



MINUTES : REGULAR COUNCIL MEETING
THURSDAY, JUNE 14th, 2018 6:00 p.m.

DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Councilmembers Brockway, Evans, Goodvin and Strand - Mayor Shaha absent. Staff – Planner, Clare Marley; Engineer, Jay Hassell; Clerk, Michele Hutchings

Public present: Brett Evans, Tim Blankenship (Sewell), Pat Park (Sewell)

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Council President Strand called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

II. PUBLIC COMMENT: Brett Evans, 212 4th Street, interested in becoming a Planning & Zoning (P&Z) Commissioner. Also commented on Dept. Bldg. & Safety (DBS) Contract with state. He likes competition but doesn't like government in competition with private contractors. No other public comments.

III. NEW BUSINESS [All New Business items listed below are Action Items]

1) Planning & Zoning (P&Z) Commission Resolution for Reappointment of Kevin Johnson- Strand referred to schedule for appointments with expiration dates, noted Kevin Johnson has expressed interest in re-appointment. **Brockway motioned** to approve Resolution No. 133 reappointing Kevin Johnson as P&Z Commissioner, **2nd by Goodvin. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.** Johnson reappointed, term to expire 7/1/2022.

2) Resolution adopting All Hazard Mitigation Plan (AHMP) – Marley gave background of AHMP, explained it addresses specific hazards and is a required to be adopted for eligibility of FEMA and other grants. Evans asked why Dover not previously included, Marley confirmed Dover was only missing adopting resolution. **Brockway motioned** to approve Resolution No. 135 Adopting Bonner County AHMP, **2nd by Goodvin. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

3) Resolution adopting Replacement of Official Zoning Map - Marley reviewed history of official map. Once approved, will be signed by Mayor & Clerk, then scanned and kept electronically and printed as large wall map for display in City Hall. Resolution includes detailed table noting corrections necessary. Brockway has no questions, appreciated detail in table. Many thanks to Marley and Adair. **Brockway motioned** to accept Resolution No. 136 Adopting Zoning Map Replacement, **2nd by Evans. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

4) North County Electric Quote for Wastewater Treatment Plant Lighting - Strand summarized quote. Goodvin asked about warranty for parts and service and suggested future contracts include responsibilities for warranty. Strand favors option #1, open to considering upgrades later. Brockway suggested 2019 budget should allow for option #3 in sewer fund. Strand recommended Mayor make approval for option #1 after concurring with Mike Wade. Council in agreement for direction to Mayor to proceed with option #1.

5) T-O Engineering Change Order Pricing - Cedar Ridge Tank - Strand explained need for updated quote. City experienced failure of controller card from Essex to Cedar Ridge tanks over Memorial Day weekend. Pump burned out, fairly costly failure. Still researching why not detected. Estimate for change order is just over \$18k, will be DURA reimbursable. Goodvin asked if there is a safety for card failure. Strand stated communication is now copper wire that is damaged. City has level only, not high/low indicators, although indicators are planned for water improvement project. Goodvin asked if testing is done periodically, annual checks on equipment, preventive maintenance. Strand said only observational checking day-to-day is done to look for red flags - vibration, temp and flow rates. Strand not sure about maintenance for water, knows it's more intensive on sewer plant. Strand suggested this is a good opportunity for open discussion with Mike Wade/Bob Hansen & WSMI. Brockway affirmed budget supports the expense. Strand recommended motion for not to exceed amount, directing Mayor to move forward with change order. **Brockway motioned** to accept the Trindera electrical construction cost estimate dated \$18,233 not to exceed \$22,000, **2nd by Goodvin. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

IV. OLD BUSINESS: [All Old Business items listed below are Action Items]

1) Dept. Bldg. & Safety Contract - Building Inspector - Strand invited public comment. Pat Park, city's current Building Inspector with James A. Sewell & Assoc. (JAS) provided a building code service comparison to council and staff. Explained they provide forms, enforce fire codes, report to assessor, process COs, track activity, provide reports and accounting. He



reviewed State contract and agrees good idea for backup inspections. Noted that more responsibility and time will be required of City staff. City will need to provide for Office in City hall, cards, stickers, messaging service. Only 2 days a week inspecting may not be adequate. Concerned that State process will be very different and confusing for city staff, contractors, and stressed importance of keeping process easy for public. Strand opened discussion among council. Brockway expressed importance of making decisions for overall benefit of city. Strand reminded Mayor has spent a couple of years working to get additional, qualified backup. State is involved because Mayor asked for help finding local inspectors. Sewell applauded for past and current efforts. Strand agrees with B. Evans' public comment and doesn't favor government although they have more enforcement ability. Not many options for additional local providers so he supports contract. Goodvin doesn't see risk, it is a trial and a non-exclusive contract. He suggested a termination date be added to contract rather than automatically renewing. Tim Blankenship, (JAS), explained service comparisons between state and Sewell are apples and oranges. State has slightly lesser costs but when considering city staff time, may cost city more. Agrees backup is great, which also works well for Sewell. Assumes that Sewell will be able now to do engineering projects within the City. Strand stated city attorney would need to confirm. Strand and Brockway appreciate apples/oranges, counting on mayor and staff to administer the contract and hope it will be an additional tool for city. City will contact Sewell with standard operating procedures to begin July 1st. **Brockway motioned** to accept the Dept. of Building Safety Building Codes Services Agreement with termination date at one year, **2nd by Goodvin. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.** Contract approved.

