

City of Dalton Gardens
Council and P&Z Workshop and
Council Regular Meeting Minutes
Thursday, November 10, 2022 @ 5:00 PM
Meeting conducted via teleconference and in person.

1. **CALL WORKSHOP TO ORDER:** P&Z Chairman Becker called to order at 5:03 PM
2. **ROLL CALL:** Physically Present were City Councilmembers Scott Jordan, Aaron O'Brien, and Robert Wuest; P&Z Commissioners Chad Haunschild, Ron Sampert and Chairman Mike Becker. Mayor Dan Edwards attended via conference call and Commissioner Caitlin O'Brien attended via Zoom. Absent were City Councilmember Tyler Drechsel, P&Z Commissioner Melissa Cleveland. Also present: Teresa Janzen-City Clerk/Treasurer, Candi Baker- Deputy City Clerk, Chris Gabbert- City Attorney, and Ryan Hughes- City Planner.
3. **WORKSHOP:** Chairman Becker clarified that the intent of the workshop was to establish cohesiveness of the P&Z Commission and City Council to prioritize the work scope, processes, and efficiency for staff. Planning & Zoning is an independent commission appointed by the mayor and voted in by the City Council to address zoning issues. Enforcement of zoning issues falls to the City Council. P&Z approves subdivisions, zoning variances and special use.

The City Council and P&Z Commission, in preparation for the workshop had been asked to read through the adopted Comprehensive Plan 2019-2030 and list, in order, their top three policy priorities as potential direction of items to be addressed in 2023. The City Clerk provided the 4 responses received prior to the meeting from Councilmember TDrechsel, Commissioners CHaunschild, RSampert, and MCleveland.

CHaunschild called out the themes he saw in the responses of the commercial zones being more rural and community oriented, improving road safety, improving the city infrastructure for the park systems

RWuest stated that everything (in the Comp Plan) is a priority. Traffic is a problem. More homes are being built that are large. Area of City Impact needs to be renegotiated/revisted. There are things to clean up, but how do we keep it (city) the same? Feels each entity needs the minutes from the other entity.

MBecker calls out the unfeasibility of working on all things at once. There is no desire to change Dalton Gardens, but there needs to be a streamlined process and efficiency of staff resources and budget. Ambiguous zoning codes to be cleaned up, streamlined directives of the Comprehensive Plan. Staff are currently receiving different directives from P&Z and the Council. The original intent of his asking for the workshop is to get both sides on the same page. Collectively working as a team that operates independently, following the same code and the comprehensive plan.

RWuest suggests that the council and commission review the minutes from monthly meetings to better understand and communicate between P&Z and council, working towards a comprehensive understanding of mutual goals and priorities.

MBecker listed a short list of priorities that Planning & Zoning is working to accomplish and how this will benefit the city.

The council and commission discuss the need to schedule a reoccurring joint workshop annually/bi-annually to communicate progress and priorities. Making a consistent effort to revisit and continually prioritize and execute the needs of the city and the direction to the staff in the most efficient way. The council and commission discuss the possibility of joint meetings for significant ordinance changes.

Mayor Edwards thanks the council and commission for attending and adjourned the workshop.
6:01 PM

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1. **CALL CITY COUNCIL MEETING TO ORDER:** Mayor Edwards called to order at 6:06 PM
 2. **ROLL CALL:** Councilmembers Robert Wuest, Scott Jordan, and Aaron O'Brien were physically present. Also present: Teresa Janzen-City Clerk/Treasurer, Chris Gabbert-City Attorney, Ryan Hughes-City Planner, and Deputy Clerk- Candi Baker. Mayor Dan Edwards attended via conference call. Councilmember Tyler Drechsel was Absent.
 3. **PLEDGE OF ALLEGIANCE:** Lead by councilmember RWuest
 4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting October 6, 2022
 - b. Minutes from the Special Meeting October 12, 2022

RWuest requested clarification of the picnic funds expenses and balances as shown in the monthly profit & loss report. Clerk/Treasurer TJanzen explained that Resolution 2022-05 was passed on September 26, 2022, and reflects fund balances and their transfer from FY2022 to FY2023.

RWuest made a motion to approve the consent calendar items a and b. SJordan seconded.

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

- c. Monthly Financial Statement September 1-30, 2022
- d. 4th Quarter Financial Statement (unaudited) September 30, 2022
- e. Monthly Financial Statement October 1-31, 2022
- f. Ratification of Bills from October 1-31, 2022

SJordan made a motion to approve the consent calendar items c through e. AO'Brien seconded.

