

**NOTICE AND AMENDED AGENDA**  
**DOVER CITY REGULAR COUNCIL MEETING**  
**THURSDAY, NOVEMBER 13, 2014 7:00-9:00 p.m.**  
**DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**II. PUBLIC COMMENT**

An individual may address the City Council on any pertinent subject not on the Agenda for up to three minutes. Council may take no action until placed on a future agenda. Public may also comment for up to three minutes during any specific agenda topic.

**III. UNFINISHED BUSINESS**

- (1) Discussion/Decision Water and Sewer Hook-Up Fees
- (2) Resolution #100 Water Rate Revision
- (3) Discussion/Decision Cedar Ridge Road Agreement

**IV. NEW BUSINESS**

- (1) Sewer Ordinance #104 Amendment
- (2) Quote: Essex Water Tank Fence
- (3) Quote: Repairs to Pine Street Hill
- (4) Discussion/Decision Development Fees
- (5) Discussion/Decision DURA funds
- (6) Discussion DEQ Grant opportunity for Water and Wastewater Facility Plan

**V. CONSENT AGENDA**

- (1) Payables
- (2) Minutes: Council Meeting of 10/23
- (3) Reports: Staff, Council, Mayor

**VI. FUTURE AGENDA ITEMS/MEETINGS**

**VII. EXECUTIVE SESSION: (as needed)**

Pursuant to provisions of Idaho Code, 67-2345, Subsection 1(a) Personnel, (b) Personnel, (c) Negotiations/ Property, (d) Records, (f) Litigation and (j) Communications with risk manager or insurance provider.

**VIII. ADJOURNMENT**

**Any person requiring special accommodations to participate in the City Council Meetings should contact Dover City Hall (265-8339) at least 24 hours prior to the meeting.**

*The City of Dover and USDA are equal opportunity providers and employers. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

## 2014 RESOLUTION 100

### A RESOLUTION OF THE CITY OF DOVER, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, SETTING NEW FEES FOR CITY WATER USERS, PROVIDING FOR AN EFFECTIVE DATE AND REPEALING RESOLUTION 91.

**WHEREAS**, the Mayor and City Council have determined that it is necessary for the City to set new fees capable of supporting Water Department operations, maintenance and debt repayment, as required by State Code; and

**WHEREAS**, City Ordinance No. 131 establishes provisions for calculating and assessing various water facility charges by Resolution.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Dover, Bonner County, Idaho, that:

**EFFECTIVE** this 25<sup>th</sup> day of September, 2014, the fees for water service are hereby set at:

1. **Utility deposit**  
\$ 0.00
2. **Water billing late fee**  
\$ 25.00
3. **Door hanger service charge**  
\$25.00
4. **Non-Sufficient Funds**  
\$ 25.00
5. **Cost of meter replacement**  
\$ 200.00 per occurrence
6. **Monthly inactive water rate:**  
\$ 25.21 per month per ERU
7. **Monthly base water rate:**  
\$ 25.21 per month per ERU
8. **Water usage rate**  
\$ 0.0037 per gallon
9. **Charges for alternative fire hydrant use**  
\$ 0.0037 per gallon

**10. Charges for water furnished through a temporary service connection**

\$ 0.0037 per gallon

**11. Water hook-up cost (See Table 1A for number of ERUs)**

\$ 8,022.75 per ERU

**Table 1A: Determination of the number of \*\*ERUs dependent upon service line diameter and meter type. \*\*Equivalent Residential Use**

Service line diameter	Displacement meter	Turbine meter	Compound meter
¾"	1 ERU		
1"	2 ERUs		
1.5"	3 ERUs	5 ERUs	
2"	5 ERUs	7 ERUs	5 ERUs
3"		16 ERUs	11 ERUs
4"		28 ERUs	17 ERUs
6"		61 ERUs	33 ERUs
8"		107 ERUs	55 ERUs
10"		167 ERUs	

**Charges for Standby Fire Protection Service**

Service line diameter	Monthly rate
3" line	\$ 0.00 per month
4" line	\$ 0.00 per month
5" line	\$ 0.00 per month
6" line	\$ 0.00 per month
7" line	\$ 0.00 per month
8" line	\$ 0.00 per month

**12. Monthly charge when meter is unreadable:**

\$ 35.00 per month per ERU

**13. Monthly limit for water usage that requires City notification by the user**

50,000 gallons per ER

**14. Penalty for subsequent occurrences in a calendar year of exceeding the monthly limit without notifying the City**

\$ 25.00 per occurrence

**15. Charges for shutting off the water at the main or removing the meter due to unauthorized turn-on of water service**

\$ 100.00 per occurrence

**16. Charges for restoration of water service after discontinuance for non-payment of bills**

\$ 100.00 per occurrence

**17. Charges for restoring water service after discontinuance for unsafe facilities, or water waste**

\$ 100.00 per occurrence

**18. Limit set to determine excess water usage from leak.**

25,000 gallons

**PASSED** by the City Council of Dover and **APPROVED** by the Mayor this 25<sup>th</sup> day of September 2014

CITY OF DOVER  
BONNER COUNTY, IDAHO

\_\_\_\_\_  
Annie Shaha, Mayor

(ATTEST):

\_\_\_\_\_  
Jacquie Albright, City Clerk

**City of Dover**  
**Road Maintenance Agreement**  
**With Cedar Ridge Owners Company**

This Road Maintenance Agreement (“Agreement”) is between the City of Dover, Idaho, an incorporated municipality (“City”), and the Cedar Ridge Owners Company, an Idaho corporation. It is effective upon execution.

**RECITALS**

- A. Cedar Ridge Addition is a planned unit development within Dover, Idaho, instrument number 510560 in the records of Bonner County, Idaho.
- B. Cedar Ridge Owners Company (“Association”) is an Idaho corporation managing the common areas within the Cedar Ridge Addition.
- C. Cedar Ridge Addition has the following public rights of way according to the plat: Ridge Road Extension; Cedar Ridge Road; and Essex Road and the 20’ strip along the west side of Syringa Heights Road. The roads are privately maintained.
- D. The City desires to maintain safe and constant access to water system improvements located within Cedar Ridge Addition. Access to the City’s water improvements is necessary and vital for the safety of City residents and any emergency operations.
- E. The City anticipates contracting with the Independent Highway District for some maintenance of the roads.

IN CONSIDERATION of the mutual agreements, conditions, and covenants herein, the parties make and enter into the following:

**AGREEMENT**

- 1. **Maintenance.** The City agrees to provide road maintenance for the following road(s) within the Cedar Ridge Addition: Cedar Ridge Road and Essex Road. Road maintenance shall primarily consist of (1) winter snow removal; (2) application of de-icing agents; (3) grading; and (4) dust control. The time, procedure, schedule and quality of all work shall be according to the City’s sole discretion. The City does not warrant accessibility on the roads nor does the City warrant that roads will be free from snow and ice at all times and in all conditions. The Association acknowledges that access to the City’s water improvements will take priority. Further, the Association acknowledges that roads and easements that were not previously maintained may be plowed to ensure access to the City’s water improvements.

2. **Payment.** The City shall invoice the Association for costs associated with the snow removal. The rate shall be the contract cost charged to the City for the services together with an administrative fee. The administrative fee shall be fifteen dollars (\$15) per invoice.
3. **Term.** Any party may terminate this Agreement by notice in writing provided 30 days in advance. Otherwise, this Agreement shall be terminated on September 30, 2015. This Agreement may be renewed annually by mutual agreement for a period one additional year.
4. **Indemnification.** The Association agrees to indemnify and hold the City harmless from and against any and all demands, claims, damages, losses, liens, liabilities, penalties fines, lawsuits and other proceedings and costs and expenses (including attorneys' fees), arising directly or indirectly from or out of, or in any way connected with the following: (1) property damage, except if by the gross negligence of the City; and (2) any activities on the Property which directly or indirectly result or will as a consequence thereof result in personal injury or bodily harm. The matters against which City is indemnified herein shall be reimbursable to City as the City's obligation to make payments with respect thereto are incurred, without any requirement of waiting for ultimate outcome of any litigation, claim or other proceedings, and Association shall pay to the City all sums so incurred within thirty (30) days after notice from the City itemizing the amounts incurred to the date of such notice.
5. **Miscellaneous.**
  - 5.1 **Breach.** In the event the City breaches any obligation herein, then the Association shall provide the City with notice of the breach and the City shall have fifteen (15) days from the date of the notice to cure any breach.
  - 5.2 **Rights and Remedies Cumulative.** The rights and remedies provided herein are cumulative and not exclusive of any other rights or remedies provided at law or in equity. A party's failure to exercise a right, power, privilege, or remedy hereunder shall not preclude further exercise at a later date.
  - 5.3 **Notice.** The notice addresses of the parties are set forth on the signature page. Notice shall be by first class mail, postage prepaid, return receipt requested and/or facsimile transmission where the sender has documentation of the date, time, and confirmation of transmission.
  - 5.4 **Authority to Enter Agreement.** The undersigned party or parties that are executing this agreement on behalf of an entity warrant he/she/they are acting in an agency capacity with express authority to enter this agreement and bind their principal thereto.

- 5.5 **Modification.** This agreement may be modified or revoked by written agreement of the parties.
- 5.6 **Successors and Assigns.** This agreement shall bind and inure to the benefit of each party's respective heirs, successors, agents, trustees, conservators and assign.
- 5.7 **Counterparts.** This agreement may be executed in counterparts. Executing an agreement in counterparts shall mean the signature on identical copies of the same agreement, amendment or addendum. Each identical copy of an agreement signed in counterparts is deemed to be an original and all identical copies shall together constitute one and the same instrument.
- 5.8 **Performance Date.** Any performance required under this instrument that falls due on a Saturday, Sunday, federal holiday, or state bank holiday may be performed on the next day that is not a Saturday, Sunday, federal holiday, or state bank holiday.
- 5.9 **Attorney's Fees.** If a party initiates a judicial action, including an appeal, as to the interpretation or enforcement of this agreement, including remedies upon default, the substantially prevailing party shall be entitled to reimbursement of its reasonable attorney fees and costs.
- 5.10 **Entire Agreement.** This agreement contains the entire agreement of the parties respecting the matters herein and supersedes all prior written and oral agreements between the parties respecting such matters.
- 5.11 **Time is of the Essence.** Time is of the essence in this agreement.
- 5.12 **Interpretation.** The captions and titles are for convenience and reference only. They shall not define, limit or construe the contents of any provision. Words used in singular include the plural and vice versa.
- 5.13 **Governing Law and Severability.** This agreement is established under, and shall be governed by the laws of the state of Idaho. Any provision prohibited by law or unenforceable shall not affect the remaining provisions of the agreement.

EXECUTED by the parties on the date below written.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Cedar Ridge Owners Company, Inc.

By: Ellen Darling

Its: Member, Board of Directors

Notice Address: ATTN: Shelly Munson PO Box 68 Dover, ID 83825

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

City of Dover, Idaho

By: Anne Shaha

Its: Mayor

Attest: \_\_\_\_\_

Dated: \_\_\_\_\_

By: Jacquie Albright, City Clerk

Notice Address: PO Box 115 Dover, ID 83825-0115

# CEDAR RIDGE ADDITION

## A PLANNED UNIT DEVELOPMENT TO THE CITY OF DOVER

LYING IN A PORTION OF THE NORTH HALF (N1/2) OF SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO



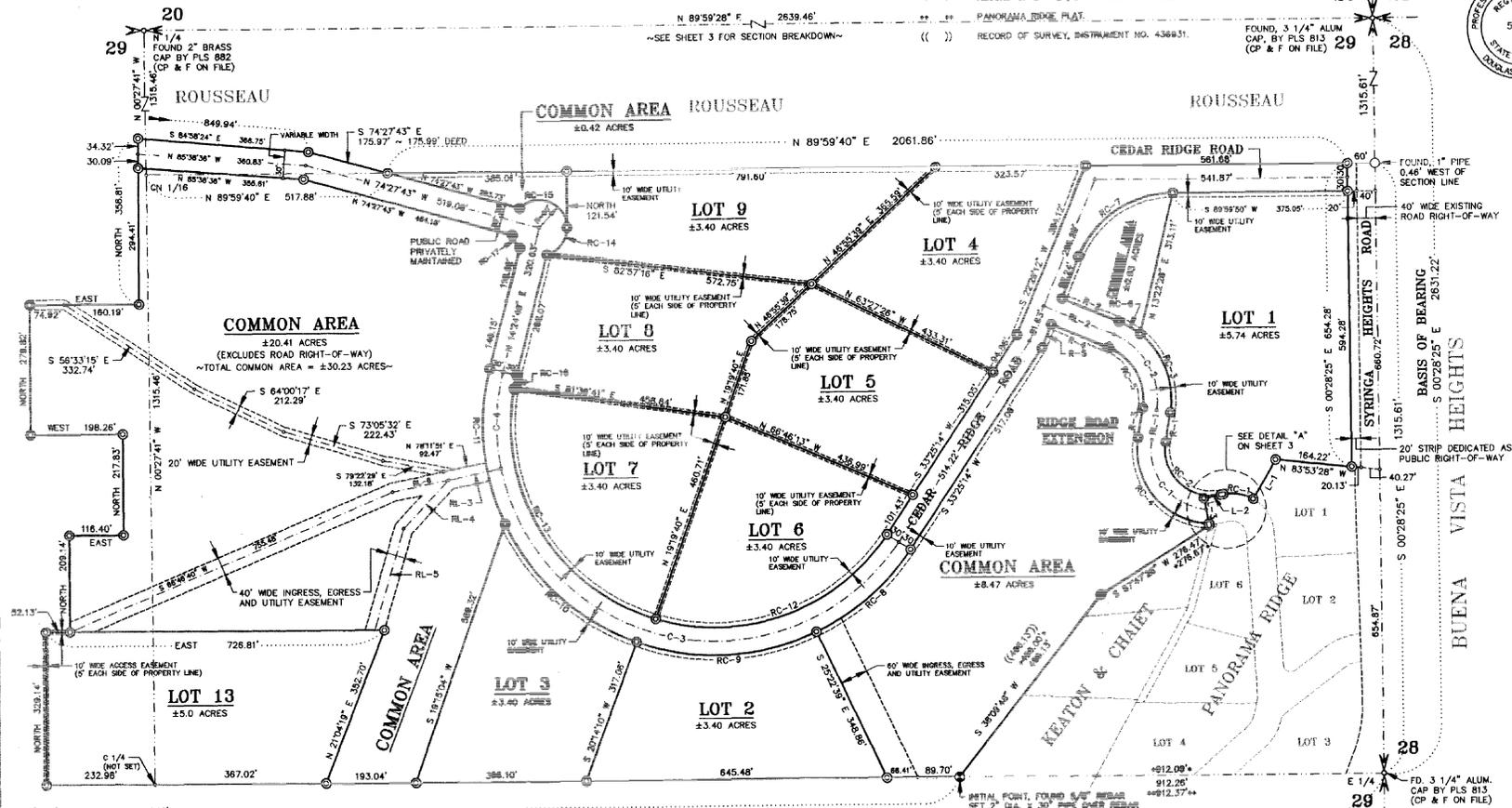
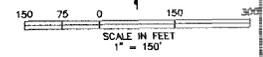
MATCH SHEET 2

### LEGEND

- FOUND, SECTIONAL CORNER AS NOTED.
- FOUND, 1" PIPE
- FOUND, 5/8" REBAR
- COMPUTATION POINT, DEPT. SET.
- SET 5/8" DIA. X 30" LONG REBAR WITH YELLOW PLASTIC CAP.
- SET 2" DIA. X 30" LONG PIPE FOR INITIAL POINT.
- RECORD OF SURVEY, INSTRUMENT NO. 465290.
- RECORD OF SURVEY, INSTRUMENT NO. 436931.
- RECORD OF SURVEY, INSTRUMENT NO. 436931.
- RECORD OF SURVEY, INSTRUMENT NO. 436931.

### BASIS OF BEARING

ALL BEARINGS ARE BASED UPON THE BEARING OF SOUTH 00°28'25" EAST, ALONG THE EAST LINE OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 29.



2371.10' S 89°59'52" W 5254.90' -SEE SHEET 3 FOR SECTION BREAKDOWN-

MOON & ROMINE



MATCH SHEET 2

### NOTES

1. WATER TO BE SUPPLIED BY CITY OF DOVER WATER DEPARTMENT.
2. SEWER SERVICE TO BE PROVIDED BY CITY OF DOVER SEWER DEPARTMENT.
3. INGRESS, EGRESS EASEMENTS ARE 40' WIDE, UNLESS NOTED OTHERWISE.
4. RIDGE ROAD EXTENSION AND CEDAR RIDGE ROAD ARE DEDICATED AS PUBLIC RIGHTS-OF-WAY AND PRIVATELY MAINTAINED.
5. SOLID WASTE SHALL BE THE RESPONSIBILITY OF EACH PROPERTY OWNER.

