



REGULAR COUNCIL MEETING
THURSDAY, FEBRUARY 11TH, 2021 @ 6:00 p.m.

MINUTES

Present: Mayor Davis, Councilors Brockway, Parkin and Shaha – Hoffman absent. Staff: Planner-Marley and Clerk-Hutchings. Merlin Glass, Alex Stanton, Dover Bay Property Owners Association, Jim Snyder, Marie Forbes and Rowdy MacDonald.

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** Mayor called the meeting to order at 6:03 p.m.
- II. **PUBLIC COMMENT** Clerk confirmed no public comments had been received.
- III. **NEW BUSINESS**
 - 1) Current Litigation – Mayor stated the City of Dover is not suing the Dover Bay Property Owners Association nor are we counter suing regardless of any rumors or hearsay.
 - 2) Bonner County Request for Comment, AM016-20, Subdivision code amendment (taken out of order)– Marley reviewed request for comment. Council directed Marley to draft letter for Mayor’s signature expressing concerns as noted in Planner memo with attention to changes that could affect the Area of City Impact and removal of public hearing requirements for subdivisions.
 - 3) Amped Pump & Controls Quotation for spray water booster – Mayor reviewed the approved expenses. Referred to previous work for effluent reuse of foam control. Stated Dover Bay irrigation water has been inconsistent causing city to use potable water. Dover’s wastewater treatment system was constructed for non-potable water use. System will be alternative source without being irrigation water dependent. Shaha expressed using recycled effluent as a good plan. City still may need supplemental water during very high usage times.
 - 4) Big Sky Industrial estimate for Lakeshore Ave. video inspection of sewer lines – Work began checking integrity of sewer mains along Lakeshore Ave. where next streets improvement project will occur. Mayor recalled recent I&I (Inflow & Infiltration) incident and opportunity included an extension inspection. Explained need for priority approval prior to next regular council meeting. Shaha and Brockway stressed importance of including inspections and repairs in future budget discussions.
 - 5) B&E Electric proposal for WWTP computer hardware for Scada View Software update – Brief discussion, primarily for notification of the approved expenditure.
 - 6) Re-roof estimate for 3rd Street Pump Station - Primarily for notification of the approved expenditure. Discussions included lack of maintenance schedules or future strategic plans. Mayor pointed to recent issues with generator failure at wastewater treatment plant. Brockway referred to past assessments of assets by independent party and suggested would be desirable to obtain prior to budget meetings.
 - 7) Estimate for new phones, system and service – Mayor reviewed current phones situation. **Shaha motioned** to accept the Sandpoint Computers proposal for phone system, equipment and services as provided, **2nd by Parkin.**
Roll call vote: Brockway-Aye, Hoffman-Absent, Parkin-Aye, Shaha-Aye.
 - 8) Legislative letter supporting publications through state government website (taken out of order) - Marley noted vote failed in the House although some jurisdictions are still sending letters to legislators. Council in agreement, directed staff to forward letter.
 - 9) Mayor’s appointment of DURA Commissioner/s (taken out of order) – Mayor read letter of interest from Merlin Glass, asked council to affirm Mayor’s appointment. **Parkin motioned** to affirm Mayor’s appointment of Merlin Glass to DURAs Commission Board fulfilling a 4-year term to expire 2025, **2nd by Shaha.** **Roll call vote: Brockway-Aye, Hoffman-Absent, Parkin-Aye, Shaha-Aye.**
 - 10) Draft Audit FY20 – Mayor asked for council’s comments or concerns. Shaha noted document only received day of meeting, not much time to review. Did not see any findings. Council agreed a summation from the auditors

should be included and would like representative from Anderson Bros. to appear at March meeting with summary and give closure to last year's findings. Shaha commented the DURA auditor did a nice job of summarizing DURA's audit. Suggested council entertain other auditing companies for next year's audit. Mayor will reach out to Anderson Bros. as well as city's CPA and ask for attendance at March 11th meeting.

