan 26, 2024 at 1:41 PM


## History

Date	Activity
1/24/2024, 7:50:09 PM	Bonnie Pooni started a draft of Record AL-24-2
1/24/2024, 7:52:30 PM	Bonnie Pooni altered Record AL-24-2, changed ownerEmail from "" to "gogapooni@hotmail.com"
1/24/2024, 7:52:30 PM	Bonnie Pooni altered Record AL-24-2, changed ownerName from "P & N CORPORATION" to "Sukhminder Pooni"

Date	Activity
1/24/2024, 7:52:30 PM	Bonnie Pooni altered Record AL-24-2, changed ownerPhoneNo from "" to "(208)659-8436"
1/26/2024, 1:41:56 PM	Bonnie Pooni submitted Record AL-24-2
1/26/2024, 1:41:57 PM	approval step Intake Review was assigned to Teresa Janzen on Record AL-24-2
1/26/2024, 2:43:10 PM	Teresa Janzen approved approval step Intake Review on Record AL-24-2
1/26/2024, 3:46:51 PM	completed payment step License Fee on Record AL-24-2
1/26/2024, 3:46:52 PM	approval step Zoning Review was assigned to Ryan Hughes on Record AL-24-2
1/26/2024, 3:46:52 PM	approval step Inspector Review was assigned to Mike Bass on Record AL-24-2
1/26/2024, 3:46:52 PM	inspection step Fire Inspection was assigned to KCFR Inspections on Record AL-24-2
1/28/2024, 4:29:48 PM	Mike Bass approved approval step Inspector Review on Record AL-24-2
1/30/2024, 10:44:50 AM	Kurtis Johnson approved approval step Zoning Review on Record AL-24-2
1/30/2024, 10:44:54 AM	Kurtis Johnson reactivated approval step Zoning Review on Record AL-24-2
1/31/2024, 8:41:26 AM	Mike Bass altered inspection step Fire Inspection, changed status from Active to On Hold on Record AL-24-2
1/31/2024, 8:41:28 AM	Mike Bass altered inspection step Fire Inspection, changed status from On Hold to Complete on Record AL-24-2

### Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Intake Review	1/26/2024, 1:41:56 PM	1/26/2024, 2:43:10 PM	Teresa Janzen	-
✓ Inspector Review	1/26/2024, 3:46:51 PM	1/28/2024, 4:29:48 PM	Mike Bass	-
💰 License Fee	1/26/2024, 2:43:10 PM	1/26/2024, 3:46:51 PM	Bonnie Pooni	-

Label	Activated	Completed	Assignee	Due Date
 Fire Inspection	1/26/2024, 3:46:51 PM	1/31/2024, 8:41:28 AM	KCFR Inspections	-
 Zoning Review	1/26/2024, 3:46:51 PM	1/30/2024, 10:44:50 AM	Ryan Hughes	-
 Mayor Review	-	-	-	-
 Administrative Review	-	-	-	-
 City Council Approval	-	-	-	-
 Alcohol License Issuance	-	-	-	-

RECEIVED

DEC 29 2023



**APPEAL APPLICATION &  
PETITION FOR  
RECONSIDERATION**

**STAFF USE ONLY**

Date Submitted: 12/29/23 Received by: Cindi Baker Fee paid: \$300.00 SU/Permit # BP 23-51

**REQUIRED SUBMITTALS:**

- **Administrative Decision Appeal Fee: \$300.00** made payable to The City of Dalton Gardens in the form of exact change cash or check.
- **A COMPLETE APPLICATION**, is required at time of submittal. Application forms can be obtained at

**DEADLINES FOR SUBMITTALS:**

The completed form and fee payment must be submitted to the City Clerk's office not later than thirty (30) days following the date of the decision, administrative action, or interpretation to be appealed.

- Completed application form
- Information that may be required to facilitate review
- Fee \$300.00

**NATURE OF APPEAL:**

Applicant Name:	<u>Brian Zylstra</u>
Property Address:	<u>6520 N. Colfax St</u>
Item(s) to be appealed:	<u>Permit fees - Fines</u>
Determination being appealed:	
Date of decision:	

Appeal of administrative decision

- Appeal of Planning Commission's decision
- Appeal of City Council decision (14 days)
- City Clerk's office permit or imposition of set permit conditions DGCC 1-11-1

**APPELLANT INFORMATION:**

\*Please attest that you have standing to appeal the project. This means that you are: 1) a resident of the City of Dalton Gardens; 2) a person having legal interest in real property in the City of Dalton Gardens.

