

**MINUTES  
CITY OF DOVER  
REGULAR COUNCIL MEETING**

**January 9, 2014  
Dover City Hall  
699 Lakeshore Ave., Dover ID 83825**

**CALL TO ORDER**

Mayor Curless called the meeting to order at 7:10 p.m.

**PLEDGE OF ALLEGIANCE**

Present at this meeting:

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

Staff: Ronda L. Whittaker (City Clerk), Bryan Quayle (City Planner), Rob Tate (City Engineer) Patti Dorval, Inland Code (City Building Inspector)

Public Present: See Sign-in Sheet.

Councilwoman Shaha asked Mayor Curless to accept a motion to amend the Agenda to provide for a review of the financial report received from the City's new treasurer. Mayor Curless advised that a motion would not be needed as the subject would be included within the treasurer's report.

**ANNOUNCEMENT:**

Public Comment: No comment was made

**CONSENT AGENDA**

Councilwoman Shaha motion to approve the consent agenda with discussion, Councilwoman Travis seconded the motion.

**Minutes** - There was confirmation of suggested changes to the November minutes provided to the City Clerk by Council. There were no objections to any suggested changes.

**Payables** - There was discussion regarding January payables specifically, Inland Code. Bryan Quayle explained that he had understood that the City would be selecting a new building inspector beginning January 2014. He stated he understood Inland Code had completed the plan review, but a newly selected inspector would be conducting the remaining inspection services for the permit noted on the Inland Code Invoice. He advised that Inland Code be paid for the plan review, but not the permit and inspection fees. He advised he had conferenced with Inland Code and was reminded that the City had a 90 day clause within its contract and that Inland Code was prepared to complete the current building permit through the Certificate of Occupancy. Inland Code advised that they would be able to finalize all permits to date within the 90 day compliance within the contract, which would be April 1, 2014. Councilwoman Shaha expressed her concern that Idaho weather may delay building process and Inland Code may not be able to complete the existing permits by April 2014. She advised a determination be made as to where a good break in tasks for inspection would be. Mayor Curless advised that the City did need to honor the existing contract with Inland Code and give the 90

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day completion of services from time of resignation, being April 1, 2014. Inland Code advised that they would not be out of the area and would be able to complete inspection of building permits to date by April 1 or shortly thereafter. Councilwoman Shaha confirmed that the City would not be receiving any additional invoices from Inland Code. Bryan concurred. **Councilwoman Shaha made a motion to accept the Inland Code Invoice as is, Councilwoman Travis seconded the motion. All in favor, motion passed.**

**Financial Report** – Councilwoman Shaha asked Council to address outstanding checks from 2010 as mentioned in the financial report from the City’s Treasurer. Councilwoman Travis suggested that the vendors be contacted and proceed with their advisements as to how to pay out the funds. Councilwoman Shaha stated that if the vendors could not be contacted that funds should be paid to the State Treasurer. Mayor Curless suggested a motion to be made to approve the payables and to address the remaining issues during the Treasurer’s report. **Councilwoman Shaha made a motion to approve the consent agenda as discussed, Councilwoman Travis seconded the motion, all in favor; motion passed.**

### **INSTALLATION OF ELECTED OFFICIALS**

The City Clerk swore in the newly elected officials, William C. Strand and Neal Hewitt. Councilman Darling and Councilwoman Travis stepped down from seat and Councilman Strand and Councilman Hewitt continued the remainder of the meeting.

### **UNFINISHED BUSINESS**

**Acceptance of Councilwoman Burge’s Resignation** – Mayor Curless stated it would be in the City’s best interest to have Council assign a new member. **Councilman Strand made a motion to accept Councilwoman Burge’s resignation, Councilman Hewitt seconded the motion, all in favor, motion passed.**

**Discussion on appointment of council member to replace Councilwoman Burge** – Mayor Curless advised Council that they should begin speaking to potential residents to begin the process of selecting a replacement council member. He suggested Council bring the issue to a special meeting.

**Selection of Council President** – Councilwoman Shaha then made a motion to nominate Councilman Strand as Council President, Councilman Hewitt seconded the motion, Mayor Curless asked for any additional nomination, no further nominations were made, all in favor, motion passed.

