

City of Dalton Gardens
Financial Transparency Workshop, &
Regular City Council Meeting Minutes
Thursday March 9, 2023 @ 5:00 PM

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FINANCIAL TRANSPARENCY WORSHOP:** Mayor Dan Edwards called workshop to order 5:00 PM
2. **ROLL CALL:** Councilmembers RWuest, SJordan, TDrechsel, and Mayor Edwards were physically present. AO'Brien attended via Zoom; Also present: Teresa Janzen-City Clerk/Treasurer

RWuest re-presented the council with the City of Eagle's transparency resolution 21-05 that he compared and suggested that City of Dalton Gardens make additions to include as a standard practice moving forward. RWuest suggested to the council adding resolutions, city registers, council packet available on the website same day that council receives them (including council documents), future budget proposals, itemized credit card expenses, and building permits. City Clerk Teresa Janzen clarified that the only items not currently available on the CODG website versus City of Eagle, are resolutions, monthly check registers, and building permits. She explained that the city is exceeding the states requirements for transparency and cautioned not to confuse convenience with transparency. She also explained that all disclosable information is available via public records request and the Clerk's office is dedicated to educating residents and assisting in utilizing city resources, working the current programs to capacity with the city administrative staff of 1.5 people and time available. TDrechsel suggested the council consider creating attainable goals without encumbering the staff or future council and promote a reliable expectation of information with maintainable consistency from the staff to ensure ongoing success.

Next steps to include City Clerk creating a monthly summary report of building permits for the council and the website, available resolutions posted to the website, and resolution draft for declared transparency to be presented at the April 13, 2023 meeting as discussed.

PUBLIC COMMENT: Opened 5:30 PM - Closed 5:31 PM

Eileen Wilson 7454 N Valley Street- Opposed to building permits being available to public as a breach of privacy, unwanted solicitation of contractors, phone calls, mail, and intrusion of people on property during construction.

City Clerk addressed posting the council packet to the website after sending to the council. Mayor Edwards reminded the council that the decision to delay public access was an agreed upon opportunity to review and make changes to the agenda and packet contents before releasing to the public, avoiding unnecessary confusion from potential changes, and allowing the council to contribute to the packet content if applicable.

The council suggested adding a disclaimer of possible changes to the packet and website if the packet is publicly posted the same day. Mayor Edwards reminded the council that no additional materials may be disseminated to the council, nor residents, and must be submitted to the Clerk's office for packet inclusion prior to packet release. All materials submitted after will be tabled for future meetings and the council agrees that the mayor retains the right to review agenda and packet prior to public posting. TDrechsel suggested adding an executive session to all future agendas, reserving the opportunity to utilize executive session if necessary.

Workshop Closed 5:47 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 Councilmember Robert Wuest
4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting February 8, 2023
 - b. Ratification of Bills from February 1-28, 2023
 - c. Monthly Financial Statement February 1-28, 2023

SJordan inquired about the ratified bills item for the Kootenai County Prosecutor, City Clerk explained it was for the replacement of a fire hydrant struck by a drunk driver.

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 updated map on the chip-sealing project for 2023 and included a plan for wide cracks throughout the city to post for bidding. Potential updates to be presented at the next City Council meeting.
- b. **City Planner:** Ryan Hughes gave updates from P&Z's February 28, 2023, meeting that included Lot Line Adjustment in Title 6 of city code. The city planner also provided the council with P&Z's request to schedule a joint workshop for the commercial corridor design in the comprehensive plan to discuss with council.
- c. **City Attorney:** Chris Gabbert informed the council that he is awaiting a response from Kootenai County prosecutor regarding the speed limit issues in Dalton Gardens.
- d. **KCSO:** Deputy Wallace gave an update of significant traffic increase on 15th and on Dalton Ave. Deputy Wallace reported successful reduction in speed but a noticeable growth in the volume of traffic in Dalton Gardens.
 - The City Clerk informed the council that Dalton Elementary wished to formally thank councilmember for a donation to the staff appreciation event by purchasing the food. Mayor Edwards recognized SJordan for his generosity to the community.

