

**MINUTES
CITY OF DOVER
REGULAR COUNCIL MEETING**

**November 14, 2013
Dover City Hall
699 Lakeshore Ave., Dover ID 83825**

CALL TO ORDER

Mayor Curless called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

Present at this meeting:

Council Members: Annie Shaha, Denise Travis, Marguerite Burge, Dave Darling.

Staff: Ronda L. Whittaker (City Clerk), Bryan Quayle (City Planner), Rob Tate (City Engineer)

Public Present: See Sign-in Sheet.

Councilwoman Burge moved to amend the agenda to move the Engineer's report to the head of the meeting agenda to address the Ontario Street Culvert, Geo Bag project progress, backflow and prevention topics and his report, due to a medical emergency. Councilwoman Travis seconded the motion, all in favor, motion carried.

UNFINISHED BUSINESS/ENGINEER'S REPORT:

Ontario Street Culvert Project - The City's Engineer, Rob Tate, reported that on November 7th he had received the permit for the culvert project and that now he could send out a request for bids. He stated that the deadline for submitting such bids would be on November 26th. He advised that bids would be submitted to the City. Ronda advised that the City Hall would not have staff available on that day; Rob stated that he would be present to accept bids. Rob advised that once the bid was awarded the project would take 1 to 2 weeks to complete the project. He advised that Council should authorize him to award the bid, so that the project would not be delayed. **Councilwoman Burge inquired as to approximate costs for the project. Rob stated that the project should come in at \$45,000 to \$50,000. Councilwoman Burge made a motion to allow the City's Engineer to award the bid for the project to the lowest bid under \$50,000. Councilman Darling seconded the motion, all in favor, motion carried.**

Geo Bag Project - Rob stated that he had received bids for the project and announced that Earthworks Northwest had come in with the lowest bid of \$54,096. There was discussion about incoming and existing funds to support the costs. Mayor Curless advised there were funds in the Sewer Capital funds that would help support the project and advised that the bid be awarded. Rob advised that the project would pay for itself within 3 years as it was now costing the City \$15,000 to \$20,000 per year to process its waste. **Councilwoman Burge moved to approve awarding the project to Earthworks Northwest. Councilwoman Travis seconded the motion, all in favor, motion carried.**

Water System Facility Plan – Rob advised that the Plan had been approved, dated October 25, 2013. He stated that DEQ should be sending a letter confirming the approval at which time a public hearing would need to be scheduled within in 90 days, testimony would be accepted and then the City would be able to make a

reimbursement request of approximately \$45,000. Councilwoman Shaha asked Rob if he would email the plan to her.

Water Intake Project – Rob advised that he had completed a request for an extension of time for the City's water right, which needed to be signed by the Mayor and submitted to the Department of Water Resources with a \$50 fee by December 1, 2013. He also advised that he had finished up the paperwork for the Department of Lands Permit. He advised that he had spoken to Mr. Sletager about the piping and assured Council that Mr. Sletager did not have a problem with it; although Rob had indicated to Mr. Sletager that the electrical cabinet did need to be outside of the facility, as he has to mount a radio antenna on it. Mr. Sletager was concerned that it would be a tower, but Rob assured him that that would not be the case; the antenna was very small, but did need to be mounted outside.

Councilwoman Shaha suggested shutting down the irrigation system used to wash out the membranes if it is not being presently utilized. Rob advised that there was allowance for the system to use domestic water for the task and that there was a meter in place to monitor the water usage. He explained that the City's water operator would advise the wastewater operator as to where the valve is located for use. Rob stated that it is much less expensive to use the irrigation water and the task did need to be completed throughout the winter months, so it would not benefit the City to shut off the irrigation system. There was discussion about the existing system and how the low water levels were affecting the pumps. Rob advised that the system was in jeopardy as the pumps have been throttled down. He stated his concern that if the water level decreases again, the system could fail; he advised that there is not as much water usage during the winter months and he is in hopes that all will be well. Councilwoman Shaha suggested advertising a RFP to allow a temporary fix.