**Discussions and approval of the City’s proposed Public Restroom Lease with Dover Bay Development** – After review of the revised Lease, Council agreed to edit the following:

- Section 1.6.1 - Last sentence should read - Lessee also agrees to notify Lessee Lessor of any emergencies, damages and repairs to the Leased Space.
- Section 1.6.2 –First sentence to include flooring. Include the Developer shall supply all janitorial, cleaning, and sanitary supplies and shall be responsible for inside and outside lighting.
- Numbering needed to be corrected.
- Section ~~1.6~~ 1.7 remove carpeting and add flooring and fixtures.
- Section 1.11 be revised to edit assign should be changed to assigns.

**Councilman Strand made a motion to accept the Lease with changes as discussed, Councilwoman Shaha seconded the motion, Councilman Hewitt advised that the Lease should be as of the current date, all approved, motioned carried.**

**Review and discussion regarding USPS Lease with the City was tabled to the next regular meeting.**

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Mayor Curless suggested moving on to the Reports in order to get through them and let the participants leave if needed. Council was not in opposition. Mayor Curless moved the meeting on to Monthly Reports.

### **MONTHLY REPORTS:**

**INDEPENDENT HIGHWAY DISTRICT (IHD)** – Chairwoman Tilly reported that they had been plowing and advised that sand be used at Pine Street Loop as the gravel was not satisfying the purpose due to so much ice. She stated that they had added some material to the Ontario Street Culvert Repair. Councilman Hewitt asked if IHD could resolve the snow berms at the entrance of the City from Hwy 2. Chairwoman Tilly suggested using sand. Mayor Curless concurred. **Chairwoman Tilly advised that the City needed to submit a written request for them to comply with its request.**

**WESTSIDE FIRE:** Dale Hopkins stated that the department was holding its recruit training classes during the upcoming weekends. He stated that the mass emergency notification was up and working for cell, fax, email and land lines, but that the Dover residents needed to use Sandpoint as an address for it to work for them. Councilwoman Shaha reminded Dale that several Council members needed AED device training. It was discussed that they could schedule with Dale to have it done at the firehouse. Dale concurred.

**ENGINEER:** Rob Tate went over his written report (attached).

Councilwoman Shaha asked if a historian was put on the Thorne meter. Rob stated he did not have the device. Councilman Strand expressed he had put a photographic logger on the meter. He advised it would only give a two day report, but was giving a report that would provide for a 2” meter. He advised the risers could be adjusted for a 2” meter to replace the 3” meter. Rob’s recommendation was to replace the 3” meter with a 2” meter in the spring. Rob advised that a 2” meter was much less expensive meter and the 3” meter could be used in the future or sold.

Mayor Curless asked if Council could go back to unfinished business to discuss the fencing issue while Rob was still here. No objection was made.

### **UNFINISHED BUSINESS CONTINUED:**

**Discussions related to fencing around the City’s water plant** – There was discussion regarding recommendations from Idaho Department of Environmental Quality (IDEQ) and a sanitary survey that the treatment site and the reservoir site be secured. It was decided that further review of the City’s Planning and Zoning Ordinance requirements related to fencing was needed and that it would be beneficial for the City to meet with the Developer to discuss the matter further. The Clerk was asked to set up a meeting with the Developer, the City’s Planner and City Official to discuss options. **Councilman Strand motioned to stop work on the fencing until a public workshop could be held in attempts to get additional input, Councilman Hewitt seconded the motion, all in favor, motion passed.**

Mayor Curless excused the City’s Engineer from the meeting.

**BUILDING INSPECTOR:** Patti with Inland Code went over her report (attached hereto).

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

- Presta –Bryan explained that there was a development agreement that provided water hookups in trade for an unpaved public privately maintained road within the development.

Bryan advised that the City review the City’s Water Ordinance No. 105 and amend the ordinance so that the difference in fees that were agreed to at the time the Cedar Ridge Development Agreement was in place verses what we have now is made up. **The Clerk was asked to put discussion and review of the development agreement with Cedar Ridge and Ordinance 105 on the agenda for the January Ordinance Review Meeting.**

- Zoning Map –. **The Clerk was asked to confirm franchises the City had specifically: Verizon, Northland Cable, Waste Management and Avista.**
- Assessor’s Office – Bryan stated that he had received an inquiry from the assessor’s office regarding the City’s utility hook-up jurisdiction, fees and procedures. He advised that he had meet with the office staff and addressed their inquiries
- Panorama Ridge Replat - Bryan handed out a copy of the public hearing packet to Council He advised Council not to speak to anyone else or each other about the information as they were in an *ex parte* position. Bryan advised that the information he had given Council was public information, but that they should not discuss the issue with public or each other.

