

**MINUTES
CITY OF DOVER
REGULAR COUNCIL MEETING**

**December 12, 2013
Dover City Hall
699 Lakeshore Ave., Dover ID 83825**

CALL TO ORDER

Mayor Curless called the meeting to order at 7:11 p.m.

PLEDGE OF ALLEGIANCE

Present at this meeting:

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

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

Public Present: See Sign-in Sheet.

ANNOUNCEMENT:

Public Comment: Mrs. Sharon Strand handed her statement to Council and Staff and proceeded to recognize the contribution of Councilman Darling and Councilwoman Travis to the City of Dover.

Mayor Curless addressed the confirmation and affirmation of James Hutchens, CPA. **Councilwoman Shaha made a motion to confirm the appointment, Councilman Darling seconded the motion. Roll Call was taken:**

Councilwoman Shaha	Aye
Councilman Darling	Nay
Councilwoman Travis	Aye
Councilwoman Burge	Aye

Motion Carried.

CONSENT AGENDA

Ronda stated that due to the lack of a Treasurer she was not able to print out checks, but had provided a list of payables with invoices attached for Council review. Councilwoman Travis inquired about the Schedule of Findings and Responses related to the audit. She asked who initiated the document. Mayor Curless confirmed that the schedule came from the City's auditor, Anderson Brothers. Councilwoman Burge asked about the invoice from James Hutchens. Ronda stated that if the invoice was not self-explanatory she did not know, but that the firm had come in several times to address the financials and year end procedures. **Councilwoman Shaha moved to approve the Consent Agenda as discussed, Councilwoman Travis seconded the motion. Motion carried.**

Councilwoman Shaha confirmed that the schedule of findings and facts be acknowledged and the letter of understanding to Anderson Brothers indicating that the charges for their auditing services for the City would be the same at \$7,000 and \$1,500 for the SPOT audit be signed by Mayor Curless and the City's clerk.

Mayor Curless asked for the Council to move to sign the documents. Mayor Curless advised that he would check to make sure that the auditor's suggested actions were taken. Councilwoman Burge suggested that the newly appointed Treasurer sign off on the letter of understanding; Rob Tate explained that the second signature was just attesting the Mayor's signature. **Councilwoman Burge made a motion that the letter of understanding be signed. Councilwoman Shaha seconded the motion confirming the documents to be sent back to the City's auditor. All in favor, motion carried.**

Mayor Curless asked if the IHD could give its report before moving on to additional agenda as it was Marj's birthday. No objection was given.

INDEPENDANT HIGHWAY DISTRICT (IHD): Chairwoman Tilley asked how the City wanted IHD to manage ongoing plowing services at Cedar Ridge. Councilman Darling confirmed that the services were needed and he wished IHD continue their services for that area. Mayor Curless confirmed that IHD should continue plowing services for that area. Chairwoman Burge confirmed that the service costs would be separated out for the area and then the HOA would reimburse the City. Chairwoman Tilley confirmed that IHD would plow the Cedar Ridge area and split out the services for rebilling, plow downtown on weekends and then everything else upon request. Mayor Curless concurred.

UNFINISHED BUSINESS

1. Discussions related to Water Work Group – Councilwoman Shaha handed out the Committee updates. She went over her report (attached and summarized below:)

- Base charge and usage charge per gallon
- Meters read year round
- Purchase of remote read meters
- Clean up of billing
- Review of Water Ordinance
- Tax roll issues and clean up
- Missing water usage

She acknowledged and thanked Jackie Albright with the Southside Water District for her contributions to the City and its Water Committee.

Bill Strand handed out a copy of his power point presentation attached hereto and proceeded with his findings.

There was discussion about the installation of the new meter at Thorne Research. Bill Strand stated in his report that he felt that meter could be installed differently as he was not sure if the meter was reading correctly as positioned. Rob Tate stated that there were several factors affecting the insulation: 1. The previous meter was down in a hole and subject to submergement because the sub pump would not work. 2. New State requirements that a meter be less than 2 feet from the service and 3. Space limitations allowed at each end – they brought the system up from where it was and put it in. He stated that he had evaluated the installation and it would cost the City approximately \$6,000 to \$8,000 to reset the site and re-install the meter. Rob advised leaving it as is for the time being and monitor the usage to see if the results remedied some of the City's estimation of water loss. If all is well, no need to re-set and reinstall. Bill concurred advising that the previous meter had been set the same but lower. Rob stated that the meter could eventually be set vertically, with additional expense. Bill stated that that would be an adequate setting and something that could be consider in the near future. There was discussion about using a different type of meter, but that it is hard to

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find a 3" meter. Bill advised putting a historian on the meter to see if a 2" meter could be used. Rob concurred that that would be a good effort. Councilwoman Travis stated her concern that the meter was not giving an accurate reading, which is not fair to the residents of Dover. Bill recommended that the meter be monitored and evaluated to make sure the City is getting an accurate reading and to evaluate whether a smaller meter could be used that would adhere to the current installation. Councilwoman Travis confirmed the process of monitoring the meter. Bill confirmed the process and stated that he may have a historian to use and would advise Rob. Bill concluded his presentation.