MOON & ROMINE

CLEMENTS

WELCH ENGINEERING, INC., Sandpoint, Idaho

DRAWING FILE: MUNPLAT.DWG SHEET 1 OF 4

**CEDAR RIDGE ROAD C/L**

C-5 Δ = 47°31'33" C-7 Δ = 141°38'55"  
 R = 150.00' R = 150.00'  
 T = 66.04' T = 431.33'  
 L = 124.42' L = 370.84'  
 CHORD BRG & DIST S 70°35'37" W, 120.89'  
 CHORD BRG & DIST N 70°49'27" W, 283.35'

C-6 Δ = 08°28'48" C-8 Δ = 180°00'00"  
 R = 800.00' R = 250.00'  
 T = 59.31' T = INFINITY  
 L = 118.39' L = 785.40'  
 CHORD BRG & DIST S 42°35'28" W, 118.29'  
 CHORD BRG & DIST S 42°35'28" W, 118.29'

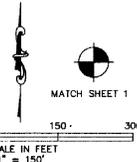
**LEGEND**

- FOUND, SECTIONAL CORNER AS NOTED.
- 
- 
- COMPUTATION POINT, NOT SET.
- 

# CEDAR RIDGE ADDITION

A PLANNED UNIT DEVELOPMENT TO THE CITY OF DOVER

LYING IN A PORTION OF THE NORTH HALF (N1/2) OF SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO



**CEDAR RIDGE ROAD R/W**

- RC-18 Δ = 47°31'33" R = 120.00' T = 52.83' L = 99.54' CHORD BRG & DIST S 70°35'37" W, 96.71'
- RC-19 Δ = 08°28'46" R = 830.00' T = 61.53' L = 122.83' CHORD BRG & DIST S 42°35'28" W, 122.72'
- RC-20 Δ = 03°40'31" R = 770.00' T = 24.71' L = 49.39' CHORD BRG & DIST S 44°59'35" W, 49.39'
- RC-21 Δ = 04°48'14" R = 770.00' T = 32.30' L = 64.56' CHORD BRG & DIST S 40°45'12" W, 64.54'
- RC-22 Δ = 50°44'43" R = 180.00' T = 85.36' L = 159.42' CHORD BRG & DIST S 63°43'28" W, 154.28'
- RC-23 Δ = 141°38'55" R = 120.00' T = 345.06' L = 296.67' CHORD BRG & DIST N 70°49'27" W, 226.68'
- RC-24 Δ = 90°54'12" R = 180.00' T = 182.86' L = 285.58' CHORD BRG & DIST N 45°27'08" W, 256.56'
- RC-25 Δ = 45°45'18" R = 280.00' T = 118.15' L = 223.60' CHORD BRG & DIST N 22°52'39" W, 217.71'
- RC-26 Δ = 68°55'13" R = 220.00' T = 150.98' L = 264.63' CHORD BRG & DIST N 34°27'37" W, 248.97'
- RC-27 Δ = 67°06'10" R = 280.00' T = 185.69' L = 327.93' CHORD BRG & DIST N 79°18'24" W, 309.50'
- RC-28 Δ = 42°09'34" R = 220.00' T = 84.80' L = 161.88' CHORD BRG & DIST WEST, 158.25'
- RC-29 Δ = 42°47'52" R = 280.00' T = 109.72' L = 209.15' CHORD BRG & DIST S 45°44'38" W, 204.32'
- RC-30 Δ = 68°55'13" R = 220.00' T = 150.98' L = 264.63' CHORD BRG & DIST S 34°27'37" W, 248.97'
- RC-31 Δ = 24°20'40" R = 280.00' T = 60.40' L = 118.97' CHORD BRG & DIST S 12°10'20" W, 118.06'
- RC-32 Δ = 60°00'00" R = 80.00' T = 34.84' L = 62.83' CHORD BRG & DIST S 30°00'00" E, 60.00'
- RC-33 Δ = 76°42'37" R = 60.00' T = 47.48' L = 80.33' CHORD BRG & DIST S 21°38'42" W, 74.46'
- RC-34 Δ = 163°17'23" R = 60.00' T = 408.53' L = 171.00' CHORD BRG & DIST S 81°38'42" W, 118.73'

**ACCESS EASEMENT C/L**

C-9 Δ = 25°18'43" R = 300.00' T = 67.37' L = 132.53' CHORD BRG & DIST S 38°59'34" E, 131.46'

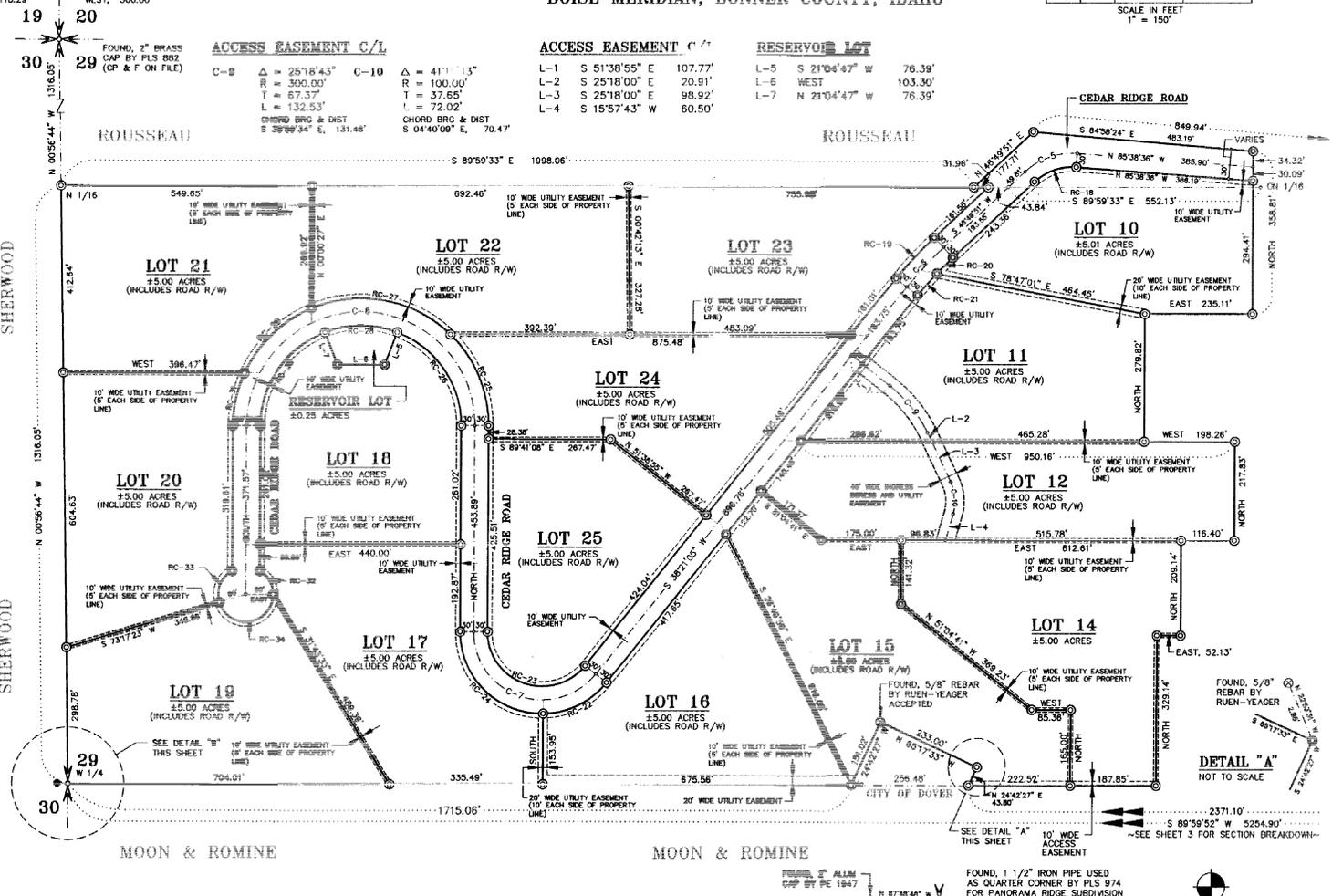
C-10 Δ = 41°11'15" R = 100.00' T = 37.65' L = 72.02' CHORD BRG & DIST S 04°40'09" E, 70.47'

**ACCESS EASEMENT C'**

L-1 S 51°38'55" E 107.77'  
 L-2 S 25°18'00" E 20.91'  
 L-3 S 25°18'00" E 98.92'  
 L-4 S 15°57'43" W 60.50'

**RESERVOIR LOT**

L-5 S 21°04'47" W 76.39'  
 L-6 WEST 103.30'  
 L-7 N 21°04'47" W 76.39'



**DETAIL "A"**  
NOT TO SCALE

**DETAIL "B"**  
NOT TO SCALE

FOUND, 1 1/2" IRON PIPE USED AS QUARTER CORNER BY PLS 974 FOR PANORAMA RIDGE SUBDIVISION AND BY PLS 8087, RECORD OF SURVEY INSTRUMENT #447110. PIPE FALLS ON NORTH-SOUTH FENCE LINE, ACCEPTED AS QUARTER CORNER THIS SURVEY. (CP & F ON FILE)

# CEDAR RIDGE ADDITION

A PLANNED UNIT DEVELOPMENT TO THE

## CITY OF DOVER

LYING IN A PORTION OF THE NORTH HALF (N1/2)  
OF SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST,  
BOISE MERIDIAN, BONNER COUNTY, IDAHO

### SHEET 1

#### EXTERNAL BOUNDARY LINE

L-1	S 29°34'56" W	97.84'
L-2	S 78°40'24" W	42.79'
L-3	S 110°00'0" E	60.00'
L-4	S 78°40'24" W	5.32'

#### RIDGE ROAD EXTENSION R/W

R-1	N 09°23'36" E	64.98'
R-2	N 67°30'48" W	133.48'
R-3	N 09°23'36" E	64.98'
R-4	N 67°30'48" W	133.48'

#### CEDAR RIDGE ROAD R/W

R-5	S 22°29'12" W	54.50'
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#### RIDGE ROAD EXTENSION C/L

RL-1	N 09°23'36" E	64.98'
RL-2	N 67°30'48" W	163.48'

#### COMMON AREA EASEMENT C/L

RL-3	S 78°11'51" W	115.51'
RL-4	S 42°56'34" W	142.38'
RL-5	S 16°14'05" W	227.88'
RL-6	S 78°11'51" W	122.88'

#### RIDGE ROAD EXTENSION R/W

RC-1	Δ = 41°45'49"	RC-4	Δ = 97°03'30"
R = 91.41'	R = 160.00'	T = 34.87'	T = 181.03'
L = 66.63'	L = 271.44'	CHORD BRG & DIST	CHORD BRG & DIST
N 80°14'39" W, 65.16'	N 29°03'09" W, 239.77'		
RC-2	Δ = 110°43'12"	RC-5	Δ = 76°54'24"
R = 100.00'	R = 120.00'	T = 144.74'	T = 95.29'
L = 193.24'	L = 161.07'	CHORD BRG & DIST	CHORD BRG & DIST
N 45°58'00" W, 184.55'	N 29°03'36" W, 149.25'		
RC-3	Δ = 60°08'07"	RC-6	Δ = 16°46'17"
R = 180.00'	R = 180.00'	T = 104.21'	T = 26.53'
L = 188.92'	L = 52.69'	CHORD BRG & DIST	CHORD BRG & DIST
N 20°40'28" W, 180.37'	N 59°07'40" W, 52.50'		

#### CEDAR RIDGE ROAD R/W

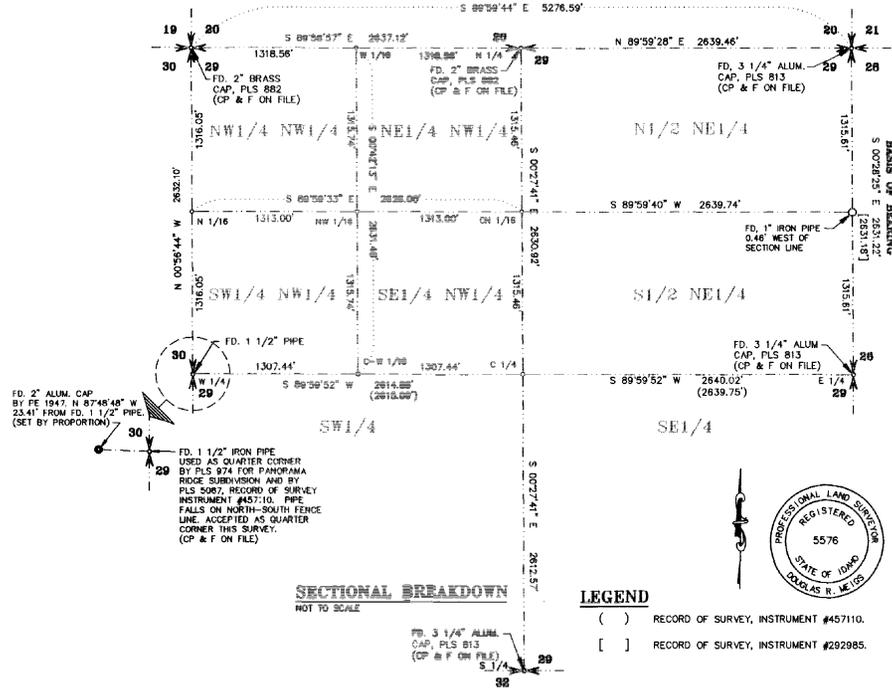
RC-7	Δ = 67°30'28"	RC-10	Δ = 83°08'46"	RC-13	Δ = 83°19'30"	RC-16	Δ = 93°46'37"
R = 220.00'	R = 500.00'	R = 500.00'	R = 440.00'	R = 440.00'	R = 440.00'	R = 440.00'	R = 440.00'
T = 147.02'	T = 443.50'	T = 443.50'	T = 14.51'	T = 14.51'	T = 14.51'	T = 14.51'	T = 14.51'
L = 259.21'	L = 725.59'	L = 725.59'	L = 29.01'	L = 29.01'	L = 29.01'	L = 29.01'	L = 29.01'
CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST
S 56°14'26" W, 244.46'	N 47°23'43" W, 392.41'	N 31°01'33" W, 584.97'	N 12°31'31" E, 29.00'				
RC-8	Δ = 31°12'06"	RC-11	Δ = 39°19'34"	RC-14	Δ = 74°24'49"	RC-17	Δ = 31°07'28"
R = 500.00'	R = 500.00'	R = 60.00'	R = 60.00'	R = 60.00'	R = 60.00'	R = 60.00'	R = 60.00'
T = 139.61'	T = 178.66'	T = 34.31'	T = 45.55'	T = 45.55'	T = 16.71'	T = 16.71'	T = 16.71'
L = 272.29'	L = 343.18'	L = 77.93'	L = 77.93'	L = 77.93'	L = 32.59'	L = 32.59'	L = 32.59'
CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST
S 49°01'17" W, 268.93'	N 05°14'58" W, 336.49'	N 37°12'25" E, 72.56'	N 30°01'27" W, 32.19'				
RC-9	Δ = 45°29'57"	RC-12	Δ = 73°53'28"	RC-15	Δ = 134°27'43"		
R = 500.00'	R = 440.00'	R = 60.00'	R = 60.00'	R = 60.00'	R = 60.00'		
T = 209.66'	T = 330.91'	T = 142.95'	T = 142.95'	T = 142.95'	T = 142.95'		
L = 397.06'	L = 567.44'	L = 140.81'	L = 140.81'	L = 140.81'	L = 140.81'		
CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST	CHORD BRG & DIST		
S 67°22'19" W, 386.71'	S 70°21'58" W, 528.93'	N 67°13'52" W, 110.65'					

#### RIDGE ROAD EXTENSION C/L

C-1	Δ = 93°54'07"	C-2	Δ = 78°54'24"
R = 130.00'	R = 130.00'	T = 118.12'	T = 201.34'
L = 213.06'	L = 201.34'	CHORD BRG & DIST	CHORD BRG & DIST
N 37°33'28" W, 190.00'	N 29°03'36" W, 149.25'		

#### CEDAR RIDGE ROAD C/L

C-3	Δ = 135°23'11"	C-4	Δ = 25°36'24"
R = 470.00'	R = 470.00'	T = 108.81'	T = 210.05'
L = 1110.58'	L = 210.05'	CHORD BRG & DIST	CHORD BRG & DIST
N 78°53'10" W, 869.66'	N 01°28'37" E, 208.31'		



FD. 2" ALUM. CAP. BY FE 1947 N 87°48'48" W 23.41' FROM FD. 1 1/2" PIPE (SET BY PROPRIETOR)

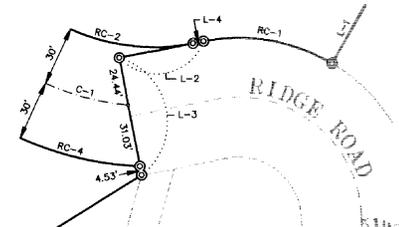
FD. 1 1/2" IRON PIPE USED AS QUARTER CORNER BY PLS 974 FOR PANORAMA ROCK SURVEY AND BY PLS 5087, RECORD OF SURVEY INSTRUMENT #45710. PIPE FALLS ON NORTH-SOUTH FENCE LINE, ACCEPTED AS QUARTER CORNER THIS SURVEY. (CP & F ON FILE)

#### SECTIONAL BREAKDOWN

NOT TO SCALE

#### LEGEND

- ( ) RECORD OF SURVEY, INSTRUMENT #457110.
- [ ] RECORD OF SURVEY, INSTRUMENT #292985.



DETAIL "A"  
NOT TO SCALE

# CEDAR RIDGE ADDITION

A PLANNED UNIT DEVELOPMENT TO THE  
CITY OF DOVER

LYING IN A PORTION OF THE NORTH HALF (N1/2) OF SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST,  
BOISE MERIDIAN, CITY OF DOVER, BONNER COUNTY, IDAHO.

## APPROVAL OF THE CITY OF DOVER

I, Paul Randy Carlsson, MAYOR IN AND FOR THE CITY COUNCIL OF THE CITY OF DOVER, BONNER COUNTY, IDAHO, DO HEREBY CERTIFY THAT THIS PLAT OF "CEDAR RIDGE ADDITION" HAS BEEN EXAMINED AND APPROVED:

THIS 15 DAY OF Sept, 1997.