Mayor Curless moved the meeting on to Unfinished Business.

### **UNFINISHED BUSINESS CONTINUED**

**City’s Westside Emergency Access Project** – Mayor Curless reported that the City had received a copy of the fully executed agreement. The City’s Clerk, Ronda, reported that she would forward the Agreement on to the City’s Engineer and Idaho Department of Transportation.

**RFP for Building Inspector** – Bryan advised that he and the Clerk had conducted interviews with the three applicants and both had recommended James A. Sewell and Associates, LLC to serve as the City’ building inspector. **Councilman Strand motioned to agree with the City’s staff recommendation for building inspector and pursue a contract with them, Neal Hewitt seconded the motion, all in favor, motion carried.**

### **MONTHLY REPORTS CONTINUED**

**TREASURER:** There was discussion related to the City’s financial report and recommendations for action.

- Council agreed that any outstanding checks be addressed by contacting vendors and reissuing checks if needed. Council agreed that if no contact could be made the funds would be turned over to the State Treasurer.
- Council agreed to refund any fees withheld for life insurance from paychecks and not paid to life insurance be returned to the individuals.
- Council agreed to write off the funds not matched for an advance of funds for a past employee’s expenses

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- Council agreed that the City's Treasurer should do what they can to decrease the penalties charged to the City for past late payments for federal payroll taxes.

**ROADS:** Mayor Curless reported that the Ontario Project had been completed. He advised that the property line on the north side of Ontario was very narrow and unsafe for foot travel. He stated that he asked IHD to add some fill and widen the area out this coming spring. He also suggested that several trees be removed and the damaged cable pole be addressed. He reported that he had spoken to Patrick about removing more snow from the side of the roads, so that the sides of the roads can be detected.

**CLERKS REPORT:** Ronda addressed the following:

- Utility Billing – She reported that a dating issue had been addressed. She asked Council to address the security deposit that is required for new users. Councilwoman Shaha stated that this would be something to be addressed at the February Regular Council Meeting.
- City Seal - She asked Council if they knew if the City had a Seal. Bryan advised that he thought the City had one.
- There was a discussion about the City adopting a pet licensing requirement. Ronda stated that she could do some research. Mayor Curless advised that the City should think about who would enforce that requirement.

**DURA:** Councilwoman Shaha stated that DURA had no meeting, but that she had attended the Pend Oreille Basin Water Commission meeting and was still concerned about the water levels being lowered in August. Mayor Curless stated that he had received a request from a resident to be appointed to the DURA Board and advised that he would appoint Maggie Becker to be on the Board.

**POCWA:** No report was given

**BCATT:** No report was given

**BCEDC:** No report was given

**WATER PROTECTION PROJECT:** No report was given

**WATER/SEWER DEPT:** Reports were reviewed. No inquiries were made

**MAYOR'S REPORT:** Mayor Curless expressed his sorrow for the loss of Sandpoint's Mayor Marsha Ogilvie to cancer.

**COUNCIL:** Councilman Strand reported that the Water Committee was continuing to work on assessing adequate ERs for properties and matching the tax rolls with current residents within the City. Bryan stated that the Planning Department needed to be kept in the loop in regard to any additional living units that the Committee may find.

## NEW BUSINESS

**Discussion and decision related to the removal of and addition of authority of the City's Bank Accounts** – Mayor Curless advised that there needed to be two signers. **Councilwoman Shaha motioned that the City first remove Dave Darling and Marguerite Burge from signing authority from all City checking accounts. Mayor Curless asked to also be removed from signing authority; Councilwoman Shaha accepted his recommendation and continued to motion to remove Mayor Curless and to add**

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**Councilman Strand and Councilman Hewitt to signing authority for all City banking accounts, Councilman Hewitt seconded the motion, all in favor, motion passed.**

**Discussion and decision to create additional banking accounts for SPOT** – Mayor Curless stated that the accounts were needed because, at times, SPOT funds provide more funds within the City’s account than what the bank will insure. **Councilwoman Shaha made a motion that the City create additional bank accounts for SPOT funds and transfer the balance of SPOT funds into those accounts, Councilman Hewitt seconded the motion, all in favor, motion passed.** Mayor Curless stated that SPOT had been asked by Boundary County for medical emergency transportation services and was working on a plan to compensate SPOT for that service. He stated that there may be other cities that are interested in such services and that SPOT could become a regional service.