2. Review and discussions related to the City's proposed Public Restroom Lease with Dover Bay Development. Mayor Curless summarized the Lease and stated that the City had agreed to Lease the facility to the Developer and that if the Developer wanted to sublease the facility, it would be fine as long as the Lease requirements were met. Councilwoman Travis brought discussion in regard to the following:

- Section 1.5 – delete the last two sentences as Council understood that the restrooms may be open year round and add that the Lessee will make every effort to keep the facility open year round.
- Section 1.6 – rephrase the last sentence to read: lessor agrees to contact Lessee in the event of an emergency
- Section 1.6.3 – rephrase the paragraph to read: Lessee shall promptly repair all damage including but not limited to toilets, stall doors, and exterior doors.
- Section 1.7 – rephrase the section to read: Lessee shall be responsible for securing Leased Space and shall be liable for theft or damage.
- Section 1.8 – remove completely, as the days and holidays referred are the park's busiest times.

All issues and changes were discussed and confirmed by council.

MONTHLY REPORTS:

WESTSIDE FIRE: Dale Hopkins stated that the department was holding recruit training classes in January. He stated that he had attended the Chief's meeting and that the mass emergency notification was up and working for cell, fax, email and land lines. He stated that the county was starting a public awareness campaign notifying the public that they could sign up on HIPLINK.com or contact Bob Howard with Bonner County. Councilwoman Travis asked if it would be advisable for the City to contact their residents with the information. Dale stated that the public awareness campaign should take care of notification. Councilwoman Burge suggested that Dale train the newly elected official on the AAD device within the City Hall. Councilwoman Burge suggested that the training be done in January. Dale concurred.

ENGINEER: Rob Tate reported on the Ontario Culvert project. He stated that the area would be passable on Saturday. He stated that Apex Construction was awarded the bid which was at \$32,850. Councilwoman Burge inquired about funding for the project. Rob stated that the project was being financed by the City's road department and that he and the city clerk were working on trying to get an emergency grant, but that he has been told that the project is not something that is normally funded.

Rob reported on the Geo Bag project. He stated that the supplies would be delivered on Monday and that the project would begin on Tuesday.

He reported on the Intake Project. He stated that the electrical was being addressed and that the easements needed to be decided.

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He then went on to advise that the Facility Plan had been approved by the Department of Environmental Quality and supplied a copy of such and a CD containing the Plan to the city clerk. He advised that the

document had to be available to the public for 14 days and that at some time during the public comment period a workshop needed to be held related to the plan. He stated that any findings would need to be evaluated and returned to the Department of Environmental Quality. Councilwoman Shaha asked what initiated the plan. Rob stated that he was due to the Intake Project. There was discussion that the workshop be conducted at the January Regular Council Meeting beginning the meeting at 6 p.m. and lasting until the regular meeting time of 7 p.m. **Rob stated that a notice needed to be published stating that the Facility Plan was available for public comment, that a copy may be found at the City Hall, and that comment will be received and/or heard during the workshop to be held at the Regular Council Meeting on January 9, 2014 at 6:00 p.m.**

Rob reported that he and the City's Planner, Bryan Quayle, were working with Avista regarding the City's Zoning Map.

Rob also reported that the Leftler project should be completed by the end of the upcoming weekend.

Councilwoman Burge inquired about the waterline at Marina Town being moved. Rob advised that he had advised the contractor that DEQ needed to approve the project.

Councilwoman Shaha asked about the water right extension. Rob stated that the department needed an original and he was working on getting that to the department.

Councilwoman Shaha stated her concern about the City's water operator's report and stated that the Ponderay Basin Committee meeting would be the following day. She stated her concern that the committee may continue to lower the water level and the need for a possible temporary fix on the current intake may be needed until the new Intake System was in place. Rob stated that he had not put out a request for the service. He suggested that there is really not a fix, but that he could ask Sandpoint Pump to look at it. Councilwoman Shaha asked if Rob could do that. Rob stated he would ask for a review of the issue.