Paul Randy Carlsson  
MAYOR FOR THE CITY COUNCIL

Karen Lynn Clark  
CITY CLERK

## CITY ENGINEER

APPROVED THIS 10<sup>th</sup> DAY OF September, 1997.

Robert Mark Pe  
CITY ENGINEER



## PANHANDLE HEALTH DISTRICT I

A SANITARY RESTRICTION ACCORDING TO IDAHO CODE 50-1326 TO 50-1329 IS IMPOSED ON THIS PLAT. NO BUILDING, DWELLING OR SHELTER SHALL BE ERRECTED UNTIL SANITARY RESTRICTION REQUIREMENTS ARE SATISFIED AND LIFTED.

THIS PLAT IS APPROVED THIS 4<sup>th</sup> DAY OF Sept, 1997.

Robert Camp  
PANHANDLE HEALTH DISTRICT I

SANITARY RESTRICTIONS SATISFIED AND LIFTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1997.

PANHANDLE HEALTH DISTRICT I

## COUNTY TREASURER'S AFFIDAVIT

I HEREBY CERTIFY THAT TAXES ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN FULLY PAID UP TO AND INCLUDING THE YEAR 1996.

APPROVED THIS 21<sup>st</sup> DAY OF August, 1997.

[Signature]  
BONNER COUNTY TREASURER

## COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT OF "CEDAR RIDGE ADDITION" AND CHECKED THE PLAT AND COMPUTATIONS THEREON AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE IDAHO STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS 25<sup>th</sup> DAY OF Aug, 1997.

[Signature]  
BONNER COUNTY SURVEYOR



## SURVEYOR'S CERTIFICATE

I, DOUGLAS R. MEIGS, PLS 5576, STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS PLAT OF "CEDAR RIDGE ADDITION" AS SHOWN HEREON, WAS PREPARED FROM AN ACTUAL SURVEY LOCATED IN SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF DOVER, BONNER COUNTY, IDAHO, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN CORRECTLY THEREON AND THAT THE MONUMENTS HAVE BEEN PLACED AND ALL LOT CORNERS PROPERLY SET AND SURVEY IS IN COMPLIANCE WITH ALL PROVISIONS OF APPLICABLE STATE LAW AND LOCAL ORDINANCES.

DATED THIS 21 DAY OF Jan, 1997.

[Signature]  
DOUGLAS R. MEIGS, PLS 5576



## OWNER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS THAT THE MUNSON FAMILY TRUST, JOSEPH S. MUNSON, AND ELLEN M. DARLING, TRUSTEES, HEREBY CERTIFIES THAT THE TRUST IS THE RECORD OWNER OF THE REAL PROPERTY DESCRIBED IN THIS CERTIFICATE AND HAS CAUSED THE SAME TO BE SURVEYED AND LAID OUT INTO LOTS, THE SAME TO BE KNOWN AS "CEDAR RIDGE ADDITION" A PLANNED UNIT DEVELOPMENT TO THE CITY OF DOVER, LYING IN A PORTION OF THE NORTH HALF (N1/2) OF SECTION 29, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF DOVER, BONNER COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER (E1/4) CORNER OF SAID SECTION 29, SAID CORNER BEARS SOUTH 00°28'25" EAST, 2631.22 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 29, THENCE SOUTH 89°59'52" WEST, 912.26 FEET ALONG THE EAST-WEST CENTERLINE OF SAID SECTION 29, TO A FOUND 5/8" REBAR, MONUMENTING THE SOUTHWEST CORNER OF A PARCEL OF LAND DESCRIBED AS PARCEL 1, ACCORDING TO THE RECORD OF SURVEY THEREOF, RECORDED AS INSTRUMENT NO. 465260, RECORDS OF BONNER COUNTY, IDAHO, AND THE INITIAL POINT.

THENCE CONTINUING SOUTH 89°59'52" WEST, 2371.10 FEET, ALONG SAID EAST-WEST SECTION CENTERLINE, TO A POINT IN THE SOUTHEASTERLY LINE OF A PARCEL OF LAND AS DESCRIBED IN THAT CERTAIN WARRANTY DEED, RECORDED AS INSTRUMENT NO. 388825, RECORDS OF BONNER COUNTY, IDAHO; THENCE LEAVING SAID EAST-WEST SECTION CENTERLINE, NORTH 24°42'27" EAST, 43.80 FEET (43.80 FEET DEED) ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 65°17'33" WEST, 233.00 FEET (233.00 FEET, DEED) ALONG THE NORTHEASTERLY LINE OF SAID PARCEL TO THE NORTHWEST CORNER THEREOF; THENCE SOUTH 24°42'27" WEST, 151.02 FEET (151.02 FEET, DEED) ALONG THE NORTHWESTERLY LINE OF SAID PARCEL, TO A POINT OF INTERSECTION WITH THE EAST-WEST CENTERLINE OF SAID SECTION 29; THENCE SOUTH 89°59'52" WEST, 1715.06 FEET, ALONG SAID EAST-WEST SECTION CENTERLINE, TO A FOUND 1 1/2" IRON PIPE, MONUMENTING THE WEST QUARTER (W1/4) CORNER OF SAID SECTION 29; THENCE NORTH 00°58'14" WEST, 1315.05 FEET, ALONG THE WEST LINE OF SAID SECTION 29, TO THE NORTH ONE-SIXTEENTH (N1/16) CORNER OF SAID SECTION 29; THENCE SOUTH 89°59'53" EAST, 1998.06 FEET, ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHWEST QUARTER (S1/2 NW1/4) OF SAID SECTION 29, TO THE SOUTHWEST CORNER OF A PARCEL OF LAND AS DESCRIBED IN THAT CERTAIN QUIT CLAIM DEED, RECORDED AS INSTRUMENT NO. 502978, RECORDS OF BONNER COUNTY, IDAHO; THENCE LEAVING SAID NORTH LINE, NORTH 46°49'51" EAST, 177.71 FEET (177.71 FEET, DEED), ALONG THE NORTHWESTERLY LINE OF SAID PARCEL TO THE NORTHWESTERLY CORNER THEREOF; THENCE SOUTH 84°58'24" EAST, 849.94 FEET (849.94 FEET, DEED) ALONG THE NORTHEASTERLY LINE OF SAID PARCEL, TO AN ANGLE POINT; THENCE SOUTH 74°27'43" EAST, 175.97 FEET, (175.99 FEET, DEED) ALONG SAID NORTHEASTERLY LINE, TO A POINT OF INTERSECTION WITH THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER (S1/2 NE1/4) OF SAID SECTION 29; THENCE NORTH 89°59'40" EAST, 2061.86 FEET, ALONG LAST MENTIONED NORTH LINE, TO A POINT IN A LINE 60 FEET WEST AND PARALLEL WITH THE EAST LINE OF SAID SECTION 29; THENCE SOUTH 00°28'25" EAST, 654.28 FEET, ALONG SAID PARALLEL LINE, TO A POINT IN THE NORTH LINE OF LOT 1 OF PANORAMA RIDGE SUBDIVISION, ACCORDING TO THE PLAT THEREOF, RECORDED IN BOOK 4 OF PLATS, PAGE 59, RECORDS OF BONNER COUNTY, IDAHO; THENCE LEAVING SAID PARALLEL LINE, NORTH 83°53'28" WEST, 164.22 FEET, ALONG THE NORTH LINE OF SAID LOT 1, TO THE NORTHWEST CORNER THEREOF; THENCE LEAVING THE NORTH LINE OF SAID LOT 1, SOUTH 22°34'50" WEST, 97.84 FEET, (97.83 FEET, DEED) ALONG THE NORTHWESTERLY LINE OF A PARCEL OF LAND AS DESCRIBED IN THAT CERTAIN QUIT CLAIM DEED, RECORDED AS INSTRUMENT NO. 415135, RECORDS OF BONNER COUNTY, IDAHO, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF RIDGE ROAD, ACCORDING TO THE ABOVE MENTIONED PLAT; THENCE NORTHWESTERLY AND SOUTHWESTERLY, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, THE FOLLOWING TWO (2) DESCRIBED COURSES: (1) NORTHERLY, ALONG A 91.41 FOOT RADIUS CURVE LEFT (THE CHORD OF WHICH BEARS NORTH 80°14'39" WEST, 65.18 FEET) THROUGH A CENTRAL ANGLE OF 41°45'49", AN ARC DISTANCE OF 66.63 FEET; (2) SOUTH 78°40'24" WEST, 42.79 FEET; THENCE LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE, SOUTH 11°00'00" EAST, 60.00 FEET, TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID RIDGE ROAD; THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE, SOUTH 57°47'28" WEST, 276.47 FEET (276.67 FEET, RECORD OF SURVEY) ALONG THE NORTHWESTERLY LINE OF A PARCEL OF LAND DESCRIBED AS PARCELS 3, 2 AND 1, ACCORDING TO THE ABOVE MENTIONED RECORD OF SURVEY; THENCE SOUTH 38°09'48" WEST, 496.13 FEET (496.0 FEET, RECORD OF SURVEY) ALONG SAID NORTHWESTERLY LINE, TO THE INITIAL POINT, CONTAINING 150.01 ACRES, MORE OR LESS.

RIDGE ROAD EXTENSION, CEDAR RIDGE ROAD AND THE 20' STRIP ALONG THE WEST SIDE OF SYRINGA HEIGHTS ROAD ARE HEREBY DEDICATED AS PUBLIC RIGHTS-OF-WAY. RIDGE ROAD EXTENSION AND CEDAR RIDGE ROAD ARE PRIVATELY MAINTAINED.

ALL LOTS WITHIN THIS SUBDIVISION WILL BE ELIGIBLE TO RECEIVE WATER FROM THE CITY OF DOVER WATER DEPARTMENT.

ALL LOTS WITHIN THIS SUBDIVISION WILL BE ELIGIBLE TO RECEIVE SEWER SERVICES FROM THE CITY OF DOVER SEWER DEPARTMENT.

[Signature]  
JOSEPH S. MUNSON, CO-TRUSTEE

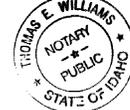
[Signature]  
ELLEN M. DARLING, CO-TRUSTEE

## NOTARIAL

STATE OF IDAHO, SS  
COUNTY OF \_\_\_\_\_

ON THIS 10<sup>th</sup> DAY OF Sept, 1997, BEFORE ME THOMAS E. WILLIAMS THE UNDERSIGNED, A NOTARY PUBLIC, PERSONALLY APPEARED JOSEPH S. MUNSON, CO-TRUSTEE OF THE MUNSON FAMILY TRUST, TO ME KNOWN TO BE THE INDIVIDUAL WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE EXECUTION OF SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES HEREIN MENTIONED AS TRUSTEE OF THE MUNSON FAMILY TRUST, I HAVE HEREUNTO SET MY HAND AND SEAL THE DATE LAST ABOVE WRITTEN.

[Signature]  
NOTARY PUBLIC  
NOTARY PUBLIC FOR THE STATE OF IDAHO  
RESIDING AT: Sandpoint, ID  
MY COMMISSION EXPIRES: 7/21/2003



## NOTARIAL

STATE OF IDAHO, SS  
COUNTY OF BONNER

ON THIS 25 DAY OF AUG, 1997, BEFORE ME JOHN E. DICKSON THE UNDERSIGNED, A NOTARY PUBLIC, PERSONALLY APPEARED ELLEN M. DARLING, CO-TRUSTEE OF THE MUNSON FAMILY TRUST, TO ME KNOWN TO BE THE INDIVIDUAL WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE EXECUTION OF SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES HEREIN MENTIONED AS TRUSTEE OF THE MUNSON FAMILY TRUST, I HAVE HEREUNTO SET MY HAND AND SEAL THE DATE LAST ABOVE WRITTEN.

[Signature]  
NOTARY PUBLIC  
NOTARY PUBLIC FOR THE STATE OF IDAHO  
RESIDING AT: Sandpoint  
MY COMMISSION EXPIRES: 5/20/03



## COUNTY RECORDER'S CERTIFICATE

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1997, AT \_\_\_\_\_ P.M., IN BOOK 5 OF Plats ON PAGE 172.

AT THE REQUEST OF  
[Signature]  
BONNER COUNTY RECORDER

INSTRUMENT NO. 510560

WELCH ENGINEERING INC., Sandpoint, Idaho

DRAWING FILE: MUNSIG.DWG  
SHEET 4 OF 4

# CITY OF DOVER

## ORDINANCE NO. 104

AN ORDINANCE FOR THE CITY OF DOVER, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REGULATING AND ADMINISTERING WASTEWATER COLLECTION AND DISPOSAL; REPEALING ORDINANCE NO. 47; PROVIDING DEFINITIONS; PROVIDING AND ASSIGNING MAINTENANCE RESPONSIBILITIES FOR THE SYSTEM; PROVIDING FOR USE OF PUBLIC SEWERS AND MONTHLY USER FEES; PROVIDING FOR CAPITALIZATION FEES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR AMENDING FEES BY RESOLUTION; PROVIDING PENALTIES FOR VIOLATION; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Dover, Bonner County, Idaho (the "CITY") is a duly formed and authorized municipal entity in the State of Idaho, by virtue of the laws and constitution of the State of Idaho;

WHEREAS, the CITY, pursuant to Idaho Code Section 50-1027 through 1042, has authority to operate a sewer and wastewater treatment system and facilities to serve its residents, as long as the system is operated for the use and benefit of those served by the system and for the promotion of the welfare and for the improvement of the health, safety, comfort, and convenience of the residents of the CITY;

WHEREAS, the CITY has commissioned The City Engineer to prepare a financial analysis of the CITY's sewer system and to define an equitable method of recovering costs of operating, maintaining, replacing and depreciating the existing and expanded sewer system and any improvements or extensions thereof;

WHEREAS, the City Council of the CITY is cognizant of its obligation under Idaho's Revenue Bond Act Section 50-1027, *et seq.*, to operate its sewer system and collect reasonable rates, fees, tolls and charges with the ultimate goal of attempting to make the sewer system self-supporting.

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council Members of the City of Dover, Bonner County, Idaho as follows:

### **SECTION I: PURPOSE & APPLICABILITY**

#### **A. Purpose**

It is hereby determined and declared to be necessary and conducive to and for the protection of the health, safety, and welfare of the public and inhabitants of the CITY for the purpose of the elimination of interim sewer systems which includes individual on-site systems, and community septic tank and drain fields and for the purpose of administration of new collectors and treatment facilities to do the following:

1. Implement a Facilities Plan;
2. Charge and collect service charges or user fees from all users of the sewerage system, which system and facilities may consist generally of all land, pipe lines, conduits, manholes, cleanouts, pump stations, septic tanks, buildings, treatment facilities and disposal facilities; and

3. Collect capitalization, depreciation, and reserve fund fees to provide for a portion of the cost of replacement of and/or new collectors, interceptors, and sewage treatment facilities.

## **B. Applicability**

Unless otherwise approved by the City Council, this ordinance shall apply to:

1. All new subdivisions;
2. Construction of new or modified sewerage systems on parcels served by the sewerage system within the CITY; or other areas served by Agreement.
3. Any Agreement with the CITY pertaining to the sewerage system;
4. New construction within the CITY, having direct access either through existing public right of ways or easements, to the sewerage system or when such sewerage system becomes available to a lot or parcel served by a private sewage disposal system needing any type of modification or performing below design/permitted standards.

## **SECTION II: DEFINITIONS**

Unless the context specifically indicates otherwise, the meaning of the terms used in this Ordinance shall be as follows:

**Accessory Living Unit(Guest House):** An ALU or Guest House shall be an accessory building, with limited kitchen (wet bar) facilities and no laundry facilities, located on the same lot or parcel as the main residence for the use by temporary guests or family members of the occupants of the main residence provided it is not rented or otherwise used as a separate dwelling. This unit shall be charged a minimum of 0.5 Equivalentents for sewer service. The ALU may be connected to the same Septic tank provided it is designed to accommodate said use.

**Backwater Valve (Device):** A backwater valve is a device installed in a drainage system to prevent reverse flow as required in the Uniform Plumbing Code, Section 209 and 409.

**Boarding House:** Any building or portion thereof which includes separate bedrooms for rent and common kitchen and/or bathroom facilities.

**BOD<sub>5</sub>:** Biochemical oxygen demand shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/L).

**Bond:** An insurance contract in which an agency guarantees payment in event of deficiencies covered under a warranty.

**Building Drain:** That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet (5') outside the innerface of the building wall.

**Building Sewer (Service Connection) (Stub) (Service Line):** The extension from the building drain to a point of connection with the public sewer or other place of disposal. The building sewer is not a public sewer and shall be constructed and maintained by the owner(s) of the building sewer according to all applicable standards.

**City:** Refers to the City of Dover, Bonner County, Idaho and its authorized or designated agent, representative or deputy thereto.

**Collector Line (System):** A gravity sewer 8-inch or larger, owned and maintained by the CITY, located in the public right-of-way or easement.

**Combined Sewer:** A sewer receiving both surface runoff and sewage.

**Community Sewer System:** A sewerage system which serves more than two ERs (as defined in this Ordinance) and discharges to a common septic tank and/or drain field.

**Contractor:** Any person, firm, or corporation licensed by the State of Idaho as a public works contractor.

**Council:** The City Council of the CITY.

**Developer:** A person, firm, or joint venture, partnership, or corporation which is the owner of land and is developing the land.