Councilman Darling made a motion to send out a RFP to look at the water system. Councilwoman Travis seconded the motion, all in favor, motion passed.

Back Flow and Prevention – Rob reminded Council that Ordinance No. 80 was adopted and requires residents to have their back flow systems checked. Councilwoman Shaha suggested the City send out a notice reminding residents that the check is their responsibility and is required by the Department of Environmental Quality (DEQ), therefore if the back flow systems are not checked then the City would need to have it done at the resident's expense.

Thorne Research Meter – Resident Bill Strand inquired as to whether the meter had been replaced. Rob stated that he was currently working with the City's water operator to get a contractor to address the issue.

ANNOUNCEMENT:

Public Comment: There were no public comments made.

CONSENT AGENDA

Councilwoman Shaha made a motion to amend the agenda to provide for a change within consent agenda No. 5 to change the of date for the August Public Hearing Minutes from August 29 to August to 27 and to add discussions and approval of October payables and discussions related to the City's current audit to New Business. Mayor Curless asked if the City had received the final audit. Ronda stated that there was additional information that needed to be submitted to the auditor before the audit would be finalized. Councilwoman Shaha expressed her concern that the City had received the draft audit in June and that it had not been brought to Council. Mayor Curless stated that he had not seen the final audit. Councilwoman Shaha expressed her concern that the City has not been able to comply with auditor's request for action. Mayor Curless advised that the City will look into the hold-up of the City's 2013 audit.

Payables/Minutes - Councilwoman Burge questioned the Hester Excavating Invoice, and confirmed that the invoice was related to the water line break at Ontario/Syringa Heights Water District and that the City was in the process of billing the appropriate percentage of the costs related to the incident. Ronda assured Council that all suggestions related to the minutes within the consent agenda would be addressed.

Councilman Darling moved to accept the Consent Agenda Minutes and Payables as discussed. Councilwoman Shaha seconded the motion. All in favor, motion passed.

UNFINISHED BUSINESS: CONTINUED

Adoption of Ordinance No. 129 Amending 2013/14 Budget – Councilwoman Travis made a motion to suspend the rule for the reading of the Ordinance x3, Councilman Darling seconded, all in favor, motion passed. Ronda read the summary of Ordinance No. 129. **Councilwoman Travis made a motion to approve Ordinance No. 129, Councilman Darling seconded the motion, roll call:**

Councilwoman Shaha	Aye
Councilman Darling	Aye
Councilwoman Travis	Aye
Councilwoman Burge	Abstained

Mayor Curless announced that the Ordinance No. 129 has been approved.

Update on Progress of Treasurer Applicants - Mayor Curless advised that the City had only received one applicant to date. He advised that a committee be established and stated his concern that the City was having problems getting a city treasurer to sit on the committee. Councilwoman Travis expressed her concern that a committee had not been established. She confirmed that the committee should include:

Councilwoman Shaha
Colleen Culwell
Marion Johnson
Mayor Curless

Mayor Curless advised that Ronda would work on coordinating the availability of the committee and applicants and setting up the interview process.

RFP Related to Building Inspector update – Bryan advised that he would address this issue within the Building Inspector’s and his report.

MONTHLY REPORTS:

INDEPENDANT HIGHWAY DISTRICT (IHD): There was discussion about the possible availability of grant funds to support the Culvert Project. Bryan stated that he and Susan Kiebert of BCATT were looking into it. There was discussion related to a possible crosswalk on Roosevelt and 4th due to the bike and pedestrian traffic coming off of the bike trial. Chairwoman Tilley suggested a traffic study be completed this spring and that she would also need to speak to the Idaho Department of Transportation.

WESTSIDE FIRE: No report was given.

BUILDING INSPECTOR: Patti Dorval, of Inland Code, stated that she had given her letter of resignation to the City and noted that she would work with the City to close out ongoing projects within the next 90 days

being March 1, 2014. She stated that she would be available on a case by case/inspection by inspection on a needed basis. Councilwoman Travis stated her concern that the Patti had stated in the August meeting that she would supply the City with a monthly report and that the City had not received one for the last 3 months. Patti stated that she was cleaning up her records to insure that all Certificates of Occupancies were up to date. She advised that she was working on completing a full report of the projects that she was presently working on and would have it to the City by the December Regular Council Meetings. There was discussion about the existing building permit information. Patti stated that she did not see a need to change anything until it is decided who will be conducting the services.