Name: Brian Zylstra		
Mailing Address: 5776 W. Davenport St		
City: Dalton Gardens	State: ID	Zip: 83815
Phone: 360-661-6674	Email: bzdirtyworks@gmail.com	

**APPLICATION INFORMATION:**

Property Owner: Brian Zylstra		
Property Address: 6520 N. Colfax St		
City: Dalton Gardens	State: ID	Zip: 83815
Phone: 360-661-6674	Email: bzdirtyworks@gmail.com	

**OTHER AFFECTED PARTIES:**

Name(s):		
Address:		
City:	State:	Zip:
Phone:	Email:	

State how other parties have or might have been affected:


**APPEAL JUSTIFICATION:**

State specifically the nature of the appeal.

You must state specifically your objection(s) to the decision or other action, stating whether you believe there was an abuse of discretion and/or whether you believe the decision or other action was not supported by the evidence. You must include any information that supports the appeal in order to facilitate review. Please fill out all boxes below and attach any documents necessary to support your claim.

1. State the basis of your appeal (abuse of discretion, lack of evidence, etc.):

Submitted for permit in partial, described what was being done, a remodel with a addition. It passed admin review but when I went to pickup permit did not reflect that! Still have not received a list of how they came up with that price! Believe I am being overcharged

2. Identify the decision or action you believe was in error:

the fees according to the value placed on project

3. State the basis of your appeal (abuse of discretion, lack of evidence, etc.):

Went to pick up permit, and because of weather etc was going to purchase even if price for fees I believed were wrong. thought it would be a quick clerical issue but went on for a week and another plan check fee, so I was then charged a penalty for starting without a permit.

4. Identify the decision or action you believe was in error:

Also was not credited for a admin fee of \$150 and then was charged 2 more admin fees \$360 not sure what that is

5. State the information that supports your appeal (e.g., evidence of record that does not support the decision, findings, etc.):

Valuation of project \$375,000 1109 1<sup>st</sup> 100k  
1815 2<sup>nd</sup> 275k  
Also 50% reduction for remodel part 249.5 sq' \$2924<sup>00</sup>

6. State the remedy or relief sought:

Correct determination of fees and refund of other fees and Penalty fees


7 Additional attachments provided: (circle one) Yes No  
 If yes, list here:


Plan review      11/13    \$180  
                           12/5    \$180  
 Permit            12/6    6460<sup>32</sup>

Original Permit Fee was \$4281<sup>25</sup>  
 how did they come up  
 with this

New Fee                                    \$3108<sup>80</sup>

Also didn't get a credit for  
 fee paid on 11/13 for \$180

and also what is the

                          Other fee for \$180  
 and another plan check fee \$180  
 and another Zoning fee      \$55

for a total of                    \$6451<sup>80</sup>



City of Dalton Gardens, ID

**\$6,460.32 Paid**

**via Credit Card ending in 1622**

**Thanks for using the Online Service Center**

Brian Zylstra  
Building Permit #BP-23-51  
December 6, 2023

Zoning Review Fee	\$55.00
Deposit Credit	(\$180.00)
Building Permit Fee - Home Improvement/Other	\$3,108.80
Other Fee	\$180.00
Work Without Permit Fee	\$3,108.00
Processing Fee	\$188.52
<b>Total Paid</b>	<b>\$6,460.32</b>



**City of Dalton Gardens, ID**

**\$180.00 Paid**

**via Check #264**

**Note: \$180.00 Additional plan review fee**

**Thanks for using the Online Service Center**

**Brian Zylstra  
Building Permit #BP-23-51  
December 5, 2023**

<b>Plan Check Fee</b>	<b>\$180.00</b>
<b>Total Paid</b>	<b>\$180.00</b>

**Powered by the ViewPoint Cloud platform  
Receipt number #778**



City of Dalton Gardens, ID

Dec 29, 2023

BP-23-51

## Administrative Review

Building Permit

**Status:** Complete

**Became Active:** Nov 30, 2023

**Assignee:** Teresa Janzen

**Completed:** Dec 1, 2023

### Applicant

Brian Zylstra  
bzdirtworks@gmail.com  
5776 N Davenport St  
Dalton Gardens, ID 83815  
3606616674