**DEQ:** The State of Idaho, Department of Environmental Quality, or its successor in function, if any.

**Dry Sewer System:** A conventional gravity sewage collection system installed in a subdivision where sewage is temporarily discharged to on-site systems instead of to the sewer collection system.

**Easement:** The right to use land owned by someone other than the CITY.

**Effluent:** Liquids discharged from a properly functioning septic tank.

**Engineer:** The engineer(s) or engineering firm(s) (or the duly authorized employee or representative thereof) contracted or otherwise designated by the CITY to advise the CITY with respect to wastewater services.

**Equivalent Residence or ER:** The basic unit of measurement utilized by the CITY to establish relative wastewater disposal requirements of various property uses, with one (1) Equivalent Residence or ERs attributable to a particular use shall be determined according to Section IV of this Ordinance.

**Facilities Plan:** The plan as adopted by the CITY for improvement to the wastewater facilities.

**Garbage:** Solid waste from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.

**Industrial Wastes:** Any discharge from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.

**Inspector:** The CITY Engineer or other CITY duly authorized agent or representative.

**Interceptor:** A sewer line, either gravity or lift station and force main, which primarily conveys waste from collection systems to a treatment facility, and which normally does not have service taps.

**LID:** LID shall mean any assessment district formed for the purpose of financing improvements to the sewer system of the City based upon assessments against the property benefited.

**May:** “May” is permissive; “Shall” is mandatory.

**Motel and Hotel:** A building or group of buildings on the same premises either detached or in connected rows, containing sleeping or dwelling units, and designed for or occupied with an ordinary rental period not exceeding two weeks.

**Multi-Unit Dwelling:** A building containing a unit or combination of units with individual bath and kitchen facilities whether occupied or not. This definition includes apartments, condominiums, townhouses, and duplexes, triplexes, etc., and individual mobile home lots in a mobile home park (public or private).

**Natural Outlet:** Any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

**O&M Charges:** Charges for the payment of the costs of operating and maintaining the sewer system of the City.

**Person:** Any individual, firm, company, association, society, corporation, or group.

**pH:** The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

**Properly Shredded Garbage:** The wastes from the preparation, cooking and disposing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than one-half (1/2) in any dimension.

**Public Sewer:** A sewer in which all owners of abutting properties shall have equal rights and which is controlled by public authority, located in public rights-of-way or easements. This definition specifically excludes service connections and building sewers.

**Pump Station:** A basin equipped with electrical pumps to elevate wastewater to a higher elevation and includes pumps, controls, panels, a wet well, fencing, land, and other appurtenances.

**Record Drawing (As-Built):** Drawings show the as constructed location and elevations of the installation as required by IDEQ.

**Residential Buildings:** Residential buildings shall include the following types of buildings and structures; single-family residences, duplexes, triplexes, apartment houses, motels, hotels, R.V. / manufactured/mobile home parks, and multi-unit dwellings.

**Sanitary Sewer:** A sewer which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.

**Septage:** The contents removed from septic tanks, vault toilets, grease traps, and holding tanks.

**Septic Tank:** An individual treatment system consisting of a baffled tank in which sewage is broken down by anaerobic bacterial activity.

**Service Connection:** See Building Sewer.

**Service Connection Permit (Sewer Permit):** The written approval given by the CITY for connection to the sewerage system.

**Service Line:** See Building Sewer.

**Sewage:** A combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments together with such ground, surface and storm water as may be present.

**Sewage Treatment Plant:** Any arrangement of devices and structures used for treating sewage.

**Sewer:** A pipe or conduit for carrying sewage.

**Sewer Permit:** See Service Connection Permit.

**Sewerage System:** All sewerage collection systems, community septic tank and drain field systems, pump stations, interceptors, treatment systems, and appurtenances that are utilized or will be utilized to collect, transport, treat, and dispose of sewage.

**Sewer User:** Any individual, firm, company, association, society, corporation, or group who has connected to or is required to connect to or has contracted with the CITY to connect to the public sewerage system.

**Shall:** “Shall” is mandatory; “May” is permissive.

**Single-Family Residence:** A building or condominium unit designed and used exclusively for residential purposes by one family. This definition shall also include guest houses, manufactured/mobile homes, RVs, and trailers used for residential purposes, and other separate living quarters having private restroom(s), kitchen, and sleeping facilities.

**Sludge:** Any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds more than five (5) times the average twenty-four (24) hour concentration of flows during normal operation for any period of duration longer than fifteen (15) minutes.

**Storm Drain:** (sometimes terms storm sewer) A sewer which carries storm and surface water drainage, but excludes sewage and industrial wastes, other than unpolluted water such as cooling water.

**Stub:** See Building Sewer

**Subdivision:** A subdivision as defined in the Zoning Ordinance of the CITY.

**Suspended Solids (SS):** Solids that either float on the surface of, or are in suspension, in water, sewage or other liquids, and which are removable by laboratory filtering.

**Trailer Court, R.V. Park, or Mobile Home Park:** A trailer court or mobile home park is an area or site of land upon which two or more trailers are placed and maintained for dwelling purposes either on a permanent or semi-permanent basis. Each living unit shall constitute one equivalent connection.

**Users:** See Sewer User.

**UPC – Uniform Plumbing Code:** The uniform plumbing code as adopted by the State of Idaho, Department of Labor and Industrial Services.

**Watercourse:** A channel in which a flow of water occurs either continuously or intermittently.

**Wet Sewer System:** A conventional gravity sewage collection system which receives raw sewage.

### **SECTION III: CONSTRUCTION, OWNERSHIP, OPERATION & MAINTENANCE RESPONSIBILITIES**

#### **A. Sewer Construction and Administration Policies**

Expansion of the sewerage system, including but not limited to extension of collection lines and expansion of sewer treatment facilities, shall be at the discretion of the City Council.

All service connections and building (house) sewers connecting with the public sewer shall be constructed, installed and connected in such a manner as necessary to ensure a permanent and sanitary sewer, water tight throughout. The pipe, fittings, septic tank, and pump stations used in the installation shall be installed to effectively minimize infiltration of ground and surface waters and shall meet or exceed all applicable regulatory standards, be approved in writing by the CITY, be equal in quality and compatible with the pipe fittings, septic tank, and pump stations used in the public sewer system and as elsewhere specifically defined. Location of all facilities and use of easements by those other than the CITY shall be so as not to impede maintenance of the sewerage system. Accessible clean out piping is required.

Gravity building sewers shall not be less than four (4) inches in diameter.

Whenever the public sewerage system is available to new construction or becomes available to a lot or parcel served by a private sewage disposal system needing any type of modification or performing below design/permitted standards, a direct connection shall be made to the public sewer from the private system and any private sewage disposal shall be by-passed and abandoned. If the private system contains a septic tank, such tank may be considered for use in the CITY system if it is in conformance with the size and material types used in the CITY system. Inspection by the CITY with written approval must be attained for this consideration;

otherwise, such septic tank shall be properly abandoned. Under normal circumstances, this shall require pumping of the existing prior to filling with suitable material or removal. The connection shall be made with a building sewer and service connection sufficient to carry all sewage to the public sewer and each toilet, sink, stationary washstand, and every piece of equipment having fluid wastes shall be connected.

A separate and independent building sewer line shall be provided for each building connection with the public sewer system; provided that when feasible this requirement may be waived upon submission of alternate plans approved by and thereafter constructed under the supervision of the City Engineer. Each property or building connected must pay the service connection fee as provided elsewhere in this Ordinance. Included with the application for permit shall be a permanent easement of twenty (20) feet width extending from the property line along the alignment of the service connection to and including twenty (20) feet beyond the septic tank for construction, operation, and maintenance of the sewer, lateral, septic tank and/or individual septic tank pump station. A twenty (20) foot permanent easement shall be provided by the Owner(s) prior to construction.

If a building sewer is to serve more than one property or building by joint agreement of the owners, an approved document insuring that all properties involved shall have perpetual use of the building sewer, and having provisions for maintenance and access for repair purposes, shall be signed by the recorded owners. This document shall be notarized and recorded with the County Recorder and shall be referred to as an easement.

If a building sewer is to serve three (3) or four (4) buildings (houses), a minimum of six (6) inch pipe shall be used, with six (6) inch cleanouts extending to within twelve (12) inches of the ground surface at all wye connections and at changes in direction or slope as required by the Plumbing Code and City Standards.

If two (2) or more buildings are to be connected to a single building sewer and septic tank, the CITY shall require plans and specifications prepared by a Registered Professional Engineer to be submitted to the CITY for approval, showing the size, type, construction of septic tank with pump station as required. Upon approval of the plans by the City Council, the CITY may issue the permit.

Building sewers servicing single family residences shall be of four (4) inch pipe. All building sewers serving multiple dwellings, apartment, duplexes, triplexes, commercial establishments, schools, or any building other than single family residences shall be sized in accordance to the Plumbing Code.

Parallel water and sewer water lines, shall be laid at least ten (10) feet apart horizontally. Wherever it is necessary for water and sewer lines to cross each other, the crossing shall be made at an angle of ninety (90) degrees, and the sewer shall be located at least eighteen (18) inches below the water line which shall be sleeved according to all applicable regulations.

The slope of a building sewer is subject to approval of the CITY. Building sewers shall be laid so that the flow line will be at a depth of not less than thirty (30) inches from the ground line.

The issuance or granting of a permit or approval of plans and specifications, unless as allowed elsewhere in this ordinance, and approved in writing by the CITY, shall not be deemed or

construed to be a permit for, or an approval of, any violation of any provisions of this Ordinance. No permit presuming to give authority to violate or cancel provisions of this Ordinance shall be valid, except insofar as the work or use which it authorizes is unlawful.

The issuance of a permit or approval of plans and specifications shall not prevent the CITY from thereafter requiring the correction of errors in said plans and specifications or from preventing construction operations being carried on there under when in violation of this Ordinance or of any other Ordinances of the CITY.

It shall be unlawful for any person to construct a sanitary sewer main within the jurisdiction of the CITY without having first made formal application to the CITY and received written approval and having complied with all regulations of the CITY and regulatory agencies. The right to hook into the system shall be granted only with written agreement with the CITY, which shall have the discretion to accept or deny applications based upon compliance with this Ordinance and the existing and anticipated availability of capacity at the treatment facility and on the collector system. Sewer construction and administration policies are described in more detail as follows:

1. Unless approved otherwise by the City Council, all new subdivisions shall install collection systems and connect to an existing sewer line whether the development is adjacent to a public sewer or not. As a minimum, the City Council may require a dry sewer system to be installed in new subdivisions. The CITY may allow a payback program for developers on a case-by-case basis for sewer system extensions and over sizing in excess of 10-inch sewer.
2. All developments requiring a septic tank and drain field permit from the Panhandle Health District, or the appropriate agency, for the modification of, or installation of, a new onsite sewer system shall install a dry sewer line (stub) from the building sewer between the building and septic tank to the public right-of-way and shall install a magnetic locator at the end of the line. An unspliced trace wire of 14 gauge (minimum) stranded insulated copper for locating pipes shall be buried, six inches above the pipe. Both ends shall be accessible. A magnetic locator shall be installed at the clean out lid on the septic tank. An as-built drawing of the dry sewer shall be provided to the CITY within fifteen (15) business days of completion of construction.
3. Plans for development of the extensions of sewerage systems shall be submitted to the CITY and DEQ, along with the application for services. Said plans shall be approved if in compliance with the CITY's standards by the CITY's Engineer shall be at the developer's expense. Developers or land owners are required to furnish and maintain, free of charge to the CITY, suitable and accessible rights-of-way and/ or easements for construction, operation, and maintenance of new, existing, or future sewer systems. The CITY reserves the right to require full or part-time inspection of any related construction and/or the development to expose any section of sewer to check compliance with applicable standards. The cost of such inspection and/or excavation shall be at the expense of the developer. New sewer lines shall be constructed within the CITY's jurisdiction until final construction drawings and specifications have been approved by the CITY and DEQ. No excavation shall be started until the required CITY fees have been paid and permits have been obtained.

4. No building permits will be issued for new or existing development connecting to new sewerage systems in public right-of-way or easements until the ownership of the sewer lines and appurtenances are dedicated to the CITY free and clear of all liens and encumbrances.
5. The developer shall provide a bond or other guarantee approved by the CITY to cover all repairs of new public sewer systems for a period of two years after written acceptance of the CITY and five years for tank sealing.
6. The CITY may adopt connection fees for new service connections or extensions of public sewer. Such fees shall be adopted by a City Council resolution or amendment of this ordinance.

**B. Ownership and Operation of Facilities**

Policy: It shall be the basic policy of the CITY that all sewer mains and trunk sewers located in public right-of-way or dedicated easements to the CITY for such purposes shall be public sewerage facilities. These sewerage facilities shall, if the same are accepted in writing by the CITY, be owned, operated, and maintained by the CITY. Building sewers, service lines, service stubs, transfer and individual pump stations and collection system(s) located in developments with private roadways or outside city limits, shall be installed, owned, operated, and maintained by individual Users, except at the option of the CITY. Unless otherwise authorized in writing from the CITY, such easements shall be kept free of all structures, permanent and temporary, paving and all non-grassy vegetation so as to provide clear and unencumbered access to maintain and operate the sewerage system. The CITY is not responsible to maintain and operate the sewerage system. The CITY is not responsible to repair or replace landscaping within the easements, other than to leave the site cleaned and graded. The treatment facility shall be constructed, owned, operated, and maintained by the CITY. The CITY may, at its option, delegate such maintenance and operation responsibilities as it deems proper to such third parties as it may choose and these third parties shall be entitled to payment from the Users of the public sewers within the CITY to the same extent as the CITY would have been had it performed the services. The home owner/tenant shall make the septic tank available for pumping if necessary. Diagnoses of septic problems and improper usage of the system shall not be provided a remedy by the CITY (i.e. a diaper or foreign object blocking the inlets shall be the responsibility of the user. A charge may be made for pumping/disposal). The home owner shall be responsible for any costs the CITY incurs to uncover the septic tank. CITY maintenance of the septic tank shall be limited to pumping and not include repair or replacement of tank unless such repair or replacement is caused by the CITY. Home owners/ tenants are responsible to notify the CITY if septic tank pumping or other maintenance is required between regular CITY maintenance. Home owners who have a garbage disposal installed may be charged for excessive pumping of septic tank, (garbage disposals “fill-up” septic tanks with improper waste and are not advised for use with the same).

**SECTION IV: USE OF PUBLIC SEWERS AND MONTHLY USER FEE**

**A. Applicability**

This Ordinance shall apply to all “Sewer Users”, as identified in Section IB and defined in Section II of this Ordinance, including but not limited to all subdivisions, single-family

residences, condominiums, industrial, commercial, residential, recreational vehicle, and townhouse developments as well as those contracting such services from the CITY.

**B. Use of Public Sewers**

The use of the treatment facility, public sewers, and collector systems of the CITY shall be in accordance with the following regulations:

1. No unauthorized person shall uncover, make any connection with or opening into, use, alter or disturb any public sewer without first obtaining a written permit from the CITY. The applicant shall supply such plans, specifications, easements and other information as deemed necessary by the CITY. No sewer permit shall become effective until after the City Engineer or designer has inspected the completed building (house) sewer and /or service connection and before any underground portions are covered.
2. A permit issued by the CITY shall expire by limitation and become null and void if the work authorized by the permit is not commenced within one (1) year from the date of such permit, or abandoned at any time after the work commences for a period of sixty (60) days. Before such work can be recommenced, a new permit shall first be obtained. Hook-up fees may be transferred between such permits, although the CITY may charge additional inspection fees to offset additional review and inspection costs.
3. No person shall discharge or cause to be discharged any stormwater, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.
4. Stormwater and all other unpolluted drainage shall be discharged in accordance with CITY and/or Bonner County Stormwater Ordinances.
5. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
  - a. Septic tank septage (solids pumped from septic tanks)
  - b. Any gasoline, benzene, naphtha, fuel oil, paints, stains or any other flammable or explosive liquid, solid, or gas.
  - c. Any waters or wastes containing phosphorus in excess of adopted CITY and county standards, toxic or poisonous solids, liquids, organic chemicals, or gases in sufficient quantity (either singly or by interaction with other wastes) to injure or interfere with any sewage disposal process, constitute any hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant.
  - d. Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable causing damage or hazard to structures, equipment, and personnel of the sewage works.

6. Solid or viscous substances in quantities or of such size capable of causing obstruction to flow in sewers or other interference with the proper operation of the sewage works such as, but not limited to ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, un-ground garbage, whole blood, paunch manure, hair and fleshlings, entrails, animal wastes, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
7. Wastes, in particular fats, oils, and grease (FOG), shall not be discharged by not be discharged by nonresidential sewer Users at concentration in excess of 150 mg/L. Restaurants, delicatessens, schools and other nonresidential sewer Users that produce FOG shall reduce their grease FOG output to 150 mg/L. the CITY may sample the effluent from nonresidential Users to check for compliance at the expense of the CITY. If the User fails to meet the 150mg/L requirement, the User will be retested no sooner than two weeks, but within one month of the violation at the expense of the sewer User on a continuing monthly basis until compliance with the standard is achieved.
8. Non residential Users, whose process may produce FOG and who have a commercial kitchen shall install a proper grease trap and shall maintain the same. Floor drains in a commercial enterprise shall have a sand and grease interceptor installed and maintained.
9. No person shall discharge or cause to be discharged the following described substances, materials, and wastes if it appears likely in the opinion of the CITY that such wastes can harm either the sewers, treatment facility or equipment, have an adverse effect on the receiving stream or groundwater or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming its opinion as to the acceptability of these wastes, the CITY will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage disposal process, capacity of the sewage disposal system, and other pertinent factors. The substances prohibited are those listed as hazardous wastes by the Environmental Protection Agency (EPA) in the EPA priority pollutant list, or other substances deemed unacceptable by the CITY, Panhandle Health District, or DEQ.