Mayor Curless called for a short break at 8:11 p.m.

PLANNER: Bryan handed out his November Memorandum (attached hereto) at 8:18 p.m. and proceeded to go over indicated topics. Below are specific interests discussed outside of the Memorandum.

- RFP for Building Inspector – Bryan stated that the City had only received one proposal and suggested the City extend the advertisement. There was further discussion and a decision was made to re-advertise for another 2 weeks with a deadline of December 2nd and that the ad be submitted to the Hagadone Press, Spokesman Review the Moses Lake and Moscow/Lewiston paper.
- There was discussion about the resident 413 Becker Lane and the ruptured septic line. Councilwoman Burge expressed her concern that the system was not that old. There was discussion about the possible need for a better communication between the wastewater operator and the City and investigating the system.

The Planner's report ended at 9:18 p.m.

TREASURER: Councilwoman Shaha stated her concern that she had not received a year end statement. Mayor stated that the Bookkeeper was working on some issues she was having with the banking system. Councilwoman Shaha stated her concern that there was a \$19,000 grant and \$15,000 income in the Planning Department. It was discussed that the \$19,000 may have come from SPOT and the \$15,000 was associated to Settlement Agreement between Dover Bay Development and the City and should be shown in the Planning and Zoning Revenue. Mayor Curless suggested that he would look into the situation.

ROADS: Mayor Curless stated that there had been some spot grading.

CLERKS REPORT: Ronda stated that a resident of the Canoe Cove Development asked if the City could put up a mirrored disk at a location where it was needed. She stated that the Development would be purchasing the mirror. There was discussion that it would be good for the City to provide the services, but that the project needed to be looked into to evaluate the difficulty of mounting the mirror.

Ronda also gave an update of the complaints coming in from residents within the Canoe Cove area related to the train stopping traffic for lengthy times.

She also reminded all existing Council and newly elected officials of the AIC Academy to be held on November 26th.

WATER PROTECTION PROJECT: Councilwoman Burge reported that the dog waste collection unit had been replaced. She stated that there were not enough funds to put another one at the trail head. She stated that the Idaho Department of Rural Water (IDRW) would like to come and make a presentation to the City. It was decided that the January 23rd Ordinance Review Meeting would be a good time for the presentation.

POCWA: Councilwoman Travis reported that POCWA did have a meeting on November 7th. She went on to discuss the following:

- Her replacement on the board requested by Tim Closson,
- Dover Dues,
- Web Site,
- Retirement of Tim Closson and agreement to continue with the organization; and
- Permit renewals and compliances.

WATER/SEWER DEPT: Reports were reviewed. There was discussion about the repair of fire hydrants. Councilwoman Travis expressed her concern that the public restrooms were not open. She stated that the new City Ordinance provided that the restrooms be open year round.

MAYOR'S REPORT: Mayor Curless explained that the City was having issues with residents moving the barriers from the Ontario road closures.

Councilwoman Travis inquired about the progress on the Westside Emergency Crossing. Mayor Curless stated that the easement issue was under investigation and the City had found that it did not have appropriate insurance and would need to purchase the insurance offered by the Railroad. Mayor Curless stated that the City just needed to get the Agreement signed and returned with the required fees and keep proceeding with the tasks needed to prepare for construction. Councilwoman Travis reminded the City to look into a refund if the Railroad did not follow through with their agreement.

DURA: No report was given.

BCATT: No report was given.

BCDC: No report was given.

COUNCIL: Councilwoman Shaha stated her concern that the water rates and costs were not on the agenda and stated her disappointment that Mayor Curless was not more involved. Councilwoman Burge then left the meeting at 9:30 p.m. Councilwoman Shaha stated that she was concerned that the water meter had not been repaired at Thorne Research. Mayor Curless stated that the City had been having troubles getting the meter installed as the City's water operator was not able to do it himself. He stated that the information collected by the water group be shared within a workshop, which would include the City's Engineer.

