



MINUTES: Regular City Council Meeting

THURSDAY, MARCH 9TH @ 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha and Councilmembers – Brockway, Guthrie, Kubiak and Strand. Staff – Planner, Clare Marley - Clerk, Michele Hutchings.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mayor Shaha called the public hearing to order at 6:02 p.m.

II. PUBLIC COMMENT: no public present for comment

III. GUEST SPEAKER: Ron Stocking, Fire Chief – Selkirk Fire, Rescue & EMS: Stocking gave personal introduction and experience history. Beginning 4/1/17 Westside Fire Station will have 40-hour week firefighter (Jonah Pucci) at Dover station. Additionally, “sleeper” program for volunteers and evening coverage at station will begin soon. Merger offers 24/7 response from Sandpoint, Sagle and Westside. Fire boat, ladder truck and spill equipment all available. Joint Powers Agreement (JPA) in development. Biggest struggle is to get accurate information to citizens. Mail is best option but expensive. Stocking asks what Council would like? Brockway suggests Pucci have coffee at Dover Joe’s now and then to make himself available to residents for questions. Guthrie asks for presentations to council quarterly. Stocking will add Clerk, Strand and Shaha to daily report emailing with detail on significant incidents. Council encouraged to view website and Facebook of Selkirk Fire Rescue and EMS. Strand asks about assistance with identifying potentially leaking hydrants. Stocking says during annual inspections anything above ground can be checked but they cannot assist with anything below ground. Marley asks about evacuation plans. Stocking confirms he can put together a “First 45 minutes” evacuation plan for council’s review at one of the May council meetings. Brockway would like it linked to our website along with additional emergency contact links. Kubiak asks about status of E911 addressing in Dover, Mayor confirms former councilman Rowdy MacDonald completed the project and continues to keep Dover notified as any new updates are made.

IV. UNFINISHED BUSINESS: no unfinished business this meeting

V. NEW BUSINESS

1) Discussion/Decision: Dover City Code (DCC) Title 7, Chapter 1, Utility Installations Within Public Right of Way: Marley reviewed process she and engineer Hassell followed in order to present the ordinance for council review and approval. **MOTION by Brockway** to dispense with the rules for reading the ordinance on three different days and call for one reading of the proposed ordinance by title alone, pursuant to Idaho Code §50-902. **Strand 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Aye. Ayes have it, MOTION carries.** Title read in full by **Strand. MOTION by Strand** to adopt proposed Ordinance No. 149, repealing Title 7, Chapter 1 of Dover City Code (Utility Installations Within Public Right of Way) and adopting a new Title 7, Chapter 1 of Dover City Code (Encroachments within Public Rights of Way and Places) **Kubiak 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Aye. Ayes have it, MOTION carries. MOTION by Brockway** to approve the summary of ordinance, as presented, and authorize the publication of this summary in accord with Idaho Code §50-901A. **Guthrie 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Aye. Ayes have it, unanimous approval – Ordinance passes.**

2) Discussion/Decision: Resolution – Encroachment Standard: Marley explains change in text to include “or subsequently codified”. **Strand** moves to approve Resolution for the adoption of a standard approach drawing for new driveway and roadway encroachments and culverting on public rights of ways within the incorporated city limits, **Guthrie 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Aye. Ayes have it, unanimous approval – Resolution passes.**

3) Discussion: Planning and Zoning Budget Review: Mayor introduces chart prepared and explained by Brockway. Strand asks how many items in Brockway’s reports are ongoing and which are nearly wrapped up. Marley confirms FEMA almost done but time still needed for non-compliant items and that Floodplain can be considered completed. Marley also notes that if P&Z meetings were reduced by 3 to the required 9 per year, savings could be seen in Administration area. Marley attending conference re: short term rentals and will report findings to council, states moving forward with Ordinance is a good plan. Council directed Marley to begin new file regarding short term rentals. Strand asks about steps to offset going over budget in P&Z. Mayor says upcoming meetings will focus on budget. Mayor also notes that Cedar Ridge frozen sewer main has totaled \$30k to date, Strand stands by his earlier estimate of \$50k at project end.