### **C. Sewer User Changes for Operation, Maintenance, and Replacement of the Sewerage System**

1. Purpose: There is hereby established a system of periodic service charges and fees in order to equitably impose upon all Sewer Users of public sewerage systems the costs and expenses of maintenance, operation, replacement, and other expenditures of the sewerage system. The said service charges and fees for the purposes of computation shall be set by the City Council, adopted by resolution and based upon.
  - a. The volume and content of the effluent discharged into the sewerage system of the CITY; and
  - b. The actual and expected costs and expenses of maintenance, operation, replacement, upgrading, and repair of the sewerage system, such charges and fees

being determined to be the benefit derived by each building, structure or use of the collector system and treatment facility.

2. Equivalent Residence: The CITY shall assign to each User an Equivalent Residence (ER) factor for the purpose of determining that Users LID Assessment, Capitalization Fee and O&M Charge. One Equivalent Residence, hereinafter referred to as "ER" shall be defined as the sewage flow from one typical single family residence. The estimated average sewage flow from one typical single family residence is **250** gallons of sewage per day, **0.37** pounds of biochemical oxygen demand (BOD) per day and **0.37** pounds of suspended solids (SS) per day.
3. Charges: Charges for operation, maintenance, repair, replacement, insurance and administration of the treatment facility and collection system, and a reasonable reserve therefore (O&M charges), shall be estimated by the CITY, and a budget shall be adopted on a yearly basis. The total O&M charges shall be allocated on an equal basis (adjusted for multiple ERs) to all parcels within the CITY which are connected to, or which are required to be connected to the collector system and/or the treatment facility or which contract with the CITY for such services. Within thirty (30) days after the beginning of the fiscal year, the City Clerk shall calculate the O&M charges and bring such information before the City Council at the next regular meeting. Such charges are to be set at a level which will completely fund the operating budget, payment (s), and reserve by dividing the budget by the number of Users and by the number of remaining months to determine the appropriate quarterly rate. The City Council shall act within forty-five (45) days of the clerk bringing such rate information to the City Council.
4. All Sewer Users, as defined within this Ordinance, shall be charged an appropriate User charge at such time as the sewerage service provided by a main, interceptor, or collector commences. As provided in Section III A, all residential, commercial, public, or industrial Users that have a public sewer service line installed in public rights-of-way or easements directly adjacent to the development property line, shall connect to the sewer within one (1) year after the sewer service line becomes available. This includes all units in a multi-unit dwelling, all units in a P.U.D., and all trailers or manufactured/ mobile homes in a trailer or mobile home park. Failure to connect with the sewer according to Section III A within the one year period shall subject said development to a penalty equal to one hundred dollars (\$100.00) per month per ER unless there is an approved extension of time by the CITY.
5. Billing and Payment: O&M charges shall be billed on a monthly basis, and payments shall be due within fifteen (15) days of billing. The owner and/ or occupant of any such premises using the sanitary sewer system shall be jointly and severally liable for all fees and charges assessed by the CITY. Such charges shall become a lien upon and against the property against which the charge or fee is levied to the extent permitted by law in the State of Idaho. In the case of non-payment or delinquency in the payment of the sewer charges of the fees imposed, the CITY is authorized upon ten (10) days notice to the owner, occupant, or person in charge of the premises, to disconnect and plug the sewer system, and such sewer shall remain disconnected until such fees, including the reconnect fee have been paid to the CITY. All herein shall be at the discretion of the CITY. Said fees shall be set by Resolution by City Council.

6. Delegation: The CITY hereby reserves the right to delegate administration, performance of operation and maintenance, and User charge collections to such other hired party as may be deemed appropriate in the discretion of the CITY.
7. Equivalent Residence (ER) determination and charges: The number of ERs attributable to the particular User shall be determined as follows:
  - a. A single family residence, each unit in a multi-unit dwelling, and each mobile home in a public and private mobile home park shall be assessed the cost for one (1) ER.
  - b. Each unit in a commercial building which includes at least one (1) restroom or otherwise discharges into the building sewer system shall be assessed as one (1) ER.
  - c. Businesses that employ more than fifteen (15) employees may be assessed one (1) ER per fifteen (15) employees.
  - d. The charges for special Users, other than single family residences (Item 6a, above) shall be directly proportional to the waste produced from the special User to that from a single family residence, except that no charge shall be less than that for one ER. The charge for special Users shall be calculated using the table on the following page and rounded to the nearest 0.5 ERs.

<b><u>RESIDENTIAL</u></b>	<b><u>ERs</u></b>
Single Family Dwelling	1 per unit
Duplex/Multi-Family	1 per unit
Apartments	1 per unit
Mobile Home	1 per unit

<b><u>COMMERCIAL</u></b>	<b><u>ERs</u></b>
Office Space	0.04 per 100 sq. ft.
Retail Space	0.02 per 100 sq. ft.
Factories (no showers)	0.04 per 100 sq. ft.
Factories (w/ showers)	0.12 per employee
Warehouse	0.16 per 1000 sq. ft.

Laundromats (self service)	0.75 per washing machine
Bar or Tavern	0.08 per seat
Hotel or Motel (no kitchen)	0.51 per unit
Hotel or Motel (w/ kitchen)	0.63 per unit
Theaters	0.01 per seat
Bowling Alley	0.39 per lane
Hospital	0.98 per bed
Institution (other than hospital)	0.49 per bed
School (w/ meal preparation)	0.07 per student and staff
School (no meal preparation)	0.05 per student and staff
Restaurant (full service dining)	0.08 per seat per individual
Restaurant (drive-thru)	0.5 per 100 meals
Bakeries (retail)	0.08 per seat or parking space
Laundry (dry-cleaning and pro)	0.75 per washing machine
Funeral Homes	0.02 per sq. ft.
Grocery Markets (w/garbage disposal)	0.02 sq. ft.
Churches	1.0
Car Wash	4.0 per bay
Hair Salons	0.25 per station
Child Care Facilities	0.01 per student 0.16 per staff
Health Clubs	0.06 per person
Swimming Pools	Review by case

**NOTE:** Round up to the nearest 0.5 ER

- e. Miscellaneous: Any use not covered by the above classifications shall have its ER factor determined by the CITY on an individual basis, in such manner as to

approximate potential wastewater service requirements. Further, the CITY shall have the authority but not the obligation, to adjust ER factors according to particular special circumstances, provided however, that ER factors will not be reduced based upon claims of seasonal use or vacancy of a particular User, upon physical size of the building thereon, or solely on the number of toilet facilities within or persons using a particular building.

- f. Any User that discharges industrial wastes or produces a flow, biochemical oxygen demand, or suspended solids loading in excess of 5% of the average dry weather sewage flow measured at the main interceptor shall have its ER allocation calculated by the CITY. No quantity discounts shall be allowed and the CITY may assess a surcharge on waste flows with biochemical oxygen demand or suspended solids concentrations above 250 milligrams per liter.
8. Revisions to User Charge and Appeals to User Charge: Revisions to User charges shall be based upon projected operation, maintenance, capital reserve, replacement, and other sewer related expenses and/or a change in the total number of equivalent Users, total daily biochemical oxygen demand, total daily suspended solids, and/or total daily flow to the public sewerage system. Any User may appeal the ER factor or User charge to the CITY. A notice of appeal shall be submitted to the City Clerk at least fifteen (15) days prior to a regular City Council meeting. The Council shall have the power to approve, amend, or deny the appeal and the decision of COUNCIL shall be final. The User charge may be reviewed annually and updated to reflect actual costs.
9. The CITY reserves the right to adjust a particular ER factor from time to time (both with respect to collection of additional capitalization fees and with respect to an assessment of greater or lesser O&M charges) in the case of a change on use or discharge of a particular User. The CITY may negotiate the ER calculation for a new connection and adjust the value after a reasonable period to verify the actual use (typically one year).

## **SECTION V: CAPITALIZATION FEES**

### **A. Applicability**

All new development within the CITY that requires sewerage disposal and those previously unconnected Users that are required to connect to the CITY collectors and/or the treatment facility and those contracting such services from the CITY. The CITY may, at its discretion, waive applicability for certain developments that are not planned for sewer collectors.

### **B. Basis For Determining Capitalization Fees**

1. The City shall collect from all new Users applicable under this section, the appropriate capitalization fee for existing platted lots at the time the application for service is approved, and or existing developed parcels prior to connecting to the sewer system; this money shall be placed in a special fund for utilization by the CITY for sewer, interceptor, collection, and treatment system construction.

2. For new plats in subdivisions and modifications and extensions of previously approved plats, the capitalization fees shall be paid on a financial guarantee acceptable by the CITY shall be provided.
3. The capitalization fee shall be equal to the number of ERs calculated in Section IV of this Ordinance times the capitalization fee for a single family residence. In no case shall the capitalization fee be less than that for one single family residence (one ER). A fee shall be set by Resolution by City Council.
4. The capitalization fee and other fees associated with the sewerage system may be adjusted at any time by the CITY by a resolution of the City Council. As a minimum, the fees should be reviewed and adjusted as needed in conjunction with review of operations and maintenance charges as specified in Section IV C3 of this Ordinance and may be adjusted at any time at a meeting of the City Council.
5. The CITY reserves the right to adjust a particular ER factor (both with respect to collection of additional capitalization fees and with respect to the assessment of greater or lesser O&M charges) in the case of a change in use or discharge of a particular User. The CITY may negotiate the ER calculation for a new connection and adjust the value after a reasonable period to verify actual use (typically one year).

**C. Sewer System Depreciation Fee**

The CITY shall collect from new Users an applicable system depreciation fee. The fee shall be based on an equitable buy-in to collectors and other system capital improvements installed by previous LIDs, the CITY, or others. Policies for establishing the basis for the fee shall be adopted by the City Council.

1. The value of the system is determined each year by taking the original construction cost of each major capital improvement to the system and determining the cost to replace the improvement in that particular year. This is accomplished by determining the Engineering News Record Construction Cost Index (ENR-CCI) in the year that the improvements were made and the year that the fee is being determined. The ENR-CCI for the year that the fee is being calculated is divided by the ENR-CCI for the year in which the improvements were made. This value is then multiplied by the original set for the improvements. The value obtained is the estimated cost to replace the improvements at the time the fee is calculated.
2. The unfunded depreciation is figured from the date of implementation of the New User Charge Ordinance. The basis for determining the yearly depreciation is to distribute the original cost of the improvement uniformly over the life of the improvement. The life of each improvement of the collector system is assigned as follows:
  - a. Collection and Interceptor System.....50 years
  - b. Pump Stations.....20 years
  - c. The Sewer System Connection Fee is then determined by dividing the net system value by the design capacity of the system component expressed in equivalent resident

users (ERs). The design capacity of the system component is determined by the CITY's Engineer based upon the CITY's policy and sound engineering practices.

- d. The owner or agent of all properties connection to the public sewer system shall pay a Sewer System Connection Fee per equivalent residence (ER) of fraction thereof as may be assigned by the CITY for the value of sewer collector service. A copy of the Fee and calculations for the period from is attached as Exhibit A
3. It is hereby required that at a minimum beginning one year following passage of this Ordinance and every year thereafter, the City Council of the CITY shall meet and shall calculate the Sewer System Depreciation Fee to be charged by the CITY pursuant to the foregoing formula for that particular year. The calculation of Fees shall be made pursuant to the formula specified in this Ordinance, and shall not be based upon any budgetary needs except for the mandate that the sewer system shall be self-supporting.

**D. Reserve Fund**

Reserve Fund for Sewer Collector Depreciation and Treatment Facility: There is hereby created a reserve fund dedicated to the preliminary engineering, design, and construction of collectors, interceptors, pump stations, sewer treatment facilities, and obligations for the treatment facility. Funds derived from the charge of the capitalization fee and collection depreciation fee shall be placed in this dedicated reserve fund. The money is reserved may only be utilized for preliminary engineering, design, and construction of collectors, interceptors, pump stations, sewer treatment facilities, and obligations for the treatment facility and money from said reserve fund is not to be utilized for regular operation and maintenance of the sewerage system, except that up to five percent (5%) of the annual receipts can be utilized to administer the capitalization fee and collector depreciation program.

**SECTION VI: REPEALER CLAUSE**

Other ordinances or resolutions of the CITY, or parts thereof, in so far as they are in conflict with this Ordinance, are repealed and rescinded. Further, this also applies to all ordinances adopted by the Rocky Point Sewer District and duly transferred to the CITY.

Ordinance Number 47 is hereby repealed in its entirety.

The provisions of any prior ordinance of the CITY that may be in conflict with any of the rules, regulations, or provisions herein contained are hereby repealed and superseded.

**SECTION VII: SEVERABILITY CLAUSE**

If any clause, section, paragraph, sentence, provision hereof or the application thereof to any particular circumstance shall ever be held invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances in which it may validly apply.

**SECTION VIII: CHANGE FEES BY RESOLUTION**

The CITY reserves the right to change fees by Resolution at a regular City Council Meeting.

## SECTION IX: CONSTRUCTION STANDARDS

Uniform Codes, adopted by the CITY, by Ordinance No. 64, and as amended, shall also apply to the development and construction occurring under this ordinance.

The CITY shall adopt standards for construction that meet the objective and intent of this ordinance for the practical application of the requirements obtained herein.

## SECTION X: PENALTIES

Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, punishable by up to six (6) months in jail and/or One Thousand Dollars (\$1,000.00) fine.

The issuance or granting of a permit or approval of plans and specifications shall not be deemed or construed to be a permit for, or an approval of, any violation or any provisions of this Ordinance. No permit presuming to give authority to violate or cancel the provisions of this Ordinance shall be valid, except insofar as the work or use which it authorizes is lawful.

The issuance of a permit upon plans and specifications shall not prevent the CITY from thereafter requiring the correction of errors on said plans and specifications or from preventing construction on operations being carried on thereunder when in violation of this Ordinance or any other Ordinances of the CITY.

The CITY shall enforce and seek remedies for breaches of the terms of this Ordinance, as provided by the Laws of the State of Idaho.

## SECTION XI. EFFECTIVE DATE

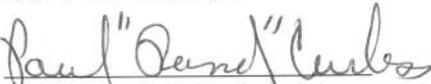
This Ordinance shall be in full force and effect upon passage and publication as provided by law.

Upon suspension of the rules and a motion and second to approve the foregoing the following vote was recorded:

Councilwoman Burge  
Councilwoman Becker  
Councilman Janish  
Councilman Darling

PASSED AND ADOPTED BY THE DOVER CITY COUNCIL AND APPROVED BY THE MAYOR THIS 11<sup>th</sup> DAY OF FEBRUARY, 2010.

BONNER COUNTY, IDAHO  
CITY OF DOVER

  
Paul "Randy" Curless, Mayor

ATTEST:

  
Kym Holbert, City Clerk

**ORDINANCE NUMBER xxx**

AN ORDINANCE OF THE CITY OF DOVER, SETTING FORTH ITS AUTHORITY, AMENDING CITY OF DOVER ORDINANCE 104 BY REPLACING SECTION V: CAPITALIZATION FEES:

**WHEREAS:** The City Council desires to replace Ordinance 104 Section V, for determination of the Equivalent Residence attributable to a particular user of the City's sewer system.