### Primary Location

6520 N COLFAX ST  
DALTON GARDENS, ID 83815

### Owner:

Brian & Monica Zylstra  
5776 N Davenport St Dalton Gardens, ID 83815

### Comments

**Brian Zylstra, Dec 1, 2023**

Question on fees? Fees 2 yrs ago for BP21-14 was \$902 and this BP23-51 is \$4281. Same approx size and scope of work? Thanks



City of Dalton Gardens, ID

Dec 29, 2023

BP-23-51

### Permit Fee

Building Permit

**Status:** Paid

**Became Active:** Dec 1, 2023

**Invoice:** 20502

**Completed:** Dec 6, 2023

### Applicant

Brian Zylstra  
bzdirtworks@gmail.com  
5776 N Davenport St  
Dalton Gardens, ID 83815  
3606616674

### Primary Location

6520 N COLFAX ST  
DALTON GARDENS, ID 83815

### Owner:

Brian & Monica Zylstra  
5776 N Davenport St Dalton Gardens, ID 83815

### Fees

Building Permit Fee - Home Improvement/Other	\$3,108.80
Deposit Credit	\$-180.00
Other Fee	\$180.00
Plan Check Fee	\$180.00
Work Without Permit Fee	\$3,108.00
Zoning Review Fee	\$55.00
<b>Total Fees</b>	<b>\$6,451.80</b>

### Payments

Date	Method	Note	Amount
Dec. 5, 2023	Check #264	\$180.00 Additional plan review fee	\$180.00
Dec. 6, 2023	Credit Card		\$6,271.80

## Comments

### **Teresa Janzen, Dec 4, 2023**

Applicant disputed the permitting fees. He spoke with KCFR- JArcher and disputed the square footage calculations. He was advisee he can submit a revised set of building plans for further review with a cost of \$180 for a new review showing substantial changes. Further he understands he needs to clearly delineate with measurements the portions that are being remodeled.

### **Teresa Janzen, Dec 6, 2023**

PENDING recalculation of fees.



City of Dalton Gardens, ID

Dec 29, 2023

**BP-23-51**

## Plan Review

**Building Permit**

**Status:** Complete

**Assignee:** Jeryl Archer

**Became Active:** Nov 10, 2023

**Completed:** Nov 30, 2023

### Applicant

Brian Zylstra  
bzdirtworks@gmail.com  
5776 N Davenport St  
Dalton Gardens, ID 83815  
3606616674

### Primary Location

6520 N COLFAX ST  
DALTON GARDENS, ID 83815

### Owner:

Brian & Monica Zylstra  
5776 N Davenport St Dalton Gardens, ID 83815



City of Dalton Gardens, ID

Dec 29, 2023

BP-23-51

## Zoning Review

### Building Permit

**Status:** Complete**Became Active:** Nov 10, 2023**Assignee:** Ryan Hughes**Completed:** Nov 20, 2023

### Applicant

Brian Zylstra  
bzdirtworks@gmail.com  
5776 N Davenport St  
Dalton Gardens, ID 83815  
3606616674

### Primary Location

6520 N COLFAX ST  
DALTON GARDENS, ID 83815

### Owner:

Brian & Monica Zylstra  
5776 N Davenport St Dalton Gardens, ID 83815

### Comments

**Ryan Hughes, Nov 20, 2023**

Lot coverage OK

**Ryan Hughes, Nov 20, 2023**

Height OK. 19ft per building plan elevations dated 11/3/23

**Ryan Hughes, Nov 20, 2023**

Side and rear setbacks OK. Per site plan, the proposed garage expansion encroaches into the front yard, leaving a 26' setback from the front. A special setback will be required to ensure the 25' front yard setback is maintained. Prior to setback inspection, the applicant must ID and stake the location of the front property line in relationship to the furthest westerly extension of the proposed garage expansion. Please note, Per DGCC 5-1-4 "Eaves or roof overhangs may encroach into the setback a maximum of twenty four inches (24)".

