

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF DALTON GARDENS JANUARY 10, 2019
CITY HALL 6:00 PM**

Meeting was called to order by Mayor Roberge.

Councilmember Myers led the pledge.

ROLL CALL:

Present were: Councilmembers Jordan, Lundy, Myers and Smith. Also present were Attorney Ken Jacobsen, and Valerie Anderson, City Clerk.

CONSENT CALENDAR: ACTION ITEM

Minutes of the Regular Meeting December 6, 2018 and the Financial Statement from December 1, 2018 to December 31, 2018 and the claims so listed.

Councilmember Lundy made a motion to approve the consent calendar. Councilmember Jordan seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD

Joe Wuest – 7031 Mt. Carrol – He presented a Forest Service Project Map for the Honey Badger Project area at Canfield Mountain. The Forest Service is looking for comments on many different area of the project as fire, restoration and recreation of trails on the mountain. The plan will be for a 25 to 30 years plan. Councilmember Lundy asked to have the information sent to her on the project and expressed interest in providing an official statement from the city and offered to lead the charge.

Dick Flugel – 7303 N. 4th Street – He commented on the high speed of traffic on 4th Street and asks why we continue to make 4th Street easier to have more traffic. He stated that since the new speed signs have been put up we do not have any sheriff patrol in the city. He stated that he plans to attend the January 24th 4th Street open house meeting and will be making comment on the design of the street and does not want to see 4th Street made wider. He asked to have compression brake sign put up for the dump truck traffic.

Public comment period is closed.

APPROVAL OF THE 2018 ANNUAL AUDIT

Kris Mayhew – Magnuson, McHugh & Company – He summarized the audit for 2018 and explained some of the important areas which the Mayor and Council should be aware of in the audit. The city is required to do an audit every year according to the Governmental Standards. He stated that the city has a clean audit report and is ready to be submitted to the State. The Management Discussion and Analysis explains the net position of the city and explains what happened throughout the year. The net position of the city of all funds combined increased by \$45,000 and the city has the lowest tax level rate in the State of Idaho. The general fund balance increased by \$166,000 and is very strong. The budget to actual is a very important part of the report which is very strong and has a great detail in the budget. The internal controls were reviewed and found there to be no weaknesses in the report and with no deficiencies. The council thanked Valerie Anderson, City Clerk for the great work in keeping the city in line with the financials.

Councilmember Myers moved to approve the 2018 annual audit. Councilmember Jordan seconded the motion. Roll Call Vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

PUBLIC HEARING ON RECORDS RETENTION POLICY AND ADOPTION OF RESOLUTION 2019-01

Attorney Ken Jacobsen gave a brief explanation of the Records Retention Policy as set out by State Statute. He suggested that the council adopt the policy and resolution for record retention so that old documents in the city can be destroyed. Public comment period was closed due to no comments. Councilmember Lundy asked about the voice recordings of public meetings as to the short amount of time they are to be kept. Attorney Jacobsen stated that there are some time frames that are short and this is just a guideline for the records. The city can choose to keep records for a longer period of time than what is suggested in the policy. This policy keys to the Federal Laws which are to be followed also.

Councilmember Lundy moved to adopt the Records Retention Policy and Resolution 2019-01. Councilmember Myers seconded the motion. Roll Call Vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

ACCEPTANCE AND PARTICIPATION IN THE KOOTENAI COUNTY COMPREHENSIVE EMERGENCY OPERATIONS PLAN

Clerk Anderson explained the KC Comprehensive Emergency Operations Plan and stated that it contains about 500 pages of guidelines used in the county in all areas of emergency services. The County has asked that we accept the participation in the plan as a part of the KC Emergency Plan. Warren Merritt gave a brief overview of the plan to the council.

Councilmember Myers moved to accept and participate in the Kootenai County Comprehensive Emergency Operations Plan. Councilmember Jordan seconded the motion. Motion carried.

APPROVAL OF ENHANCED LAW ENFORCEMENT SERVICE WITH KOOTENAI COUNTY

Councilmember Smith gave a brief explanation of the contract for the KC Enhanced Law Enforcement Contract. The contract for the New Year has been changed to put the focus on speeding traffic and commercial truck traffic on designated roads. This contract is for off duty deputies to patrol and the city would pay for the wages and benefits for the hours worked. The contract is for 4-6 hours a week of patrol in the city. The contract will be changed in added the proper date which should be January 1, 2019 thru September 30, 2019. The contract is not to exceed \$15,000 and can be terminated at any time.

