



MINUTES : REGULAR COUNCIL MEETING

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

Present: Councilmembers – Mayor Shaha and Council members Brockway, Guthrie, Kubiak and Strand.

Staff – Engineer, Jay Hassell; Clerk, Michele Hutchings

Public present: Bob Hansen, Water Systems Mgmt.; Brett Converse, JUB Engineering

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mayor Shaha called meeting to order at 6:03 p.m. and led the Pledge of Allegiance

II. PUBLIC COMMENT: No public comment offered

III. UNFINISHED BUSINESS:

1) Discussion/Decision: Ontario Street Plan of Action - Hassell reviewed his report to council and summarized Ontario project. FEMA does not offer official letter of funding. Currently coordinating with office of emergency management. Mayor asks how often City should submit invoices. Hassell suggests City ask various agencies about how to best submit for reimbursements. Mayor says City will handle with guidance from JUB. Hassell notes that permanent work will require tracking and management that will need to be discussed in near future. Budgeting estimates provided look like they will be on track. May not need a fish passage route, mitigation grant may not be necessary. Brockway agrees with moving forward with motion so that processes and decisions can be made for repairs. **Brockway Motioned** to authorize the City Engineer to finish the Ontario Street Emergency Repair project, National Environmental Policy Act documentation and applications for permits and advertise the project for bid when the bid package is submitted to the City, Strand **2nds. All in favor, none opposed – MOTION carries.**

2) Pavement Plan Update - Hassell adds to report submitted to council. Expresses planning now for next five years is good way to protect City's assets and prevent further deterioration. Inventory and assets look better than he expected. Final report will be submitted for next month's meeting.

3) Discussion/Decision: Proposed Amended FY2017 Budget - Mayor explains both General and Street funds are over in spending and will each require opening at public hearing. Building permits and Planning & Zoning are both over in the general fund. Building Permit Fees are expected to come in over, from \$45,500 to approximately \$87,000. Operations and Maintenance also over in expenditures as painting of City Hall had not be included. Mayor ask for any questions. Streets Budget - Most changes due to Ontario Street project. Possible that \$20,000 in FEMA reimbursement may be received before end of fiscal year. Brockway asks for explanation of Prior Service/Connection Fees notation. Mayor explains calculations were completed however auditors confused with DURA figures. Similar to a journal entry. Was costly and time consuming for Treasurer and Accountant to solve. Guthrie asks for explanation of \$33,213 entry on General Fund, Mayor gives detailed explanation. Strand and Brockway confirm prior resolutions supporting Mayor's explanation. Mayor asks for any other questions and asks Council to approve Proposed Amended FY2017 Budget for public hearing to follow 8/17. **Strand Motioned** to accept proposed amended FY2017 budget, **Brockway 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All ayes – Proposed Amended FY2017 Budget accepted.**

4) Discussion/Decision: Proposed Amended FY2018 Budget - Mayor began by reviewing budget notes from previous meetings. General Fund: Brockway states AIC numbers were updated, audit moneys, naming convention changed but no affect to dollars. No questions from council. Water Fund: No questions. Sewer Fund: Naming conventions primarily. No further questions. Street Funds: FEMA renamed to Grant Income. Capital Funds carry over will be around \$40,000 or less if both FEMA and State funding are received. Mayor asks if councilmembers have reviewed all numbers. Mayor reminds Council, once adopted, no changes can be made unless public hearing brings changes. **Strand Motioned** to accept proposed amended FY2018 budget, **Kubiak 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All ayes – Proposed Amended FY2018 Budget accepted.**



5) Discussion/Decision: Amended Lease – Westside Fire District - Mayor notes that after council approved last meeting, WSFD commissioners had requested a couple of changes. Fiscal year date was changed. Utility costs includes natural gas. Item 2.9.2 remains unchanged. Item 2.9.3 has City responsible for exterior siding. **Strand Motioned** to accept Fire Station Lease Agreement with amendments, **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All ayes – Fire Station Lease Agreement accepted.**

6) Discussion/Decision: Planning and Zoning Commission Bylaws: Mayor recalls last meeting’s discussions about Planning & Zoning Bylaws being required although the City has never had them. Marley recognized for her work on the Bylaws, Mayor and Council are thankful for her efforts and to Planning & Zoning Commission for unanimously recommending at their July 6th meeting. Mayor states Attorney Snedden suggested adopting via resolution. Mayor asks if there are any questions. **Strand Motioned** to approve the Resolution of the City of Dover, Idaho adopting Planning and Zoning Commission Bylaws, **Kubiak 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All Ayes – Resolution passes.**

IV. NEW BUSINESS:

1) Discussion/Decision: 2018 Audit Letter of Engagement, Anderson Bros. CPA’s, P.A. – Mayor notes that governance letter is same as usual. Engagement letter was reviewed. Mayor asks for acceptance to sign. **Kubiak Motioned** to accept Audit Letter of Engagement and authorize Mayor to sign, **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All ayes – Letter of Engagement signed by Mayor.**

2) Discussion/Decision: Disposal of obsolete or non-functioning office equipment and Resolution – Mayor reviewed proposed resolution and asks if there is any discussion needed, asks for motion. **Brockway Motioned** to accept proposed Resolution for Declaration of Surplus, **Strand 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All ayes – Resolution passes.**

1) 3) Discussion/Decision: City water line installation at water treatment plant bathroom – Hansen reviews DEQ requirement and says plan is easiest way to satisfy the mandate. At present, no potable water in water treatment plant. Mayor reviews both quotes received, each for a different aspect of the project. Strand reminds Council that installation and calibration of new testing equipment will follow shortly thereafter and be revisited at a future council meeting. Strand also notes he will need timelines for both the completed potable water line and testing equipment installations so that he can update DEQ. **Strand Motioned** to accept both Apex Construction Services quote of \$2,970.00 and Aqua Plumbing, Inc. estimate of \$1,586.92, **Guthrie 2nds. Roll Call vote:** Councilwoman Brockway-Aye; Councilwoman Guthrie-Aye; Councilwoman Kubiak-Aye; Councilman Strand-Aye. **All Ayes – Quote and Estimate accepted.**

V. CONSENT AGENDA: Strand asked to review financials for June, specifically the water fund \$5,296 for repairs and maintenance. Brockway referred to Treasurers report of installations of water meters. Mayor confirms most of expense was for water meter purchases and installations. Mayor also confirms for Strand that costs cannot be capitalized. Strand claims there were 19 meters that were missing values, not read, according to meter report. He also noted there is still a water loss of 15-16 gallons per minute. Brockway asks about Evans balance as noted in Treasurer’s report and asks what steps are being taking for collection. Clerk suggested confirming with Treasurer but believed this to be a positive report as it is likely on a very old, large balance. Brockway also expressed concerns after reviewing the building inspections reports while noting some are showing very little or no activity over a long period of time, including floodplain issues dating back to 2014. Clerk offered to copy Brockway via email when submitting review of reports to Mayor. Report from handyman reviewed, Mayor confirms beginning with Fall inspections of all City-owned buildings will be made. Follow up inspections will be made in Spring. Mayor asks for any other questions.

VI. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviewed upcoming cancellations and rescheduled meetings. DEQ representative may be available for executive session on August 17th council meeting. If so, meeting would open early with executive session around 5:15pm with public hearings following. Mayor asks for final questions.

VII. ADJOURNMENT: MOTION by Brockway to adjourn, **Kubiak 2nds. All in favor, none opposed - MOTION carries.** Meeting adjourned at 6:56 p.m.

Respectfully submitted, Michele Hutchings – City Clerk

Approved by Council at meeting on 8.17.2017 (mch)



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