# Zylstra Appeal- Base Permit Calcs

	Original Submission	Revised Submission	ICC BVD-8/2023	Original Price	Revised Price
R-3 square footage	2383	1148	\$165.67	\$394,791.61	\$190,189.16
Patio/Deck w/cover	368	467	\$22.47	\$8,268.96	\$10,493.49
Garage	756	756	\$64.19	\$48,527.64	\$48,527.64
Finished Basement	1235	1235	\$124.25	\$153,448.75	\$153,448.75
<b>Total Valuation</b>				<i>\$605,036.96</i>	<i>\$402,659.04</i>
Per Table 1-Fee Schedule				<b>Base Permit Fee</b>	
				\$4,448.60	\$3,108.80

## Fees



Application Deposit	\$180.00
Bldg Permit Fee	\$3,108.80
Deposit Credit	\$-180.00
Other Fee (revision)	\$180.00
Plan Check Fee	\$180.00
Work Without Permit Fee	\$3,108.00
Zoning Review Fee	\$55.00
<hr/>	
TOTAL	\$6,631.80



## Payments



Application Deposit	\$180.00
Add'l Plan Review	\$6,271.80
Balance Due	\$-180.00
<hr/>	
TOTAL PAID	\$6,631.80


## BP-23-51



[View](#) [Edit Workflow](#)



-  **Administrative Review**  
Completed Dec 01, 2023 at 10:23 am



↓
-  **Permit Fee**  
Paid Dec 06, 2023 at 7:17 pm

↓
-  **Administrative Review**  
Completed Dec 07, 2023 at 9:19 am

↓
-  **Permit Issuance**  
Issued Dec 07, 2023 at 9:19 am

↓
-  **Footings and Setback Inspection**  
Completed Dec 08, 2023 at 11:19 am

↓
-  **Stemwall Inspection**  
Completed Dec 08, 2023 at 11:18 am

↓
-  **Shear Wall Inspection**

**PERMIT  
NUMBER:**  
BP-23-51

## City of Dalton Gardens Building Permit

PID: D2800003003E

AIN: 148276

Property Address: 6520 N COLFAX ST DALTON GARDENS ID 83815

Owner: Brian & Monica Zylstra

Description of Permitted Work: Remodel existing home, tear down garage and widen new garage and new addition with covered porch and patio

Permit Issue Date: December 7, 2023

**Number of Inspections Required: 7**


Conditions: Unpermitted Work Fine issued 12/6/23 as footers were dug and formed before permit was issued.

The permit is null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended for a period of 180 days at any time after work is commenced. 180 days is counted from permit issuance to completed City inspection step, then restarts toward the next City inspection step.

***Applicants will request inspections through the online portal -> specific inspection step.  
Dalton Gardens inspections are Monday, Wednesday, and Friday 8:00 AM-Noon &  
require 24 hour advanced notice.***

*Inspectors are not available on Federal Holidays. Please plan ahead!*

**Post this card in a location that is visible from the street for the duration of the permitted project.**

Call  2 days before you dig!

December 7, 2023 @ 9:00 AM



December 7, 2023 @ 9:00 AM



December 7, 2023 @ 9:00 AM



BP-23-51

**Permit Fee**

Building Permit

Status: Paid

Invoice: 20502

Became Active: Dec 1, 2023

Completed: Dec 6, 2023

**Applicant**

Brian Zylstra  
bzdlrworks@gmail.com  
5776 N Davenport St  
Dalton Gardens, ID 83815  
3506616674

**Primary Location**

6520 N COL FAX ST  
DALTON GARDENS, ID 83815

**Owner:**

Brian & Monica Zylstra  
5776 N Davenport St Dalton Gardens, ID 83815

**Fees**

Building Permit Fee - Home Improvement/Other	\$3,108.80
Deposit Credit	-\$180.00
Other Fee	\$180.00
Plan Check Fee	\$180.00
Work Without Permit Fee	\$3,108.00
Zoning Review Fee	\$55.00
<b>Total Fees</b>	<b>\$6,451.80</b>

**Payments**

Date	Method	Note	Amount
Dec. 5, 2023	Check #254	\$180.00 Additional plan review fee	\$180.00
Dec. 6, 2023	Credit Card		\$6,271.80

**Comments**

**Teresa Janzen, Dec 4, 2023**

Applicant disputed the permitting fees. He spoke with KCFR- Jarcher and disputed the square footage calculations. He was advisee he can submit a revised set of building plans for further review with a cost of \$180 for a new review showing substantial changes. Further he understands he needs to clearly delineate with measurements the portions that are being remodeled.

