

City of Dalton Gardens
Financial Transparency, Code Compliance Workshops, &
Regular City Council Meeting Minutes
Wednesday February 8, 2023 @ 4:30 PM
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FINANCIAL TRANSPARENCY WORSHOP:** Council President TDrechsel called workshop to order 4:30 PM
2. **ROLL CALL:** Councilmembers RWuest, SJordan, and TDrechsel were physically present. AO'Brien attended via Zoom; Mayor Edwards was absent. Also present: Teresa Janzen-City Clerk/Treasurer and Chris Gabbert- City Attorney.

RWuest listed items available on the City of Eagle Idaho's website and discussed the information available to the public that he would like to see implemented for Dalton Gardens residents. TJanzen explained that all the financials referred to are available on the city's website, apart from check registers, and accounts receivable. She also explained that the City of Eagle runs 7 simultaneous software programs and have dedicated departments, including a full-time staff of 7, in addition to a dedicated IT department, to achieve and maintain the level of information, transparency, and web design that they have perfected over 15 years with budgeted funds exceeding what the City of Dalton Gardens currently has. TJanzen also communicated that Eagle's Clerk/Treasurer reviewed the current CODG website and contents verifying that all required transparencies are being exceeded. TDrechsel examined the concerns of maintaining a level beyond the cities needs and capabilities based on staff and budget limitations. SJordan acknowledged the increase of information available as a huge accomplishment over previous years as a result of TJanzen's efforts. TJanzen expressed that she is always looking for ways to create efficiency and sustainability for the city. She also suggested the council create a priority list of items they are having trouble accessing. RWuest proposed a dedicated web page for transparency. TJanzen explained that all of the requested information is currently posted to the website and creating a new dedicated location would be a duplication of information, and require additional website management and staff hours. TDrechsel addressed the dangers of having duplicate information in multiple locations. City attorney CGabbert sought clarification on what additional information the council would like to include that is not already existing and accessible on the website, what the expectation would be to update information duplicated on multiple pages, will there be a permanent maintenance obligation to information posted, who would maintain and update the site, how much would that cost the city, what is the process for adding, correcting, removing information, and at whose authority? SJordan asked RWuest if transparency was a concern to the prior council that he served on. RWuest stated that the city was trying to recover from a civil war. City attorney CGabbert clarified that website fluency and navigation differs from lack of transparency. AO'Brien suggested that given the recurring questions on budget transparency, this be added to the next workshop as a priority item. Workshop Closed 5:03 PM

-
1. **CALL TO ORDER CODE COMPLIANCE MANUAL WORSHOP:** Council President TDrechsel called workshop to order at 5:04 PM and noted that all previous elected councilmembers and city staff were still present. Also present City Planner-Ryan Hughes
TJanzen introduced Code Enforcement Officer Mike Hollis. The council welcomed him.
 - TDrechsel reviewed the city needs that have made the Code Compliance Manual necessary. The clerk/treasurer explained the draft packets for review and TDrechsel addressed tracked changes. City Planner clarified that the draft is an internal policy manual intended to assist staff in

facilitating code enforcement. TDechsel reviewed examples of violations and the intended use of the manual.

- SJordan inquired about identifiable markings for code enforcement. TJanzen confirmed that he will have identifiable vehicle magnets, wearable uniform gear and badge. She also clarified that this is a contracted position which requires him to use his personal vehicle. The city planner added that the goal of code enforcement is voluntary compliance and education.
- The city attorney addressed the submission of anonymous complaints asking why the modifications from the allowable, imminent threats to public health and safety, to the suggested inclusion of ADU's. The city attorney suggested that these are broad changes beyond the exceptions of life, health and safety being considered in the new draft. The council discussed the allowable exceptions outlined in the city code and the language that support anonymous complaints. The city attorney reminded council that this policy is to assist in staff direction and determination that is discretionary should align with code or specifically pose a risk or threat to a person, property, or the city.
- TDrechsel proposed changes to the draft be added to the March City Council meeting agenda for approval. The city attorney addressed the draft modification from code enforcement filing Notice of Title, to city council filing Notice of Title. He recommended this remain an administrative action, avoiding the council acting in a quasi-judicial capacity outside of their jurisdiction. TDrechsel suggested a simple report to the council of notices of filing by staff. TJanzen expressed concern regarding notices of violation initial contact modifications to contradict code. The city attorney responded that the code language supersedes and protects notice provision. City council and staff agreed to provide updated language disclaimer for clarification. The city planner asked about specific code violation location in the draft.
- SJordan asked if water overages are a city violation, TJanzen clarified that violations are only applicable to properties on septic. Workshop Closed 5:48 PM

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

SJordan asked if we have compared fuel prices to save money. RWuest inquired about projected load limit revenue location on the budget. TJanzen explained that the council did not set a projected income on the budget. The income line item is an actual of what the city has received from load limit permits. RWuest asked what project was paid for by the general contingency fund totaling 12,529.00. TJanzen explained that this was agreed by the council as a solution to the previous budget hearing discrepancy. RWuest also asked which budget line-item PERSI is deducted from. TJanzen directed councilmember RWuest to the location 401-050 in the monthly financial report. RWuest asked TJanzen to explain which account the funds for the park arch were spent under. TJanzen directed councilmember RWuest to the line item 404-09 for the park arch and reminded council that the park arch funds were approved in FY22 as an expense for FY23. AO'Brien asked where the previous art funds were designated when the city dissolved that designation in 2020. TJanzen explained those funds were assigned to parks internal

designated fund. RWuest asked about the private donor funds received for the LIDAR radar unit. Mayor Edwards responded that SJordan donated the funds privately to the city for the purpose of purchasing the LIDAR radar unit. TJanzen gave a brief description of how the radar units will be used. RWuest asked about the donation dollar amount from Edwards Smith towards the construction of the park arch. TJanzen explained that the city cannot assign donation dollar amounts to independent contractors dedicating time and materials. The donor designates the value of the donation.