Councilwoman Shaha asked if the City could have an accountant to get the year ends completed and then to follow up each month, so that the reports could be shared with Council in a timely manner. Mayor Curless concurred and stated that the City was working on meeting with Lou MacAfee to go over her report, but that Mrs. MacAfee had been on vacation. Councilwoman Shaha stated her concern that the process had not been already completed as there were suggested actions within her report and Council had yet to be able to act on them.

NEW BUSINESS CONTINUED:

Employee Health Insurance: Councilwoman Shaha stated that she had been investigating the City's insurance plan. She advised that the City could take advantage of the early renewal of our existing plan which would keep the City from having to make a decision until next year as to how it was going to deal with new insurance compliances. Mayor Curless indicated that the City was looking at other options, but that it may

APPROVED DECEMBER 12, 2013

benefit the City to renew at this time. Ronda indicated that Dan Taylor of Taylor Insurance had offered his assistance to help the City move forward with future employee health insurance coverage. Councilwoman Travis concurred.

Discussions related to scheduling a Water Group Workshop: The issue was discussed in the Council's Report. There was additional discussion about when the workshop would be conducted. It was decided that the information be presented at the December Regular Council Meeting.

Review of Public Restroom Lease Agreement: There was discussion about the restroom hours. It was decided that the hours should be the same as the City Park's hours. Councilwoman Travis stated her concern that the Lease needed to include the contact for cleaning and repairs so that the City would know who to contact with concerns. Councilwoman Shaha stated that the Lease be with the Dover Bay Homeowner Association and not Dover Bay Development. Councilwoman Travis questioned the use of Lessee instead of tenant.

ADJOURNMENT

A motion was made by Councilwoman Travis to adjourn the Council Meeting, Councilman Darling seconded the motion, all in favor, motion carried.

Mayor Curless adjourned the meeting at 10:13 p.m.

Submitted by,
Ronda L. Whittaker

November 14,2013

Dover City Council

On this day of November, I am submitting my written resignation for building department services ending on March 1st 2014. I would like to final all open permits and be hired on an as needed basis on new permits after March1,2014. I am currently auditing all permits and have issued 7 certificates of occupancy this month. I will submit a report in full and current status on December 11 at meeting for ease of transitioning to a new contractor and for your information for the proposal process.

I enjoy very much working in the City of Dover and thank you very much for the opportunity to do so through the years.

Patti Dorval
Inland Code

CITY OF DOVER

Planning and Zoning Department
PO Box 115
Dover, ID 83825

Telephone 208-265-8339

MEMORANDUM

TO: City Council
FROM: Bryan Quayle, Planning and Zoning Administrator
DATE: November 14, 2013
SUBJECT: Monthly Report for November 14, 2013 Regular Meeting

Building Permits inquiries and related activities were up in October resulting in the following comments:

Dover Bay Bungalows – Outstanding Certificates of Occupancy continued to be discussed with Dover Bay Development and Inland Code. Multiple bungalow COs were received 11-13-13 and are being processed. They will be supplied to the county Assessor's Office. However, three are still owned by the developer so they won't be listed on the tax rolls until after they are sold or leased.

Marina Town – A building permit application for another condominium was received 11-13-13 and is being processed.

207 Shannon Lane - A building permit application for a single family residence was received and is being processed.

Barrett's Lots replat, located east of the east end of Lakeshore Ave – The development plan and building permit was received and reviewed. Mr. Runa (architect) was contacted again to discuss easement area restrictions. A condition reiterating ordinance language pertaining to sewer easements was written on the building permit and the permit was approved.

Multiple potential permitting violations continued to be monitored in October. Multiple remodels on 4th Street and reported construction on West Pine Street were observed. Inland Code was contacted to discuss 4th Street. No violations on West Pine Street.

208 South 4th Street – I discussed with Inland Code then met the new owner on site regarding applying for a garage building permit immediately as construction has commenced. A building permit application was received but needed current deed information and pole barn engineering. The deed was supplied last week and the engineering was received 11-13-13. The landowner is expecting to apply for a building permit for a house remodel next spring.