**Discussion related to a City Banking Institution Ordinance (I.C. 50-1013) –The Clerk was asked to put discussion of the issue on the February Regular Council Meeting.**

**Consideration of the adoption of a resolution expanding the Planning Commission to 5 members. – Council asked the Clerk to put discussion related to the issue to the January Ordinance Review meeting agenda. Council asked Bryan to provide supporting information and a resolution to Council by the January Ordinance Review Meeting.**

**Affirmation of Mayor Curless’s appointment of Marguerite Burge to the Planning Commission – Council asked the Clerk to have this issue put on the Agenda for the January Ordinance Review meeting.**

**Discussion related to department spending limits –Council requested the issue be put on the January Ordinance Review meeting and asked Ronda to bring a draft resolution to the January meeting.**

**Discussion related to agency and department assignments** – There was discussion about assigning Council members to specific relations involving the City. Councilman Hewitt stated that he could like Council to appoint him to be involved in street and road issues related to the City and Councilman Strand be appointed to be involved in water and sewer. Councilman Hewitt stated that the goal is not for Council to be involved with staff, but to go to meetings and events representing the City. There was discussion that all Council should be curious about all functions of the City, but if a member wanted to be more involved in one area than another that could be beneficial. Mayor Curless advised Council not to get into a conflict regarding a potential vote on any function of the City. Councilman Hewitt expressed his desire to be the BCATT representative for the City.

Bryan stated that BCATT would soon be sending an assignment sheet that will provide for assigning representatives for the City to receive information regarding Street and Road events and issues. Mayor Curless suggested that two people be assigned to receive the information in case one cannot attend.

**Review and discussion related to the City’s Annual Road and Street Report** –Ronda reported that the report had been completed and would be published and sent to the Controller at the beginning of the week. She assured Council that now that the City had a new Treasurer, future reports would be completed on time.

**Discussions related to City Council meetings, times and agenda** – There was discussion about the following:

- Allowing meetings to proceed past 10:00 p.m. – **Council requested the City Clerk to provide all information related to the agenda including, staff reports, financials and minutes to be approved be provided by the Monday before the meeting.**
- Draft minutes be provided to Council for review by the Thursday following the meeting.

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- Suggestions that the City's Ordinance Meeting be revised to be a regular city council meeting in order to address any carryover agenda items and payables from the first council meeting of each month.
- Providing WiFi for the City Hall. There was discussion that there should be separate firewalls and a password available for access separate from the City's network and another for the City to be able to retrieve information from its network. Councilman Strand stated that he would be happy to get the WiFi set up for the City and will bring up his findings to the Ordinance Review Meeting.
- City Hall Hours. **Councilman Hewitt motioned to change the City Hall hours to be open from 9:00 a.m. and 5:00 p.m. Monday through Thursday, Councilwoman Shaha seconded the motion, all in favor, motion carried.**
- Microphones – There was discussion about providing microphones to allow conversation to be heard more efficiently.
- Keys to City Hall – Ronda was asked to retrieve keys from past Council and create a list of anyone who has keys to the City Hall. Council agreed that Councilman Strand have a key to the City Hall.
- It was agreed that the City's recording device be located in a secure place within the Conference room.
- **Ronda was asked to put discussion regarding Union Pacific Grant options and procedures on the Ordinance Review Meeting agenda.**
- Cracked window in conference room – There was discussion that ICRMP may not award the claim if the crack was a result of building movement. There was discussion about having the window divided in hopes that it could take the shifting issue. **Councilman Strand made a motion for staff to proceed with having the window repaired, Councilwoman Shaha seconded the motion, all in favor, motion carried.**

City Hall Management – Issues were addressed above.

### ADJOURNMENT

**A motion was made by Councilman Hewitt to adjourn the meeting, Councilman Strand seconded the motion, all in favor, motion carried.**

Mayor Curless adjourned the meeting 10:54 p.m.

Submitted by,  
Ronda L. Whittaker

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