**Teresa Janzen, Dec 6, 2023**

PENDING recalculation of fees.

**BEFORE THE CITY COUNCIL, CITY OF DALTON GARDENS, IDAHO**  
**Staff Report on Appeal of Building Permit BP-23-51**

**IN THE MATTER OF THE APPEAL  
OF PERMIT FEES FOR  
BUILDING PERMIT BP-23-51**

**COURSE OF PROCEEDINGS,  
FINDINGS OF FACT, APPLICABLE  
LEGAL STANDARDS, STAFF  
ANALYSIS, CONCLUSIONS OF  
LAW AND DECISION**

***I. COURSE OF PROCEEDINGS***

- 1.01 An application for building permit (BP-23-51) was submitted on November 5, 2023, for “remodel existing home, tear down garage and widen new garage and new addition with covered porch and patio.” Processing could not be completed until November 19, 2023, after a deposit payment of \$180.00 was made.
- 1.02 Plan check review revealed an incorrect area calculation. Final area calculations are determined by the building inspector. Per the revised area, the City issued the permit fee on December 1<sup>st</sup> in accordance with the adopted fee schedule.
- 1.03 The applicant objected to the initial price per square footage calculation and requested review of a revised site plan. The City reviewed the revised site plan and levied the \$180 revised site plan fee.
- 1.04 The city’s building inspector revised his calculations on 12/6/2023, which reduced the base building permit fee.
- 1.05 Without having paid for the revised building permit fee, on 12/6/2023, the applicant commenced work without a city issued building permit.
- 1.06 The applicant paid the building permit fees (including work without a permit fee) in the evening of 12/6/2023 and the City issued a building permit on 12/7/2023 at 9:19 a.m.
- 1.07 Two inspections (1. Footing and setback inspection, and 2. Stem wall inspection) were completed on December 8, 2023.
- 1.04 An appeal of BP-23-51 was received by the Deputy City Clerk at City Hall on January 2, 2024.

***II. FINDINGS OF FACT***

- 2.01 **Applicant/Owner.** Brian Zylstra, 5776 N. Davenport St., Dalton Gardens, ID 83815

- 2.02 **Request.** The Appellant is requesting a revised fee calculation and refund of his Work Without Permit fee and other fees associated with BP 23-51. (See appeal application).
- 2.03 **Location / Parcel No. / Legal Description.** The property is located at 6520 N Colfax St. This is approximately 418 feet north of the intersection of N. Colfax St. and Hanley Ave. The parcel number is D-2800-00-300-3E. It is described as RUDE ADD, S2-SW-LT 3 BLK 3, 25 51N 04W.
- 2.04 **Physical Characteristics and Lot Size.** The site is level and contains use characterized by residential uses in the city’s residential zone.
- 2.05 **Zoning and Building Site Dimension Requirements.** The property is zoned Residential. Per DGCC 5-5-3, the minimum side yard setbacks for accessory structures are 10 feet unless the structure is greater than 75 feet from the properties front. In this case, a 10-foot setback is required.
- 2.06 **Surrounding Land Use.** The site is in an area of single-family residences.
- 2.07 **Comprehensive Plan.** The property is within the “Residential” designation of the City’s current comprehensive plan.

### **III. APPLICABLE LEGAL STANDARDS**

- 3.01 Dalton Gardens Municipal Code, Title 1, Chapter 11. This Chapter outlines the provisions for an appeal of administrative determinations.

### **IV. PROCEDURES IN REVIEWING AN APPEAL OF ADMINISTRATIVE DECISIONS**

Dalton Gardens Municipal Code Section 1-11-1(A)(2) contains the following procedures necessary in review of appeals of administrative decisions.

**DGCC 1-11-1(A)(2):** Procedures: Appeals shall be filed within a reasonable time not to exceed thirty (30) days from occurrence of the action being appealed. by filing with the City Clerk a written notice of appeal specifying the grounds thereof and relief sought. The Council shall decide the same within a reasonable time following the hearing. At the hearing, any affected party may appear in person, by agent or attorney.

- a. Appeals must be in writing, filed with the clerk, specify the action, order, or decision appealed from, and state the relief sought.

