



MINUTES: REGULAR COUNCIL MEETING
THURSDAY, JUNE 13th, 2019 @ 6:00 p.m.
DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Shaha and Council Members Brockway, Evans, Goodvin and Strand. Staff – Planner Clare Marley, Engineer Jay Hassell, Clerk Michele Hutchings.

Public Present: Don Morris, John Windju and Alex Lett

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE Mayor Shaha called meeting to order at 6:00 p.m.

II. PUBLIC COMMENT: Donald Morris - 108 Indian Meadows, DBPOA member urged council's continuing support of Dover Bay Planned Unit Development (PUD) by constructing 12" service line to serve water and fire flow. Requested council add as future agenda topic as need is critical and urgent. Fire chief now requires fire sprinklers for buildings 3,600 sq. ft. or more which means exterior fire flow is insufficient. There are buildings that are not in compliance now. Public hearing and public comment should be heard. Mayor happy to add to next agenda, July 11th, if developer will be in attendance. Conversations need to be with decision makers, not messengers. No other public comment.

III. NEW BUSINESS:

1) Discussion/Decision: Increased fees for sewer services: Mayor recalled previous council meeting discussions. Reviewed history of sewer ordinances noting maintenance, pumping and ERUs (Equivalent Residential Units). Clarified ownership has remained the same throughout the changes. Mayor noted refusals to pay pumping fees in Bayside South Condos and Dover Bay Marina locations. Strand agreed septic maintenance and pumping have been discussed for lengthy period, including different ways to fund. Must be revenue neutral, has to pay for itself. Strand also commented about condition of tanks during 2016 pumping by City. Not in favor of increase across the board. 60% of tanks are Rocky Point vintage, including tanks, pipes, etc. Suggested tanks may be failing before accumulated monthly increase would have cash flow for tank replacements. Concerned about problem of non-payment increasing in future. Goodvin asked for option to be "well-defined" whichever is chosen. Brockway in agreement, referred to current ordinance and well-defined responsibilities including visual aids. Brockway would like "fix and repair" defined to note what is included and excluded. She remarked about septic system impact on costs of sewer plant. Mayor noted latest increase in fees was for capital improvements, not maintenance. Strand favors city handling inspections. Not city responsibility but in city's best interest and idea is supported by sewer operator. City could allow for multi-user tank pumping once a year with established fee. Single-use tanks, once in 5 years. Strand suggested dollar limit allowed per tank, on and above is paid for by septic owner. Mayor clarified her tasks moving forward. Next agenda will have details for option A; option B costs (city does inspections, pumping and repairs. Cost of repairs to be passed to owners) including multi-user tank estimates. All agree HOAs should educate owners and renters. Councilwoman Evans suggested the city have a Sewer Plant Tour Day and invite the public to tour the plant to gain a perspective of what it encompasses.

2) Discussion/Decision: Amended Dover Fee Schedule – set public hearing date: Mayor reviewed changes proposed. All agreed other than sewer discussion, ready for public hearing. Could go to public hearing 7/11 or 8/16 if quorum confirmed.

3) Discussion/Decision: P&Z Recommendation on AM017-19 Structure – set public hearing date (7/11): Marley shared P&Z (Planning & Zoning) recommendation on AM017-19. Requested Council hold public hearing July 11th. Asked for questions from council. No questions of council or Mayor. Quorum will need to be confirmed before hearing date set.

4) Discussion/Decision: Independent Highway District (IHD) Memo of Understanding: This item not yet ready for council review. Will appear on future agenda.

5) Discussion/Decision: VMI Audio Quote: Mayor reviewed need for reliable audio. Brockway reflected has been budget item for 2 years. Goodvin asked about maintenance plan **Strand moved** to approve the VMI quotation dated 5/20/19 in the amount of \$5,934.00, **2nd by Goodvin. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Aye; Strand-Aye. **All Ayes,** quote approved.

6) Discussion/Decision: Topographic & Boundary Survey for 105 4th Street property: Hassell explained preparation needed for SPOT bus permanent shelter. Planning needs to be based on real topography and information. Mayor confirmed still budget available for FY19. **Brockway moved** to approve the Survey Scope of Services estimated by JUB for total of

As approved by Council at meeting July 11, 2019 (mch)

\$7,400.00, **2nd by Strand. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Aye; Strand-Aye. **All Ayes**, estimate approved.

