

## REGULAR COUNCIL MEETING MINUTES

January 14, 2016 @ 6:00pm  
Dover City Hall, 699 Lakeshore Avenue, Dover, ID 83825

**Present:** Councilmembers; Bill Strand, Diane Brockway, Neal Hewitt, Mayor Annie Shaha, City Clerk Michele Hutchings.

**Public Present:** Bill & Gloria Stuble, Sharon Strand, Ed Ohlweiler, Ellen Darling

**CALL TO ORDER, PLEDGE OF ALLEGIANCE:** Mayor Shaha called the meeting to order at 6:03 p.m.

### **II. PUBLIC COMMENT**

Resident Gloria Stuble gave thanks for the bike path cleaning/snow removal

### **III. CONSENT AGENDA**

Discussion re: water/sewer report. Possible future letter to DBD owners explaining the sewer system is septic based. Septic pumping schedule will be future agenda item. A **MOTION** to approve the Consent Agenda was made by Councilman Strand and **seconded** by Councilwoman Brockway. All in favor, none opposed, motion passed.

### **IV. SWEARING IN OF ELECTED OFFICIALS**

Mayor Shaha, Councilwoman Brockway, Councilwoman Guthrie were each sworn in by City Clerk, Michele Hutchings

### **V. ELECTION OF CITY COUNCIL PRESIDENT**

Mayor Shaha asked for Council President nominations. A **MOTION** to elect Councilman Strand was made by Councilwoman Brockway and **seconded** by Councilman Strand. All in favor, none opposed, motion passed.

### **VI. GUEST SPEAKER**

Councilwoman Brockway offered a presentation on the Pend Oreille River Passage Trail and its connection with surrounding communities. Some discussion between public and council re: cost, traffic numbers and Walkable Communities as a possible source for future funding.

### **VII. UNFINISHED BUSINESS**

- 1) Discussion/Decision: Cedar Ridge Road Acceptance – Road maintenance agreement can be accepted by council now in exchange for Quitclaim Deed for property and tank at the top of Cedar Ridge. Lisa Ailport looking into re-plat, which would require public hearing and recording with County. Councilman Hewitt and Mayor discussed portion to be re-platted. City would continue to plow to reservoir. From gate forward would require developer to bring the road up. Councilman Hewitt noted his suggestion from last council meeting did not include Essex Rd. Mayor referred to page 2 of Attorney Snedden's accompanying letter as to Essex Road already having been established with easement allowing City of Dover right to maintain. A **MOTION** to approve the Cedar Ridge Road Maintenance Agreement was made by Councilman Strand and **seconded** by Councilwoman Guthrie. Roll call vote: All ayes, none opposed, motion passed. Mayor Shaha will follow up to obtain all signatures and necessary recordings.
- 2) Decision: JUB Engineering Contract - A **MOTION** to accept the contract as presented was made by Councilwoman Brockway and **seconded** by Councilman Hewitt. Roll call vote: All ayes, none opposed,

motion passed.

(3) Discussion/Decision: Sewer Ordinance #139 – Mayor Shaha noted that Jerry Mason of AIC reviewed Ordinance got thru pg. 11 and will review the rest next week. Changes he had were very similar to Attorney Snedden’s. Mayor proposes awaiting AIC comments, review by J-U-B Engineering then back to council for final. Councilman Strand opened ADU discussion review - County states City of Dover has 16 ADUs by county definition which is relative to solid waste disposal permits. Addresses to follow from County and council will need to review each.

### **VIII. NEW BUSINESS**

1) Disposal of old City Hall sign: Councilman Strand asks for celebration of new sign before disposal is discussed. Mayor offers as memento to any councilmember. A **MOTION** to dispose of old sign was made by Councilwoman Brockway, seconded by Councilman Hewitt. All in favor, none opposed, motion passed.

(2) Discussion: DURA: Development Fees and Future Project Discussion - Mayor Shaha reminded that the City has been collecting development fees up to October 2015 and confirmed \$168,000 due to DURA. Attorney Snedden advises if funds are transferred, the City asks for something in return such as revising current contract with DURA for future utility connection revenue. Councilman Strand notes if funds are kept in general fund they cannot be applied to water/sewer expenditures however, if transferred to DURA, cash can be used for utilities. Councilman Strand asked where City stands on 1 yr. reserve vs. 2 yr. reserve. Mayor Shaha states reserve has been lifted to one year. Mayor estimates approximately \$550,000 is fully funded. \$168,000 could be used immediately i.e. intake project in Fall 2016. Mayor Shaha notes goal is to transfer funds to DURA upon acceptance of new loan agreement. A **MOTION** to transfer \$168,000 funds to DURA upon acceptance of amended DURA loan agreement was made by Councilman Strand and **seconded** by Councilman Hewitt. Roll call vote: Strand-Brockway-Hewitt all ayes. Councilwoman Guthrie abstains: Not familiar enough about development fees. Motion passed.

(3) Decision/Approval: B&E Electric quote for pressure monitoring – council directed Mayor to get revised bid with flow sensor, pressure sensor, alarm & PLC programming priced separately.

### **IX. FUTURE AGENDA ITEMS/MEETINGS**

Mayor Shaha reminded council of upcoming 2<sup>nd</sup> Council meeting 1/28/16 and DURA/Joint Council meeting 2/10/2016 at 5:30 p.m.

- 1) Septic pumping schedule to be on 1/28/16 agenda.
- 2) Personnel handbook update. Councilwoman Guthrie will review.
- 3) City addressing in USPS needed. Councilwoman Guthrie to investigate what is needed.
- 3) Councilman Strand asks to open workgroup exploring ways to reduce utility costs. Resident Bill Stuble volunteers to be part of workgroup. Formation of workgroup will be on 2/11/2016 agenda.
- 4) DURA future projects will be included on 1/28/2016 agenda. 4-5 priority project ideas are needed. Limitations and Expectations should be outlined for consideration.

### **X. ADJOURNMENT**

A **MOTION** to adjourn was made by Councilman Strand, **seconded** by Councilman Hewitt. All in favor, none opposed. **MOTION** passed. Mayor Shaha adjourned the meeting at 7:13 p.m.

Respectfully submitted by Michele Hutchings, City Clerk

