



REGULAR COUNCIL MEETING
THURSDAY, APRIL 9, 2020 @ 6:00 p.m.
DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER

MINUTES

Present: Mayor Davis, Council Brockway, Parkin, Strand and Williams. Staff – Planner, Clare Marley; Engineer, Jay Hassell; Clerk, Michele Hutchings

Public Present: refer to sign in sheet from Online Meeting (attached)

I. **CALL TO ORDER**– Mayor Davis called the meeting to order at 6:01 p.m.

II. **PUBLIC COMMENT** – No public comment received

III. **NEW BUSINESS**

1) **AARP Grant Opportunity – Approval for application, options, improvements contingency funds** – Hassell reviewed his engineering report with details of AARP grant findings and recommendations for council consideration. Most likely unit would be amenable to relocation in future if needed. **Parkin motioned** to approve applying for one Option 2 one-user vault-style restroom and another separate application for one Option 2 two-user vault-style restroom, improvements not to exceed \$50,000 contingent on the city being awarded a \$50,000 AARP grant. **2nd by Strand. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

2) **GIS Inventory – Approval** – Hassell gave overview of engineer’s report showing plans for phases and costs for each. Council agreed would like to proceed with phases 1 and 2 within FY20 with work not to proceed until after June 1st so allow for any unexpected expenses between now and then. **Brockway motioned** to approve moving forward with phase 1 and phase 2 of the GIS Inventory as described and budgeted in the engineer’s report with the caveat of work to begin after June 1st if no extenuating expenses are incurred during fiscal year budget 2020. **2nd by Strand. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

3) **105 4th Street Property - Updates, improvements** – Much discussion between Mayor, Council members, Engineer and Planner. Comprehensive plan was referred to and importance given by residents to have the location of the post office moved. Residents have also expressed a wish for a city center location to be developed. USPS lease at current location runs through 2025 however, has early termination clause with one-year notice. Mayor and Council agree to move forward with renderings of potential development plan for property without reliance on USPS rental of future building. Parkin agreed to chair a committee in future to explore options and get residents involved in planning. Hassell agreed to assist with first community workshop. Mayor asked for future agenda item in June or July.

4) **Water Intake Repairs -** Mayor described problem with intake system, floating intake lines requiring lowering pump volumes and anchoring water system to the bottom of lake to eliminate hazard to boaters. BCSO (Bonner County Sheriff’s Office), IDL (Idaho Dept. of Lands) and ACE (Army Corps of Engineers) identified hazard and assisted with extra boat patrols safety and protection of city assets. Mayor made use of barge in area to handle the emergency right away. Strand commented lines have been ongoing issue due to drawdown. Fix is DURA reimbursable expense, already in water improvement plan. agrees with Mayor's quick action. **Parkin motioned** to ratify the Mayor’s decision to approve the work from Apex estimated at \$3,973.00, **2nd by Williams. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

5) **Aquadrone Quotes for Inspection and Cleaning of Essex and Cedar Ridge Reservoirs** - Mayor reviewed email from Mike Wade and WSMI recommendation. Strand does not recall record of any inspections. Brockway noted not an expense that’s been planned for. Suggested budgeting for FY21, asked for council agreement. Strand reminded that water fund owes sewer fund so there is no funding currently available for this project. Parkin in favor of getting it done if recommended by WSMI. Mayor suggested a show of good faith to DEQ by including in FY21 budget. May need to consider increase in water fees to cover these necessary budget items. Strand agrees to include in FY21 budget as expense and talk about 5% rate increase. All council in agreement.

6) **Noxious Weeds Control, Yellow Flag Iris and Agreement** - **Strand motioned** to accept the Landowner’s Agreement for Bonner County Noxious Weed Control to target Yellow Flag Iris on the city-owned property on O’Donnell Drive as noted in the presented materials, with the caveat that the site be posted, and

As approved by Council at meeting held 5/14/2020 (mch)

7) authorize the Mayor or Clerk to give signature of approval. **2nd by Parkin. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

8) Proposed Resolution No. 155 for Amending Payables: **Parkin motioned** to approve Resolution No. 155 titled A RESOLUTION OF THE CITY OF DOVER, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING THE CITY TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO CITY COUNCIL; AUTHORIZING THE MAYOR TO APPROVE PAYMENT OF VENDORS NOT NOTED IN THE LIST HEREIN, RESCINDING RESOLUTION NO. 142, AND PROVIDING FOR AN EFFECTIVE DATE. **2nd by Williams. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

9) POAC (Pend Oreille Arts Council) Ancillary Gallery Agreement- Agreement not received, postpone until future meeting agenda after receipt.

10) Draft Audit Review, Authorization for Mayor and Treasurer to sign final closing letter- All council members confirmed they've reviewed the draft audit documents. Brockway asked for clarification on pg. 15, 2nd paragraph reference to "transportation fund", agrees acceptable to move forward with preliminary budget for final council review, with explanation to be provided by auditors. Mayor will include as future agenda item pending receipt of final draft and letter. Will ask Treasurer to obtain clarification from auditors.

11) CPA Letter of Engagement, Authorization for Mayor's signature- CPA letter not yet ready for council review and approval. Will be added to May 14th agenda.

[5-minute recess taken – regular meeting resumed at 8:06 p.m.]

12) Budget Hearing Notification to County Clerk: **Parkin motioned** to approve the Budget Hearing Notification with the public hearing date to be Thursday, August 13, 2020 at 6:00 p.m. **2nd by Strand. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

IV. OLD BUSINESS

1) Budget Setting Fiscal Year 2021 - Strand prefers intermediate budget workshop to focus on streets, sewer and water and complete those reviews before next full budget workshop to be held May 14th at 3:00 p.m. prior to the regular council meeting. Brockway agrees, taking longer to cover each fund than anticipated. Clerk to coordinate intermediate workshop date.

2) SHWD (Syringa Heights Water District) discussion - No proposal has been received from SHWD as stated at last council meeting. Mayor recommended appointing Williams to take lead in reaching out to SHWD to obtain the proposal mentioned and come back to council with recommendation. All council in agreement. Brockway does not want any more city funds, i.e. administration time, taken up with this subject at this time.

V. CONSENT AGENDA – Strand motioned to approve the consent agenda as presented, **2nd by Williams. Roll Call Vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Aye.

VI. FUTURE MEETINGS/AGENDA ITEMS – Mayor reviewed items from agenda. Brockway asked to add WSMI (Water Systems Mgmt. Inc.) fee changes to May agenda. Requesting start date for increase to be July 1st. Strand noted report from TO Engineers re: flow and pressure modeling work expected within 1-2 weeks. Requested separate workshop date for this topic only. Expressed need to have alternative to DEQ soon, as required. TO Engineers information will have impact on water budget discussions, preference for it to be held first. Brockway asked where does SHWD (Syringa Heights Water District) fit into water budget discussions? Strand affirmed SHWD not in water improvement plans for year or more. Clerk to set up two meetings prior to next regular council meeting – one with TO Engineers focus, another for budget focus.

VII. ADJOURNMENT - Williams motioned to adjourn the meeting, **2nd by Brockway.** All in favor, meeting adjourned at 8:37 p.m.

Respectfully submitted, Michele Hutchings - Clerk

As approved by Council at meeting held 5/14/2020 (mch)