Councilwoman Shaha asked the City Clerk about the status of the Syringa Water District and the payment of invoices related to the issue. Rob stated that he suggested that the issue be submitted to ICRMP for advisement. Mayor Curless asked if the City's Ordinance addressed that all lines under roads be sleeved. Bryan suggested looking at a Basic Road Standards Ordinance. Mayor Curless expressed his concern that some of the lines were installed over 25 years ago. Mayor Curless stated that he had been advised that both Syringa Heights and the City were both at fault and he needed to get an opinion from ICRIMP and then have a meeting with Syringa Heights. There was discussion that the lines were old and outdated and the call for location was not addressed.

BUILDING INSPECTOR: Mayor Curless reported that the building inspector was not able to attend the meeting and Bryan stated that she had gone through all permits and is working on closing out any open files. He stated that she had closed out about 16 files and was now working on about 16 more to finalize. Councilwoman Travis expressed her concern that the City had not received a report from the building inspector for over 3 months.

PLANNER: Bryan handed out his December Memorandum (attached hereto) and proceeded to go over indicated topics. Below are specific interests discussed outside of the Memorandum:

- Barrett's Lots replat - Councilwoman Travis asked about the availability of an emergence access. She stated that, at one point, the City had talked about the possibility of the east end of Lakeshore Avenue

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being used as an emergency exit and expressed her concern that the building would prevent the use of an emergency access. Bryan advised that there would be space for an exit if absolutely necessary.

- RFP for Building Inspector – Bryan advised that the City had received three applicants for the position. He recommended he conduct interviews and report to council. Councilwoman Burge suggested the Clerk and Planner interview applicants and report to Council at the January regular meeting.
- Panorama Ridge Replat – It was discussed that the public hearing be held after the City's ordinance meeting on the 23rd at 6:00 p.m. Councilwoman Burge suggested having the Public Hearing as discussed. No objection was made. Bryan asked if Council wanted to see the applicant packets. Councilwoman Shaha stated that she would like to see a list of applicants. Bill Strand expressed he would like to receive a copy the applicant packets.
- Fencing around Water Plant – Bryan advised that he had received a call and email from Mr. Sletager in regard to the fencing and was advised that there were objections to the fencing. He stated that Mr. Sletager was requesting a stop work order. There were discussions related to Department of Environmental Quality requirement. There was discussion about the cosmetics of the fencing. Councilwoman Shaha stated that she felt that there was confusion about where the fencing was to be located. She stated that she thought that the fencing would be just around the tank and that there was a communication issue. She stated that she felt that the matter needed to be addressed with the public immediately and that City back up the fact that the fence is an absolute requirement. Mayor concurred. Councilman Darling asked if Mr. Sletager had made any recommendation as to the cosmetics of the fencing. Bryan stated that Mr. Sletager had not and that is was a concern of all residents of the community. Councilwoman Shaha stated once again that it is important to have this issue on the Agenda. Mayor Curless suggested sending a letter to the Department of Environmental Quality for opinion regarding requirements for fortification. Bill Strand and Councilwoman Burge suggested getting an opinion from the Source Water Protection and the City's Engineer.

Councilwoman Shaha asked Bryan about his invoicing regarding Vacation Rentals. Bryan explained that he had been doing some research and how the allowance of vacation rentals would affect the City.

TREASURER: No Report was given.

ROADS: Mayor Curless reported that his road concerns were addressed in IHD's report.

CLERKS REPORT: Ronda reported that the City had been released from its Pitney Bowes lease and that the City would now be doing business directly with its local post office. She reported that she was working on her time management to allow time to leave the City Hall to run errands. Councilwoman Shaha asked if the installation of the mirror at Canoe Cove had been addressed. Ronda stated that she had not heard from Canoe Cove yet; once they purchase the mirror, they will contact the City to have it installed. Ronda also brought the donated/on loan Osprey mounting to Council's attention and commended the Sletager family for such a wonderful display. She also reported that there was now a parking lot light and that she was addressing the cracked window in the conference room. Councilwoman Shaha asked about the Emergency Access Project. Ronda reported that she was working closely with the railroad's insurance department and ICRMP in regard to required certificates of insurance. Councilwoman Shaha asked Ronda if she had looked into the Post Office Lease. She stated that she had not looked into the issue yet and thanked Councilwoman for the reminder. Ronda stated that she was happy that the residents of the community seemed to be more comfortable hand delivering their utility payments in lieu of just putting them into the mail slot.