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and City Council of Dover, Idaho as follows:

**Section 1: Amendment To Ordinance 104:** The following paragraphs replace the original "Ordinance 104 Section V: CAPITALIZATION FEES" in its entirety:

**SECTION V: CAPITALIZATION FEES**

**A. ~~Applicability~~**

~~All new development within the CITY that requires sewerage disposal and those previously unconnected Users that are required to connect to the CITY collectors and/or the treatment facility and those contracting such services from the CITY. The CITY may, at its discretion, waive applicability for certain developments that are not planned for sewer collectors.~~

**B. ~~Basis For Determining Capitalization Fees~~**

- ~~1. The City shall collect from all new Users applicable under this section, the appropriate capitalization fee for existing platted lots at the time the application for service is approved, and or existing developed parcels prior to connecting to the sewer system; this money shall be placed in a special fund for utilization by the CITY for sewer, interceptor, collection, and treatment system construction.~~
- ~~2. For new plats in subdivisions and modifications and extensions of previously approved plats, the capitalization fees shall be paid on a financial guarantee acceptable by the CITY shall be provided.~~
- ~~3. The capitalization fee shall be equal to the number of ERs calculated in Section IV of this Ordinance times the capitalization fee for a single family residence. In no case shall the capitalization fee be less than that for one single family residence (one ER). A fee shall be set by Resolution by City Council.~~
- ~~4. The capitalization fee and other fees associated with the sewerage system may be adjusted at any time by the CITY by a resolution of the City Council. As a minimum, the fees should be reviewed and adjusted as needed in conjunction with review of operations and maintenance charges as specified in Section IV C3 of this Ordinance and may be adjusted at any time at a meeting of the City Council.~~

5. ~~The CITY reserves the right to adjust a particular ER factor (both with respect to collection of additional capitalization fees and with respect to the assessment of greater or lesser O&M charges) in the case of a change in use or discharge of a particular User. The CITY may negotiate the ER calculation for a new connection and adjust the value after a reasonable period to verify actual use (typically one year).~~

**C. ~~Sewer System Depreciation Fee~~**

~~The CITY shall collect from new Users an applicable system depreciation fee. The fee shall be based on an equitable buy-in to collectors and other system capital improvements installed by previous LIDs, the CITY, or others. Policies for establishing the basis for the fee shall be adopted by the City Council.~~

1. ~~The value of the system is determined each year by taking the original construction cost of each major capital improvement to the system and determining the cost to replace the improvement in that particular year. This is accomplished by determining the Engineering News Record Construction Cost Index (ENR CCI) in the year that the improvements were made and the year that the fee is being determined. The ENR CCI for the year that the fee is being calculated is divided by the ENR CCI for the year in which the improvements were made. This value is then multiplied by the original set for the improvements. The value obtained is the estimated cost to replace the improvements at the time the fee is calculated.~~
2. ~~The unfunded depreciation is figured from the date of implementation of the New User Charge Ordinance. The basis for determining the yearly depreciation is to distribute the original cost of the improvement uniformly over the life of the improvement. The life of each improvement of the collector system is assigned as follows:~~
  - a. ~~Collection and Interceptor System.....50 years~~
  - b. ~~Pump Stations.....20 years~~
  - c. ~~The Sewer System Connection Fee is then determined by dividing the net system value by the design capacity of the system component expressed in equivalent resident users (ERs). The design capacity of the system component is determined by the CITY's Engineer based upon the CITY's policy and sound engineering practices.~~
  - d. ~~The owner or agent of all properties connection to the public sewer system shall pay a Sewer System Connection Fee per equivalent residence (ER) of fraction thereof as may be assigned by the CITY for the value of sewer collector service. A copy of the Fee and calculations for the period from is attached as Exhibit A~~

3. ~~It is hereby required that at a minimum beginning one year following passage of this~~

~~Ordinance and every year thereafter, the City Council of the CITY shall meet and shall calculate the Sewer System Depreciation Fee to be charged by the CITY pursuant to the foregoing formula for that particular year. The calculation of Fees shall be made pursuant to the formula specified in this Ordinance, and shall not be based upon any budgetary needs except for the mandate that the sewer system shall be self-supporting.~~

**D. ~~Reserve Fund~~**

~~Reserve Fund for Sewer Collector Depreciation and Treatment Facility: There is hereby created a reserve fund dedicated to the preliminary engineering, design, and construction of collectors, interceptors, pump stations, sewer treatment facilities, and obligations for the treatment facility. Funds derived from the charge of the capitalization fee and collection depreciation fee shall be placed in this dedicated reserve fund. The money is reserved may only be utilized for preliminary engineering, design, and construction of collectors, interceptors, pump stations, sewer treatment facilities, and obligations for the treatment facility and money from said reserve fund is not to be utilized for regular operation and maintenance of the sewerage system, except that up to five percent (5%) of the annual receipts can be utilized to administer the capitalization fee and collector depreciation program.~~

**Single family Equivalent Residence waste water hook-up cost:** The single family Equivalent Residence (or ER) waste water hook-up cost is calculated as an equitable buy-in to the system based on capital improvements installed by the City, previous Local Improvement Districts (LIDs) or others. It is required that within sixty (60) days following passage of this ordinance and every year thereafter, the City Council shall meet and determine the single family residence waste water hook-up cost fee to be charged by the City. All fees and charges shall be set by Resolution by the City. The calculation of this fee shall not be based upon any budgetary needs except for the mandate that the waste water system shall be self-supporting.

The CITY reserves the right to adjust a particular ER factor (both with respect to collection of additional capitalization fees and with respect to the assessment of lesser or greater O&M charges) in the case of a change in use or discharge of a particular User, The City may negotiate the ER calculation for a new connection and adjust the value after a reasonable verification period.

**Section 2: Effective Date:** This Ordinance shall be in force and effect upon passage and publication as provided by law.

Upon a MOTION for the suspension of the rules and a MOTION and second to APPROVE the foregoing, the following Roll Call vote was recorded:

Councilwoman Brockway  
Councilman Hewitt  
Councilman MacDonanld  
Councilman Strand

PASSED AND ADOPTED BY THE COVER CITY COUNCIL AND APPROVED BY THE MAYOR THIS xx DAY OF AUGUST 2014.

CITY OF DOVER  
BONNER COUNTY, IDAHO

---

Annie Shaha, Mayor

ATTEST \_\_\_\_\_

Jacque Albright, City Clerk

**2014 ORDINANCE NUMBER 134**

**AN ORDINANCE OF THE CITY OF DOVER, BONNER COUNTY, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; SETTING FORTH ITS AUTHORITY, AMENDING CITY OF DOVER ORDINANCE 104 BY CHANGING SECTION IV.C.7 FOR DETERMINATION OF THE NUMBER OF SEWER EQUIVALENT RESIDENCES ATTRIBUTABLE TO A PARTICULAR USER:**

**WHEREAS:** The Mayor and City Council of Dover desires to AMEND Ordinance 104 Section IV.C.7, for determination and clarification of the Equivalent Residence attributable to a particular user of the City's sewer system.

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and City Council of Dover, Bonner County, Idaho:

1. **Amendment To Ordinance 104 Section IV.C.7.** The following paragraph AMENDS and REPLACES the original ORDINANCE 104 Section IV.C.7. in its entirety:

SECTION IV.C.7. Equivalent Residence (ER) Determination and Charges: The number of sewer ERs attributable to the particular User shall be set as follows:

- a. The number of sewer ERs for the User's sewer shall be set equal to the number of water ERs for the User.
  - b. In the case where the User receives water from another source other than the City, the User will have its sewer ER determined by the City on an individual basis, in such a manner as to approximate potential waste water service requirements.
  - c. The City shall have the authority but not the obligation, to adjust the number of sewer ER according to special circumstances.
  - d. Any User that discharges industrial wastes or produces a flow, biochemical oxygen demand, or suspended solids loading in excess of 5% of the average dry weather sewage flow measured at the main interceptor shall have its number of sewer ERs allocation calculated by the City. No quantity discounts shall be allowed and the City may assess a surcharge on waste flows with biochemical oxygen demand or suspended solids concentration above 250 milligrams per liter.
2. **Effective Date:** This Ordinance shall be in force and effect upon passage and publication as provided by law.

The forgoing APPROVED by the Mayor and City Council under suspension of the rules as an ORDINANCE of the City of Dover on this 14<sup>th</sup> day of August 2014 upon the following roll call vote of the CITY COUNCIL:- Councilwoman Brockway; Councilman Hewitt & Councilman MacDonald voted AYE: Councilman Strand: Abstained (Author of the Ordinance) Signed by Mayor Annie Shaha; attest by City Clerk Jacquie Albright

# Thompson Quality Fence Inc.

323 Remington Court  
 Sandpoint, Idaho 83864  
 (208) 265-1652  
 (208) 290-3292

## Estimate

DATE	ESTIMATE #
10/28/2014	3975

NAME / ADDRESS
City Of Dover Neal Hewitt

Idaho Public Works License #001744-C-4 Idaho Contractors License #RCE-7861
---

PROJECT

ITEM	DESCRIPTION	QTY	COST	TOTAL
108 DQ BW	6' 11 GA. CHAIN LINK MESH, 1 5/8" TOP RAIL, 1 7/8" LINE POST, BARBED WIRE ON TOP AND BOTTOM TENSION WIRE. ALL TUBING IS SS20. 2 3/8" SS40 CORNER OR INLINE POST AND ALL HARDWARE. 4" GATE POST AND ALL HARDWARE. 4' X 6' MAN GATE. INCLUDES HARDWARE AND INSTALLATION. 6' 11 GA. CREDIT BARBED WIRE CREDIT	816	16.57	13,521.12
308 DQ BW		12	65.00	780.00
408 DQ BW		4	161.00	644.00
Misc.		1	135.40	135.40
Credit			-2,219.52	-2,219.52
Credit		-97.92	-97.92	

We Gladly Accept:	<b>TOTAL</b> \$12,763.08
-------------------	--------------------------

PLEASE READ: Upon acceptance of this estimate customer agrees to a 50 % deposit. Customer also agrees to pay the balance of the invoice immediately upon completion unless other arrangements are made in advance.

SIGNATURE \_\_\_\_\_

**IDAHO FENCE.**  
**BID PROPOSAL**

CONTACT: City of Dover

Thank you, for considering IDAHO FENCE for your construction project. Below is an itemization of the work to be done. Please call if you have any questions or comments.

PROJECT: Fence @ Water Tank

BID DATE: October 29, 2014

PROJECT DETAILS: PER PLANS AND SPECIFICATIONS.

Installation of approximately 800' of six foot chain link fence with one twelve foot double swing gate and three strands of barbwire.

\$9342.00

Credit applied for 600' of chain link fabric and fittings

BID EXCLUDES: STAKING, GRADING, CLEARING, GRUBBING, SPOILS REMOVAL, CORING, CONCRETE FLATWORK, ELECTRICAL, TRAFFIC CONTROL, ACCESS CONTROLS, REMOVAL, TEMP FENCE, SIGNAGE OR GROUNDING. (UNLESS OTHERWISE NOTED ABOVE)

THANK YOU:

JOHN HAYDEN: (208-661-3763) CELL

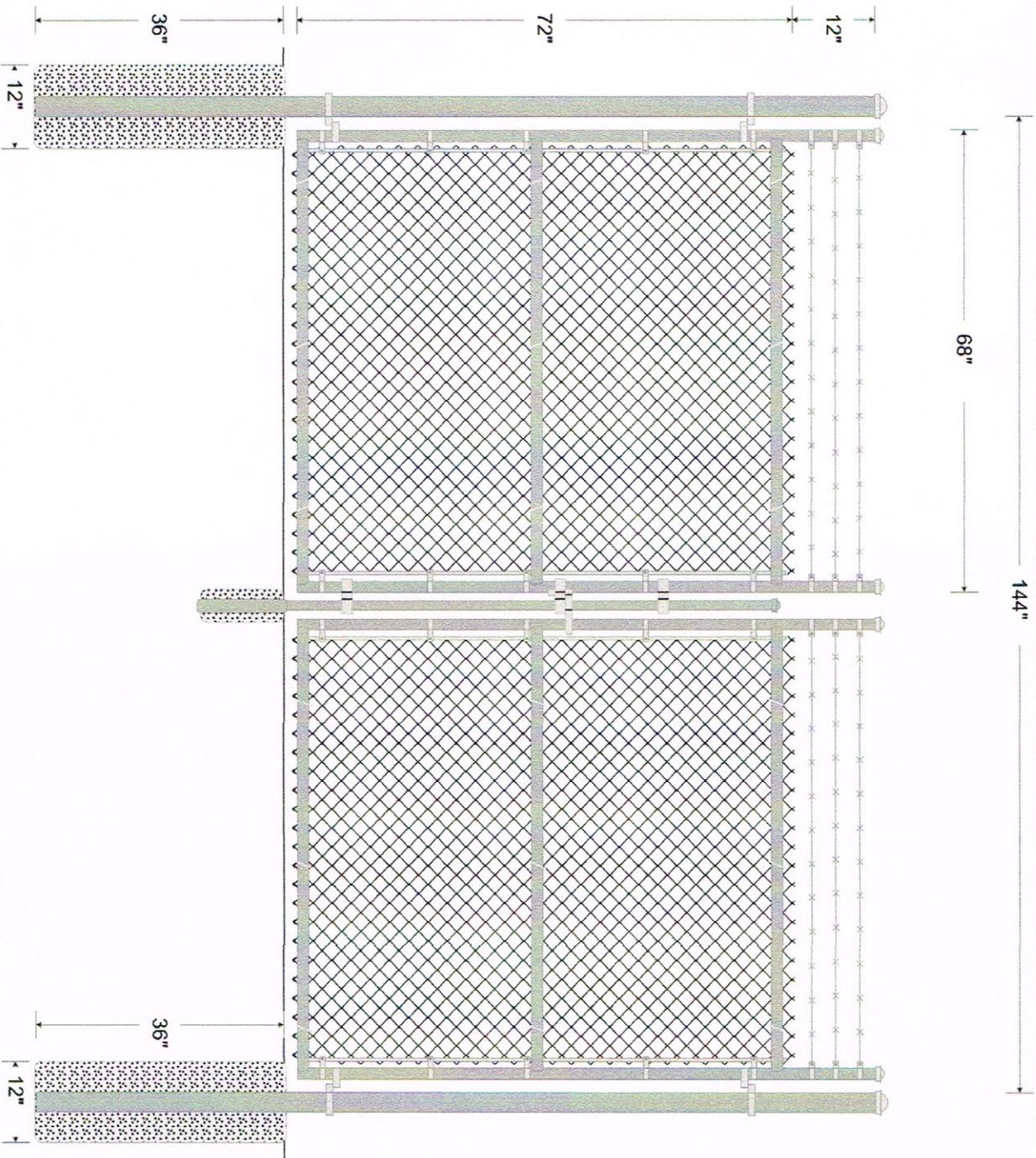
14092 N Ohio St, Rathdrum Id 83858

208-687-2296 208-687-2196 Fax

IDAHO CONTRACTORS LIC # RCE27731

IDAHO PUBLIC WORKS # 001040-B4

WA STATE LIC # IDAHOFC 895 KE



FABRIC: 72" 11 GA. GBW (2" Mesh) BK CHAIN LINK FABRIC.

BRACING: Terminal posts braced and trussed to the nearest line post with 1 5/8" O.D. DQ-40 PIPE and 3/8" TRUSS ROD & INDUSTRIAL TRUSS ROD TIGHTENER.

GATES: Framework of 1 5/8" DQ-40 PIPE, 1.83 lbs. per foot, 1.83 lbs. per foot. Gates braced and trussed as necessary. Same fabric as fence. Barbed wire included on all gates.

GATE POST: 2 7/8" O.D. DQ-40 PIPE, 3.12 lbs. per foot. Concrete footing: 12" diameter, 36" depth.

BARBED WIRE: 3 strands of 1320' Class 14pt. 12 1/2ga. BARB WIRE on 45 Deg. PRESSED STEEL BARB WIRE ARM.

FITTINGS: REGULAR BRACE BAND & CARRIAGE BOLT, PRESSED STEEL RAIL END, 45 Deg. PRESSED STEEL BARB WIRE ARM, PRESSED STEEL CAP, 3/16" X 3/4" TENSION BAR, REGULAR TENSION BAND & CARRIAGE BOLT.

TIE WIRE: 6 1/2" 9 GA. ALUMINUM TIE WIRE spaced 15" on center for line posts & 24" on center for rails.

POST FOOTING: TRUCK Poured CONCRETE.

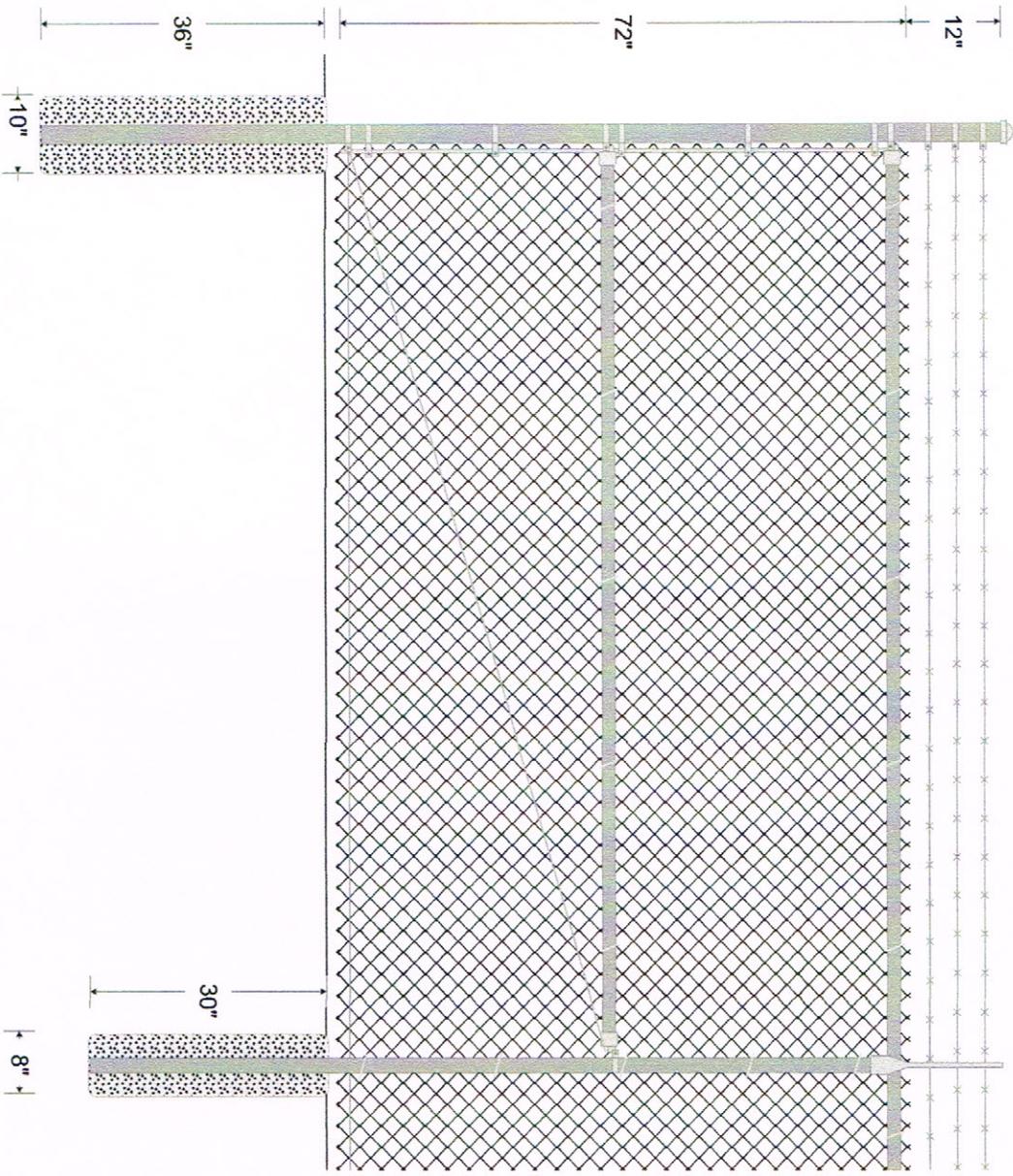


12' DOUBLE GATE, 1 5/8" DQ-40 PIPE FRAME

Drawn: 10/29/2014

File:

120"



FABRIC: 72" 11 GA. GBW (2" Mesh) BK CHAIN LINK FABRIC.

