

**MINUTES
CITY OF DOVER
REGULAR COUNCIL MEETING**

Date: June 13, 2013

Dover City Hall

699 Lakeshore Ave., Dover Id 83825

CALL TO ORDER

Mayor Curless called the meeting to order at 7:06 p.m.

Pledge of Allegiance

Present at this meeting:

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

Staff: Ronda L. Whittaker (City Clerk/Treasurer), Bryan Quayle (City Planner), Rob Tate (Engineer), and City Attorney Stephen Snedden.

Public Present: See Sign-in Sheet.

Mayor Curless explained his appointment of Ronda L. Whittaker as City Treasurer

EXECUTIVE SESSION:

A motion was made by Councilwoman Shaha to move into executive session pursuant to IC § 67-2345, Subsection 1(a) Personnel, all in favor, by roll call vote:

ROLL CALL

Annie Shaha Aye

Dave Darling Aye

Denise Travis Aye

Marguerite Burge Aye

Motion carried

The meeting convened into Executive Session at 7:12 p.m.

The City Clerk and the City's Attorney, Stephen Snedden were asked to be included in the Executive Session.

A motion was made by Councilman Darling to leave executive session; Councilwoman Burge seconded the motion, all in favor by roll call vote:

ROLL CALL

Annie Shaha Aye

Dave Darling Aye

Denise Travis Aye

Marguerite Burge Aye

Motion carried

No action was taken nor any decisions made during the Executive Session.

Mayor Curless called the meeting back to order at 7:43 p.m.

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A motion was made by Councilwoman Burge to move item 1 of I. to the second position and add the discussion of hiring a financial specialist to the number 1 topic. There was discussion with the City's Attorney Stephen Snedden verifying that her motion was allowed. It was confirmed that the addition was related to the affirmation of the City Treasurer. **Councilman Darling seconded the motion; motion was carried by roll call vote:**

ROLL CALL

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

Motion carried

Mayor Curless affirmed the addition of discussion related to hiring a financial specialist, moving topic 1: Affirmation of Appointment of City Treasure to the second position.

There was discussion about creating a committee to interview and select a financial specialist or qualified bookkeeper within the next 3 weeks.

Councilwoman Burge made a motion to create an interview committee for a financial specialist or qualified bookkeeper, Councilman Darling seconded the motion, all in favor; motion carried.

Councilwoman Burge made a motion to affirm Ronda Whittaker as City Treasurer, Councilman Darling seconded the motion. Councilwoman Travis requested qualifications of Ronda for the position of Treasurer. Mayor Curless stated that he could not and asked Attorney Snedden if he was authorized to provide that information. Attorney Snedden stated that the Mayor was not required to provide that information, but that Ronda could answer questions related to the position. Ronda informed council of her accounting education and previous work experience, and expressed that she was confident that she could fill the position with professional back up. Mayor Curless asked for a roll call vote:

ROLL CALL

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

Mayor Curless reported that the affirmation failed and affirmed that the position must be filled within 10 days. There was discussion and confirmation by Attorney Snedden that the 10 days were calendar days beginning June 7, 2013 and the position should be appointed by midnight, Sunday, June 23, 2013.

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.

Resident Terrence MacaFee stated his concern about the following:

- Mr. MacaFee readdressed signage, drainage, and mosquito issues that were brought up at the last public meeting.

Resident Bill Strand addressed the following:

- He explained an unnamed resident's concern that the Dover Bay security was monitoring not only their development, but also the City of Dover. He went on to express his understanding that the City did not have a leash law.
- A question from an unnamed resident regarding the requirements for the City to publish quarterly financial reports.

CONSENT AGENDA

Councilwoman Shaha moved to approve the May payables, Councilwoman Travis seconded the motion. Motion carried.

MONTHLY REPORTS:

INDEPENDANT HIGHWAY DISTRICT (IHD): Chairwoman Tilly reported on the culvert project, dust control and brushing. Councilwoman Burge address concern about conditions on Pine Street. Chairwoman Tilley reported that the street had been graded and explained that further paving would need to be sponsored by grants. Councilwoman Shaha asked about IHD trucks using the City fire hydrants. Chairwoman Tilley explained that the water is used for the dust control project.

TREASURER: Ronda Whittaker explained that council had a copy of the financial reports for review. There was discussions regarding May hook-up fees, grant income and expenditures, Anderson Brothers fees and Highway revenue.

ENGINEER: Rob Tate reported the corners were set on the water treatment plant and had been recorded with the County. He also reported that he was working on the culvert project and suggested that there are grant funds available: 1) Emergency funds \$200,000 per year that may be available to the City. 2) Local Rural Highway Investment Program (LRHIP). Applications are to be submitted in December for the following year's reimbursement and are State owned funds. Mayor Curless confirms that the culvert project will need to be addressed before grant funds become available; Rob concurs. Chairwoman Tilley confirmed that the grants should be submitted to BCATT and stated that a review committee would be advisable.

