

**MINUTES
CITY OF DOVER
REGULAR COUNCIL MEETING**

**Date: MARCH 14, 2013
Dover City Hall
699 Lakeshore Ave., Dover Id 83825**

CALL TO ORDER

Mayor Curless called the meeting to order at 7:27 p.m.

Present at this meeting:

Council Members: Dave Darling, Annie Shaha, Denise Travis

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

Public Present: See Sign-in Sheet.

ANNOUNCEMENT:

Public Comment: Mayor Curless announced that the public comment time is 3 minutes per person. Additional comments on an already presented topic must be limited to new or additional information. No action will take place until item is placed on the agenda.

Councilwoman Shaha reminds Mayor Curless to swear in new City Clerk. No language was present – continue when language is obtained.

Bill Strand– Discussed release of public information – time frame and approval of the same or written notice of delay concerned that in 2013 he has 4 or 5 requests for information and has not received a single piece of information or any documentation of delay or release. Expresses concern and refers to Idaho Code.

Mayor Curless – you are right if there is anything you have not gotten let us know

Dagmar – suggests the employee handbook may answer some of the information Mr. Strand has requested and expresses that other information he has requested from her is being processed.

Mayor Curless calls for any other items from the public be heard.

No comments.

CONSENT AGENDA

A motion was made by councilwoman Shaha and seconded by Councilman Darling to approve the consent agenda. The motion was unanimously carried to approve the consent agenda.

MONTHLY REPORTS:

INDEPENDANT HIGHWAY DISTRICT:

Marj Tilley – submitted progress reports and statements of service for Oct 2012-Feb 2013.

Stated that they are still plowing and sanding when needed – mostly Cedar Ridge and Pine Street

Will soon start sweeping when sweeper is fixed.

Asked for questions or comments

No comments.

TREASURER:

Dagmar stated that there is one more invoice to be paid of \$3,209.34 that was just received before the meeting from Inland Code within her unpaid bills report which needs to be approved and paid. She expressed that

Inland Code should get the invoices to her sooner. Dagmar also, announced receipt of grant from the Department of Transportation of \$51,000 for SPOT which makes us good through December of 2013. January/February report in progress. Monies are coming in, but are about a month behind. Dagmar asks for questions or comments.

Councilman Darling – has reviewed and countersigned bills. Questioned \$165 repair of interior light on one of the SPOT buses and B&E SCATTIS software, what is it and what is it used for?

Rob Tate – the software is used in the wastewater treatment plant.

Councilman Darling stated that everything else looked good.

Dagmar asked if Councilman Darling would like to speak with SPOT about the charge.

Councilman Darling did not feel there was a need to discuss it any further.

Councilwoman Shaha asked if any more invoices came in from Susan Weeks.

Dagmar stated that there was just one.

Councilwoman Shaha requested total income of January 29, 2012 that includes the income of \$51,000 we received from the Department of Transportation.

Councilwoman Shaha asked to see the bill from Inland Code.

Councilwoman Travis questioned the bill from Susan Weeks.

Dagmar explained the payment to Susan Weeks which also included mediation fees that would be paid to the mediator by Susan Weeks.

Mayor Curless advises that there will be another invoice from Susan Weeks as the project attorney and Ms. Weeks having discussing matters regarding mediation.

ENGINEER:

Engineer, Rob Tate reserves information for executive session.

Councilwoman Shaha asked how the intake project was coming.

Engineer, Rob Tate stated that the apparent low bidder was Shannon Industrial which was \$206,000 which was \$12,000 over our funding.

Councilwoman Shaha expresses concerns with the intake project with the easement that would be required as well as the loan going through DURA as apparently the loan needs to be coordinated and moves to not accept any more bids at this time.

Rob Tate expresses that this issue should be taken up under executive session as it is under mediation.

Councilwoman Shaha states that the mediation does not concern the intake project as it is talked about every month.

Rob Tate states that as of March 13, 2012 it is under mediation.