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

5. CITY REPORTS

- a. City Engineer presented an update on the Child Pedestrian Safety Program. She explained the publishing advertisement protocol and the “plan room” project platform covering the Northwest. Crack-seal bids are still pending. Aqua Circle drainage has been sent to bid and is currently awaiting three responses. Prairie Avenue pothole repairs possibly partnering with Hayden for the cost of repairs. Requested direction from the council moving forward. ROW on Prairie belongs 50/50 to CODG to Mt. Carrol Street.
- b. City Planner presented a written report attached. Planner reminded council of review for the height definition change ordinance at the upcoming December meeting. Policy and procedure manual and updates will be presented at the December meeting for discussion and review.
- c. City Attorney: Report will be addressed with agenda item 7.d.
- d. KCSO: Deputy Wallace gave council a verbal report and accounting of 1000 traffic citations since inception. Noticeable difference in the school zones. 127 citations, and 40 written warnings.

City Clerk introduced Curt and Lucy Jernigan to give a Christmas event report update that included location of set-up, hours of event, local bakery donations, local choir to perform, giving tree participation, donation requests, Christmas flyer distribution requests.

6. PUBLIC COMMENT -opened at 6:50 PM; closed at 6:56 PM Video 18:51

- a. Sue Supp- 7024 N 16th St; Expressed her support for the joint P&Z/Council workshop efforts. Addressed her confusion in understanding the financial statement and the presentation of the financials to the residents. Requested that additional information and custom notes be added to the monthly financial profit & loss reports to assist those that are not able to translate, understand, or are unfamiliar with municipal accounting practices. Feels that the current financial statement gives a disingenuous account of how funds are reconciled. Would like to see ongoing positive recognition to the temporary picnic committee members.
- b. Rebecca Supp- 7024 N 16th St; Thanked the deputy for his vigilant efforts in patrolling the city. Suggested that an addendum be added to the financials to explain the picnic expenses and donations, would like to see ongoing positive recognition of the temporary picnic committee members.

7. CITY BUSINESS

- a. **Consideration of Kootenai County Public Transportation Agreement**
Representative Jodi Bieze presented the council with the demand for Dalton residents and historic use to support the need for over 425 paratransit necessities at a cost of approx. \$30 roundtrip per resident.

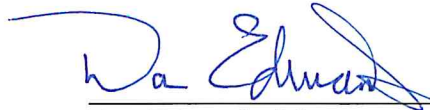
SJordan made a motion to approve the Kootenai County Public Transportation Letter of Agreement for FY23 in the amount of \$3,051.00 and direct the mayor to sign the agreement. RWuest seconded. SJordan: yes RWuest: yes AO'Brien: yes Motion carries.

- b. **Consideration of Edwards Smith bill for park arch reconstruction**
Clerk-TJanzen presents the progress, costs breakdown for labor, materials, and restoration. Submits the professional recommendation from Edwards Smith to the council for proposed completion of the park arch.
AO'Brien made a motion to approve the Edwards Smith bill for park arch reconstruction in the amount of \$7,800.00. SJordan seconded. SJordan: yes RWuest: yes AO'Brien: yes Motion carries.
- c. **Consideration for contract renewal with KCFR for Building Inspector Services**
Clerk TJanzen presents the council with the updated proposed contract, including the updated section specific to dedicated services to Dalton Gardens. Included was the updated fee schedule.
SJordan made a motion to approve the contract renewal with KCFR for Building Inspector Services and direct the mayor to sign the agreement. AO'Brien seconded. SJordan: yes RWuest: yes AO'Brien: yes Motion carries.
- d. **Consideration of School Zone Ordinance update**
City Attorney- CGabbert presents school zone designation modification of Code, for adoption of general language to read "enhanced penalty" to assist in enforcement of violations in school zones.
AO'Brien made a motion to suspend reading the School Zone Ordinance update on three different days and have the Title of the proposed Ordinance read once. SJordan seconded. SJordan: yes AO'Brien: yes RWuest: yes Motion carries.
- City Clerk TJanzen read the Title of the proposed Ordinance
AO'Brien made a motion to adopt the School Zone Ordinance update, direct the City Clerk to assign the appropriate number, and to publish once upon passage in the Coeur d'Alene Press. SJordan seconded. SJordan: yes AO'Brien: yes RWuest: yes Motion carries.
- e. **Consideration of awarding child pedestrian safety improvement contract-**
City Engineer presented addendum and responses to bids. Stripe-rite bid rejected for lack of signature regarding addendum. RPI bid package and Coyote Pack Construction, both eligible. RPI within budget and recommended by HMM.
AO'Brien made a motion to accept the recommendation of HMM Engineering and authorize the City to enter contract with RPI for the child pedestrian safety project in the amount of \$118,076.00 SJordan seconded. SJordan: yes RWuest: yes AO'Brien: yes Motion carries.

f. **December Agenda Items**


- ❖ Code Enforcement Manual Workshop- 5:00 PM
- ❖ Public Hearing Height Ordinance

8. **ADJOURNMENT**: SJordan made motion to adjourn. AO'Brien seconded.
All in favor. Adjourned 07:37 PM



Dan Edwards, Mayor

ATTEST:



Teresa Janzen, City Clerk/ Treasurer