



MINUTES : REGULAR COUNCIL MEETING

THURSDAY, MAY 12, 2016 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Annie Shaha; Councilmembers – Strand, Guthrie and Brockway. Staff –Clerk, Michele Hutchings

Public Present: Dale Hopkins, Westside Fire Department; Scott Schriber, Selle Valley Construction; Rich & Kelly Jenkins

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mayor Annie Shaha called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance

II. PUBLIC COMMENT: There was not public comment

III. UNFINISHED BUSINESS

(1) Discussion: Sewer Ordinance: Only sewer will have rate changes. No increases due in water services. Several resolutions will be incorporated into both water and sewer ordinances. Strand suggests all council and staff review current water ordinance and suggest changes.

(2) Discussion/Decision: Cedar Ridge Road Maintenance: Mayor reports no update other than addition of Apex quote. Guthrie expresses this would be a lot of money for the City to absorb. Strand notes City's water tank locations and importance of access. Strand willing to contribute to costs for ability to provide for more tankage in future. Guthrie notes road is not in as bad of shape as others like Pine Street and Syringa. Guthrie thinks HOA should split costs with City. Brockway asks what fall-back position is if HOA not agreeable. Potential leverage options are discussed re: dust control and grading. Council directed Mayor to make contact with Cedar Ridge HOA and report at next meeting.

(3) Discussion: UP Grant Ideas: Grant applications open July 1, 2016. Some ideas discussed were improving crosswalk at Dover Joe's, railroad crossing gates, additional restrooms near marina, park in Old Dover, fencing and/or electrical lock system for water tanks and equipment. Council agrees security of upper water tank is of most importance. Strand to suggest estimated cost for electrical lock system. Costs could be near \$7,000 for fencing and \$5,000 for electrical locking system.

(4) Discussion/Decision: UP Bike Path Agreement for Easement: UP acknowledges the City's limitations of statute but did not reflect the change in the agreement. Mayor confirms Dover Bay Development is willing to split the cost and will contribute \$500. Brockway suggest if agreement is accepted that a letter accompany it with verbiage "as per our mutual agreement ..." and she would also like a paper trail of Dover Bay/City agreement to share costs.

Brockway moves to accept the UP Agreement, **Strand 2nds**. Guthrie asks which fund will be paying cost, Mayor states General fund. **Roll call vote:** Strand-Aye; Brockway-Aye; Guthrie-Aye. **All Ayes, Motion carries.**

(5) Employee Manual updates: Guthrie notes changes to permanent part-time and full-time employee descriptions and benefits. Brockway asks if intent is to get current employees up-to-date or to bring entire manual up-to-date. She also noted obvious differences in City's manual as compared to ICRMP manual sample. Brockway asks for clarification of days vs. hours for vacation asks Guthrie to clarify "consistent". Guthrie suggests that would a mayoral decision. Mayor prefers days rather than hours and would like vacation paid to be consistent with what employee was hired for. 16 hours of personal leave discussed as well. Council may consider a 1 page benefits page vs. manual City attorney feels less is more and would prefer simple document outlining pay scale, holidays, benefits, travel reimbursement, etc. Mayor will follow up on this issue and bring something back for Council approval at a future meeting.

IV. NEW BUSINESS

(1) Decision: Landscape Waiver for Klepinger-347 O'Donnell: This item was taken up after III.1. Scott Schriber presented information and supporting documents. Discussion with Council followed. Council and Mayor would like agreement changed to reflect the addition of text "The city is not responsible for any damage to the rocks that may occur from removing the wall". Councilman **Strand moved** to accept the agreement with this modification, **Guthrie 2nds**. **Roll call vote:** Strand-Aye; Brockway-Aye; Guthrie-Aye. **All Ayes, Motion carries.**



(2) WSM Sewer Contract: Strand asks about services outlined on page 1, #1 & #2. Mayor confirms that routine performance includes geo bags. Strand does not care for reference to "Operation & Maintenance procedures" as noted in Exhibit A. Mayor notes that WSM is working with City Engineer, Converse to make an O & M plan. Brockway suggest changing the wording. Discussion about Exhibit A included and not included items. Strand wants understood that general communication with City regarding O & M issues stays on included list. Councilman **Strand motions** to accept the wastewater services contract with the two modifications requested removing the O & M & wastewater contractors, **Brockway 2nds. Roll call vote:** Strand-Aye; Brockway-Aye; Guthrie-Aye. **All Ayes, Motion carries.**

