



**MINUTES : REGULAR COUNCIL MEETING**  
**THURSDAY, JANUARY 25<sup>TH</sup>, 2018 6:00 p.m.**

**DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**Present:** Mayor Shaha and Councilmembers Brockway, Evans, Guthrie and Strand. Staff – Planner, Clare Marley; Engineer, Brett Converse; Clerk, Michele Hutchings

**Public present:** Bob Hansen, Barbara Collins, Brett Evans, Amy Lizotte

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Mayor Shaha called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

**II. PUBLIC COMMENT:** None offered

**III. NEW BUSINESS:**

**1) Review/Approval: SUB004-17 Lot Line Adjustment 305 & 307 Bergstrom** - Marley reviewed her memo to council explaining two lots are being combined to one. Strand asked for confirmation on which lots are being combined. Marley pointed out Lots 6 & 7- home and vacant lot next to West are being combined. **Brockway motioned** to approve the final plat of "A replat of lots 6 & 7, Block 6B-1, Bayside South" and authorizing the Mayor and Clerk to sign the plat, **Strand 2nds - Roll call vote:** Brockway-Aye, Evans-Aye, Guthrie-Aye, Strand-Aye. **Motion carries.**

**2) Discussion/Decision: Prioritization of Planning Services for 2018** - Brockway asked for planner's priorities. Marley stated her preference would be Subdivision code, storm water/erosion, fee schedule and suggested council plan for a plan implementation workshop with P&Z commission to address post-comprehensive items. Brockway asked about special events and how that would relate to Dover Barn activities. Marley would need to review Dover Bay PUD agreement and advise. Strand feels nuisance ordinance is also a priority due to recent short-term rental changes. Amy Lizotte expressed her concern of traffic on 3rd street primarily speeding. She asked for road changes - speed limits, speed bumps, other option. Mayor explained that council would need to decide to add street changes to future agenda. Comp Plan has documented the concerns of 3rd and 4th streets and plans are progressing to move post office and bus stop locations. Strand noted speed study had been done previously and that public roads, publicly maintained cannot limit users. Strand noted speeds have increased significantly since the street was paved. Dover Bay areas plowed, including sidewalks, are not maintained by City. Strand recommended adding to future agenda to explore interim options. Strand agreed traffic is a concern but explained city resources are limited. Evans suggested option of flashing light metering mphs. Mayor suggested city have "20 is plenty" signs that could be put up on 3rd and 4th streets. Clerk to locate signs and contact Lizotte for pick up. Barbara Collins questioned Marley about content neutral signs as noted in prioritization list. Marley explained suit re: free speech issues. Basic outcome, city can regulate size and location but not content. Mayor asked Marley to move forward as discussed and agreed upon by council. Marley asked about council's position on resort tax. Brockway doesn't think it's a big enough value or return on investment. Evans agreed. Marley asked for suggested dates/times for future workshop. Brockway suggests April timeframe to give consideration for items to be budgeted for FY 18-19. Clerk will work to coordinate several dates/times for all to consider and agree upon.

**3) Discussion/Decision: John Austin, DURA: Financial Resources for Water Improvement Projects** - Mayor reviewed memo by John Austin/DURA and general process of construction loan, city forfeiting of \$30k annually, DURA will pay interest during time of construction. Mayor informs this may be last amount of money from DURA before DURA closes. \$400k loan amount, \$200k cash available. Bond financing is expensive. Brockway asks if all would be for water improvement only. Strand suggests \$200k cash may be on low side with increases in DBD construction. Mayor states this would be a loan for finite amount, not revolving credit. Very similar to construction loan converting to mortgage. Strand raised concern that details of loan were not communicated to DURA board. Brockway asked for minutes from last DURA meeting for clarification. Strand wants issue to go back to DURA board again before coming back to council for clarification. Strand will contact DURA members for meeting. Strand prefers Administrator of DURA get agreement from DURA board before presenting to council. Brockway asks if there is timeline for decision Mayor suggested not, no decision making needed this evening. Brockway favors inviting all DURA board members to next meeting discussion.

As approved by Council at meeting on 2/8/2018 (mch)



**4) Discussion/Decision: Pre-engineering costs – Phase I Water System Upgrade** - Mayor expressed this is meant to be master plan moving forward and will lay foundation for future phases as well. T-O put together full water system upgrade and Trindera is instrumentation and programming for controllers and levels. Will be diagram of process, controllers and instruments. Hansen noted this simplifies module system so that moving forward, all components will work together. Brockway agrees it's critical there is a road map for future and this documentation would provide that. Brett Evans asks if engineering will be complete for future development. Strand affirms facilities plan for water systems upgrade Phase 1 only at this time in a PNID drawing. Brett Evans asks for clarification of work being done now. Strand noted rebuild for Essex tanks, flow meter, level transmitter are only on-going projects. Phase 1 is next step estimated at \$35k. Mayor asked Hansen for comments, he said T-O works well with Trindera. Lizotte asked about improvements to water system. Mayor explained process of intake at river, WTP processing, Essex water tank. Essex is main tank that feeds all of Dover. Mayor said plan is to address many areas of water facilities. Mayor asked if council can make decision for pre-engineering design. **Strand moved** to accept the T-O/Trindera proposal for \$35,550.00, **Brockway 2nds - Roll call vote:** Brockway-Aye, Evans-Aye, Guthrie-Aye, Strand-Aye. **Motion carries** Preliminary design plan approved.