TOP RAIL: 1 5/8" O.D. DQ-40 PIPE, 1.83 lbs. per foot. Top rail 21' in length, joined with 1 5/8" SLEEVE.

LINE POST: 1 7/8" O.D. DQ-40 PIPE, 2.28 lbs. per foot. Line posts set 10' on center maximum spacing. Concrete footing: 8" diameter, 30" depth.

TERMINAL POST: 2 3/8" O.D. DQ-40 PIPE, 3.12 lbs. per foot. Concrete footing: 10" diameter, 36" depth.

BRACING: Terminal posts braced and trussed to the nearest line post with 1 5/8" O.D. DQ-40 PIPE and 3/8" TRUSS ROD & INDUSTRIAL TRUSS ROD TIGHTENER.

TENSION WIRE: 9 GA. SMOOTH WIRE (17 filb) TENSION WIRE attached to bottom of fence fabric with 9 GA. ALUMINUM (264lb) HOG RING spaced 24" on center.

BARBED WIRE: 3 strands of 1320' Class 1 qpt. 12 1/2ga. BARB WIRE on 45 Deg. PRESSED STEEL BARB WIRE ARM.

FITTINGS: REGULAR BRACE BAND & CARRIAGE BOLT, PRESSED STEEL RAIL END, 45 Deg. PRESSED STEEL BARB WIRE ARM, PRESSED STEEL CAP, 3/16" X 3/4" TENSION BAR, REGULAR TENSION BAND & CARRIAGE BOLT.

TIE WIRE: 6 1/2" 9 GA. ALUMINUM TIE WIRE spaced 15" on center for line posts & 24" on center for rails.

POST FOOTING: TRUCK Poured CONCRETE.



LINE OF FENCE

Drawn: 10/29/2014

File:

APEX Construction Services

499 Blue Sky Road  
 Sagle, ID 83860  
 TIN 90-0303578  
 PWC-C-16790-A-1-2 / RCE-13934

# ESTIMATE

Date	Quote #
11/3/2014	671

Name / Address
City of Dover PO Box 115 Dover, ID 83825

		Project	
		Pine St. Hill	
Description	Qty	Cost	Total
Pine St. Hill Road Maintenance and Improvements			
Road cross-drains (Ea) -Furnish and install 20 ft long cross-drains constructed of C8x11.5 channel iron -Two pieces of 8" channel iron welded back to back with 1 1/2" spacing in between -Rebar anchor rods welded to channel iron and buried into adjacent soil	4	845.00	3,380.00
Ditch cleaning (Lump sum) -Clean and re-establish flow line on both sides of road -Establish drainage exits for road cross-drains	1	900.00	900.00
Road gravel (Per c.y.) -Furnish, deliver, and place aggregate material -Placed in spots as necessary where finer materials are gone from erosion	96	26.00	2,496.00
Road grading (Lump sum) -Grade and roller compact roadway	1	1,400.00	1,400.00
Equipment mobilization (Lump sum) -Road grader, roller, and excavator	1	500.00	500.00
Jim Woodward 208-946-7963		<b>Total</b> \$8,676.00	

## DEQ Grant and Loan Funding Opportunities for Drinking Water and Wastewater Systems

- Does your community or nonprofit community drinking water system or municipal/nonprofit wastewater system need to do a planning study to solve your public health issues, or meet Environmental Protection Agency requirements?
- Or have you done a planning study but need a loan to meet your system rehabilitation replacement needs?
- Do you need to solve a nonpoint source pollution problem?

If so, consider submitting a Letter of Interest (LOI) for a planning grant or State Revolving Fund (SRF) loan with DEQ to get on the priority list for fiscal year 2016.

- Planning grants provide up to 50% of the cost of developing a facility plan and environmental information document in preparation for project design and construction.
- SRF loans provide low-interest funding up to 100% of project costs to design and construct system improvements. SRF loan terms are generally considered among the best available. For new 2016 SRF loan requirements, go to [www.deq.idaho.gov/media/1118014/loi-companion.pdf](http://www.deq.idaho.gov/media/1118014/loi-companion.pdf).

You're interested...What do you do? First, call and discuss the issues facing your system with the local DEQ regional office staff and/or your consulting engineer...most systems find it in their best interest to have a consulting engineer assist them with the completion of the Letter of Interest. Second, notify DEQ in writing by submitting an LOI form on or before January 2, 2015. The LOI forms are available at [www.deq.idaho.gov/loi-forms](http://www.deq.idaho.gov/loi-forms) or the DEQ regional office closest to you.

**DEQ State Office Contact:** MaryAnna Peavey 208-373-0122

**DEQ Regional Office Contacts:**

**Boise:** Todd Crutcher 208-373-0550

**Lewiston:** Michael Camin 208-799-4888

**Coeur D'Alene:** Katy Baker-Casile 208-769-1422

**Idaho Falls:** Willie Teuscher 208-528-2650

**Pocatello:** Tom Hepworth 208-236-6160

**Twin Falls:** Brian Reed 208-736-2190

**Selkirks – Pend Oreille Transit**  
**Unpaid Bills Detail**  
**As of November 3, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>			
Bill	10/12/2014	CL83698	1,416.96
Bill	10/19/2014	CL84238	1,366.92
Bill	10/26/2014	CL84584	1,260.18
Bill	10/31/2014	CL84860	948.82
Total Coleman Oil			4,992.88
<b>Frontier</b>			
Bill	10/22/2014		102.81
Total Frontier			102.81
<b>Mountain Ledgers</b>			
Bill	10/31/2014	2780	90.00
Total Mountain Ledgers			90.00
<b>Mountain Sky</b>			
Bill	10/01/2014	V147291	18.00
Total Mountain Sky			18.00
<b>Rokstad Ford</b>			
Bill	10/13/2014	118484	44.37
Bill	10/17/2014	118550	63.75
Bill	10/22/2014	118643	133.88
Bill	10/27/2014	118599	179.93
Bill	10/27/2014	118713	669.20
Total Rokstad Ford			1,091.13
<b>Route 66 Autobody, Inc.</b>			
Bill	10/17/2014	2171	6,411.80
Total Route 66 Autobody, Inc.			6,411.80
<b>TOTAL</b>			<b>12,706.62</b>

# REGULAR COUNCIL MEETING MINUTES

October 23rd, 2014  
Dover City Hall,  
699 Lakeshore Avenue,  
Dover, ID 83825

**Council Members Present:** Neal Hewitt, Rowdy MacDonald, Bill Strand and Diane Brockway and Mayor Annie Shaha.

**Staff Present:** City Clerk, Jacquie Albright; Accountant, Lou MacAfee.

**Public Present:** Susan Drumheller.

## **I. CALL TO ORDER:**

The meeting was called to order by Mayor Shaha at 7:00 pm  
Pledge of Allegiance

## **II. PUBLIC COMMENT.**

**III. GUEST SPEAKER: Susan Drumheller** North Idaho Conservation League.

Susan Drumheller was introduced to Council. Ms. Drumheller gave an update on the 'Trail Mix' meeting (also attended by Councilman MacDonald) and the National Corridor Plan. A map overview of the County with areas dedicated to trails for cycling and hiking and the geographic scope were presented. The United States Bike Route System (USBRS) Corridor Map, highlighting those trails that are completed, was presented and discussed. Information regarding 'The Green Print', a geographic scope of the area including Dover, is overseen by a steering committee (meets 4 times a year) was presented and the Pend Oreille River Passage (from Old town to Dover) was discussed.

Ms. Drumheller then presented information on the Rail/Train activity through Dover. What increased rail activity will mean to residents in Dover and North Idaho with the increased shipments of coal from Montana to Shady Point and Longview WA. Towns along the route are notified if there are more than 100 cars travelling through the area, if less than 100 cars then no notification is needed. Currently 22 oil trains per day reach the terminals in Washington State using the main corridor through Clark Fork. Projected Train activity will increase 4,000% in six years. Ms. Drumheller discussed the possibility of a 2<sup>nd</sup> track; delays at the crossing; the low priority of Amtrak passenger rail; coal dust on the tracks and oil train derailments.

Mayor Shaha thanked Susan Drumheller for her very informative presentation.

#### **IV. UNFINISHED BUSINESS.**

1. Update on Utility Hook up Analysis- Councilman Strand updated Council on his meeting with Scott McNee of T-O Engineers and the water hook-up analysis. Questions arose regarding whether or not the fixed costs (DURA, Debt, engineering, infrastructure) of the water operations had been included in the past cost in comparison to the present costs. Scott McNee and Councilman Strand require more verification on a couple items included in the analysis regarding costs. Mayor Shaha and Councilwoman Brockway will collect information relating to costs.
2. Update Water Intake Line Break/Completion Mayor Shaha informed Council that some of the costs relating to the water in-take line emergency will be covered by ICRMP. Dave Bangle will be cleaning the intake screens; Westside Fire was on site with the pump truck; the well seals were installed and now there will be no need to flush out the pumps as the break in the line was causing the suction of the weeds into the pipe.
3. Update on Geo-Tube:  
Polymer rental equipment; polymer and tech support costs were approved at \$8,020 and currently the City has spent \$6,227. Mayor Shaha recommended that the City purchase the polymer equipment mixer rather than rent the polymer equipment mixer at a cost of \$1,200 per use for a month. A **MOTION** was made (Councilwoman Brockway) and seconded (Councilman Strand) to authorize the purchase of the Polymer feeder. All in favor. None opposed **MOTION** passed.

#### **IV. NEW BUSINESS**

1. Resolution 101-Medical Reimbursement Discussion surrounded Resolution 101 and the Medical Reimbursement of \$200 per month for those eligible who do not wish to take part in the City of Dover's group medical insurance. Elected officials are not qualified to be included in the group health plan. Councilman Strand requested that the Resolution 101 be tabled till November 13<sup>th</sup> meeting as he personally only had access to review the Resolution two days prior. It was agreed to table Resolution 101 till November 13<sup>th</sup> 2014 meeting.
2. Resolution 86-Vendor Payments A **MOTION** (Councilwoman Brockway) and seconded (Councilman Hewitt) was made to accept Resolution 103 with the

**TERMINATION** of Resolution 86 mentioned in the short title. All those in favor. None opposed. **MOTION** passed.

3. City Treasurer /Bookkeeper. Accountant, Lou MacAfee recommended Council consider hiring a bookkeeper to keep accounting costs low. Currently Accountant Lou MacAfee and Treasurer Zach Spohn are executing daily data entry items and the cost to the City is higher than it would be if Council were to hire a Bookkeeper to enter the daily data. Accountant Lou MacAfee and Treasurer Zach Spohn will still be overseeing the financials and reporting monthly to Council. Accountant MacAfee suggested a qualified person about 8 hours per week. Discussion regarding advertising for the position, job description and application forms followed.

4. City Logo. Mayor Shaha would like to get input regarding logos, mottos and design. Councilwoman Brockway informed Council on the Welsh Celtic meaning of Dover described as ‘waters’.

#### **V. CONSENT AGENDA**

1. Payables–Dover and Spot.
2. Minutes- October 23, 2014 Regular Council Meeting.
3. Draft Financial Statements

A **MOTION** was made (Councilman Strand) and seconded (Council MacDonald) to accept the Consent agenda as presented. All in favor. None opposed. **MOTION** passed.

#### **VI. FUTURE AGENDA ITEMS/MEETINGS**

DURA November 5<sup>th</sup> meeting has been moved to November 12<sup>th</sup>.  
New Ordinance 134 to amend Ordinance 104-Capitalization Fees.  
Annual Fees-Mayor Shaha and Councilwoman Brockway will confer.

#### **VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT:** A **MOTION** was made (Councilman Strand) and seconded (Councilwoman Brockway) to adjourn the Regular Council Meeting at 8:53pm. All in favor. **MOTION** passed.

Respectfully submitted  
Jacquie Albright, City Clerk

**City of Dover**  
**Consent Agenda**  
**For Regular Council Meeting on November 13, 2014**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>2001 Wells Fargo Checking</b>			
11/06/2014	1115	Hewitt, Neal	75.40
11/06/2014	1116	Albright, Jacqueline F	41.94
11/06/2014	1117	Accurate Testing Labs LLC	570.00
11/06/2014	1118	ACE Septic Tank Service, LLC.	550.00
11/06/2014	1119	American Business Software, Inc.	107.00
11/06/2014	1120	Anderson Bros. CPAs P.A.	250.00
11/06/2014	1121	Assn of Idaho Cities	25.00
11/06/2014	1122	Avista Utilities	1,982.92
11/06/2014	1123	Bill Strand	45.03
11/06/2014	1124	Bonner County Solid Waste	20.00
11/06/2014	1125	Earthworks Northwest	2,010.60
11/06/2014	1126	Frontier	342.84
11/06/2014	1127	ICCTFOA-District 1	90.00
11/06/2014	1128	Idaho Department of Labor	48.24
11/06/2014	1129	James Hutchens PA	4,091.00
11/06/2014	1130	James Sewell & Assocaites	1,662.65
11/06/2014	1131	Merwins	6.99
11/06/2014	1132	Panhandle Area Council	105.60
11/06/2014	1133	Pass Word Inc.	32.87
10/30/2014	1113	Northland Cable Television	67.38
11/06/2014	1134	Quayle Land Use Consulting	2,000.00
11/06/2014	1135	Regence Blue Shield of Idaho	1,887.60
11/06/2014	1136	Sandpoint Super Drug	5.09
11/06/2014	1137	T-O Engineers	1,073.75
11/06/2014	1138	Tate Engineering, Inc.	2,670.00
11/06/2014	1139	The CO-OP	243.57
11/06/2014	1140	Waste Mgmt.	21.07
11/06/2014	1141	Water Systems Management Inc.	5,117.15
11/06/2014	1142	WaterSolve, LLC.	7,637.00
11/06/2014	1143	Weekend Hoe	1,980.00
<b>TOTAL</b>			<b><u>34,760.69</u></b>

Approved By: \_\_\_\_\_

## OCTOBER 2014 Monthly Clerk Report

TO: City Council  
FROM: Jacquie Albright, City Clerk  
DATE: November 12, 2014

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1. Just about finished the Storage area. The floor has been washed, sealed and baseboard installed. The wire cages are to be put in this weekend and the file boxes moved from the City Hall to the storage area.
2. The utility billing codes were updated to the new water rate of \$25.21  
Letters and billing cards were sent (in envelopes) to all water users apprising them of the calculations for the new rate. (No response from the public as yet)
3. Attended the Association of Idaho Cities meeting/seminar in Coeur D'Alene October 29<sup>th</sup> 2014. Very informative and well worth the trip.
4. Attended the ICRMP seminar in Moscow Idaho October 6<sup>th</sup>. Put on with the AIC the seminar was very good, revolving around legal issue and ways to avoid being sued!
5. A number of properties have changed hands this month. Most have been in the process Of selling/buying during the past few months and now the property sales have closed.
6. All of Canoe Coves' septic tanks have been inspected. Some of the septic tanks are being filled with wipes. A letter with the next billing will be sent to the residents of Canoe Cove. Last month one or two of the septic tanks were clogged with grease.

Daily duties continue...patrons stopping by, reserving the hall for meetings, utility questions, building questions and property changes. I am still working on the files and have emptied quite a few of the file drawers.

Respectfully submitted  
Jacquie Albright

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## **OCTOBER 2014 Monthly Mayor's Report**

TO: City Council  
FROM: Mayor Shaha  
DATE: November 12, 2014

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1. October 8, Bill Strand discovers break in intake line. Next 4 days he works with several contractors to fix, do some needed maintenance. Spent some time watching this unfold and learning about the intake system.
2. Various Meetings
  - 10/9/14 Trail Mix. Quite an impressive group of attendees.
  - 10/10/14 Interview with The Trust for Public Land
  - 10/13/14 Bill and Diane on gathering financials for hook up analysis
  - 10/13/14 SPOT Mayor Committee Meeting
  - 10/14/14 Scott Hanson, IHD to review Pine St. Hill Options
  - 10/15/14 Jared Yost (Sandpoint) to review SPOT Survey questionnaire
  - 10/15/14 Presented to Sandpoint City Council (SPOT Committee)
  - 10/16/14 Sewer Meeting, ready for Geo-bag filling next week
  - 10/16/14 City Treasurer regarding bookkeeping
  - 10/20/14 Jim Woodward, APEX to review Pine St Hill options
  - 10/21-23 Geo-bag training and filling
  - 10/22/14 DBD regarding Bungalow hook ups
  - 10/22-23 Interviewed for bookkeeper
  - 10/29/14 AIC Seminar
  - 11/3/14 Ponderay City Council SPOT presentation
3. Nov. 5, 6, 7 Boise Sonoran Institute. Will provide detailed report December
4. On going weekly sewer meetings
5. Hired Roy Shreve, bookkeeper
6. Beginning the search for Patrick's replacement

Mayor Shaha

208-755-1116

[ashaha@dovercityhall.com](mailto:ashaha@dovercityhall.com)

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## **OCTOBER 2014 Monthly Road Report**

TO: City Council  
FROM: Councilman Neal Hewitt  
DATE: November 12, 2014

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1. The last of the seasons ditching improvements on Ontario St. will be completed by Apex Construction within the next 2 weeks.
2. IHD is ready to go for this winters snow plowing. The emergency routes/bus routes will be plowed first and then the rest of the streets completed. Streets will be plowed upon receiving 3-4" of snow and intersections sanded. Additional plowing, such as excessive slush will be done on an as needed basis.
3. Many of the culverts in downtown Dover have been opened and flushed. The one exception is the drainage S/E of the Discovery Center. The ditch has been filled with rock and John Sletager was contacted and asked to remove the rock.