(3) WSM Water Contract: Strand notes Exhibit A (excepting lead and copper testing). Mayor notes the testing is a requirement as outlined in the Request for Proposal (RFP) however, not included due to lead issue being a moving target at present. No further questions or concerns from Council. Councilman **Strand motions** to accept the water services contract as is, **Brockway 2nds. Roll call vote:** Strand-Aye; Brockway-Aye; Guthrie-Aye. **All Ayes, Motion carries.**

(4) Joint Powers Agreement - Independent Highway District: Mayor explains JPA is 10 years old and renews on October 1, 2016. Attorney Snedden has not reviewed agreed upon changes yet however Mayor feels his earlier suggestions have been addressed in the current version. All roads included with the exception of the Dover Bay PUD and private roads. Brockway asks if IHD will continue to maintain bike path and would like to include that language in the agreement. Councilwoman **Brockway motions** to accept the Joint Powers Agreement upon final review of Snedden, no substantive changes and inclusion of bike path maintenance, **Strand 2nds. Roll call vote:** Strand-Aye; Brockway-Aye; Guthrie-Aye. **All Ayes, Motion carries.**

(5) Joint Powers Agreement - West Side Fire District/Sandpoint/Sagle: This item was taken up after IV.1 early in the meeting. Dale Hopkins explained JPA changes and benefits. Expected start will be July 1, 2016. Dover will not be losing services, response times will be the same, may be future ballot measure for consolidation of Sagle and Dover fire districts.

(6) Discussion: Transportation Alternatives Program Grant Application: Mayor describes grant, explains specifically for pedestrian safety, bike paths, non-motorized issues. Asks for Council's blessing to attend workshop with City Planner Ailport. May be potential \$30k-\$50k grant for Jersey barriers and safe connectors from bike path to Hwy. 200. All Council members ask Mayor to attend and report back.

(7) Discussion: Budget Workshop date/time: Brockway asks about purpose for first budget meeting. She suggests that Council bring forth capital project ideas so costs can be investigated before actual meeting. Mayor suggests all ideas should be considered including water, sewer, parks, etc. and will add to next Agenda. Guthrie suggests City should be using the whole budget and not have any leftover. Brockway will review project list from last year and determine where we are on each this year. Guthrie expressed knowing what has been done in the areas of past projects so she can review and needs to know what budget is. Brockway suggested Guthrie review Dropbox documents. Guthrie says she looks at newspaper for quarterly budget publication figures but wants to know what the current projects are and where the budget and projects will be in September. Brockway will email Guthrie spreadsheets for projects with high level of detail. Guthrie expresses concerns that not just one council person is doing the budget. Mayor assures Guthrie that Brockway has been reviewing as oversight. Guthrie will request additional documents from Treasurer. No budget workshop date/time decided, to be discussed during next meeting and added to Agenda.

(8) Discussion: Codification Workshop date/time: Brockway suggests 2 hours will be needed. Date and time to be Thursday, June 2nd at 2:00 p.m.

V. CONSENT AGENDA

(1) Payables: Brockway reviewed her detailed reports. Strand expressed concerns about pump seal repair work still ongoing. Mayor notes Generator #1 project now approved at \$24,000 and is DURA reimbursable.

(2) Financials for March 2016

(3) Minutes: Regular Council Meeting 4/14/2016 & P and Z Workshop Minutes 4/20/2016

(4) Written reports: Mayor, Staff, Councilmembers, Water/Sewer, Planner, Engineer: Brockway asks about detail for Water/Sewer report. Mayor explains Engineer Converse is working to provide septic standards and they will be adopted with resolution soon. Most of concern by Wade was due to lack of standards to inspect to. Mayor explains NFPA is for National Flood Plain Administration as noted in her report. Strand asks about interested new council. Mayor



would like to wait for additional interested parties and plans to wait until next meeting to make appointment. **Strand motions** to accept the Consent Agenda items as is, **Guthrie 2nds. All in favor, motion carries.**

VI. FUTURE AGENDA ITEMS/MEETINGS

Tues. May 17th – 9:30 a.m. – Noon – TAP Grant Workshop (New Business #6 above)

Tues., May 17th – Election Day

Thurs., May 26th @ 5:30 p.m. – Public Hearing

Thurs., May 26th @ 6:00 p.m. – Regular Council Meeting

Mon., May 30th – City Hall CLOSED for Memorial Day

June 2nd @ 2:00 p.m. - Codification Workshop

Councilman Strand will be attending meeting on 5/17 with Sewell and additional parties re: Syringa Heights and possible interest in purchasing water from Dover. Will report at next meeting.

VII. ADJOURNMENT: Strand motions to adjourn, **Brockway 2nds. All in favor, motion carries.** Meeting adjourned at 8:32 p.m.

Respectfully submitted, Michele Hutchings – City Clerk