6. **PUBLIC COMMENT:** Opened 6:30 PM - Closed 6:31 PM No Public Comments

7. **CITY BUSINESS:**

- a. **Consideration of Annual Fiscal Year 2022 Audit Report (Magnuson McHugh):**
Annual Fiscal Year 2022 Audit Report was presented, reviewed, and explained to the council by Korby Baker with. The city auditor gave a detailed explanation educating the council. SJordan asked for final clarification regarding the itemization of the picnic funds of 2022. The auditor confirmed that the picnic funds were documented and categorized properly.

TDrechsel made a motion to approve the Fiscal Year 2022 Audit Report. SJordan seconded.

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

b. Public Hearing and Consideration for Short Plat Subdivision Ordinance:

City attorney reviewed protocol for public hearings and introduced the city planner to give staff report. City Planner reviewed the Short Plat Subdivision Ordinance with the following changes: applicants will be required to submit proof of recording to the city with the county, provisions for public noticing, and options for the city to require dedications from applicants. The council discussed the definition of large plat vs short plat.

Public Testimony: Opened 6:46 PM Closed 6:47 PM

No Public Testimony

TDrechsel made a motion to suspend reading the Short Plat Subdivision Ordinance on three different days and have the title of the proposed ordinance read once. SJordan seconded.

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

City Clerk TJanzen read the title of the proposed ordinance once.

TDrechsel made a motion to adopt the Short Plat Subdivision Ordinance and direct the City Clerk to assign the appropriate number and publish once upon passage in the Coeur d'Alene Press. SJordan seconded.

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

c. Review of Conditions of Approval to Order of Decision for Sign Permit 23-2:

City Planner presented evidence of conditions met for an amended decision. The council discussed submissions from applicants to satisfy the city's requirements for proof of electrical and engineering standards being met.

SJordan made a motion to approve the Amended Order of Decision for Sign Permit 23-2 as presented. TDrechsel seconded.

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

d. Consideration of Alcohol License for Dalton Market Permit AL 23-2:

City Planner presented the request for the alcohol license and reviewed that applicant has met all the city's requirements.

SJordan made a motion to approve the Alcohol License for Dalton Market Permit AL 23-2. TDrechsel seconded.

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

e. Consideration of Code Compliance Manual Updates:

City Planner presented the track changes to the council, including anonymous complaints and exceptions, applicability, notice to title, and removal of specific city code citations. The council discussed suggested minor edits and corrections. City Planner to present a clean and corrected version at the next City Council meeting.

TDrechsel made a motion to table the Code Compliance Manual Proposals. RWuest seconded.

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

f. Consideration of GFOA Conference and Certification for FY23:

City Clerk TJanzen presented the council with an education opportunity for the finance officer to obtain education and certification in government finance. The Clerk reviewed the cost breakdown of attending the conference through the certification process.

SJordan made a motion to approve the GFOA Conference and Certification for FY23 directed funds from the General fund. AO'Brien seconded.

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

g. Discussion of ARPA funds:

The council discussed reconvening at the April 13, 2023, meeting with a list of potential projects to prioritize and allocate ARPA funds.

h. Discussion of April Agenda Items:

- Annual iii-A Report
- Fee Resolution update and refund discussion
- Transparency Resolution
- Records Retention Policy update
- Code Compliance Manual
- Snow-Plow Plan Policy
- Numbering council seats
- FY24 Budget - August 10, 2023, FY24 budget hearing
- ARPA Funds
- Budget Workshop 4:00 PM
- P&Z Workshop for Commercial District Design Standards 5:00 PM
- May Budget Workshop 5:00 PM
- Executive Session

8. ADJOURNMENT: RWuest made motion to adjourn. SJordan seconded.

All in favor. Adjourned 8:00 PM



Dan Edwards, Mayor

ATTEST:



Teresa Janzen, City Clerk/ Treasurer