Councilwoman Shaha advises that she was not in mediation on March 13, 2012 and asked the rest of council if they were; all expressed that they were not. Councilwoman Shaha is concerned about awarding the bid.

Rob Tate states that the bid cannot be awarded.

Councilwoman Shaha brings up the Sagle sewer and water plat with city of Sandpoint and how that did not work out. Is that something we may be able to provide for the city of Sagle.

Rob Tate stated that the proposal was made several years ago, but he has not heard from them.

Councilwoman Shaha suggests that she is in contact with them and suggests that instead of wasting the engineer's time they allow Bill Strand to investigate the opportunity.

Rob Tate stated he had no problem with that.

Mayor Curless states this will probably be a process that will have to go through DEQ in order to get a grant, but agreed that that would be worth looking into.

Councilwoman Shaha asks if it is worth at least asking the question if they are still looking.

Mayor Curless yes

Councilwoman Shaha thinks our plates are pretty full but someone should be in the know. Councilwoman Shaha asked if the Thorne project was done and do we have anything in writing on who is paying that back; do we have anything finalized.

Rob Tate stated that the project is finished, but there is no formalization and that nothing has been allocated; there has not been a request for Urban Renewal for reimbursement. Al Czap is actually paying the bills. Councilwoman Shaha states that at one point she thought that he might be asking for reimbursement. Rob Tate stated that would be Mr. Czap's option, but he has not elected to do that yet.

Councilwoman Shaha advised of her concern with the process.

Councilwoman Travis questioned the cost be if he did ask for reimbursement.

Rob Tate quoted \$80,000

Councilwoman Travis stated her concern that if there is nothing written, would anyone know if it is capped at \$80,000.

Rob Tate stated that the project was complete.

Councilwoman Travis expresses concern that the City may be liable to pay for the project.

Rob Tate explains that Urban Renewal implied that it would be a Urban Renewal expense and that it would be subject to a participation agreement and a plan for payment through Urban Renewal.

Councilwoman Shaha expresses concern about future inquiries for payment without something in writing. She expresses that projects without written agreement of some kind be stopped.

Mayor Curless express that this is something that should be looked into.

PLANNER:

Bryan Quayle stated that he has had discussions with the assessor and is looking into keeping Certificate of Occupancy's (Cos) and current construction updated monthly and that the assessor's office had no issues with the information that has been submitted. Mr. Quayle expressed that there was nothing new to report from the ICRIMP workshop and he was very happy with the attendance; he was also happy that our city was very well represented. Has some of the information requested at last meeting, but DVD is still pending; would like to meet with new city clerk and go over forms. Building permits are up. Petersen permit up to final conditions should be resolved prior to April 24th – the letter of credit needs address and payment of additional ERs should be taken care of in a week or two. Conditional use permit re barn on Peterson property is proceeding. Sign Ordinance - review Hayden's ordinance for example.

Councilwoman Shaha inquires if there are any signs now not in compliance with the current ordinance

Bryan expresses that there may be a couple

Councilwoman Shaha inquires to whether non-compliant will be brought current.

Bryan expresses that he will make a recommendation to do so. Banners that have become weathered and ROW signs – need to have something in the ordinance to address these issues.

Dept. of Lands contacted him on questions regarding Buoys and intake permits

Councilwoman Shaha inquires as to what problems are being addressed.

Bryan Quayle stated that a new application was signed

Councilwoman Shaha asked for a time frame?

Bryan Quayle advises problems will be addressed as soon as we get the application approved

Bryan Quayle discusses old Post Office issues stating that the redraft of the environmental statement from DEQ has not been received yet. Bryan addresses inquiries concerning old and new highway on emergency responses and deliveries. Addresses need to match grid system with county GIS system.

Bryan Quayle stated that he had nothing to report at this time in regard to the two annexation requests within the Syringa area and stated that the issue is up for future review. Bryan also discussed review of park equipment catalogs and time spent on mediation follow ups.