- b. Upon receipt of an appeal, the clerk shall:
  - i. Collect any required fees;
  - ii. Set the matter to be heard by the council within a reasonable time;
  - iii. Fix a reasonable time for the hearing of the appeal;
  - iv. Give notice of the hearing;
  - v. Notify any affected parties, including but not limited to the appellant and the employee whose action is the subject of the appeal, or the commission when a final order or decision of the commission is the subject of the appeal, of the time and place of the hearing before the Council.

## **V. STAFF ANALYSIS**

Upon receipt of the appeal, all administrative procedures outlined in DGCC 1-11-1(A)(2) have been met.

The applicant performed work prior to issuance of the building permit (under the revised site plan). This constitutes a violation of DGCC Title 4 and the International Residential Code. The City Council's adopted fee (Adopted November 9, 2023) states that the penalty for "...work ... started prior to obtaining permit" is "Double the base permit fee (not including plan check and admin fees)" (See city adopted fee schedule)

In the matter of the appeal and reconsideration of fees associated with BP-23-51, staff recommends upholding the permit fees as levied.

## **VI. DECISION BY THE COUNCIL**

Based on the Findings of Fact and Conclusions of Law set forth in this document, the Council hereby **APPROVES / DENIES** the appeal of permit fees for BP 23-51.

### ***If DENIED***

Per Idaho Code 67-6535, the Applicant has the following options regarding any denial of a request for a site specific application:

1. The applicant has a right to request a regulatory taking analysis pursuant to section 67-8003, Idaho Code.
2. The council's decision may be appealed or requested to be reconsidered to the City Council under Title 1, Chapter 1, Section 1 of the Municipal Code.
3. An applicant denied an application or aggrieved by a final decision concerning matters identified in section 67-6521(1)(a), Idaho Code, may, within twenty-eight (28) days after all remedies have been exhausted under local

ordinance, seek judicial review under the procedures provided by chapter 52, title 67, Idaho Code.

Respectfully submitted,  
City Planner

ORDINANCE NO. 286

AN ORDINANCE OF THE CITY OF DALTON GARDENS, A POLITICAL SUBDIVISION OF THE STATE OF IDAHO, AMENDING DALTON GARDENS CITY CODE TITLE 1, ADMINISTRATIVE, CHAPTER 5, MAYOR AND CITY COUNCIL, BY AMENDING SECTION 1-5-2, MEETINGS OF THE COUNCIL, PROVIDING FOR SEVERABILITY; PROVIDING REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and City Council of the city of DALTON GARDENS, Kootenai County, Idaho, that Title 1, Administrative, Chapter 5, Mayor and Council, section 1-5-2, Meetings of the Council be amended, as follows:

**Section 1.** That Section 1-5-2 of the Dalton Gardens City Code shall be, and the same is, amended to read as follows:

**1-5-2: MEETINGS OF THE COUNCIL:**

A. Regular Meetings: The regular meetings of the city council shall be held on the fourth Wednesday of each month at six o'clock (6:00) P.M., at the city hall.

B. Consent Calendar: When the mayor determines that any item of business requires action by the council but is of a routine and noncontroversial nature, he may cause such item to be presented at a regular meeting of the council as part of a consent calendar.

The consent calendar shall be introduced by a motion "to approve the consent calendar" and shall be considered by the council as a single item.

There shall be no debate or discussion by any member of the council regarding any item on the consent calendar, beyond asking questions for simple clarification.

On objection by any member of the council to inclusion of any item on the consent calendar, that item shall be removed from the consent calendar forthwith. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the consent calendar. All such items shall be considered individually, in the order in which they were objected to, immediately following consideration of the consent calendar.

Approval of the motion to approve the consent calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually. Approval of the motion must be by roll call vote.

The city clerk shall record in the council minutes each item passed under the consent calendar individually and in full or, if possible, separately.

**Section 2.** This ordinance is hereby declared to be severable. Should any portion of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of the ordinance before the declaration of partial invalidity.

**Section 3.** All provisions of the current Dalton Gardens Municipal Code or 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 4.** This ordinance shall be effective upon its passage and publication as provided by law.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Dalton Gardens at a regular session of the City Council on March 3, 2022.*

APPROVED this 8<sup>th</sup> day of February, 2024.

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Curt Jernigan, Mayor

ATTEST:

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Teresa Janzen, City Clerk