DURA: Councilwoman Shaha reported that DURA had approved the Bond sale at their November special meeting. She reported that the public hearing would be held on December 18th and were in hopes that the sale could be finalized at their December 25th meeting. She stated that their efforts would allow the payoff to

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Dover Bay and put approximately \$340,000 into the Bond Reserve meeting the Bank requirements and allow the payoff to the City.

POCWA: Councilwoman Shaha stated that she would be attending the meeting on December 10th and is concerned about her concern about the lowering of the Lake in August and the affect it will have on real estate and recreation in the area.

BCATT: Bryan reported that he had attended the last meeting. He advised the Clerk to be on the lookout for letters that will be sent out soon. He stated the LTAC attended the meeting and addressed the 129,000 load limit issues. He stated that he was trying to get more interest from the community related to the permit requirements for the issue. Mayor Curless stated that the issue was important to the City of Dover as he has had to turn away heavy loads from using Pine Street. Bryan stated that the 129,000 permit process was extensive and that the City of Dover should not be affected by road use by such loads. Councilwoman Shaha asked to see some examples of the permit procedures. Bryan stated that ITD had picked up approximately \$500,000 for ADA issues and the City needed to look into ways that it could use some of those funds. Mayor Curless suggested SPOT look into it also.

BCEDC: Councilwoman Travis stated that there was no meeting this month.

WATER PROTECTION PROJECT: Councilwoman Burge reported Molly had turned in time related to the project and they were planning on continuing with radio spots in the spring.

WATER/SEWER DEPT: Reports were reviewed.

MAYOR'S REPORT: Mayor Curless reported that he had meet with Bonneville Power regarding road access at the old drain field site. They want to purchase an easement. Councilwoman Burge asked if an inspection was needed. Mayor Curless advised that there was no inspection needed.

COUNCIL: Councilwoman Travis suggested the City address the following issues:

- Notifications and rules within the glass holder at the City Hall be updated and renewed.
- Sprinkler at the back of the Public Restrooms on the Men's portion of the facility. She stated that the sprinkler is hitting the back of the building and is causing discoloring of the building and is unsightly.
- Post Card mailing notifying the City's residence of the emergency notification availability to sign up.
- Address notifying the City's residents of the mandatory back flow requirements.

She thanked the City for allowing her to serve on the City's council.

Councilwoman Shaha handed out a report and suggestions of a recent workshop that her and the newly elected official had; attached hereto. Mayor Curless expressed that he thought there were some very good points that had been addressed within the report.

ADJOURNMENT

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

Mayor Curless adjourned the meeting at 10:35 p.m.

Submitted by,
Ronda L. Whittaker

December 12, 2013: Public Comment

Sharon Strand, 300 Bergstrom, Dover, Idaho

I stand to recognize the contributions of Councilman Darling and Councilwoman Travis to the City of Dover. Both representatives have spent countless hours in an effort to make Dover a better place to live. Through their foresight and dedication, they have left a legacy that will benefit the City of Dover for years to come. I recognize that at times, this dedication may have come at a personal cost, but through it all they kept coming back and trudging ahead. We have benefitted for their work and I have grateful for their service. Please join me in expressing sincere appreciation to these outgoing council members.

Thank you

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: January 8, 2014
SUBJECT: Monthly Report for January 9, 2014 Regular Meeting

Building Department & Permits inquiries and related activities were typical for November with modest early winter activity resulting in the following comments:

Dover Bay Bungalows – Outstanding Certificates of Occupancy continued to be discussed with Dover Bay Development and Inland Code. However, nothing new has been received by the city.

Marina Town – Condominium #2 site development began and compliance observations have been made.

207 Shannon Lane – Idagon Homes followed up asking if there had been any additional complaints or concerns. There have been none.

Kiloran, 25942 Highway 2 – Construction continues at a modest pace considering the cold weather and holidays. A neighboring landowner made an inquiry and a response was given. I am following up with County for address of Lot 2 within same subdivision and common access.

208 South 4th Street – Pole barn engineering was received, reviewed and approved. Construction continues.

Presta, Lot 9 Cedar Ridge – Site observations were made confirming the scope of current activities. Erosion control measures continue to remain in place and functioning. A building permit application was received, reviewed and additional information requested and reviewed. The permit was approved and issued.