MONTHLY REPORTS:

ROADS: Mayor Curless stated the plowing has eased up as spring is starting to show in places. Mayor Curless also discusses issues with a culvert that was looked at years ago on Ontario Street and the need to update ideas for replacement or realignment of it. The county did a realignment on Pine Street which had two different sized culverts butted up against each other and this type of repair could be a possibility for the culvert on Ontario Street and is now reviewing costs. \$20,000+

Restrictions – Upper Syringa should be able to pull Upper Syringa soon. Pine Street not too soon.

Did not post coming into Dover off the highway until Dover Bay Way is handed over to the City
Councilwoman Shaha expressed the need for a speed sign to be posted on Roosevelt.
Mayor Curless advised that this could be addressed when the State assigns that section of road to the City.
Mayor Curless discussed continued problems along Loretta Lane with drainage and old culvert underneath.
Loretta Lane water has been flowing over road and into yards. The problem should be resolved by re-ditching
and may be paving section that has not been paved in the past to raise it up.
Rob Tate advises caution in regard to a manhole in that area.
Neil Hewitt advises caution of septic tank also in that area.

CLERK'S REPORT

Mayor Curless – getting her up to speed; sending her to training in Boise
Clerk – happy with support – getting familiar with computer and files – treasurer has been very helpful.

BCATT:

Discussions regarding heavier traffic
Bryan Quayle discusses the need for some preliminary planning to take on heavier traffic from Hwy 2
corridor.

DURA

Councilwoman Shaha expresses her concern that the sanitation lift is becoming alarming and that if the City
can't build because of no services there would not be enough monies to pay off loan quickly.
Another board member would be nice
Sanitation lift discussions

POCWA:

Councilwoman Travis discussed billing of annual dues – Pros and Cons with Partnership with BCATT and
summarized that POCWA is not seeking a partnership.

MAYOR'S REPORT: projects coming up wider highway through ponderay - ice cycle beyond hope slipping
onto Hwy – replacement of Tressel Creek Bridge will end restriction on the EW traffic – a lot of concern over
movement to get 129,000 lb truck cannot go on fed highways but on state highways – Mayor voice concerns
to senate

BCDC

Mayor – nothing to report at this time

SEWER DEPT:

Rob Tate – Inquiry about 290 Syringa, Panhandle Health District brought up some issues. Rob stated that he is
planning to meet with Bryan in regard to sewer extension possibilities.
Councilman Darling – inquires about the 753 Syringa sewer issue
Rob Tate stated that the issue has not been resolved and he did not have a current report at this time.
Councilwoman Shaha stated that bill had been paid for the services regarding the 753 sewer issue and
expressed that she assumed the issue had been resolved
Councilman Darling concurred.

WESTSIDE FIRE:

Neil Hewitt– no report
Councilwoman Shaha expresses concerned about fire hydrant repairs
Neil stated that they have not yet been repaired.
Councilman Darling stated that a report had been submitted
Councilwoman Shaha states her concern of risk to the city if the fire hydrants are not being repaired

Mayor Curless stated this issue will be brought under executive session
Councilman Darling suggests report from Councilwoman Travis regarding the emergency plan system
Councilwoman Travis stated Councilwoman Burge and she had meet with Dale; there is a plan in place and everyone should read it; councilwoman expresses concern with the notification system and lack of cell and email notification of emergency. Neil stated that the system is in place for people with landlines and people with cell and email will soon be able to go onto the Web site and sign up. The plan that is in place states that the Sheriff would arrive and tell people what to do. Councilwoman Travis stated that she wanted to go further than that and place a plan outside of the current emergency plan system. She also stated that Councilwoman Burge is researching the current city plan for the water and sewer facilities and the City Hall.
Faulty Hydrant issues were discussed. Mayor Curless stated that this issue will be discussed at executive session. Councilwoman Travis requested the issue be addressed now and requested that the city repair the faulty hydrants as soon as possible. Mayor Curless stated that this could be addressed and addressed the issue to Rob Tate stating the he still suggested that this issue could be addressed at a later date. Mayor Curless disclosed that the hydrants did not belong to the city at this time. Rob Tate stated that Dover Bay had not submitted final as built plans related to water and sewer to the city of Dover, but that the City had been servicing the development thus far, but all maintenance has been deferred back to Dover Bay. Rob also stated that the development had not petitioned maintenance issues back to the city of Dover. Councilwoman Shaha expresses her concern that the liability of unattended fire damage will come back to the City. Councilwoman Shaha suggests fixing the problem and then address cost reimbursement later. Mayor Curless states that he will look at the city budget and arrange to fix the hydrants in order to protect the citizens and deal with reimbursement later.