Respectfully submitted  
Neal Hewitt  
208-610-3421  
nmhewitt@gmail.com



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)

Form Approved  
OMB No. 2040-0004

PERMITTEE NAME/ADDRESS (include Facility Name/Location if Different)  
NAME: CITY OF DOVER  
ADDRESS: PO BOX 115  
DOVER, ID 83825  
FACILITY: DOVER, CITY OF  
LOCATION: 855 RAILROAD AVENUE  
DOVER, ID 83825

ID0027693	001-A
PERMIT NUMBER	DISCHARGE NUMBER
MM/DD/YYYY	MM/DD/YYYY
10/1/2014	10/31/2014

DMR Mailing ZIP CODE: 83825  
MINOR (SUBR 01)  
TO THE PEND ORELLE RIVER  
External Outfall  
No Discharge

PARAMETER	SAMPLE MEASUREMENT	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		VALUE	UNITS	VALUE	VALUE	UNITS				
E. coli, MTEC-MF	PERMIT REQUIREMENT	*****	*****	*****	2	2	#	5 Times Every Month	Grab	
31648 10 Effluent Gross	PERMIT REQUIREMENT	*****	*****	*****	126 MO GEO	406 INST MAX	#/100mL	Continuous	Grab	
Flow, in conduit or thru treatment plant	PERMIT REQUIREMENT	*****	*****	*****	*****	*****	*****	Continuous	RCORDR	
50050 10 Effluent Gross	PERMIT REQUIREMENT	*****	*****	*****	*****	*****	*****	Continuous	RCORDR	
Chlorine, total residual	PERMIT REQUIREMENT	*****	*****	*****	0.4	0.3	mg/L	Weekdays	Grab	
50060 10 Effluent Gross	PERMIT REQUIREMENT	*****	*****	*****	0.75 WKLY AVG	0.5 MO AVG	mg/L	Weekdays	GRAB	
BOD, 5-day, percent removal	SAMPLE MEASUREMENT	*****	*****	99	*****	*****	%	Monthly	CALCTD	
81010 K 0 Percent Removal	PERMIT REQUIREMENT	*****	*****	85 MN % RMV	*****	*****	%	Monthly	CALCTD	
Solids, suspended percent removal	SAMPLE MEASUREMENT	*****	*****	99	*****	*****	%	Monthly	CALCTD	
81011 K 0 Percent Removal	PERMIT REQUIREMENT	*****	*****	79 MN % RMV	*****	*****	%	Monthly	CALCTD	

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	Signature: <i>Patrick Keill</i>	Signature of Principal Executive Officer or Authorized Agent	TELEPHONE	DATE
TYPED OR PRINTED	Patrick Keill, Director III	Signature: <i>Patrick Keill</i>	255-6799	11/01/2014

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)

Form Approved  
OMB No. 2040-0004

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)

NAME: CITY OF DOVER  
ADDRESS: PO BOX 115  
DOVER, ID 83825  
FACILITY: DOVER, CITY OF  
LOCATION: 855 RAILROAD AVENUE  
DOVER, ID 83825

ID0027693	001-A
PERMIT NUMBER	DISCHARGE NUMBER
MONITORING PERIOD	
MM/DD/YYYY	MM/DD/YYYY
10/1/2014	10/31/2014

DMR Mailing ZIP CODE: 83825  
MINOR (SUBR 01)  
TO THE PEND OREILLE RIVER  
External Outfall  
No Discharge

PARAMETER	MEASUREMENT	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			UNITS	NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		VALUE	VALUE	UNITS	VALUE	VALUE	VALUE				
Temperature, water deg. centigrade	SAMPLE MEASUREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
0001010 Effluent Gross	PERMIT REQUIREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
BOD, 5-day, 20 deg. C	SAMPLE MEASUREMENT	0	0	lb/d	15.9	30	0	mg/L	.....	Weekly	RCORDR
0031010 Effluent Gross	PERMIT REQUIREMENT	15	23	lb/d	.....	MO AVG	.....	.....	.....	.....	.....
BOD, 5-day, 20 deg. C	SAMPLE MEASUREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
00310 G O Raw Sewage Influent	PERMIT REQUIREMENT	.....	.....	.....	.....	Req. Mon. MO AVG	118	.....	.....	Weekly	Comp-8
pH	SAMPLE MEASUREMENT	.....	.....	.....	6.5	.....	7.0	.....	.....	.....	.....
0040010 Effluent Gross	PERMIT REQUIREMENT	.....	.....	.....	6.5	.....	9	.....	.....	.....	.....
Solids, total suspended	SAMPLE MEASUREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
0053010 Effluent Gross	PERMIT REQUIREMENT	15	23	lb/d	.....	30	0	.....	.....	.....	.....
Solids, total suspended	SAMPLE MEASUREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
00530 G O Raw Sewage Influent	PERMIT REQUIREMENT	.....	.....	.....	.....	Req. Mon. MO AVG	58	.....	.....	.....	.....
Nitrogen, ammonia total (as N)	SAMPLE MEASUREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
0061010 Effluent Gross	PERMIT REQUIREMENT	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	DATE
<i>Patrick Keefe</i>	10/1/2014
TYPED OR PRINTED	
SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	DATE
<i>Patrick Keefe</i>	10/1/2014

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)

# Certificate of Analysis

Order No.: 2014100107

Page: 1 of 1

Accurate Testing Labs, LLC

7950 Meadowlark Way  
 Coeur d'Alene, ID 83815  
 Phone (208) 762 8378 Fax (208) 762 9082  
 www.accuratetesting.com  
 info@accuratetesting.com

Project: City of Dover WWTP

Dover WWTP

Date Received: 10/07/2014 11:20

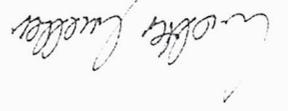
P.O. Box 571  
 Dover, ID 83825

Sample: 1  
 Matrix: Waste Water  
 Location: Effluent  
 Sample Type: Grabs  
 D/T Collected: 10/07/2014 07:40  
 Collected by: Patrick

Analyte	Result	Unit	Method	PQL	Test Date	Analyst
Ammonia (NH3-N)	ND	mg/L	SM 4500-NH3 B	0.08	10/10/14	LR

If the RESULT is 'ND' (Not Detected) or 'Absent', that means the concentration is less than the PQL (Practical Quantitation Limit for this method).

Comments:



Laboratory Supervisor, Walter Mueller Date: 10/10/14

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**Re:** October monthly report

**From:** Bill Strand - City Council President, City of Dover

**CC:** Jacquie Albright – City Clerk, City of Dover  
Annie Shaha – Mayor, City of Dover

**Date:** 13-November-2014

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#### Hook-up cost study

- Rough draft of hook-up study is complete.
- Reviewing the study for final presentation in December.

#### Water Department

- October meter read went well with no meter re-reads required.
- Thorne water usage was 160,400 gallons.
- October billing went out with an informational handout included in the envelope.
- One residential leak has been identified and a second is being investigated.
- Water intake system was down for Nov 7–9 due to air entrainment through the pumps and the inlet casings breaking loose from the lake bed. Working on anchoring the intake casings as well as throttling back on the flow.
- Three hydrants have been identified by Westside Fire Department as leaking and are being repaired by WSM.

#### Wastewater treatment

- Two more runs have been made in transferring sludge from digesters into the GeoBags. Presently, the bag is approximately 50% full.
- A third run was going to be made, but the sludge pump motor being used for the GeoBags burned out. Patrick is looking for another.

#### Website

- Prototype of the website is complete. ([www.CityOfDoverIdaho.org](http://www.CityOfDoverIdaho.org)).
- Need input from Council/Staff on additions/subtractions
- Need assistance on content

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## October 2014 Westside Fire District Report

TO: City Council  
FROM: Councilman Rowdy MacDonald  
DATE: November 11 2014

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Report on the Westside Fire monthly meeting held on 11/11/14.

1. Topics discussed included the failed levy and staffing challenges due to available payroll dollars.
2. All engine pump testing has been completed, and all passed.
3. Training has stepped up due to winter with availability of guest speakers and 2 classes coming up, called "Courage to be safe" and "Art of reading smoke" are being made available in the next couple of months.
4. The department is working to tidy up the "lease agreement" with the new owner of the "post office" building as it seems the city is receiving checks instead of new owner.
5. It was brought to light that city hall has a defib machine and may need training in it's use. After January the department is doing a schedule adjustment and Wednesdays are being targeted as potential training days. A defibrillator class will be available for council and staff that may wish to participate. Class lasts about 1 hour. CPR training is also available which lasts about the same duration. If council members attend training, some scheduling awareness may be necessary so as to avoid a quorum.

Submitted by Councilman MacDonald  
Rowdy MacDonald  
208.290.6659  
[rowdy.mac@frontier.com](mailto:rowdy.mac@frontier.com)

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**To:** Dover City Council  
**From:** Diane Brockway, City Councilwoman, City of Dover  
**Date:** November 13, 2014  
**Re:** Council Updates

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**Topic: Source Water Protection (SWP)**

**SWPP**

Oct 23<sup>rd</sup>, attended the Lakes Commission Public Hearing meeting where input from the public was given regarding the lake levels. The primary request was for lake levels to remain high from Memorial Day through Sept 30<sup>th</sup>, with the Alliance requesting 6 months as per prior agreements.

Oct 24<sup>th</sup> attended the Waterkeepers Lunch and Learn - **The Future of Fossil Fuels by Rail and Consequences for Lake Pend Oreille Communities**, presented by Dr. Shannon Williamson and Sagle/Sandpoint Fire Chief Stocking. The presentation by Fire Chief Stocking was very sobering. A few items of note: there is only 1000 feet of boom in our area, there are only 6 paid fire personnel between Sandpoint and Sagle – with only 3 trained in spill incidents, due to the lowered lake the closest fire/sheriff boat is in Hope, the deployment time of the boom is such that this summer when the truck overturned and a spill occurred the spill had spread over ½ mile before even part of the boom was placed. He stated we are not able to handle a catastrophic event. The closest equipment is in Spokane. The plan would be to notify the police to evacuate people and deal with the environmental and other impacts secondarily. They have applied for grants to aid in purchasing more booms, foam tanker and a few other items. Manpower is what it is. The department has volunteers but most work during the day.

We did discuss that Dover has water high enough in the fall/winter to have a boat in the water at the far end of the dock. If the boat was put here before the lake was lowered, and moored here for the fall/winter months, they would have access to this end of the river and ability to get to the lake area near Sandpoint. The Chief indicated he was going to look into this.

SWPP is under review by DEQ for finalization and certification. This will be the first certified SWPP for the City of Dover.

**Topic: City Web Site:**

Website design is almost complete. Thank you to Bill for all his work on redesign. Next steps: Bill will provide me a list of all areas needing content. I will be solicitate help to develop site content

**Topic: Trail Mix and Pend Oreille River Passage Trail**

Attending a two-day session, November 14<sup>th</sup> and 15<sup>th</sup>, as part of the Design Team for the Pend Oreille River Passage Trail.

I will be the Trail Mix Committee alternate and cover for Rowdy, in the event he is unable to attend a meeting.

**Topic: Budget Monitoring/Financials**

Verizon: Completed process for requesting credit for the two cell phones that were not used since May but not cancelled until Sept.

Completed analysis of Verizon bills. Per Verizon we owe them money. Per analysis we don't. Sent info to Zach. Will follow-up with Verizon.

Completed powerpoint presentation of Councils role in financial oversight, and developed graphic slides to aid in monthly review of financials. Being reviewed by Annie.

Contacted Railroad Management to understand the recent bills received by the city. We have 1 sewer pipeline that parallels the railroad tracks for 2 miles and 2 other sewer pipes that cross under the tracks. This results in two separate bills from Railroad Management for encroachment fees. Paid once a year with annual increases. Notes added to Railroad Management file explaining such.

**Topic: Ordinances**

Reviewed ordinances related to franchises and meeting times, dates and place. Investigating franchise ordinance policy and need for any additional franchise ordinances.

Provided edited ordinance listing to Jacquie.

Talked with Justin – policy analyst at AIC regarding Ordinances and Resolutions. Based on this knowledge and after reviewing the AIC Ordinance Manual, tracked one ordinance through all amendments. Will prepare information for council on Ordinance rules and guidelines.

**Topic: AIS**

Attended 2014 AIC Fall District Meeting in CDA.

## Roles and Responsibilities in Budgeting and Finance

Mayor and Council Responsibilities

Presentation adopted from AIC Budgeting and Finance power point

## Budgeting Process

- Focus on the big picture
  - How do we do that?

### Step 1: Big Picture Questions

- Why are revenues or expenses increasing or decreasing?
- Are the revenue estimates realistic?
- How is the one-time money used in the budget? What happens when that money is no longer available?
- Are fees sufficient to cover the cost of providing services?
- Should a cost-of-living increase be approved for employees? If so, how much?

### Big Picture Questions (cont)

- Should the city provide any new services and how should these be funded?
- Should services currently provided be increased, cut, eliminated, or privatized?
- What expenditures are needed to support future growth and development?
- What policy priorities should be fulfilled?

### Step 2: Review, Revise, Adopt Tentative Budget

- After the budget has been reviewed and revised, the council adopts the tentative budget, outlining:
  - Proposed revenues and expenditures for the upcoming fiscal year
  - Budgeted revenues and expenditures for the current fiscal year,
  - Actual revenues and expenditures for the previous fiscal year and
  - The city's total property tax levy in dollars for the upcoming fiscal year.

### Step 3: Public Hearing

- Legal notice of the public hearing on the budget and proposed budget is published twice in the official city newspaper.
- At the hearing any person may testify concerning the proposed budget.

## Step 4: Appropriations Ordinance

- Final enactment of the budget occurs when the council approves the appropriations ordinance, which sets the maximum spending authority for each fund or department.
- As with all ordinances, the appropriations ordinance must be published once as a legal notice, either in full or by summary, within 30 days after passage by the council.
- The appropriations ordinance may be amended during the fiscal year to reflect the receipt of additional revenue from grants, fees, or other non-property tax sources.

## FISCAL OVERSIGHT

### Councils Role In Fiscal Oversight

- Approving bills before payment.
- Ensuring appropriate internal controls.
- Ensuring spending does not exceed appropriations.
- Providing for the audit of city finances.
- Hearing the monthly Treasurer's report and
- Ensuring the quarterly Treasurer's report is published.

### Fiscal Oversight - Approval of Bills

- The most significant aspect of fiscal oversight is Council approval of bills
  - Idaho Code 50-1017 provides:
    - “All claims against the city shall be approved by the city council prior to the payment of such claims...”

### Approval of Bills (cont.)

- This means all bills must be approved by the council prior to payment.
- Some cities have approved policies authorizing payment of certain bills that the council cannot approve in time to avoid being charged a late fee
- If we are considering adopting such a policy AIS advises discussing it with the city attorney.  
(Done - by City of Dover)

### Fiscal Oversight - Internal Controls

- Internal controls
  - Idaho Code 50-1017 provides that the city council “shall establish and maintain an adequate and reasonable system of accounting controls.”
- Common types of internal controls include:
  - Verifying timecards
  - Reconciling summary financial information to supporting detail
  - Requiring receipts for travel reimbursement
  - Segregating financial duties among more than one individual

## Fiscal Oversight - Expenditures

- Ensuring expenditures do not exceed the spending authorization set in the appropriations ordinance
- Idaho code 50-1006 provides:
  - “The mayor and council shall have no power to appropriate, issue or draw on the treasurer for money unless the same has been appropriated or ordered by ordinance...”

## Expenditures (cont.)

- Neither the city council nor any department or officer of the corporation shall add to the corporate expenditures in any year anything over and above the amount provided in the annual appropriation bill for the year....”

## Expenditures (cont)

- This means that the maximum spending authority set in the appropriations ordinance for a particular fund or department cannot be exceeded, despite the fact that the council authorized payment
- If the city must spend in excess of the amount authorized in the appropriations ordinance, then the appropriations ordinance must be amended before the money is spent.

## Fiscal Oversight - Audit

- Audit
  - It is the duty of the council to have a full and complete audit of the financial statements of the city
  - The council is required to include all necessary expenses for carrying out the provisions of Idaho Code 50-1010 in its annual budget

## Fiscal Oversight - Monthly Reports

- In order to keep the Council up-to-date on the financial condition of the city, the City Treasurer is required to provide a monthly report to the Council.
  - Idaho Code 50-208 provides that the City Treasurer is required to make a monthly report to council “showing the state of the treasury at the date of such an accounting and the balance of the money in the treasury....”
  - The report must be accompanied by a statement of all receipts and disbursements.

## Fiscal Oversight - Publishing Quarterly Report

- The Mayor and Council need to ensure a quarterly report is being published
- Failure of the treasurer to report the appropriate statements, per code, is a misdemeanor

# Monthly Financials

