



MINUTES : REGULAR COUNCIL MEETING

THURSDAY, March 24, 2016 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha; Councilmembers – Strand, Hewitt, Guthrie and Brockway; Staff – City Clerk, Michele Hutchings; City Planner, Lisa Ailport **Public Present:** Bill and Gloria Stuble

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Meeting called to order by Mayor Shaha at 6:00 p.m.

II. PUBLIC COMMENT: Gloria Stuble has noticed trucks pumping sewage

III. UNFINISHED BUSINESS:

(1) Discussion/Decision: Revised Agreement – Cedar Ridge Road Maintenance –

Mayor notes Hassell and IHD still working on estimated costs. Hewitt still has concerns about Dover taxpayers paying for repairs for privately maintained road. Guthrie describes road as potentially dangerous. Strand most comfortable waiting for estimate before moving forward. Brockway agrees, would like to look at project in totality. Hewitt agrees.

(2) Discussion/Decision: Resolution – Cedar Ridge Road Maintenance - Tabled until future meeting.

(3) Discussion/Decision: Sewer Ordinance –Strand suggests reviewing sections most impacted by workshop discussions especially section four. Definitions have not changed much.

[SECTION 3] - Hewitt notes 3.1 "by express agreement to annex" asks Ailport about requiring annexation. Ailport refers to Mason's previous comments re: service agrmt/consents. Ailport cited Bonners Ferry example as future concern. Consent to annex and service agreements are very important. Brockway notes that Ordinances would not apply if service agreement is not obtained as City laws are not valid outside of City limits. Strand asks for verbiage that would be qualifiers as discussed by Ailport. Brockway suggests qualifiers be clear and manageable by City.

[SECTION 4] - Hewitt asks about tanks in public right of way; says there are two (2) that he knows of. Strand says would still be maintained and owned by user. Ailport asks about easements. Still on deed and still recorded. Mayor asks for comments. Brockway is fine with it. Hewitt still does not like concept and has expressed his concerns. Hewitt offers possible solution of increased fees in order to keep City maintaining and asks how multi-units pay. Brockway explains HOAs would pay for maintenance and repairs. Hewitt suggests Council choose a date to let residents know when they will have to maintain from since residents interpreted that City would bear cost of maintenance. Mayor notes that all users bear cost now. Guthrie suggests letter to all users to explain changes to ownership of sewer system. Strand stresses City is "implementing what was in Ord. 104" not "changes". Hewitt suggests possible language of "we are considering new language that could affect your responsibilities as far as repair, maintenance and operations of your sewer system". Strand notes that in 2 mos. cash reserves will be gone if all tanks are pumped. Mayor reminds Council of previous unanimous agreement to make residents responsible vs. City going on to private property. Guthrie suggests letter goes to public before approving Ordinance, Strand does not agree, Brockway does not agree. Mayor agrees to letter but not until after Ordinance has a clear direction. Mayor suggests Council reach out to public if they feel it necessary as public has been well informed. Guthrie will write letter, Mayor and Council will review at next meeting.

[SECTION 5] - Brockway has no comments.

[SECTION 6] - Ailport suggests swapping sections 6 & 7 and dropping permitting in section 6. Strand 6a should NOT go into 7. 6a into 7 - applies to all types of connections either residential or commercial. Ailport : Service Agreement Required could be added. Commercial kitchen needs some work too. 6b to 7 - ideas to follow from Ailport, will be at heading for 7 and will be a purpose statement. 6c can be moved to section 7. 6d will be deleted. Move 6e into prohibited discharges. Grease trap is mentioned elsewhere but doesn't mention "thou shalt".

[SECTION 7] - Sewer Construction and Connection should be new heading for section 7. Ailport and Mayor to work on reorganizing section 7. Still some work to be done i.e. "as built" plans "minimum requirement" vertical/horizontal. 7d can go away.

[SECTION 8] - Strand questions red mark re: easements. Ailport may substitute service agreement requirement.

PROHIBITIVE DISCHARGES: Strand not found but will need to have a place for it. Is grease trap considered to be pre-treatment? Hewitt says it is owner's responsibility and there may be state health code for maintenance on grease traps. Mayor suggests put in 9.4 section. Maybe put with excessive discharge. FOG is mentioned there. Brockway suggests as a subset of FOG. Mayor asks about Basis for Connection Fees and whether or not it is required. Strand says Snedden asked to have this included based on Hayden decision.



[SECTION 11] - 2.b. Strand refers to his document about Sewer Economics and explains living units times a multiplier. Strand recommends 4.5 as multiplier. Strand reviews his numbers on the Economics spreadsheet. 19 bungalows = 4 per septic tank. Mediation requires that City may only assess 5 ERUs on rental bungalows and cafe. Originally City charged 1ERU per each of 19. City decided ADUs are more costly than they are worth. Brockway asks if using structure or septic tank for ERU determination? Parkside may see changes to ERUs. Mayor asks Council to consider if City will accept another Pomrankey/Parkside situation in future. Ailport still struggles with 11.2d. Strand says d can go away. Mayor asks for other council thoughts on d. ADUs as defined within Dover code will not be charge ADU suggested by Ailport. Hewitt, Strand and Brockway agree to multiplier and Pomrankey must be each treated as individual residences and ERUs. Pomrankey is NOT part of the mediation. Ailport states 11.4 needs to be opened up for whole development vs. individual i.e. Pomrankey and allows HOAs to request change. "Users may petition Council re: ERUs". Strand and Brockway agree would be good to add to 11.5 Hewitt agrees with single family decision.

