

**City of Dalton Gardens**  
**Regular City Council Meeting Minutes**  
**Thursday October 12, 2023**  
*4:30 PM Fee Schedule Workshop*  
*5:00 PM Joint P&Z Workshop for Lot Line Adjustment Ordinance*  
*6:00 PM City Council Meeting*  
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FEE SCHEDULE WORKSHOP:** Opened 4:33 PM  
City Planner reviewed the 5 options presented and reminded Council that if fee increases are under 5%, then no public hearing is needed.  
Clerk reminded Council that the Building Inspector has had 2 fee increases since the last City Fee schedule approval.  
Council requested Table 1 Fees to be increased from \$108 in valuation lines \$1-\$2,000 from \$108 to \$129.00 and in valuation line \$2,001-\$25,000 to \$129 for 1<sup>st</sup> \$2,000.  
Fee Schedule will be an action item on the November agenda.
2. **CALL TO ORDER JOINT P&Z WORKSHOP -lot line adjustment ordinance:** Opened 5:11 PM; Closed 5:52 PM- Vicki Klemm, Surveyor for HMH Engineering present for questions.  
City Planner gave an overview of the P&Z's work on the LLA Ordinance. P&Z asked Council what their objections were to the original draft ordinance that was presented to them. Councilmember Wuest brought his own draft ordinance to the September Council meeting that was not a redline of the original ordinance draft presented by P&Z. This caused confusion for Council and led to today's workshop. P&Z also expressed their confusion as to why they were given Councilmember Wuest's draft that was not a redline of their proposal.  
Questions were raised about the difference between Boundary Line Adjustments "BLA" and Lot Line Adjustments "LLA". In Kootenai County a BLA=a non-buildable lot; a LLA= buildable. P&Z asked the Council to read the P&Z meeting minutes after they are published. P&Z also called out that residents had multiple public hearing opportunities with P&Z to voice their concerns or questions with LLA ordinance proposal. Surveyor stated the proposed ordinance is consistent with most local codes.
3. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:02 PM
4. **ROLL CALL:** Councilmembers Aaron O'Brien , Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Candi Baker-Deputy Clerk, Ryan Hughes-City Planner, and Chris Gabbert- City Attorney.
3. **PLEDGE OF ALLEGIANCE:** Lead by Tyler Drechsel- Council President
4. **AMENDED AGENDA TO INCLUDE CHILD PEDESTRIAN SAFETY GRANT ADDITION:**  
City Engineer gave an update that the Child Pedestrian Safety grant was completed and training on programming the beacons has been completed. During the beacon training, it was discovered that having the ability to set and change the beacon schedule remotely would be most efficient. TrafficCalm has a new program to allow remote control of beacons. We have just over \$31,000 left unspent in the CPS grant. RPI sent in a proposed change order for an additional \$26,000 approximately. This includes software, installation, and 10-year service package. \$5,174 will remain in the CPS grant.

**TDreschel made a motion to approve the amended agenda proposal to include the Child Pedestrian Safety Grant addition as the cost of the amendment was received within 48 hours of the meeting. SJordan seconded.**

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

**Motion carries.**

**RWuest made a motion to approve the contract change order to purchase and install TrafficCalm system to allow remote scheduling of the new beacons for approximately \$26,000. TDrechsel seconded.**

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

**Motion carries.**

## **5. APPROVAL OF CONSENT CALENDAR:**

- a. Minutes from the Regular Meeting September 14, 2023
- b. Ratification of Bills from September 1-30, 2023
- c. Monthly Financial Statement September 1-30, 2023
- d. Quarterly Treasurer Report September 30, 2023

**AO'Brien made a motion to approve the consent calendar items a through d. TDrechsel seconded.**

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

**Motion carries.**

## **6. CITY REPORTS**

- a. **City Engineer:** Christine Baker gave an update that Child Pedestrian Safety Grant- part of the wrap up will be to submit photos to LHTAC- they were included in the Council packet. Still waiting on direction from Council on FY24 roads to be chip sealed to receive the best pricing. **include**  
**SJordan clarified that we are ahead of schedule-** CBaker agreed and stated that if we kept pace, FY24 would be just Hanley Ave.
- b. **City Planner:** Ryan Hughes updated the Council on the P&Z priorities and the progress of the commercial engagement and intent to distribute letters to engage and seek feedback. Possible Dalton Market flexibility or zone updates for that property.
- c. **City Attorney:** No report.
- d. **KCSO:** Paper report given to the council. The Clerk reported 19 citations were issued in September and introduced Deputy Matt Creighton.

Deputy Creighton has recommendation on potential code amendments to include items such as, transients, loitering, disturbing the peace, and other public safety additions. Deputy Creighton will get the codes that he wrote for the City of Hayden for Council to review.

- e. **Code Enforcement:** No report.
- f. **City Clerk:** The City Clerk gave a summary of the September picnic that included and attendance of over 300 people, and donations of \$750 in cash, \$7,800 in goods, including amazing raffle prizes. The Clerks were able to meet many of the local Dalton business owners and invite them to participate as well as create sponsorship levels so the businesses can plan for participation next year. The City awarded the first donation from the annual Mayors Walking Challenge to Dalton Elementary in the amount of \$500 to be used to promote activity in our local

youth. The City also rededicated the Ward Newcomb park with the refurbished park arch and had many of Ward Newcomb's family in attendance. Additionally, CW Wraps donated a custom dedication plaque for the last remaining original apple tree in the Ward Newcomb park. The Clerk thanked Mayor Edwards, Council President Drechsel, and Deputy Clerk Baker for their tremendous efforts towards making the annual gathering such a success.