2) ACI Comment/City Easement – Bonner County Conditional Use Permit #C1008-17 Vachon - Marley reviewed the Area of City Impact (ACI) comment request from County. She has reviewed with city attorney who didn't feel it was a city liability issue. Project is estimating 5-10 daily visitors, possibly some larger during some single events. Mrs. Vachon said easement wouldn't needed any improvements. Brockway asked about parking capacity, Marley stated it was not known. Brockway has no objections. Evans asked about possible future sale of City owned land, Strand stated Mayor is still looking to secure an appraisal. Brockway agreed with comments outlined by Marley. Strand in agreement as long as easement and approach are addressed. **Brockway motioned** to direct staff to make comment on behalf of Dover council, addressing ITD approach and easement by sending letter to Bonner County, **2nd by Evans. Roll call vote:** Brockway-Aye, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

3) Budget planning for Fiscal Year 2018-2019 - Brockway reviewed comments from 5/24/18 meeting. Changes were made and reflected in supporting documents. General Fund: Income for liquor licensing changed as requested. ICRMP (Insurance) adjusted across all funds. Sewer Fund: Strand asked to add funding in Operations & Maintenance/Buildings & Grounds for lights upgrades. Increase overall to \$6,500 agreed to by all council. Goodvin asked if CAD mapping figure is current. Hassell said \$3K in both water and sewer should be acceptable. Strand reminded of fee study in progress. Will have option of increase/decrease based on reasonable true costs. Water fund: Strand confirmed water flow meter has been received and will soon be installed. Leak detection will be resuming. Streets: Hassell focused on pavement management plan. Drafted capital improvement plan as guidance tool. Reviewed chart provided in report noting maintenance projects as mostly maintenance/preservation. Goodvin asked about lifetime of chip sealing and crack sealing. Hassell suggested some agencies chip seal every 6 years. If roads can be saved vs. total reconstruction crack/chip sealing is preferred. Chip/Crack sealing is typically contracted out, not provided by Independent Highway District (IHD). Hassell proposed council consider reserve fund for larger projects and annual maintenance as well. He stated concern is number of roads close to total failure. Goal is to show magnitude and suggest begin allocating funds. Goodvin asked about federal grant funds for pavement management. Hassell explained a transportation plan is necessary to score points on grants, Dover does not currently have one. Hassell would like council to work on prioritizing, he will check for grants for transportation plans to see if city is eligible. Brockway asked about thoughts on adjustments to streets budget. Hassell reminded City may be receiving some reimbursements for FEMA. Brockway not comfortable adding as revenue but is reminded that plan is important in order to prioritize projects. Evans asked about area near Pine Street Woods, asked if there are plans for road improvements. Hassell doesn't believe there are any plans for improvements. Land is in conservation, traffic on Cedar Ridge, Syringa and W. Pine will increase. Suggested Mayor ask Eric with Kaniksu Land Trust (KLT) to present to Council during a fall meeting. Brockway asked Hassell for update on Congleton matter. Hassell confirmed matter is in hands of legal department. Strand reminded that next meeting draft budget will be ready for



approval. Any changes between now and July meeting must be communicated and modified before July 12th meeting so it can be adopted.

V. CONSENT AGENDA [All Consent Agenda items listed below are Action Items] - Strand asked for questions, comments.

Goodvin motioned to accept consent agenda as presented, **2nd by Evans**. All in favor. **Motion passed.**

VI. FUTURE AGENDA ITEMS/MEETINGS: Strand reviewed future dates as listed on agenda. City Hall closed Wednesday, July 4th.

Asked for items to be added to upcoming agendas. Goodvin commented about road issues at Cedar Ridge/Syringa during last year's sewer project. Hassell will make a site visit. Clerk suggested may be due, in part, to undocumented irrigation line that was broken in the area. Hassell will begin with Mike Wade of WSMI, Hassell may bring issue to future council meeting.

VIII. ADJOURNMENT: **Brockway moved** to adjourn, **2nd by Goodvin**. All in favor - **motion carried**. Meeting adjourned at 7:54 p.m.

Respectfully submitted – Michele Hutchings, Clerk