Mayor Curless states that there is a little movement on the west side entrances. One of the Railroads is not against it and we have applications sent into Burlington Northern and are awaiting design possibilities and costs related to the project.

Councilwoman Travis asks when we should receive the design.

Mayor Curless expresses that it is in the hands of Burlington Northern; it is a slow process.

Councilwoman Travis expresses concern from the city citizens that there is not an alternate exit in place until the design and plan is executed.

Councilman Darling expresses that the City would come under the County Plan for alternate plan. And the Sheriff will execute whatever plan that can be used at time of emergency. It may be by waterway or on foot. Council discusses private property way through possibilities.

Councilwoman Shaha expresses concern heavy truck traffic could cause chemical spillage and suggests that additional plan be worked on – walk away is not acceptable there are housebound and disabled people who could not use that method.

Mayor Curless suggests helicopter service.

Councilwoman Travis suggests ingress permission from private properties.

Councilman Darling has discussion with Dale that end of Lakeshore is a dead-end on east side chained up if only way out if intersection at new Hwy entrance was gone, then the only other way out would be at the end of Lakeshore and mayor would need to declare state of emergency or if weather was good you would have to go across yard and down driveway which would be the only out in this case scenario.

Mayor Curless suggests that this could be looked into.

Post office discussion - Councilwoman Travis discusses results of questionnaire from the US postal service 92 of 231 responded. Results may reduce hours that the post office is open: Mon – Fri 9:30 a.m. - 4:00 p.m. lunch 1:00 p.m. to 1:30 p.m. and Saturdays 10:30 a.m. to 12:30 p.m. which should not disrupt the inbox delivery times. Councilwoman Travis discusses presentation of John Boone in regard to multiple city zip codes vs. one zip.

Discussion is made regarding US Federal Government's System for Award Management (SAM). No costs associated and the program is for grant processing. All agree to go forward with registration process

Discussion is made in regard to U of I Community Trees (Arbor Day). Mayor Curless suggests continued association with the program. All in favor.

UNFINISHED BUSINESS:

Mayor Curless calls for executive session under subsection c and f.

**EXECUTIVE SESSION MOTION
And Adjournment**

Councilman Darling moves to convene into Executive Session pursuant to provisions of Idaho Code, 67-2345, Subsection 1(f) Litigation 1(c) Negotiations/Property 1() 1()

Seconded by Councilwoman Shaha

Roll call vote: Annie Shaha- Aye
Dave Darling - Aye
Denise Travis - Aye

Motion carried.

Public is excused.

Councilwoman Burge is contacted by phone.
Attorney Stephen Snedden is present

Convened into Executive Session at 9:16 p.m.

Councilwoman Travis moves to close the Executive Session portion of the Special Meeting at 11:37 p.m.

seconded by Councilman Darling

Roll Call vote: Annie Shaha - Aye
Dave Darling - Aye
Peggy Burge - Aye
Denise Travis - Aye

Motion carried.

No action was taken nor any final public policy decisions were made during the Executive Session.

ADJOURNMENT

A motion was made by Councilwoman Travis to adjourn the Council Meeting at 11:38 p.m. Councilman Darling seconded, all in favor, motion carried.

Mayor Curless adjourned the meeting at 11:38 p.m.

Submitted by,
Ronda L. Whittaker