



**MINUTES : REGULAR COUNCIL MEETING**

**THURSDAY, MAY 11Th 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**Present:** Mayor Shaha and Councilmembers – Brockway, Guthrie, Kubiak, and Strand. Staff – Engineers, Jay Hassell and Brett Converse – Planner, Clare Marley - Treasurer, Tammy Anderson - Clerk, Michele Hutchings.

Public present – Marie Shobe, Marty Taylor, Jeff Jensen, John Sletager, Shawn Davis

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Mayor Shaha called the regular council meeting to order at 6:02 p.m. and led the Pledge of Allegiance

**II. PUBLIC COMMENT- GENERAL TOPICS:** No public comment was offered

**III. NEW BUSINESS:**

1) Review/Approval: Final plat of Dover Bay Planned Unit Development, West Beach Court East, subdivision File #SUB002-17 - Marley describes process of plat approvals and reviews maps. Some contradictions noted in the development agreement noted as to infrastructure. Section 5 states shall be completed prior to final plat approval, section 6 states prior to the issuance of a certificate of occupancy. Marley notes landowner and his representative, city's engineer and planner are all available for questions. She affirms there are still some fees to be paid. Mayor is not concerned about fees being paid and asks if Council has concerns. Sletager confirms fees will be paid. **MOTION by Strand** to approve the final plat of "Dover Bay Planned Unit Development, Replat of A Portion of Block 2-A, to be known as Block 2A-2, West Beach Court – East" and authorize the mayor and city clerk to sign the plat on behalf of the city council and city of Dover upon payment of required fees. **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

2) Review/Approval: Final plat of Dover Bay Planned Unit Development, West Beach Court East, subdivision File #SUB003-17 - **MOTION by Strand** to approve the final plat of "Dover Bay Planned Unit Development, Replat of Block 1-B, to be known as West Beach Court – West" and authorize the mayor and city clerk to sign the plat on behalf of the city council and city of Dover upon payment of required fees. **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.** Marty Taylor, J.A. Sewell Engineering acknowledges Marley and Hassell's extraordinary efforts. John Sletager, Dover Bay Development also thanks contractors, mayor and council.

3) Discussion/Decision: Estimate to Replace Cedar Ridge Sewer Main - Converse discusses the two estimates and compares both boring and open trench processes. A series of pipe breaks and cracks need to be fixed before winter. Road may need to be built up a little annually if some is graded off during snowplowing and grading maintenance. Prescriptive easement allows city to replace piping in same location as it is now. Strand asks what planned starting dates would be, Converse notes both contractors are getting quite busy with summer now. Brockway asks if permits will be required. Mayor and Strand affirm no permits will be required by city. Mayor asks how long residents would be without sewer. Converse suggests either pumps could be shut off or could flow directly into truck to be hauled away, either with minimal service delays. Brockway likes KG&T bid especially since they have experience with the area. **MOTION by Strand** to accept quote from KG&T estimated at \$63,911.63. **Brockway 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

4) Discussion/Decision: Hydrants: Repair/Replacement - Mayor says Fire Chief brought issue to her attention and suggested repairs be made quickly. Mike Wade received estimates for replacement of fire hydrant. Guthrie asks if it's repairable. Strand says no way to tell until it's out of the ground. **MOTION by Brockway** to move forward with new hydrant as estimated at \$4,000-\$4,800 and repair old hydrant if it's repairable. **Kubiak 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

5) Discussion/Decision: Painting bids City Hall and Public Restrooms - Mayor reviews two paint estimates and notes difference in costs. Brockway notes both bids are very thorough and very close in cost. Strand says job is straightforward, asks what hourly cost comparison is and asks if costs are fixed or estimates. Satisfaction is lower however since estimate with hourly rate, he prefers fixed price of In-and-Out. Brockway agrees and is familiar with quality. **MOTION by Brockway** to accept the quote from In & Out Painting, Inc. in the amount of \$13,790. **Strand 2nds.**

Approved by Council at meeting 05.25.2017 (mch)



**Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

6) Discussion/Decision: Application and Resolution for Over-Legal Permit Agreement – Mayor explains purpose of agreement and resolution which is confirmed by Hassell. **MOTION by Strand** to direct Mayor to sign state/local over-legal permit agreement. **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

**MOTION by Brockway** to approve proposed resolution supporting permits for 129,000 pound truck routes. **Strand 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **Motion carries.**

7) Discussion/Decision: DURA matters from meeting 5/10/2017 – Mayor opened discussion by asking for council comments from topics of DURA meeting – Water improvement project, DURA budget, DURA funds available for West Side Fire District. Strand taken aback with commercial loan information for water improvement project and process of judicial confirmation vs. public vote and voices concern over judicial confirmation time required as well as costs, especially legal fees. Strand adds that an additional \$500,000 would need to be added to water improvement cost for transmission lines for fire flow. Mayor agrees to get some costs for judicial confirmation vs. public vote for council to consider at future meeting. Strand points out that road, sewer and other items are more important and favors getting DURA loan to pay for water improvement project. Brockway asks if grants are option. Mayor says experience shows grants are awarded most often only in cases of severe issues i.e. contamination which is not the case for Dover. Strand says grants would also increase building costs by 20%, Hassell states he believes that increase to be more like 35%. Mayor asks for more discussion at next council meeting on 5/25/2017. Strand will have information available at next meeting for self-funded plan. Guthrie likes idea of full-time fire person at West Side Fire Station as well as an ambulance in the area. Brockway will work with fire chief Stocking to see if \$15,000 were to be contributed by Dover, could he get matching funding for another employee?. Strand will work with DURA to determine which budget it would be included in. Future agenda item requested for further discussion.

8) Discussion/Decision: Temporary employee for septic tank inspection project - Mayor explains Water Systems Mgmt. (WSM) does not have manpower to complete project this summer. New employee would be trained by WSM, need to lift 80-85#, have valid driver's license and vehicle to be reimbursed for mileage. Mayor suggests \$15 hour. Hassell asks about hours per day and duration. Discussion is for 8 hrs. daily and duration of possibly 1-2 months. Strand compares to current WSM hourly rate of \$45. Kubiak asks if person would be working independently or with Wade of WSM. Mayor suggests 1st week with Wade then independently and then with Treasurer and Clerk. Ms. Davis suggested temp agencies may be an option. Brockway suggests day laborers may be an option through the Gardenia Center. Strand notes importance for Wade to have consistency so as not to have to continue retraining. Strand asks Mayor move forward with employment ad placement. Council members are in agreement.

#### **IV. UNFINISHED BUSINESS:**

1) Discussion: Fiscal Year 2017 need to open budget before year end – Mayor estimates \$70,000 will be needed for opening general fund budget part of which will be \$15,000 paint/stain of city hall, \$5-10,000 website. Building permit (BP) fees collected to date \$47,000 with about \$41,000 in expenses to date. Has been offsetting all year although \$36,000 was the amount budgeted for BPs. P&Z is over primarily due to FEMA. Goal will be to have # solidified before public hearing. Guthrie asks for bench by post office on the city-owned land that was included in 2017 budget. She agrees to get costs for project including meeting ADA requirements and installation in concrete. Street budget will also need to be opened. Next meeting dewatering Ontario St. will be discussed, could be around \$10,000. Hassell planning on project this year with understanding it may not happen due to funding, grants, weather and lake levels.

2) Discussion: Fiscal Year 2018 budget - Brockway says notes are not all inclusive but Chart of Accounts (COA) is. Discussions open with general fund. General fund/Income: County revenue: 3% property tax increase agreed upon. DURA: budget of \$30,000 remains the same. Planning & Zoning: fees agreed to be dropped to \$20-\$25,000. State Funds/Revenue Sharing: will be \$68,000 vs. \$44,679 on draft budget due to misprint in AIC manual. West Side Fire District (WSFD): lease expired \$1 year. Chief asked for 20 yr. lease with city taking care of maintenance i.e. roof and painting. Guthrie says land is owned by Sletager. Mayor, Strand & Brockway confirm that city has owned for last 1-2 years or so. Contract still being



