



MINUTES: REGULAR COUNCIL MEETING
THURSDAY, APRIL 11th, 2019 @ 6:00 p.m.
DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha, Councilmembers Brockway, Evans, Goodvin and Strand. Staff – Planner Clare Marley, Engineer Jay Hassell, Clerk Michele Hutchings.

Public Present: Tom Williams, Alex Lett, John Windju, Gary deBlaquiere, Rick Hyde

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE Mayor Shaha called meeting to order at 6:05 p.m.

II. PUBLIC COMMENT: Rick Hyde, 205 4th Street, requested the city install portable toilets on new city owned property especially during peak visitor months. Clerk to work with Mayor to investigate and report back to Council

III. OLD BUSINESS:

1) Discussion/Decision: Cedar Ridge Road Memo of Understanding: Brockway disclosed she and Goodvin have been advised by attorney they may participate in discussions. **Strand moved** to accept the Memo of Understanding and authorized the Mayor to sign, **2nd by Evans. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Aye; Strand-Aye. All Ayes, Memo of Understanding approved.

2) Discussion/Update: Pavement Management Plan: Hassell gave overview of plan and removal of Dover Bay Development roads that are public, private and mixed. The roads in the plan are in bad shape. 5 years is typical of length of planning with a revisit approximately 3 yrs. into plan. Hassell notes \$40K annual investment commitment would be recommendation to minimally maintain with only small increase to value and condition of roads. Focus would be on deterioration of roads, not traffic. Road base is biggest consideration. Trucks generally do more damage than number of travelers. Structure underneath roads is failing. Poor drainage is primary cause to damage. IHD (Independent Highway District) frequently provides maintenance services i.e. pot hole fixes. Hassell reviewed RSL Map in presentation explaining future discussions will center around priority for funds to be invested. Will be dependent on budgeting as well. Strand asked for amount in street budget. \$50,000 from County and \$30,000 from State estimated by Mayor. Hassell noted as DBD (Dover Bay Development) roads are turned over to City, pavement plan will need to be revisited. Hassell invited council to email any questions to him. Mayor asked to add final draft and decision for adoption to May 9th agenda. Clerk to add draft plan to website. For record - Goodvin departed at 6:28pm.

IV. NEW BUSINESS:

1) Discussion/Decision: Petition to Withdraw (De-annexation): Marley summarized de-annexation, contact with legal resources, research results along with her memo to council. Legislative issue not quasi-judicial. Brockway learned de-annexing back to county or unincorporated area is rare, she finds no reason to support. Not a priority after all work having been done in zoning and comp plan. Evans asked if property would go to Sandpoint. Marley stated unincorporated county would be location if de-annexed. Strand also researched, understands some residents of Pine St. are not happy with quality of road. Doesn't feel enough reason for city to consider change boundaries. **Strand motioned** petition to de-annex be declined as city has no desire to amend city boundaries, **2nd by Brockway. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Absent; Strand-Aye. All Ayes, motion passed.

2) Discussion/Decision: DURA Project Specific City Agreement: Mayor noted DURA atty would like to see #5 "by addendum to this agreement". Council can act, pass to DURA for their action with change. **Strand motioned** to accept the DURA Project Specific Agreement as modified with changes noted. **2nd by Evans. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Absent; Strand-Aye. All Ayes, motion passed.

3) Discussions: Fiscal Year 2019-2020 Budget: Mayor introduced budget process, has collected staff notes. Will review by fund.

GENERAL: Sales tax - automatic 3% is recommended. Brockway and Strand reinforce AIC recommendation to accept 3%. Income fairly consistent. \$23,000 interest received from DURA is likely a balance sheet item vs. budget item. Revenue to stay same. Grant income - all agree to leave in for FY20 as presented. Building Permits & Plan Review was over this year. Marley stated this year off to slow start. All agree to reduce to \$70,000. SPOT to remain at \$3K. Hassell will provide report re: general fund engineering services. Could decrease except ordinances are also active, to remain at \$15,000. Operations & Maintenance/Buildings & Grounds could see increase if city will be taking more responsibility for park maintenance. Brockway would like City to take over with reasonable budget, decide what level of service with \$20,000 contribution

As approved by Council at meeting on 5/09/2019 (mch)

budgeted. Mayor will continue to search for park maintenance solutions. Wages - intern for summer and possible part-time person year around considered although not included in budget. Brockway realizes value in summer intern position. All agree to add to budget. All in agreement to keep mayor and council wages same. Mayor will revisit how best to offer health insurance benefits to permanent part-time employee. Brockway asked about maintenance issues at fire station. Clerk asked to coordinate building assessment. Microphones for chambers budget for FY19. Mayor and Clerk to research. Brockway asked about General Fund for Comp Plan. Notes from planner for comp plan implementation did not have estimated budget figure.

SEWER FUND: Membrane replacements not for 2-3 more years but should plan reserves for them. Paving at sewer plant is unknown. Headworks screen evaluation \$25,000 and sludge management plan \$15,000 are agreed upon as priorities. Custom headworks screens create more maintenance issue, time consuming. DEQ compliant however could be concerns over future breakage, not able to replace with off shelf item. Strand also notes DBD irrigation water now used, suggested using pre-chlorination effluent for maintenance. Recycled water could be capital expenditure. Strand to review with city engineer. Hassell will put budget together for paving. Mayor suggested grading/gravel improvements rather than pavement at plant for FY20. Strand suggested adding funds to account for engineering studies. Engineering increased to \$30,000. Sewer connection fees reduced based on building permit activity. Also reduced are inspection fees and sewer user fees. Testing fees will be researched more and likely increased. Testing increased to \$13,000. Contract services increased slightly. Strand noted Broadband needed for Sewer Plant estimated at \$60 monthly.

STREETS: Unexpected reimbursement for Ontario Street project of \$180,000 was received. City will open budget to recognize this income. All agreed \$50,000 for street maintenance for each of next 5 years is desired.

WATER: Strand will work with T-O Engineering on Grant Income and Water Facility Improvements to determine amount for city vs. DURA reimbursement. Strand suggested water connection fees decrease to \$30,000. Engineering may change after Strand reports. CAD Mapping discussed. As new lines come on, should be CAD mapped. Mayor to check both water and sewer CAD mapping with update to follow. Sewer owes \$85,000 loan. Water loan is \$32,000. This time next year, could pay off principal on water loan. Strand noted cross fund debts as well - water owes both sewer and general fund. Mayor informed will soon be updated monthly by fund with help from Treasurer and CPA. May consider budget for professional leak detection help for FY20. Mayor reminded that budget discussions will be on every agenda until final approval after public hearing.

V. CONSENT AGENDA:

1) Payables: Brockway motioned to accept the payables as presented, **2nd by Evans.** All in favor

2) March financials will appear on next agenda

3) Minutes: March 28th Council Meeting and Executive Session - **Brockway motioned** to accept the minutes as presented, **2nd by Evans.** Brockway and Evans in favor, Goodvin absent, Strand abstained as he was not present at either meeting.

4) Reports: Mayor, Council, Staff – Mayor referred to aerial imagery as noted in planner report stating would be a significant improvement and likely at a cost of under \$1,000. Strand stated leak detection continues. Essex to lower Dover will be next areas of focus with report to follow at next meeting.

VI. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviewed upcoming events. Future agenda topics will include T-O Engineering sewer cost report, Chlorine dosage pre-engineering study from T-O Engineering, next range of projects for water improvement plan.

VII. ADJOURNMENT: Brockway motioned to adjourn the meeting, **2nd by Evans.** All in favor, motion carried. Meeting adjourned at 7:55 p.m.