TDrechsel made a motion to approve the consent calendar items a-c. SJordan seconded. AO'Brien: yes SJordan: yes RWuest: yes TDrechsel: yes Motion carries.

5. CITY REPORTS

- a. **City Engineer:** Christine Baker gave an update on the Child Ped project. RPI has ordered RFB's and school zone speeds signs; to be inspected upon arrival. One ROW permit processed in 2023; Currently reviewing the roads budget to outline what roads will be chip-sealed and crack-sealed in 2023.
- b. **City Planner:** Ryan Hughes gave updates from P&Z's January 26, 2023 meeting that included the public hearing for recommendation to city council of short plat subdivision ordinance change to code. Staff requested that P&Z commission review proposed updates to Lot Line Adjustment in Title 6 of city code. City planner also provided the council with the ongoing list of priorities the P&Z commission is actively working to accomplish.
- c. **City Attorney:** Chris Gabbert presented the council with his recent training on 1st Amendment auditors, performing "public audits". He explained the intent by individuals to capture conflict in city government spaces with employees while being videotaped. He suggested contacting him to be educated in how to respond in potential situations to avoid claims against the city. Relayed that the KCSO would like address code changes to speeding enforcement. He has been waiting for two weeks for specific suggestions from KC prosecuting attorney and will update the council with more information when it becomes available.
- d. **KCSO:** No report with city details from Deputy Wallace or KCSO. TJanzen has requested a detailed reports from Deputy Wallace and KCSO, and will post information on the website once it's available.
 - Mayor Edwards announced that the city has selected a code enforcement officer.

6. PUBLIC COMMENT: Opened 6:19 PM - Closed 6:23 PM

- a. Sue Supp- 7024 N 16th St; expressed how pleased she is that the council has initiated efforts to improve communication and praised the Clerk/Treasurer for a wonderful job making information available, but also stated that she finds it difficult to locate the information on the website. She expressed excitement that the Planning & Zoning is communicating effectively with the City Council.

7. CITY BUSINESS:

- a. Consideration of Alcohol License Renewal application AL 23; renewal of Smoke N Suds. City Planner verified that application has been completed to the city's standard and meets all of the requirements to obtain the renewal.

Councilmember RWuest asked if the businesses connected to sewer are conditionally approved with regard to water overage on the permitting application. TJanzen explained that they are not.

AO'Brien made a motion to approve the alcohol license renewal application AL 23-1 for Smoke N Suds. SJordan seconded.

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

- b. Discussion of short plat ordinance draft recommendation from P&Z. City planner Ryan Hughes presented the council with the commissions previous proposed recommendation, questions, and concerns. RWuest's asked for clarification on the commission's proposal to keep language referring to dedications required by the city. P&Z Chairman Mike Becker explained that the city would maintain the option to make applicable easement requests during a short plat process. The council discussed the benefit of keeping the language. Mayor Edwards asked that this be added to the March 9, 2023 meeting for a public hearing.
- c. Consideration of The Sweep contract for FY23: RWuest asked if the roads on Aqua Cir and Deerhaven Ave will be cleaned. SJordan confirmed that the loose gravel will be cleaned up.

SJordan made a motion to approve The Sweep contract for the FY23 with additional sweeping of Aqua Cir including 50' east to Deerhaven Ave, Canfield, from Government Way to Rude St, and east of 15th. TDrechsel seconded.

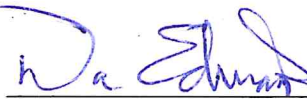
RWuest: yes SJordan: yes AO'Brien: yes TDrechsel: yes Motion carries.

- d. Discussion of March agenda items:
 - i. Public Hearing for short plat ordinance.
 - ii. Code Compliance Manual updates
 - iii. Discussion of audit findings
 - iv. Records Retention Policy update
 - v. ARPA funds discussion
 - vi. Sewer Management Agreement renewal discussion
 - vii. Thank you card for Edwards Smith donation towards park arch.
 - viii. Transparency workshop
 - ix. Budget FY24 discussion (April)

TJanzen suggested adding the FY24 budget beginning discussion to the April meeting if March is too full. RWuest gave a written proposal breakdown of classification for LGIP balance and added in a base number proposal for future highway dollars over the next five (5) years. as the initial steps towards his desire for the MIL Levy on the November 2023 ballot.

- 8. **EXECUTIVE SESSION:** Pursuant to Idaho Code 74-206(b) Opened 6:52 PM Closed 7:42 PM
TDrechsel made a motion to enter Executive Session pursuant to Idaho Code 74-206(b).
SJordan seconded.
RWuest: yes AO'Brien: yes TDrechsel: yes SJordan: yes Motion carries.

- 9. **ADJOURNMENT:** RWuest made motion to adjourn. TDrechsel seconded.
All in favor. Adjourned 07:42 PM



Dan Edwards, Mayor

ATTEST:



Teresa Janzen, City Clerk/ Treasurer