4) Discussion/Decision: New Website: Mayor discusses malware issues with old website. Strand asks why the site was not restored back 30 days prior to the main incident and offers to work directly with GoDaddy suggesting we could be up and running again. Mayor reviews section estimates provided by Roundbox. Brockway proposes council consider having structure built by Roundbox with staff populating site with documents and data. Strand notes web development is expensive and \$5k is a not a bad price. Strand suggests getting old site up and running with protection from malware budget cost of \$10-\$15k for next year. Brockway's concern is the understanding that old site was completely defunct, Strand doesn't think so but not really certain. There were 5 additional malware intrusions prior to this latest one. Mayor asks Strand to coordinate with Roundbox and GoDaddy to get old website up again. Mayor states general fund has money and the website has become an everyday tool for residents and contractors alike. Mayor directs clerk to add website update and discussion to next agenda.

5) Discussion/Decision: Audited Financial Stmts DRAFT – Fiscal Year end 9/30/2016 and Representation Letter for approval and signature: Brockway questions why bond information is only noted under DURA and not City's financials, important for historical reference for future council and Mayors. Brockway also questions why the invoicing is \$2k over budget. Page 19 of draft audit refers to city assets and the 70/30 hookup split however, Brockway states that 2015 was last of hookups. Mayor will follow up with auditors for clarification and asks council for approval of signatures on representation letter. Strand approves of signatures. **MOTION by Brockway** to authorize signatures on audit representation letter, **2nd by Kubiak. All in favor – Motion carries.**

6) Discussion/Decision: Idaho Rural Water Association – Annual Business Meeting, Voter Delegate, Absentee Ballot: Mayor explains deadline for absentee ballots has passed, apologizes for the oversight. Annual business meeting date noted in case council requests to participate.

7) Discussion/Decision: Budget Hearing Date – notification to County Clerk due by 4/30: Mayor asks council to consider date for public hearing budget meeting. August 10th is regular meeting date, at same time as Sandpoint Festival and it is important to have quorum. Tentative budget will be decided on at July 13th council meeting. After discussion, council agrees August 17th is better date. Strand asks what needs to happen in order to change regular council meeting date. Clerk to research and confirm steps to Mayor and council.

8) Discussion/Decision: Water monitoring equipment: Strand reviews DEQ sanitary survey and results of meetings determining water monitoring system is defective. T-O Engineers has offered 3 options to satisfy DEQ requirements, each is summarized by Strand. Strand favors option #1. Brockway also favors option #1 because it meets DEQ requirements, was recommended as best choice by engineers and is most affordable. Guthrie asks Strand for more clarification between options and, after discussions, also agrees with option #1. Kubiak also favors option #1. All council in agreement to move forward with option #1.

9) Discussion: Summer Intern: Mayor says DEQ requires city to maintain a backflow prevention program. Mayor suggests a summer intern to make entries into the new software system and shares resume with council. Guthrie knows intern personally and highly recommends her. Strand says first is to determine where potential backflow actions are needed which will require mailings, data gathering and data entry. Brockway asks about costs. Strand confirms software is \$850 and suggests process begins with ABS utility billing data. Brockway suggests looking into current ABS utility software to see if there is a compatible backflow program the city can purchase. Brockway asks if intern can be contractor and questions necessity of benefits to be paid. Mayor confirms she's already verified requirements with ICRMP insurance.

VI. CONSENT AGENDA: Brockway asks Mayor to elaborate on "floodplain interpretation" from her report. Mayor notes the interpretation is challenging right now and the city is being challenged by some residents and developers. **MOTION by Strand** to accept consent agenda items as presented, **2nd by Guthrie. All in favor.**

VII. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviewed upcoming dates and events. No questions or comments from council. Kubiak informed council she will not be able to attend March 23 Public Hearing or council meeting.

ADJOURNMENT: MOTION by Guthrie to adjourn, **Strand 2nds. All in favor, none opposed - MOTION carries.** Meeting adjourned at 8:27 p.m.

Respectfully submitted, Michele Hutchings – City Clerk

Approved by Council at meeting 3/23/2017 (mch)