619 Railroad Ave – I discussed a residential remodel with a contractor then received and reviewed a building permit application. Clarifications and confirmations were made on site with measurements and by contacting the contractor and city sewer department. The permit was approved and issued.

Lot 9 Cedar Ridge – I discussed setbacks and other development standards as well as replatting processes with the landowner. I then met the owner and surveyor on site to determine a pre-development elevation bench mark, explain building height measurement method and measure

proposed setbacks. The owner was advised to apply for a building permit immediately as excavation has begun. Silt fencing has been installed and no sediment was leaving the construction site. Setback do not appear to be a problem.

Certificates of Occupancy – There are on going file reviews, searches and cross referencing regarding confirmation of certificates of occupancy. Follow up requests and discussions occur with John Sletager and Patti Durvol. This information is being added to other confirmation efforts by city staff and councilwoman Shaha.

Syringa fencing – A home owner fencing his yard questioned sewer easement restrictions. Ordinance provisions were discussed with him. Subsequently a neighbor complained that a right of way was being fenced. I pulled the recorded Buena Vista plat and confirmed the subject area is dedicated as a public drive. However, no road currently exists within the subject area. A city sewer main is located within this public right of way and then proceeds through adjoining property utilizing an easement. Both homeowners were contacted and the area will not be fenced. Copies of the plat are being provided to both landowners and city hall.

RFP for Building Inspector – The RFP was advertised throughout the panhandle utilizing the Hagadone Press network. Four firms had expressed an interest in submitting proposals, however, the city received only one proposal by the advertised deadline. The city can proceed with the interested firm or advertise again.

Planning Commission

The Planning Commission met October 2 and is scheduled for 11-14-13 prior to the council meeting. Subjects discussed at the meetings included encroachment permit applications and commercial zoning options and locations.

Dingman/Halcro Sweetberry Subdivision – I have been contacted by the project surveyor that the applicant wishes to proceed with this project. It received preliminary plat approval in 2008 but a final plat was never submitted. The file and the ordinance in place at the time of the approval are being reviewed to determine how the file is to proceed or if it has to begin again.

Panorama Ridge Replat

An application has been received and is being processed. A public hearing with the Planning and Zoning Commission is tentatively being scheduled in December. The commission will make a recommendation to the city council. The application will move to the city council in January or February for a second public hearing and a final decision. A staff report and application materials will be provided prior to each hearing.

ITD

I have reviewed the wetland information Mr. Davis provided and made some initial observations and measurements at the wetlands park. I have not received the additional wetlands drawings so I will also search city storage and the waste water plant.

I observed a state crew looking at the speed limit signs shortly after the last meeting and Mr. Davis' report. However, I have seen no activity since.

I met with Susan Kent to discuss Loretta Lane ownership, drainage, paving and parking. I summarized last month's presentation by Don Davis and the resulting discussions. She reiterated her request for additional paving, controlled parking, and improved drainage. She also shared the parcel history information she has. This included a deed from the state to Mr. Walson, her father, for the western end of what is now Loretta Lane. She has provided this information electronically which I have printed out and have started reading.

FEMA

I was contacted by a new FEMA regional manager regarding current city ordinance status and floodplain administrator information. We satisfactorily complied with all requests.

IDOL Permitting

All three permit applications for the swim buoys, beach sand and water intake have been recreated including IDOL's new application forms. As previously directed, staff is including Ralph Sletager in the review of the applications prior to submitting to IDOL. I have discussed all three applications with him and he is to review the revised buoy and beach sand application materials beginning next week. Rob Tate has had discussions with Mr. Sletager and is preparing revised plans addressing his concerns. Revised drawings are expected by the end of November. That application will then be supplied to Mr. Sletager. His consent regarding the plans and application is needed for the city to acquire the required easement for the project.