**5) Discussion/Decision: Bid for water tank level monitoring equipment** - Mayor recalled T-O went out to bid after Trindera gave estimate of bid total that council had approved. Only one bid was received, it was just a little higher than Trindera estimated. Trindera very comfortable with bidding company, its reputation and quality of work. Hansen says only way to know level of water tanks is to travel to tanks and view in person. Brockway asked if tank leaks could be detected. Strand noted combination of flow meter and tank leveling will determine if there is water loss. Kristy Evans asked about video surveillance systems and asks if each is different. 1 upper tank, 2 Essex, 3 WTP. Brockway and Guthrie found Mayor's spreadsheet helpful. Brockway asked for timeline. Mayor suggested about 60 days after Council approval. Hansen is looking forward to getting these steps done. Kristy Evans asked if any of this will affect leak detection. Strand said had these items been in before, it would have been helpful. Flow meter will be biggest help to determine more about large leak. It will allow for systematically checking for leaks. Mayor asked council for decision or motion. **Strand moved** to accept the Macs Electric proposal for \$41,612.00, **Brockway 2nds - Roll call vote:** Brockway-Aye, Evans-Aye, Guthrie-Aye, Strand-Aye. **Motion carries** Macs Electric bid approved.

**6) Discussion/Decision: Ordinance No. 142 - Regular council meeting dates and times** - Mayor asked council to discuss and decide about meeting dates. Guthrie thanked mayor for being on time and keeping meetings flowing. All council agrees to keep status quo.

**7) Appointment of POCWA representative** - Mayor introduced POCWA (Pend Oreille Clean Water Alliance, Inc.) and history with sewer concerns and clean water concerns. Mayor asked that Strand be appointed for position to board. Strand has agreed to attend first meeting and report back to council. Mayor open to suggestions. Guthrie suggested Brockway be appointed. Brockway stated she's already on 3 other boards, Strand most knowledgeable in these areas. Brockway suggested Strand also have backup if needed even if paid contractor. Mayor said main focus will be regionalization of sewer systems. Hansen has had much interaction with POCWA suggested may be good to be involved for future interests. Winter processing of sewage in Dover from areas such as Schweitzer or Sagle could be potential future sources of income. Mayor asked for motion to approve appointment of Strand. **Brockway moved** to accept appointment of Strand to POCWA board, **Evans 2nds - Roll call vote:** Brockway-Aye, Evans-Aye, Guthrie-Aye, Strand-Aye. **Motion carried.**

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

**1) Discussion/Decision: Essex Water Tank Modification** - Converse gave summary of Essex. Strand asked about disinfection and clean out ports for stagnant lines. Converse explained DEQ requirements and how it relates to O&M plan that will be presented. Good operations plan may take care of issues. Strand noted project is behind schedule due to weather issues. Mayor asked Converse to focus on O&M and that Hansen and Wade be included. Strand noted there are no O&Ms for cedar ridge tank, booster tank, WTP either and suggested considering costs to develop each. Strand said water improvement plan asks for level intake and underflow only for WTP. Hansen suggested there will be some future changes. Mayor suggested as phases move forward that O&M be considered. Converse agreed operators are best starting point. Strand asked how often sanitary surveys occur, Hansen claimed every 3-4 years. Hansen asked if cross-



connection plans have been approved and if backflow prevention device will have room to be installed. Converse suggested DEQ may be flexible in allowing WSM to operate as has been. Strand said 12" transmission line will require complete rebuild and full redesign will be required. Converse asked if cross connected valve is being removed, Hansen confirmed. Mayor asked for valve to be repurposed at some point. Strand offered it may be usable in 12" transmission valve later on. Lizotte asked about water intake location and about water connections from about 30 years ago. Strand stated meter to street installations were handled by city in old Dover near 1989. Guthrie confirmed timeline. DEQ requires O&M manual for now and DEQ is comfortable with city's qualified operators and knowing there is no public access to any of the valves.

**2) Discussion/Decision: Panel replacement at 3<sup>rd</sup> Street sewer lift station – Amped Quote** - Mayor explains history of Amped quote, approval and recall. This quote is for the fix, this is not temporary measure. Mayor asked for council decision/motion. **Strand motioned** to accept the Amped Controls quote for \$4,661.38, **Brockway 2nds - Roll call vote:** Brockway-Aye, Evans-Aye, Guthrie-Aye, Strand-Aye. **Motion carried** quote approved. Collins asks about smelter group name. Discussion suggested possibly Bonner County Collaborative, formerly known as 7B group.

**V. CONSENT AGENDA:** Mayor asked if council had questions or comments on any items on consent agenda. Mayor explains December financials not prepared yet with new Treasurer learning curve, utility billing and end of year reporting. **Guthrie moved** to accept consent agenda as presented with the exception of the December financials, **2nd by Strand**, all in favor - **motion carried**.

**VIII. FUTURE AGENDA ITEMS/MEETINGS:** Mayor reviewed upcoming meetings as noted on agenda.

**VII. ADJOURNMENT:** **Strand moved** to adjourn, **Guthrie 2nds. All in favor - motion carried.** Meeting adjourned at 7:57 p.m.

Respectfully submitted – Michele Hutchings, Clerk