[SECTION 12] - Strand notes equations are no longer present. Resolution will need to determine how calculations are made.

[SECTIONS 13 & 14] - Brockway refers to Delinquent Notice and definition in 13.2 vs. 14.1a asks that these be consistent. Date could be set by resolution. Treasurer may want to stagger billing date in future. 14.1a will need to be changed "delinquent date set by resolution".

(4) Discussion/Decision: Generator Lift Station – Mayor reviews quotes, clarifies NCE quote and confirms DURA allowable expense. Brockway brought up concrete pad cost. Strand does not know if we need a new pad. **Motion** by Hewitt to accept Selkirk's, Avista and NCE bids, 2nd by Strand. All in favor, none opposed – **Motion carries**. Council does want to be reimbursed from DURA and directs Mayor to move forward.

(5) Discussion/Decision: Resolution Changing Water ERUs – Mayor suggests waiting until Sewer Ord is completed. Council agrees. Future agenda item.

(6) Septic Tank Pumping Update – Brockway asks how lack of baffles on tanks passed inspections and asks about liability back to who inspected and approved. Strand talked with Jerry. Inspection does not guarantee everything was done correctly. If in clear site could be liability. Strand notes inlet baffles are visible but outlets not necessarily according to Mason and Converse, City may or may not have liability. Brockway asks about sharing expense with inspectors. Mayor notes multiple contractors would be difficult to backtrack. She has asked developer to help with cost but does not have decision yet. Bill notes approx. 15 or more installers and multiple inspectors as well and there have been many years since installation and inspection. New Excel reporting sheet in development. Ailport asks about tying in to parcel number to be integrated into county system. Brockway suggests educating homeowners is necessary going forward. Mayor will work with Wade to evaluate priorities for repairs needed, how system is faring and whether or not developer will be assisting with costs. Update to be reported at next meeting. Mayor encourages council to contact Wade with any questions.

IV. NEW BUSINESS - Mayor asks to move up presentation by Ailport. All in agreement.

(4) Discussion/Approval: Hwy 2/200 Plan (New Mobility West) update by Lisa Ailport, City Planner – Ailport summarized 2/200 report. Will review with Planning & Zoning at next meeting and they may have a recommendation. Will then will ask for Council's support and recommendations. Ultimate goal is to adopt into Comp plan which will require a Public hearing. Ailport reports on Trail Mix meeting and survey. Storymap is free and Ailport recommended that Dover incorporate into our website.

(1) Water Facility Plan: Scott McNee – Tabled for future meeting

(2) Discussion/Decision: DURA Revised Agreement

Motion by Brockway to accept First Amendment to Loan Agreement, **2nd** Strand. Roll call vote: Guthrie-Aye; Strand-Aye; Brockway-Aye; Hewitt-Aye. Unanimous vote. **Motion carries**.

(3) Discussion/Decision: Resolution for Funds Transfer to DURA

Motion by Brockway to approve proposed Resolution No. 115 for funds transfer to DURA, **2nd** by Hewitt. Roll call vote: Guthrie-Aye; Strand-Aye; Brockway-Aye; Hewitt-Aye. Unanimous vote. **Motion carries**.

(5) Discussion/Decision: Quote for beach pea gravel installation –

Motion by Brockway to accept Apex quote of \$14,601.60, **2nd** by Strand. All in favor, none opposed. **Motion carries**.

(6) Kaniksu Land Trust/Prescription Parks – Mayor sent letter as directed by Council.

(7) Personnel Manual (Guthrie)

Guthrie reviews her recommendations for updates from 2008 manual. Discussion about full-time and permanent part-



time employee benefits: vacation, holidays, sick and personal days. Mayor notes Cities are exempt from paying holiday pay. Brockway suggests number of days be determined and banked so employees can use as either vacation, sick, personal. Employee budgets the days accordingly. Strand agrees. Sick leave would not carry over. For paid holidays, Strand says matching school district dates is a good idea. Brockway asks to leave holidays without changes. Future meeting Guthrie will come back with final version for Council review. Strand suggests need to review from a budget standpoint as budget is based on f/t employee being paid every day of work year. Then next step would be ICRMP review.

(8) Update Ordinance Codification (Brockway)

Brockway discusses in general. Decision is City of Dover Idaho Code. Red text is questions to be answered by Council. General Penalty - Would say "refer to section 1-4-1". Brockway will divide, provide hard copies and each member will review a part. Mayor suggests workshop for review 1 hr. earlier than regular council meeting in May.

VI. CONSENT AGENDA

(1) Payables; (2) February Financials; (3) Minutes: Sewer Workshop; (3) Minutes: Regular Council Meeting March 10, 2016

Motion to approve consent agenda by Strand, 2nd by Guthrie. All in favor, none opposed. **Motion carries.**

VII. FUTURE AGENDA ITEMS/MEETINGS

(1) Town Hall meeting with Senator Crapo Saturday, April 2nd @ 3:30pm at City Hall

(2) Regular Council meeting April 14th

VIII. ADJOURNMENT

Motion to adjourn Strand, 2nd by Guthrie. All in favor, none opposed. Meeting adjourned at 9:35 p.m.

Respectfully submitted, Michele Hutchings, City Clerk