Certificates of Occupancy – There are on going file reviews, searches and cross referencing regarding confirmation of certificates of occupancy for all building permits issued since 2005. Follow up discussions are occurring with John Sletager. Unfortunately no year end report has been received from Inland Code.

RFP for Building Inspector – The three firms submitting proposals were interviewed by the Clerk and myself. The Clerk and I then reviewed and discussed the interviews and some of the recent council discussions regarding the Building Official. The Clerk and I are ready to provide you our comments at the end of the Planning Department's oral report. Once a firm is selected, a contract is proposed and discussed. If an agreement is reached on the contract then it can be approved. If no agreement is reached the city can move on to the next firm of choice.

Planning Commission

The Commission met 12-5-13 and held a public hearing regarding the next item.

Panorama Ridge Replat of Lots 5 & 6

A public hearing was held by the Planning and Zoning Commission 12-5-13 resulting in the Commission making a recommendation for approval to the city council. The application is now scheduled for a January 23, 2014 public hearing with the City Council beginning at 5:00pm. A staff report and application information will be provided to the council in advance of the hearing.

Dingman/Halcro Sweetberry Subdivision –I met again with the project surveyor to discuss previous file drawings and application changes.

Childress CUP Application – The City has received a special use permit application for a bed and breakfast. Staff is reviewing application materials and will be scheduling the first public hearing with the Planning Commission which will make a recommendation to the City Council.

ITD

I continue to review the information Susan Kent provided and apply it to the Loretta Lane area and ITD's agreement exhibit. I will watch for a January thaw and make contact with Terrance MacAfee as water appears to rise in the pond.

FEMA

The city received the LOMR-F approval regarding Lot 10 Block 1A, 343 O'Donnell Dr.. Compliance was made by utilizing fill within the building envelope. This was allowed within the floodplain because of the saw dust removal during construction of Dover Bay providing "credit" for such fills. This is one of the most used alternatives to a crawl space if allowed within the subject flood zone.

IDOL Permitting

All three permit applications for the swim buoys, beach sand and water intake have been recreated and minor edits made. Rob Tate is preparing the revised plans needed for the new application.

Zoning Map

A current zoning map continues to be prepared by Rob Tate and myself. The city limit mapping information is has been for their franchise mapping.

Dover Bay RV Park

I had a discussion with Mr. Sletager following the December meeting. He informed me the project has not been abandoned. However, nothing new has been received or communicated to the City.

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Dover Water Committee updates

The mission for the Water Committee is to assure all patrons that service fees for utilities are equally and uniformly distributed throughout the City. The committee is still considering a rate structure along the lines of what Rob Tate presented last year and some other items:

1. Base charge for all users
2. Charge for every gallon used
3. Meters to read year round. Residents responsible for keeping the meters clear in order to be read. If unable or seasonal, city will keep clear and charge back.
4. The eventual purchase and installation of remote read meters that may be paid for by residents or city. Full cost analysis to be done here.
5. Still receiving word from users who are experiencing billing issues. If a bill is not a standard, clear bill, there needs to be a written explanation included with the utility bill.
6. Ongoing Ordinance #105 updating by Bill Strand
7. Follow the Ordinance; elevate the decision process to remove judgment calls that will result in the city getting into legal issues.

The committee has systematically reviewed the tax rolls for the City of Dover to make certain that all patrons are being billed correctly for their services, be it water or sewer or both with the volunteer help of Jacquie Albright from Southside Sewer and Water. This has also identified some new construction that needed to be added to the assessor's tax rolls.

Many anomalies concerning residential properties have been recognized and to date, a few items have been dealt with accordingly. For example:

- Empty lots that should be paying O&M. Some can go back 4 years for repayment. This needs to go to Council for approval.
- Patrons only paying the service fees due for Operations and Maintenance (on a vacant lot in some areas of the District) when research determined that the home had been built and are now occupied. This then prompted a change to full service fees.
- Identification of possible Accessory Dwellings. Some patrons have apartments above garages or additional buildings that are being used as rentals etc. However, the City is not being compensated (with fees) for the additional residential use. More research is to be conducted in this area.
- Patrons on the tax rolls who have not been entered into the City data base and therefore have not been paying any fees. These patrons have been identified and Council members will be reviewing the situation and how to deal with back payments.
- Identification of sub-divisions in the City. This has been invaluable in determining septic systems, O&M charges, ownership of property and patron fee schedule.

This is an ongoing project and will be reviewed again against the 2014 tax rolls about to be published in January 2014.

And finally, the ongoing search for the missing millions of gallons, Bill Strand is here to present his findings.