Zoning Map

A current zoning map continues to be prepared by Rob Tate and I. The latest round of map edits are ready for Rob. The certification language needs to be drafted then placed on the map. The final map will be conformed by staff and the Planning Commission prior to bringing before the council for approval and adoption. ***No zone changes are proposed within this map and process.***

Dover Bay RV Park – Dover Bay Development is proposing a seasonal RV park within the Dover Bay PUD. The site is located east and south of the fire hall and centered around the existing barn. The barn would no longer be used for weddings and events as it has been.

After meeting with Mr. Sletager and reviewing a concept plan, I researched the existing plat, the PUD ordinance, the Standard Land Use Coding Manual (in place at the time of the PUD approval) and various application materials. I made a preliminary determination this use is allowed by: The recorded plat of the Dover Bay Planned Unit Development identifying this block for multiple land uses including industrial, commercial, residential and "other"; a review of the Standard Land Use Coding Manual; and the PUD ordinance used in approving the Dover Bay PUD including the provision for a mixture of uses and modifications of uses stating "Any provision pertaining to the type of facilities allowed."

I then met with Stephen Snedden to discuss the above information and request a review of my determination. Upon his review he concurred.

The city engineer has also been informed of the proposal so his concerns can be addressed by the developer.

After tonight I will be informing Mr. Sletager of this determination and to discuss information needed within a proposed development plan of the RV park. This will include but not be limited to: Size and number of RV sites, utility plans, circulation, stormwater management, lighting, quiet hours, and months of operation.

November Sewer Report 2013

619 Sewer Line Inspection Railroad Ave
coordinate agents for sludge hauling
Sludge Hauled 6 loads about 21K gallons
305 opal Lt final inspection pump
209 4th grease plug thier side of Tank removed & informed
oil change snow plow & Replaced Battery
305 LKSK tank inspection
letters to DER & Ecology about sludge haul
Installed water line backup to RAS Pumps
May 2 live tap inspection 8" line
203 3rd septic line on thier side
Blower #1 for Basins bearing needs replaced
locater Reports Dailies Plan Reviews

operator III
Patrick Reilly

November 2013 Monthly Report

Daily checks and paperwork

Check all treatment plant functions
Daily chlorine to ensure proper treatment and to ensure compliance for State and Federal regulations, Complete disinfection and Turbidity measurement form for IDEQ
Complete city report form – recording daily temperature, PH, Turbidity and treatment information, Buildings, Grounds, maintenance, housekeeping

November Highlights: Water

- 11/04-11/2013 Vacation and Veteran's holiday, Josh Howard manned plant and emergency phone, no issues.
- 11/12/2013 Shut #2 filter down to clean, noted #1 also running at reduced rate.
- 11/14/2013 #1 filter shut down to clean, #2 filter back on line. Due to low water Level in river I had to "throttle" river pumps to prevent cavitation, will run at reduced rate until river level rise (April?).
- 11/16/2013 #1 filter back on line. To allow river pumps to keep up with filters shut 2 filters off.
- 11/18/2013 Repaired Hydrant at Fire hall and Mill road. After receiving the wrong parts from supplier twice, it was noted that part no in catalog was wrong and proper part sent.
- Continuing with repair list from West Side Fire on Hydrants.
- 11/25/2013 Intake source water has dropped to 5 degrees C, system must comply with IDEQ regulations and not operate filters above .5 gallons/min/sq feet filtration rate. Approximately 37 gallons/min per filter X 4 filters until source water temperature rises above 5 degrees C (spring) unless there is a major catastrophe, This will not affect operations as the intake pumps would not be able to keep up at a higher rate.
- 11/27/2013 Notified by Lippert "contractor" of intent to move water main in Marina Town. Notified Rob Tate and informed "contractor" that any changes in water system have to be approved by IDEQ and a plan submitted to City of Dover.

Continuing working on Fence project at the Water Treatment plant,

Monthly maintenance: Alarm testing, pump & meter checks/greasing test equipment, cleaning/ calibrations. Filter testing for flow rates/ cleaning valve maintenance.
Park/ restrooms shut down for season. City Hall- winter routine, daily checks on buildings, trash removal as needed.

Submitted: 12/03/2013

Hal Overland
Water Treatment Operator