7. **PUBLIC COMMENT:** Opened 6:39 PM - Closed 6:44 PM

Carrie Chase 7512 N 4<sup>th</sup> St- Thanked Councilmember Wuest for his participation in the City picnic. Asked Council to be aware of any potential cost to the commercial district for any commercial corridor improvements. Expressed concern about speeding traffic on 4<sup>th</sup> Street. Feels 19 citations in a month is too low and would like the Deputy should be ticketing 3x as much.

Gary Sonnen 7447 N Valley St- enjoyed having the picnic time slot moved to the afternoon and felt the picnic was very well done. Not in favor of council's suggestion last month to pay for an enforcement patrol to alter the traffic study.

8. **CITY BUSINESS:**

a. **Consideration of parking lot proposal by HMH Engineering**

City Engineer called out that pricing was reflected in monthly report. TDrechsel questioned if parking lot project required an engineer. Approximately \$180K to redo the parking lot.

SJordan and RWuest had talked about removing the existing light pole in the middle of the parking lot and running 230' of double conduit from the shop to the NE corner of the City Hall. The City could purchase the conduit from SJordan's warehouse contractor directly and he would volunteer his services to install

City Attorney talked about Title 54-12-18, could not find anything specific about parking lot repaving. Applies to the City doing their own public works projects, not hiring a contractor.

**RWuest made a motion to table until spring 2024 when the 2 new Councilmembers and new Mayor are in office. Died for lack of a 2<sup>nd</sup>.**

**SJordan made a motion to proceed with topo service (\$4,000) and engineered design (\$8,000) for the parking lot not to exceed \$12,000. TDrechsel seconded.**

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

Funds will be taken from ARPA funds.

***COUNCIL TOOK A BREAK AT THE REQUEST OF THE CITY PLANNER 6:58 PM -7:00 PM***

b. **Discussion of BP 23-18 for 'Lawn Art' windmill**

CGabbert advised that the administrative appeal process need to be followed and that the City should not step in until it reaches them at the appeal level. Mrs. Wilson was directed to meet with the City Clerk if she wanted help in completing an appeal.

c. **Consideration of draft Fee Schedule amendment and direction to staff**

d. **Discussion of estimate from KSCO for increased Deputy patrol**

Removed from discussion items on the advice of the City Attorney.

**e. Consideration Resolution 2023-04 for FY23 designated roll-over funds**

**TDrechsel made motion to approve Resolution 2023-04 to internally designate and roll over unused funds inside the General Fund from FY2023 to FY2024 as follows:**

**401-08 Community Events (Picnic) \$2,700.35**

**402-05 Code Enforcement Wages \$8,780.00**

**402-08 Special Law Enforcement \$20,999.96**

**404-000 Parks \$5,739.86**

**SJordan seconded.**

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

**f. Discussion of Code Enforcement position**

City Clerk reviewed that a couple of years ago, Code Enforcement was moved to a contractor position instead of an employee position. She recommends moving it back to a staff position with limitations of working no more than 19.5 hours a week and not eligible for City benefits as listed in the personnel policy. The request to realign the position is so that it complies with the State of Idaho Department of Labor more clearly.

SJordan proposed a minimum of \$25/hour and potentially moving to \$30/hour after 6 months and an acceptable performance review. Would like to make sure the Code Enforcement Officer understands the correct chain of command.

CGabbert reminded that chain of command begins and ends with the Mayor for administrative actions.

RWuest asked for this item to be tabled until the new Mayor and 2 new councilmembers are seated in January 2024.

**TDrechsel made motion to make the Code Enforcement position a part-time staff position with no more than 19.5 hours per week to be worked and subject to all Personnel Policy provisions for a part-time staff position under 20 hours per week. SJordan seconded.**

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

**g. Consideration of Contract for Copier Purchase**

Clerk gave overview of need for new copier and how the contract proposals lined out. She suggests the Konica Minolta copier purchase through Konica Minolta directly.

RWuest questioned where the funds for this purchase were coming from. Treasurer answered, ARPA funds.

**AO'Brien made a motion to approve the contract for Copier Purchase and maintenance with Konica Minolta in the amount of \$5,233.28 and direct the Mayor to sign the contract.**

**SJordan seconded.**

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

**h. Consideration of Dalton Water request for hydrant on 15<sup>th</sup> Street**

RWuest stated that Dalton Water has already done the work and the stated potential cost is no longer valid.

Clerk informed Council that she was approached by DWA that they planned to relocate the hydrant on the westside of N 15<sup>th</sup> Street right before you go up the hill and was asked for Council to consider sharing the cost.

TDrechsel asked if the fire district has approved the relocation of the hydrant per the fire code. He also called out that the applicant/entity that is asking to move it should cover the full cost.

**TDrechsel made a motion to table the Dalton Water request to share costs for their movement of the fire hydrant on 15<sup>th</sup> Street at the base of the hill. SJordan seconded.**

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

**i. Discussion of November Agenda Items**

**LLA Ordinance**

**Fee Schedule**


**Meeting Dates for 2024**

**Potential ordinance regarding archery on public property**

**Winter Road Care Plan**

**8. EXECUTIVE SESSION-none**

**9. ADJOURNMENT: SJordan made motion to adjourn. TDrechsel seconded.  
All in favor. Adjourned 9:35 PM**

  
\_\_\_\_\_  
Dan Edwards, Mayor  
TYLOR DRECHSEL ACTING MAYOR

ATTEST:

  
\_\_\_\_\_  
Teresa Janzen, City Clerk/ Treasurer