



## MINUTES : REGULAR COUNCIL MEETING

**THURSDAY, OCTOBER 13, 2016 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**Present:** Mayor Shaha and Councilmembers – Strand, Kubiak, Guthrie and Brockway. Staff – Clerk, Michele Hutchings.

**Public Present:** Sharon Strand, Bob Hansen

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Mayor Shaha called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance
- II. **PUBLIC COMMENT:** No public comment was offered
- III. **UNFINISHED BUSINESS:**
  - 1) Discussion/Decision: Water Facility Plan; Scott McNee T-O Engineering  
Mayor asks if Council would like to review draft plan before discussion. Strand suggests McNee give some guidance for next steps. McNee explains once Council chooses option to move in, he will finalize and put before Council again before presentation to DEQ. Council would not be locked into a special course of action as the plan could be amended. DEQ takes about 2-3 months for review/approval. Options in draft plans are reviewed. Some items in plan are suggestions and others requirements of DEQ. McNee confirms 20 year figures include full buildout of Dover Bay Development, expansion of old Dover, Cedar Ridge and Syringa Heights. Draft plan includes an aggressive increase in hookups over 20 years. Hansen reviewed draft plan and commented the water system has needs to be addressed now. He leans toward option 3 which will save energy and money in the future. Strand says with the capacity Dover has now, not likely operating costs can be reduced. Option 3 is his preferred choice. January 1st 2018 is end of Syringa's contract with Sandpoint which may be something that will have to be negotiated if Dover is not prepared to serve at that time. Brockway compliments McNee on draft plan. Recognizes a large amount of water is returned to lake because we don't have enough users. Her choice is option 3. Guthrie asks if the existing problems would be taken care of with option 3. McNee notes all options presented address those issues. Hansen responded to Strand's explanation of difficulties with current water system for example, every time a hatch on reservoir is opened, it is at risk for introduction of contaminants. Strand, Brockway and Kubiak agree to option 3. Guthrie also agrees as long as DURA will fund. Mayor has checked with DURA and there is roughly \$4 million in water upgrades available. City could get loan from DEQ that DURA could reimburse. Guthrie asks if DEQ needs to give final approval before projects can move forward. McNee confirms. Direction approved by all council for T-O to move forward with completion of draft plan using option 3.
  - 2) Ordinance Codification progress report, plan for completion  
Brockway gave brief report explaining that Snedden reviewed administration sections. Marley is reviewing sections 12-17. Brockway still transcribing all comments then council will have final review. Strand asks if updated firearms ordinance had been approved. Mayor notes that County Prosecutor has approved, have not heard back from Sheriff. Clerk directed to follow up with Sheriff and forward information to Brockway. Brockway notes Marley has been a great help and is a wealth of knowledge regarding ordinances and codification.
  - 3) Discussion/Adoption: Updated Personnel Manual  
Mayor asks where council would like to start review. Brockway suggests reviewing edits. Mayor outlines proposed edits. Jury Duty discussed. Brockway says stipend is offered for jury duty so City should not pay additionally. Council agrees. PTO reviewed. Guthrie asks how 7 days is calculated. Mayor notes 5 days vacation + 2 days sick day. Vacation time and sick leave are not separated, all referred to as PTO. Brockway, Strand and Kubiak agree to PTO. Guthrie feels it's an awful lot of PTO. Holidays reviewed. Currently 7 holidays are recognized. Final decision by Council is to add MLK and President's Day. Bereavement addressed. Council agrees 3 days are acceptable for bereavement. Kubiak asks about FMLA. Mayor explains not requirement with small number of City employees. Unpaid leave may be granted up to 30 days. Brockway suggests if emergency should arise, Council could make special decision. Mayor asks for council approval to adopt with changes and corrections as discussed. **MOTION by Strand to accept Personnel Manual with changes as discussed, Brockway 2nds. All in favor, none opposed - MOTION carries, Personnel Manual approved.**



**IV. NEW BUSINESS:**

1) Decision: JUB Engineers services agreement for the Water System GIS Mapping City Water Infrastructure Mayor reviews JUB sewer mapping project with summer intern. Quote is for water mapping project and not budgeted for other than engineering services. Suggests may be water improvement budget item possibly covered by DURA. Brockway not opposed to project but needs to know where funds will come from before making a decision. Guthrie asks if absolutely necessary. Strand notes outside of Dover Bay Development, there are no records of where meters and lines are. Likely not a project until summer of 2017 with summer intern. Clerk directed to add to Spring 2017 agenda for review.

2) Discussion/Decision: City Storage and Access for electronic information (Dropbox, other options)

Mayor explains free Dropbox is maxed out. Strand reviews his presentation. Brockway does not like website based service primarily because of security concerns. Mayor suggests increasing \$8 month for Clerk and Treasurer and fix Treasurer access. Strand likes NAS server with backups. Brockway asked if we've talked to NAS users. Strand says yes but City needs to make decisions as to system and backups. Brockway agrees with fixing Clerk and Treasurer access and with new NAS system. Mayor confirms direction from council is get Clerk and Treasurer access with increased Dropbox monthly fee as needed and add NAS system.

3) Discussion/Adoption: Public Records Oversight and Copying Policy

Mayor explains need for new policy and also resolution for adopting policy. Brockway reviews her notes and refers to AIC manual July 2016 public records book. Would like to make a better comparison before making a decision. Brockway notes it's in Q&A format. More current language may be available. Clerk to download and share with council via Dropbox and add to agenda for October 27<sup>th</sup> Meeting.

4) 2017 City Project Priority List

Mayor notes new year, new budget, new direction. Purpose for list is to note activities that require a lot of time and money, not every line item. Would like council to review and appreciate requirements. Brockway likes keeping Council focused on items that were budgeted for. Council members should be proactive, take ownership of new projects. Kubiak asks if bench project might be addressed in Comp Plan, says small park-like areas in old Dover have been suggested to be included. Project location, site, pad, preparation and guidance from ITD, Engineers, etc. makes this a bigger project. Mayor asks if a council person would be willing to take on the project. Guthrie says she'll do some calling and bring information to next meeting. Says it would be a nice project but doesn't think \$1,000 bench is necessary. Brockway says council needs to know costs for decision, park equipment line item would be used for funding. Kubiak asks about SPOT sharing of the bench. Guthrie opposed. Mayor suggests Dover may be on the list to receive a full bus stop in 2018 with full cover, waste cans, etc.

**V. CONSENT AGENDA:**

Brockway referred to Clerk report with address for Dover Bay 2-plex property transfer as incorrect. Strand will work on this particular property transfer and correction of address. Clerk directed to provide Strand with information.

**MOTION by Strand to accept Consent Agenda as is, Kubiak 2nds. All in favor, none opposed - MOTION carries.**

**VI. FUTURE AGENDA ITEMS/MEETINGS:**

Mayor reviewed future dates as noted on Agenda and notifies Council that next meeting (10/27) will start early at 5pm with Executive Session. Snedden will open the meeting with explanation of rules. Mayor also encourages Council participation in Comp Plan Workshop dates and to be proactive in notifying their voters, neighbors, residents of Dover. Mayor will ask Sandpoint's representative to update Dover after AIC Municipal Water Summit. Clerk and Mayor will obtain meeting materials. Mayor encourages contributions from council or residents past and present to the upcoming historical project. Brockway suggests adding to website and posting in post office for outreach opportunities.

**VII. ADJOURNMENT: MOTION by Strand to adjourn, Guthrie 2nds. All in favor, none opposed - MOTION carries.**

Meeting adjourned at 8:02 p.m.