



REGULAR COUNCIL MEETING MINUTES

THURSDAY, FEBRUARY 11, 2016 6:00 p.m.

DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO

Present: Mayor Annie Shaha; Councilmembers - Strand, Hewitt, Guthrie. Councilmember Brockway absent. Staff- City Clerk, Michele Hutchings

Public Present: Marj Tilley, Independent Highway District

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE: Mayor Annie Shaha called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance

II. GUEST SPEAKER: Adam Eisner, Director of Networks, Ting Internet – rescheduled for March 10th meeting.

III. PUBLIC COMMENT : None

IV. UNFINISHED BUSINESS:

Discussion/Decision: Revised Agreement & Resolution Cedar Ridge Road Maintenance –

Marj Tilley with IHD confirms with Council that City currently pays materials only and doesn't expect any changes in future re: Cedar Ridge. IHD plows all the way to above the gate down the hill to turnaround. Mayor states Resolution will be recording doc specific to plat, location numbers and suggests if council approves it be only with QC deed. Hewitt questions whether or not City would accept responsibility of sloughing hillside.

Mayor notes that 2004 JPA agreement with IHD was to be yearly and renewed annually and will need to be addressed in future. Attorneys will try to word differently so more easily renewed. Tilley states IHD will keep doing what they're doing.

Strand questions West Pine concerns from residents. Tilley noted the more it's graded the worse it'll be. Grading not recommended due to weather predicted. Mag Chloride has been help in keeping dust down and actually helps stabilizes road.

Mayor notes 2 decisions needed 1) Agreement & 2) Resolution. Strand **moves** for acceptance of maintenance agreement contingent upon quitclaim deed being filed. Hewitt has concerns about hillside and is not willing to approve until engineer views and makes recommendation that it will be suitable for City to take over. No 2nd. **Motion dies.** Resolution is bypassed.

Discussion ADU's identified in Dover (Follow-up from 12/10/15 Council Meeting) -

Strand contacted Assessor's office. County does keep track of ADUs and has identified 15 ADUs in Dover. Strand notes County has good definition and County resources and tools are great for City. ADUs also relate to tax dollars to the City. Solid waste fees are driver for County. Next step is deciding where to apply in sewer and water ordinances. Apply to both hookup and monthly fee? Do we charge back and if so, for how long? Mayor will send list of properties identified by County to Hewitt at his request. Strand is comfortable with Occupiable Dwelling Unit to calculate ERs and monthly assessments. Strand would like to move ADU definitions into sewer and water ordinances. Mayor asks for Council's opinion on Sewer Ordinance Workshop. Strand and Hewitt agree to Workshop.

Discussion/Decision Sewer Main Relocate - Czap property -

Paul Klatt gave general description of project and asks for council questions. Hewitt asked if sleeves will be included where lines cross. Klatt says DEQ may require that sewer line and/or sewer line be sleeved. DEQ has not signed off yet. Hewitt questions flood elevations. Klatt notes pump station for septic tank will be located to where it will be serviceable with decision made by Sandpoint Pump & Power. Strand **motions** to accept the application, **2nd** by



Hewitt. All in favor none opposed. **Motion carries.** Council directs Mayor to sign and send DEQ waiver application according to the submitted plans.

Discussion/Decision: Sewer Ordinance with ADU definition discussion –

Mayor will combine Snedden and AIC changes to Ordinance for future workshop.

IV. UNFINISHED BUSINESS (cont'd):

Follow-up Discussion DURA Joint meeting –

General discussion about amending the DURA plan. Council does not want to amend the plan and will only consider projects outlined in the current plan. Mayor confirms council decision to NOT amend plan. Strand suggests project to move forward on immediately would be a full facilities plan on the Waste Water Treatment Plant/Sewer and should be requested from DURA. Hewitt is in agreement. Council directs Mayor to put together RFP for sewer facilities plan for future DURA project.

Septic Tank Maintenance/Inspection Report –

Mayor reports septic tank inspection/pumping within Dover Bay should begin soon. Getting final quotes and details from plant operator. Tank inspections and pumpings will be maintained in a database. All tanks will be inspected and pumped as needed. Strand notes trying to get GPS to shoot tanks and/or auxiliary equipment.

V. NEW BUSINESS:

Resolution: Treasurer authorization for Bank On-Line Transactions-

Mayor explains resolution will allow Treasurer to make transfers online and not be dependent on bank staff or Mayor. Strand is in agreement. Guthrie asks about oversight. Hewitt **motions** to adopt Resolution and reads title, **2nd** by Guthrie. **Roll call vote:** Guthrie-Aye, Strand-Aye, Hewitt-Aye. Unanimous, **Resolution passes.**

Establish/Approve Workgroup for Study of City Utility Costs –

Strand explains work group and details. Bill Stuble and Jim Haynes have volunteered to assist. If approved to move ahead will need more members. Mayor suggests asking Cody VanDyk of Sandpoint to take a part. Cost for workgroup is free with the exception of use of additional resources and those would be approved by Mayor. Strand notes operating costs need to be reduced or water rates will have to be increased. Mayor reinforces participation in meetings is open, and that meetings will be noticed appropriately and minutes and/or reports will be provided to Council. Group may move forward with these meeting requirements.

Water Ordinance review of ERU calculation/assessment –

Strand reviews the lack of standardization for meter/line sizes and recommends standardizing as noted in his memo. 2nd portion is moving forward with standards for line and meter sizes for multi-unit dwellings for ERU requirements. Mayor directed to move forward with resolution(s) addressing both issues. Strand suggests re-evaluating current monthly water rates. Hewitt asks if City engineer could do this. Council agrees to wait until facility plan study is complete.

Review/Approve 2015 Draft Audit –

Motion to accept the representation letter from Anderson Bros. made by Hewitt, **2nd** by Guthrie. All in favor none opposed. **Motion carries.**

POAC Pend Oreille Arts Council discussion – After discussion of proposal from POAC, Mayor noted that City has budget to participate as Ancillary Gallery. Clerk directed to obtain contract for review and approval.

VI. CONSENT AGENDA:

Strand **moves** to accept the consent agenda, **2nd** by Guthrie. All in favor, none opposed. **Motion carries.**

VII. FUTURE AGENDA ITEMS/MEETINGS:

Mayor reminded all of two Council meetings in March; 2017 budget items for review at workshop in April or May; Election Day is Tuesday, March 8th.

VIII. ADJOURNMENT:

Motion to adjourn by Hewitt at 8:39 p.m., 2nd by Strand. All in favor none opposed. Meeting adjourned. Respectfully submitted by Michele Hutchings, City Clerk