11) Payroll Services Proposal – Mayor reviewed proposal with council. Brockway in favor of outsourcing payroll, appreciated Mueller's comments and efforts to bring proposal forward. **Parkin motioned** to approve the PayCheck Connection, LLC outsourced payroll package as presented, **2nd by Brockway. Roll call vote: Brockway-Aye, Hoffman-Absent, Parkin-Aye, Shaha-Aye.**

12) Road and Street Report – **Parkin motioned** to acknowledge the annual road and street financial report as presented, **2nd by Brockway. All in favor.**

13) Generator estimates Cedar Ridge and Essex water tanks – No estimates received at meeting time, will be included on March 11th agenda.

IV. OLD BUSINESS

1) Floodplain 1 foot freeboard (taken out of order) – Marley summarized Planner memo. Council recognized importance of educating residents, favors allowing for personal choice. Staff directed to use FEMA materials and share information with local engineers, architects, developers and new buyers of vacant lots.

2) CARES Act Grant Funding – discussions/decisions re: CFAC-2030 IT Upgrades – **Shaha motioned** to approve purchases in the amount of \$6,747.32 toward the CARES Act Grant Funding already pre-authorized and direct staff to move forward, **2nd by Parkin. Roll call vote: Brockway-Aye, Hoffman-Absent, Parkin-Aye, Shaha-Aye.**

3) IT Services Provider and telephone comparison quotes - Alex Stanton, managing partner for Exbabylon, gave brief overview of his proposal with great emphasis on cyber security protection especially for water and wastewater treatment plants. Mayor suggested review in detail of proposals with Hanson and Wade of WSMI (Water Systems Mgmt.) with focus on cyber security via IT services. Mayor will follow up with WSMI and city's insurer ICRMP and bring forth more information at March 11th meeting.

4) Addressing through County GIS Dept. (taken out of order) - Mayor recognizes struggles. Over time Dover Bay has platted and replatted several sections. County retains 9-1-1 and NENA control. Dover explored options to do own addressing. Mayor recommends current ordinance not change leaving authority with County GIS Dept. Marley confirmed property owners pay addressing fees to County, not collected at City level. Brockway referred to City Code adopted in 2017, agrees authority stays with County, recommends City stay out of addressing. Council in agreement.

5) Aquadrone inspection reports, estimates – Cedar Ridge and Essex water reservoirs - Shaha requested additional quote or two. If too specialized, may be problematic obtaining other estimates. Brockway suggested Hansen as resource for other vendors. Questions raised about bid limit, suggested confirming details to determine bidding process. Mayor will table until March agenda. Mayor will follow up with Hansen, questions about longevity and process for getting bids.

6) Chlorination project scheduling and payment updates – Brockway summarized expenditures: \$182,900 budgeted for FY20, only spent \$9,443. This fiscal year-to-date, excluding \$25,000 in tonight's payables, spent \$91,224. After tonight's meeting will have expended \$117,132 for this fiscal year which was not budgeted.

V. CONSENT AGENDA – Mayor reviewed items with council who had no questions. **Parkin motioned** to accept the consent agenda as presented minus item V.4 Accounts receivable aging of utility billing, **2nd by Shaha. All in favor.**

VI. FUTURE AGENDA ITEMS/MEETINGS - Marley suggested council could hear both applications for Czap re-zone and modification of SUP (Special Use Permit) at a special hearing together. She offered dates at end of March. Mayor disclosed prior meetings with Kelly Czap and her buyers, all with consideration of quasi-judicial nature. Clerk to set future public hearing. Mayor reviewed items as listed on agenda. Brought to attention recent sewer plant stormwater overload and complications. Future agenda will include draft ordinance addressing issues and providing for city authority for enforcement.

VII. ADJOURNMENT - **Shaha motioned** to adjourn the meeting, **2nd by Brockway. All in favor.** Meeting adjourned at 8:30 p.m.