



MINUTES : REGULAR COUNCIL MEETING

THURSDAY, APRIL 13th 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha and Councilmembers – Brockway, Kubiak, and Strand. Staff – Engineer, Jay Hassell – Treasurer, Tammy Anderson - Clerk, Michele Hutchings.

Public present – Bill Stuble; Bob Howard, Director - Bonner County Emergency Management

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mayor Shaha called the regular council meeting to order at 6:00 p.m. and led the Pledge of Allegiance

II. PUBLIC COMMENT- GENERAL TOPICS: Bill Stuble, Bayside South resident supports short-term rental ordinance. Impressed with draft presentation and work that P&Z has done and thinks it will help. Mayor thanked for input. Strand suggests nuisance ordinance may need to be considered by council this summer. Mayor reminds that Sheriff Wheeler will be at future meeting as guest speaker and this would be a good topic for discussion with him.

III. GUEST SPEAKER: III. GUEST SPEAKER: Bob Howard, Director - Bonner County Emergency Management

Most important to City are disaster declaration and procedures. Best to contact County EMS so Howard and staff can help coordinate with Commissioners and ID Office of Emergency Mgmt. If County has declared, incorporated cities are covered. State cost share is 50/50 to repair and bring to pre-existing state, does not include funding for improvements. Mayor asks about timeline for FEMA reimbursements, Howard suggests usually quickly with a 75/25% cost share. Debris removal can also be reimbursable cost, new this year for FEMA. Rule of thumb is to declare early and declare often. Declaration excuses process of bidding/purchases. Important to declare before authorizing work to be done so City is not liable for sole cost. County and state have exceeded per capita required before federal funding can be available. Strand asks if there is a time limit to declare. Howard explains beginning and end dates for declaration coverage. Expects flood conditions may extend through June. Howard's goal is to create partnerships with cities. Council members are always welcome at meetings. Ontario St. was visited 4/12 with Corps of Engineers Emergency Mgmt. staff from Seattle. They feel Ontario St. project would qualify for Section 595 program funding. Mayor asks if there has been talk about train derailments in Ponderay and Bonners Ferry. Kubiak asks about when conditions are ripe for mudslides. Howard says often trains adjust speed due to conditions. Mayor asks for success tips with FEMA at Tuesday's meetings. No further questions. Howard was thanked for his presentation.

IV. UNFINISHED BUSINESS:

1) Update: Cedar Ridge Road – road condition and frozen septic lines status for Cedar/Essex Rds. - Mayor reviews bids in Dropbox that Engineer Converse supplied. Sewer main may be cracked and having some seepage. Needs to be addressed. Strand asks if there is obvious leakage, Mayor replies no. Brockway asks if there is urgency for this year's budget or could wait until next fiscal year. Mayor says will likely be a next fiscal year project. Brockway asks if cleanup will be necessary. Hassell suggest manholes may be required and could add some cost to project. Brockway asks about road conditions. Hassell had contact from residents after last meeting but nothing since. Mayor visited next day and Converse also noted road was holding up.

2) Update: Website - Strand confirms malware was rinsed from site and is now being scanned. SSL certificate will be needed eventually however, currently unable to meet the requirements due to directory structure. Since up and running clerk has not been able to access and update calendar. Strand impresses that cityofdover.id.gov should be the website that is used. Thinks all is now working. Has technical input from professionals for best rate of converting website working on putting plan together for quotes. Mayor asks council to consider converting the website sooner than later, especially if budget is open. Marley made clear to Mayor that codification is very important tool to have on website. Important for planner as well as other web users. Mayor suggests if budget is opened this would be another consideration. Brockway agrees. Strand agrees both should be done at same time, conversion to Wordpress along with codification added to web. They work together. Clerk understands costs to be \$500 set up plus \$500 annually pro-rated per calendar year. Brockway agrees but would like to prioritize projects in totality.

3) Update: Backflow Prevention – ABS system references and walk-through presentation - Strand did get reference from ABS, has not heard back yet. Also waiting for DEQ's response to revised Plan Of Correction (POC). Facilities plan should be back this upcoming week. Strand will work with McNee and DEQ for POC response before commitment to

Approved by Council at meeting May 11, 2017 (mch)



backflow program. Brockway asks who end user of ABS system is. Mayor says Mike and Tammy and Bill will be involved. Anderson asks if ABS is only system being considered. Strand confirms there is a program that Wade uses in Bonners Ferry. Anderson asks if city staff could be more proactive. Strand suggests Wade will be involved in remote presentation so comparison can be made to system Wade is familiar with. Anderson asks about cost, Strand notes ABS is cheaper up front but annual fee makes it more. \$500 is approximate cost annually.

4) Update: Ontario Street closure and road/work status - Hassell reviews last month's work, will email clerk with notes. Bid package to follow soon for council approval. Strand asks about placement of water line in relationship to sewer lines. Downstream side is location of water line which is where IHD armored with rock placement per Hassell. Strand asks about estimate for water to recede. Hassell working on dewatering requirements and does not think water will stop flowing over the road. Strand asks how long to pump down reservoir. Hassell explains it will be up to contractors bidding to determine best method.

VII. NEW BUSINESS:

1) Discussion: Fiscal Year 2017 need to open budget before year end – Mayor opens discussions and Brockway reviews project list. Items to be considered when opening budget: Codification, painting of City Hall and public restrooms, Comp Plan completion of mapping, website. Other discussions continued including the need for street asset management plan. Hassell recommends City authorize JUB to access license so that inventory can be completed **and additional inventory items possibly completed by an intern.**

2) Discussion: Fiscal Year 2018 budget – much discussion and review of financials and notes supplied by council and staff on DropBox. Brockway will organize projects and financial estimates for consideration at next council meeting as budget agenda item.

VIII. CONSENT AGENDA: Mayor asks if Council has questions or concerns about payables, financials, or minutes. No questions asked. **MOTION by Strand** to accept Consent Agenda as presented, Brockway **2nds. All in favor, none opposed - MOTION carries.**

IX. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviews dates listed on agenda and notes correction of AIC Spring Academy date to be Tuesday, May 2nd. Mayor reminds council to attend DURA/Joint Council meeting scheduled for May 10 @ 5:30 p.m.

X. ADJOURNMENT: **MOTION by Strand** to adjourn, Kubiak **2nds. All in favor, none opposed - MOTION carries.** Meeting adjourned at 9:15 p.m.

Respectfully submitted, Michele Hutchings – City Clerk