reviewed by all parties and legal. Guthrie notes that WSFD has maintained grounds and snow removal in past. Brockway says internal building looked good according to Sam's report. Gutters and siding are most important issues at hand. Strand would like to bank some money to make future repairs. As city's property, it needs to be maintained which lease should reflect. Guthrie asks if Sam could do maintenance on WSFD, Mayor says yes. General fund/Expenses: Buildings & Grounds: will decrease to \$30,000. Gross Wages: Council agrees to up to 5% increase for clerk and treasurer at Mayor's discretion, to be given upon employee anniversary dates. Health insurance: will continue to be budgeted for two full-time employees. PERSI: clarification requested by Guthrie. Mayor notes some catchup was done in last year although not budgeted for. Brockway says PERSI now in budget going forward and includes Mayor, appointed and elected officials. \$8,400 remains as budgeted figure. Website: Strand has one estimate for website transfer from Joomla to Wordpress @ \$2,700 but doesn't consider this to be an accurate quote. Clerk asked to include executive session for property acquisition discussion to next meeting 5/25 agenda. Operations & Maintenance: Equipment: Anderson has consulted with software and hardware vendors as well as contractors for meter reading equipment and found with recent and rapidly changing technology, it is recommended that city maintain services of outside vendor. Repairs, Maintenance & Supplies (RMS): All in agreement to decrease line item to \$12,000. due to Conclusion of general fund discussions.

Beginning of Water fund discussions: Income: User fees could be adjusted to increase include depreciation and or capital carryover. Mayor asks why not done in earlier years. Strand suspects relative to rate study. Mayor reminds council of option to increase to just under 5% without hearing requirement. Guthrie and Kubiak agree to leave as is. Strand would like to increase due to hookups this year and suggests 5% or \$7,000. Council agrees to increase to \$137,000 from \$125,000. Repairs, Maintenance & Supplies (RMS): Leak detection could be less than or significantly higher than currently budgeted. Council agreed to bring budget \$12,000 vs. \$17,000. Testing: increased to \$2,500. Conclusion of water fund discussions.

Begin Sewer fund: Income: Strand asks if Parkside Bungalows phase 2 is included in revenues. Mayor is not sure about developer's timeline. Strand will follow up on phase 2 timeline and will give update to council for possible changes to budget. Correction of total Operations & Maintenance (O&M) to \$190,855 for 2017 projected year end. Software, Licensing & Support: Strand questions software licensing for SCADA interfaces and need to determine if we are using our own or contractor's licensing. Strand had previously sent email and copied others however, no answer has been received. May need to increase budget for this line item. Mayor notes depreciation numbers are from last year and not updated yet. Conclusion of sewer fund discussions.

Street Budget: Brockway notes lack of budget to deal with Ontario project. Hassell expects with no financial help, costs would be close to \$100,000. He's been requesting \$300,000 due to additional environmental costs when using federal funding. No questions on streets budget, discussions concluded.

Mayor expects next meeting, council should be closer to approving proposed budget. Target is for proposed budget approval at June 8th meeting. Public hearing will then follow on August 17th.

**V. CONSENT AGENDA:** Mayor asks if Council needs further review on any items. Guthrie requests in the future when person is absent it should be noted in minutes by the clerk. Mayor asks if for elected or appointed. Agreed just for council and mayor. **MOTION by Strand** to accept Consent Agenda as presented, **Guthrie 2nds. All in favor, none opposed - MOTION carries.**

**VI. FUTURE AGENDA ITEMS/MEETINGS:** Mayor reviews dates listed on agenda. Reminder of 5/25/2017 regular council meeting and asked about attendance for quorum as Mayor and Kubiak will be absent. Brockway, Guthrie and Strand will be in attendance.

**VII. ADJOURNMENT:** **MOTION by Strand** to adjourn, **Kubiak 2nds. All in favor, none opposed - MOTION carries.** Meeting adjourned at 8:08 p.m.

Respectfully submitted, Michele Hutchings – City Clerk

Approved by Council at meeting 05.25.2017 (mch)