



MINUTES : REGULAR COUNCIL MEETING

THURSDAY, JULY 14TH, 2016 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

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

Public Present: None

- 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:** No public present for comment
- III. **UNFINISHED BUSINESS:**
 - (1) Discussion: Budget Fiscal Year 2017 –
General Fund is first to be discussed. Strand asks where Planner's expense is carried. Mayor confirms after payroll burden under P&Z. burden in P&Z. Mayor notes County Revenue Property Tax Income does include the foregone figure. City will take the 3% only for last year. Building Permit and Plan Review does allow for Ruen Yeager's increase. Mayor notes recent information that health insurance costs will likely rise up to 20% in coming year. Treasurer budgeted at 30 hrs. weekly and is a full-time position. In lieu of Mayor administrating strict 30 hours weekly for Treasurer position suggests alternative of paying an additional one full day per every week the 30 hours is met and a health insurance allowance monthly to be applied to her personal policy based on what cost would be to City should she opt to have City coverage. She would also be paid for all regular paid holidays. Guthrie asks how many weeks amount to more than 20 hours, Mayor confirms often. Brockway suggests budgeting for 30 hours weekly. Strand doesn't believe issue as to how to manage Treas. position, should just be re: budget only. Should be agenda item separately if management of Treas. position needs to be discussed. Guthrie agrees. Brockway states if angle is to allow flexibility to both Treas. and Mayor, budgeting to variation in role is recommended. Mayor says we still need to budget for health insurance whether or not used. Guthrie asks if accounting costs will go down. Brockway confirms accounting will be half of what it was last year. Mayor very concerned about planner position and suggests planning for a City employee as Planner. Lots of liabilities with planning and it is more a concern with contractors vs. employee. Brockway asks about equipment at \$5k. Guthrie asks about grounds figures which Brockway confirms is primarily for City Park. Strand says we should plan for what we have now and re-open budget if it is needed in the future rather than guess at an appropriate budget value for City Planner as employee. Mayor says if that's the case, we should plan for increase. City would be better served by a City employee. Strand says that would be a decision in the future. Debate between Brockway and Strand as to best practices for budget planning. Kubiak expresses if there may be changes, it makes sense to her to allow for that in budget and later detailed discussion can be made in future. Discussion would go to council and be on agenda for Mayoral direction if City Planner should be replaced. Mayor notes General Fund is \$40k under budget for this year and that is typical. Capital carry over will be -0- as shown on III.1c.
Sewer Fund: Income for sewer inspections is going to building permit line item. Strand notes it should be moved. It is suggested only \$5k vs. \$25 be used for GPS budget for sewer. Mayor affirms this year's legal services were mostly attributed to the sewer ordinance. Council agreed that next year's legal fees should remain at \$5k. Strand asks if tank inspections/pumps will be done this year. Mayor notes project will extend into next year but not during winter. Strand notes \$67k is base rate. Mayor asks if \$72k will be enough? Brockway explains how figure was arrived at and is comfortable with \$72k. Mayor asks for any other Sewer budget concerns, none expressed.
Street Fund: Mayor shares news that Dover did not receive TAP grant. Pavement plan may be a DURA reimbursable expense. Guthrie notes we would have to re-open budget if we received \$11k from DURA, Mayor and Strand say no. Engineering fees have been changed due to not receiving TAP Grant. Guthrie asks why we should budget \$5k for Cedar Ridge when other roads in City are not getting any attention. Mayor notes City still needs some engineering in budget in the event Cedar Ridge action moves forward. Guthrie notes West Pine and Syringa are in terrible shape. Guthrie wants to budget \$150k for street repairs and asks how long the



\$150k has been sitting in account. Strand notes pavement plan will show where we can apply for grant help and agrees with \$180k into budget especially if used as matching grant funds. Mayor states amount available is \$187k. Guthrie asks how long it would take to get grant money. Strand notes could be a year. Guthrie says that's too long. Mayor explains that Dover doesn't qualify for many grants and asks if council should budget for grant writer. Strand and Brockway agree it would be a good investment. Guthrie adamant about road paving projects. From railroad to Upper Syringa and the "y" is her biggest concern. Guthrie agrees to budgeted amount as long as grant is done right away and doesn't wait another 2 years. Kubiak agrees working on grants for matching funds to make budget stretch further is a good plan.

Water Fund: Strand suggests asking DURA for reimbursement for new meters. Mayor reminds council that the more DURA contributes, the longer it may stay open. Council understands and agrees. Strand asks about Engineering Svcs. Mayor notes budget is needed for Water Ord. but can be brought down and amount of \$5k is agreed upon. Legal fees also agreed to be revised to half amount. Council agrees Repairs, Maintenance and Supplies be reduced to \$4k. Mayor recommends keeping healthcare in general fund rather than allocating. Strand favors paying down debts to sewer and general funds for loan. Brockway and Guthrie agree with Strand. Mayor suggests line item of annual funds transfer as a sub account under misc. expense. Council agrees to meet at 9am on Tuesday 7/19. Clerk to post notice Friday 7/15.

IV. NEW BUSINESS:

(1) Syringa Water: Strand explains calculations and review of how they were determined. Notes facilities plan will need some direction in order to complete as to whether or not Dover may enter into agreement with Syringa. Mayor asks if Dover would be interested in providing water to Syringa. Strand personally finds it to be attractive and beneficial for future capacity, revenue and other projects. Guthrie asks what storage unit costs. Strand estimates \$800k and notes it is DURA reimbursable. Mayor asks if it could be a shared cost. Engineers said Syringa putting funding into facilities owned by Dover would likely be a problem for DEQ. Strand notes other option would be selling at same rate to all water users with surcharge to out of City however, not recommended by Strand. Mayor confirms Syringa decision is holding up water facilities plan. Strand looking for whether or not Council has objections before Syringa pursues with DEQ. Brockway likes concept, expresses that residents of Dover should not subsidize any part of agreement. Kubiak likes idea of having ability to expand service area. Guthrie has no opinion but commends Bill on well-presented information. No direction needed.

(2) Septic Tank Resolution: Revised Septic Tank Standards: Mayor gives brief description of minor changes to Ex. A drawings and text. According to legal counsel, Mayor can make the administrative decision to change Ex. A if not substantive changes. Strand questions whether solution is in plans to alleviate air lock issues with some tanks. Strand notes we've had 5 air locked systems post pumping. Suggests a pressure vent may be considered for specs to alleviate. Mayor will explore.

(3) Mayor's appointment of P & Z Commissioner, Seat #3: Mayor suggests reappointing Dean Johnston. **MOTION by Strand to appoint, Brockway 2nds. All in favor, none opposed - MOTION carries.**

V. CONSENT AGENDA: Mayor asks for any questions or comments. Brockway commends Tammy for 1 year of service and PERSI/SPOT work. **MOTION by Strand to accept the Consent Agenda items as is, Guthrie 2nds. All in favor, none opposed - MOTION carries.**

VI. FUTURE AGENDA ITEMS/MEETINGS: Mayor notes Clerk will be at FEMA training M-Th next week. Treasurer will be in office. Mayor suggests ITD project with striping and rumble strips along roadway from slough, she will work with Jay Hassell on project. Strand asks about whether or not the no wake buoy has been located and what plan is to replace. Main concern is liability to City.

VII. ADJOURNMENT: MOTION by Strand to adjourn, Brockway 2nds. All in favor, none opposed - MOTION carries.
Meeting adjourned at 8:37 p.m.