7) Discussion/Decision: Support Letter for grant application for Urban Area Transportation Plan: Hassell presented as continuation of process with local authorities for future joint master transportation plan for area. Next joint meeting with group will be in July. Lots of encouragement from LHTAC (Local Highway Technical Assistance Council). **Strand moved** to authorize Mayor to sign support letter, **2nd by Goodvin**. All in favor, unanimous.

8) Discussion/Decision: Syringa Heights Water District (SHWD) modification to annexation approval for Hawkins: Mayor reviewed issue stating purveyor to SHWD is City of Sandpoint. Their contract requires Sandpoint approval to change boundaries. Rather than rescinding, will place conditions as recommended by attorney. All council in agreement and direct Mayor to move forward with letter to SHWD.

9) Discussion/Decision: Audit Review and Letter of Engagement for FY2020 Audit: Mayor and Brockway praise very good audit this year. Letter of engagement not available yet. Letter of representation is for approval tonight. **Goodvin moved** to authorize Mayor to sign letter of representation, **2nd by Strand**. All in favor, unanimous.

IV. OLD BUSINESS:

1) Discussion/Decision: Resolution Adopting Pavement Management Plan: Mayor explained document as living, modified annually at budget time as necessary. **Strand moved** to adopt the City of Dover Pavement Management Plan dated June 10, 2019, **2nd by Goodvin. Roll Call vote:** Brockway-Aye; Evans-Aye; Goodvin-Aye; Strand-Aye. **All Ayes**, plan adopted.

2) Discussion/Decision: Chlorination System and Turbidity Monitoring Upgrades Construction Estimate: Strand stated UV is potential but would still require adding chlorine to system. New building keeps chlorine out of main building, reduces corrosion and problems with equipment. Electric heat is planned but just to keep above freezing. Improving safety is most important. Brockway ready to make decision. Goodvin asked about 15% contingency. Strand clarifies just a cost estimate, not a bid. Goodvin asked about containment, special construction necessary? Unknown. DURA may reimburse a significant portion. Brockway supports T-O take next step with new building option. Council agrees for T-O Engineers to procure bids, not a decision to spend budget funds at this point. Staff will move forward with RFP (Request for Purchase).

3) Discussion/Decision: Personnel Manual: Mayor reviewed need for changes to reward permanent part-time employees with benefits. Also change in location of personnel records. Open ended as to % city pays for employee health coverage. Time for employee to be added to health care policy is driven by law. Intern will be making the edits, adding page numbers, etc. **Strand moved** to adopt the City of Dover Personnel Policy as presented with the exception of page numeration as discussed, **2nd by Evans**. All in favor, Personnel Policy adopted.

V. FISCAL YEAR 2019-2020 BUDGET

1) Discussion/Decisions: GENERAL FUND – [Expenses] Mayor reviewed request for increase in City Clerk Administration Wages to be aligned with local Clerk salaries, council approved. Payroll burden will increase accordingly. [Income] Liquor and State Tax revenues reflect AIC Budget Manual figures. *SEWER FUND* – [Income] No new changes [Expenses] No new changes. *STREETS FUND* – [Income] No new changes [Expenses] No new changes. *WATER FUND* – [Income] No new changes [Expenses] Chlorination and Turbidity project slated for completion within FY2019 budget. Mayor confirms preliminary budget approval will be on next agenda and scheduled for public hearing on August 15th as confirmed earlier this year with County Clerk. No changes can be made to preliminary budget once approved until public hearing.

VI. CONSENT AGENDA: Strand gave update on water leak, reviewed his report. Asked that funding be dedicated for water valve risers to be cleaned prior to August/September when leak detector will be returning to Dover. No items needing review by council. **Strand motioned** to accept the consent agenda items as presented minus the May financials, **2nd by Goodvin**. All in favor, motion carried.

VII. FUTURE AGENDA ITEMS/MEETINGS: Mayor reviewed upcoming events. Quorum to be established for 7/11 meeting date or alternate date to be decided upon.

VIII. ADJOURNMENT: **Strand motioned** to adjourn the meeting, **2nd by Brockway**. All in favor, motion carried. Meeting adjourned at 8:04 p.m.