



## **MINUTES : REGULAR COUNCIL MEETING**

**THURSDAY, JANUARY 26TH 6:00 p.m. - DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**Present:** Mayor Shaha and Councilmembers – Brockway, Guthrie, Kubiak, and Strand. Staff – Planner, Clare Marley - Clerk, Michele Hutchings.

Public present – Carol Curtis, Project 7B – Bob Presta, 529 Cedar Ridge Rd.

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Mayor Shaha called the regular council meeting to order at 6:02 p.m. and led the Pledge of Allegiance

**II. PUBLIC COMMENT:** Bob Presta on Cedar Ridge asks about plan of attack on sewer system issues in area of Cedar Ridge Rd. Notes for several years there have been problems. Sees that neighbors are getting pumped out. Strand offers to make contact with Water Systems Mgmt. and Presta with update tomorrow (1/27). Strand notes a number of frozen areas on pipes and understands Presta's concerns.

**III. GUEST SPEAKER:** Carol Curtis, Project 7B Volunteer/Board Member - Mayor introduces and welcomes Curtis. Curtis expresses information, education, collaboration are key priorities of the project. They have received a grant for assessment. Key stakeholders were interviewed: city councils, realtors, etc. Dover is non-monetary partner. Growth and land use are next steps for key partners to be discussed at workshop on 2/10/17 from 9am-1pm - 2 seats per partnership: Dover, Selkirk Association of Realtors, Mickinick plant society, Priest River, Sandpoint. Strand unsuccessful in getting community involved with regular city business but Comp Plan workshops had good attendance. Asks how to get more of community involved. Curtis noticed signs for council meeting and thought it was a good idea. Suggests a balance of mediums can be used. Mayor has signed up to attend the workshop. Mayor asks for interested council to send her an email to sign up. Marley notes cities in Area of City Impact (ACI) have lost their ability to be involved at the county level. Strand asks if city website can add assessment link, Curtis agrees. Curtis to email to Clerk the summary of assessment. Strand suggests a table of contents be added to the assessment. Curtis asks for confirmation from council to continue to be included as stakeholder, council agrees.

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

1) Discussion: Fee schedules – Planning & Development and Utilities. Marley gives review of proposed fee schedule, new fees, and revisions to show base fee plus actual fees. Thorough review of schedule and discussion paper as supplied by Marley. Strand has a concern about doubling up on plan/site evaluation fees as collected on building permit fees. Guthrie thinks fees for engineering seem quite high. Strand agrees with Guthrie but suggests that city regularly review to remain cost neutral and adjust as needed. Brockway asks how costs will be tracked. Mayor explains that contractors provide invoicing for planning, engineering and legal. Staff will especially track time on larger, more labor-intensive projects. Marley will provide Clerk with revisions to schedule as discussed.

2) Discussion/Decision: SPOT Bus Joint Powers Agreement Addendum. Mayor introduces addendum and explains purpose of adding another board member. **MOTION by Strand** to accept the SPOT Bus Joint Powers Agreement, **Brockway 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Aye. All Ayes, MOTION carries.**

3) DURA Board Member Appointments. Review of Mooney interview and qualifications by Mayor. Brockway asks for process of DURA appointment. Mayor explains process is same as others, Mayor makes appointment and council affirms. Mayor will also ask for appointment of Bill Strand as additional member. Strand will be city's eyes and ears on DURA moving forward. Brockway asks if Strand is confirmed, how many Southside Water people will be involved. Two are confirmed as Bill is not affiliated with Southside Water. Brockway agrees Mooney will be a reliable resource for financial review. Mayor notes Strand will be focusing on projects moving forward. Guthrie agrees Strand would be wise choice. It was not always clear what DURA's role was in the past. Nowaske is supportive of both mayoral appointments. Mayor suggests that Strand, if confirmed, not be a DURA check signer. Mayor asks for Motion. **MOTION by Guthrie to**



accept DURA board appointments of Mike Mooney and Bill Strand each for a 4-year term, **Kubiak 2nds. Roll call vote: Brockway-Aye; Guthrie-Aye; Kubiak-Aye; Strand-Abstained. Ayes have it, MOTION carries.**

4) Brownsfield Project – Memo Update from Planner, Clare Marley. Brownsfield project is discussed. Mayor notes ITD may have more accurate map. Marley states next step is for state to produce accurate survey. Annual report will be required, should be minor.

5) CAV (Community Assistance Visit) – FEMA Memo Update from Planner, Clare Marley. Marley reports most of dock permits are in and residents have been cooperative. Still about 12 outstanding home issues. Suggests after discussion with Mayor will likely submit CAV compliance documentation to Idaho Dept. of Water Resources (IDWR) as is, with notes as to outstanding items and wait for response.

#### **V. NEW BUSINESS:**

1) Discussion: Amendment of Liquor licensing – Ordinance #119. Brockway notes conversation with clerk prior to meeting. Explains difference between renewals and new applications and clerk's ability to approve. Sheriff recommendation seems unnecessary. Assumed that when State issues, they do background checks. Applicants must get state and county approval before city issues its permit. Brockway suggest rather than amend, council agree to create new ordinance. City and clerk will operate on current ordinance. Mayor asks if council agrees to plan for this and special events ordinances for review and changes in 2018. Council agrees.

2) Discussion: Amendment of Right-of-Way Encroachments - Ordinance #44. Marley points out suggested changes after discussion with engineer. Brockway asks if new ordinance should be made vs. amendment. Agreement by council to create new ordinance. Direction to Marley to move forward with new ordinance. Mayor confirms after conversing with IHD they cannot administer encroachments to private parties. They can be part of the process but not the gatekeeper. Mayor provided Marley with documentation from IHD.

**VI. CONSENT AGENDA:** Mayor explains upcoming PERSI payment due from City. Asks council to include when approving payables. Brockway asks if PERSI may go back further. Mayor says it's a possibility. Strand notes that, by law, taxes will need to be refiled. Opting out of PERSI is not an option. Mayor appreciates Treasurer's massive save with regard to PERSI and SPOT. Strand trying to research to find out if IRA contributions will allow an opt out. **MOTION by Strand to accept Consent Agenda including the PERSI payment authorization, Kubiak 2nds. All in favor, none opposed - MOTION carries.**

**VII. FUTURE AGENDA ITEMS/MEETINGS:** Mayor reviews dates listed on agenda. Reminds council that 2/9 will be date for two public hearings as agreed upon and quorum will be very important. DURA will not be meeting again until March. Guthrie asks for annual calendar to be distributed to all council showing meetings. Clerk will provide.

**VIII. ADJOURNMENT:** **MOTION by Strand to adjourn, Brockway 2nds. All in favor, none opposed - MOTION carries.**  
Meeting adjourned at 8:08 p.m.

At 7:20 p.m. Mayor asked Council for permission to shifting agenda items so that those involving input from Planner, Clare Marley could be heard first. All were in agreement.

Respectfully submitted, Michele Hutchings – City Clerk