Councilmember Myers moved to approve the Enhanced Law Enforcement Services contract with the amendment of the date on the contract to be January 10, 2019. Councilmember Lundy seconded the motion. Motion carried. Roll Call Vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

APPROVAL OF MAILER FOR 4TH STREET OPEN HOUSE ON JANUARY 24TH, 2019

Councilmember Myers explained the city wide mailer for the 4th Street to keep the public involved in the design and get comments from the public. The mailer would be to all residents in the city and would also be put in the Coeur d'Alene Press.

Councilmember Smith made a motion to approve the City wide mailer for the 4th Street Open House on January 24th, 2019 and put the notice in the paper. Councilmember Jordan seconded the motion. Motion carried.

COUNCIL REPORTS:

Councilmember Jordan asked about the Aqua Circle repairs which were reported to the contractor for repair. Councilmember Myers reported that the letter from LHTAC regarding the repairs on Aqua Circle on the Government Way project and they are considering it as normal wear on the roadway and do not intend to do any repairs on the road. We will need to do an extra chip seal on the Aqua Circle section. They will take care of the manholes and grade in the road in the spring when the asphalt plants open. Councilmember Jordan will be talking to the engineers on either a chip seal or an overlay this spring. The tree at the corner of Wilbur and Mt. Carrol will be removed; we have only had to plow streets once this winter. He will be putting the gross vehicle weight on our signs and he will be purchasing No Compression Brakes in City Limits.

Councilmember Lundy reported that the Planning & Zoning Commission held a public hearing on January 8, 2019 which was well attended and the planning commission heard comments from the public and will hold a workshop on January 16, 2019 to consider the comments and then hold another public hearing on February 12, 2019. The City Council will hear the Comprehensive Plan at their March meeting. The commission and committee have held workshops, open house forums and put in many volunteer hours in completing the plan. Councilmember Lundy also helped on the records retention policy.

Councilmember Myers stated that the Comprehensive Plan is in line with the process with the last plan which is currently in place. He stated that he had been in the office and has noticed that traffic on 4th Street has slowed down.

Councilmember Smith reported that the gate at the arena is closed. There were 12 citations in November and the traffic committee will meet on the third Thursday of the month. The traffic committee has taken many traffic counts and this will help in directing the patrol in the locations for the speeding traffic.

City Clerk Anderson reported that the annual road and street report has been completed and published in the press on January 3rd. She has been working on the quarterly reports for finance, w2's will be completed next week and starting to work on the setup of the LID #2 finance.

CITY ATTORNEY REPORT:

Attorney Jacobsen reported he had been working on several legal matters.

CITY ENGINEER REPORT: Report Submitted

PLANNING CONSULTANT REPORT: Report Submitted

CODE ENFORCEMENT REPORT: Report submitted

BUILDING INSPECTOR REPORT:

Warren Merritt – KCFR - Asked how the building inspections and the contract we entered into a year ago was going.

TRAFFIC COMMITTEE REPORT:

Robert Wuest – Traffic Committee Chairman reported that the committee is working on the transportation plan at their meeting. He suggested that on the mailer that is being mailed to all residents that the Public Hearing for the Comprehensive Plan be also listed on the postcard. The feedback signs will be places in different areas this spring. We are working on the traffic surveys and the transportation plan.

Councilmember Myers made a motion to go to recess for twenty minutes to celebrate 30 years of service for our attorney and go into Executive Session pursuant to provisions of Idaho Code 67-2345, subsection 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the

respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need at 8:10 PM. Councilmember Jordan seconded the motion. Motion carried.

Councilmember Myers made a motion to return from executive session at 8:26 PM. Councilmember seconded the motion. Motion carried.

Mayor Roberge stated that in Executive Session the discussion was on the hiring of a new City Attorney and no decisions were made.

APPOINTMENT OF NEW CITY ATTORNEY

Mayor Roberge asked the council to appoint John Cafferty as the attorney for the City of Dalton Gardens.

Councilmember Myers made a motion to approve the appointment of John Cafferty as the New City Attorney. Councilmember Jordan seconded the motion. Roll Call Vote: Councilmember Jordan – Yes, Councilmember Lundy – Yes, Councilmember Myers – Yes, Councilmember Smith – Yes. Motion carried.

ADJOURN

Councilmember Jordan made a motion to adjourn the meeting. Councilmember Smith seconded the motion. Motion carried.

Steve Roberge, Mayor

Valerie S. Anderson, City Clerk