There was discussion related to the reinstallation of a pump at 925 Lower Syringa Rd. Rob explained the project as a septic tank pump that had not been set correctly in the past.

There was discussion in regard to Geo Tube project and the renewal of the construction approval.

Councilman Darling inquired about charges related to readings. Rob explained that the charges were related to the water usage and rates project

PLANNER: Bryan Quayle discussed information he obtained from Don Davis with Idaho Transportation Department (ITD) regarding altering the size of the ponds. Councilwoman Shaha suggested having a special meeting with involved and authorized parties, so that the pond size could be addressed quicker. Bryan suggests waiting for Don Davis opinion before EPA reviews and discusses non-regulatory vs. regulatory advantages and disadvantages.

There was discussion regarding the Pend Oreille Pipeline Stabilization Project. Bryan explained that he was talking with FEMA and the County to see how the project may affect the City. Councilwoman Travis asked if

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the project would affect boating activities. Bryan stated that his information is young and he will keep the City informed.

Bryan stated that he now had a map of the Syringa Water District and would supply the City with a copy.

Bryan reported on building permit activity on the Pine Street. Bryan also stated that he is monitoring height restrictions closely. He gave an update on a Dover Bay LOMA approval from FEMA.

Bryan reported that he had been working with Councilwoman Shaha on the 595 Grant Application offered by the Corps of Engineers.

There was discussion about the special use permit for Talus Rock/Peterson Bryan handed out a copy of the permit explaining compliance deadlines for compliance; two years from May, 19, 2011, and confirmed that compliance had been met. Bryan also confirmed that the letter of credit related to the permit was in good standing. Noise protection and provisions were discussed.

Bryan handed out a copy of the recorded Certification of Approval and Satisfaction of Sanitary Restriction Regarding the Dover Bay Planned Unit Development and gave the original instrument to the City Clerk. Bryan explained that previous individual lifts in the developer's possession have been discussed with Attorney John Finney and should be turned over to the City now that DEQ issued the approval.

There was discussion related to the City's building inspector services contract and the need for a revised contract. Councilman Darling suggests moving forward with current review and future suggestions for revisions. Councilwoman Travis stated that she would like to see a provision within the contract for physical reviews of a project; no photographed visits. There was discussion confirming that a yearly review of all contracts would be beneficial.

ROADS: Mayor Curless updated council on grading, and weed and dust control. He stated that the expense of the culvert project would outweigh other road and street issues for the time being. Mayor confirmed that a few signs have been ordered. There was discussion about the name change for 4th Street. There was discussion about the culvert project coming from the street or road budget and confirmed that they are the same.

CLERK'S REPORT: Ronda Whittaker, City Clerk, reported that the City has been working with Bonner County regarding weed control via: herbicide spraying and notification to the residents within the designated public easement spray areas of the project giving them the option to refuse the City's maintenance and resolving public access weed control themselves.

Ronda reported that blinds have been ordered for several windows within the council meeting room, which will provide shade from the sun and cut down on air conditioning expenses.

Ronda brought attention to council about Mr. Strand's request for the City to post Notices and Agenda at a wheelchair level and working with Mr. Strand on ADA compliances.

Councilwoman Shaha requested the Clerk work on scheduling two budget workshops and a website workshop.

Councilman Darling brought up discussion about the entrance path grade to the City Hall being ADA compliant. There was discussion about confirming that the City Hall has been built to comply with ADA requirements and suggestion of a yearly audit to make sure it is current to ADA standards. There was discussion about repairing the path grade fluctuation issues at hand.

DURA: Councilwoman Shaha reported the following:

- DURA was looking at refinancing; prepayment penalty clause vs. rate savings is causing concern. She reported that reserves were slowly building.
- Still need another board member.
- Audit was delayed.
- Their new attorney will attend a City attorney meeting and will give a report.
- Attorney will also be reviewing the water/sewer hook-up issues.

BCATT: Bryan reported that he had gone to the meeting and reported that not only did they address highway projects, but also legislative support and the importance BCATT's letters of project support. Chairwoman Tilley (IHD) reported that IHD is involved in monthly construction coordination meetings during construction season, which enables them to keep the City informed.

POCWA: Councilwoman Travis reported that there was no meeting this month.

BCDC: No report was given.

WATER/SEWER DEPT: Reports were reviewed by council.

WATER PROTECTION PROJECT: Councilwoman Shaha reported that there was discussion about radio spots focusing on: dog litter, herbicides and pesticides and boating issues related to gas and oil spills and products that can be obtained to help with such. She shared the dog litter brochures that will be provided at the litter stations and suggested that more litter bag stations be provided.

WESTSIDE FIRE: Dale Hopkins reported that Bonner County Communication has updated GIS information and will start working cell phone information. Dale stated that Bonner County Dispatch is concerned that they may not be able to deal with phone in questions related to the cell phone services. They are now in the testing phase. Dale reported that he went to a meeting at the Forest Service building and urban fire protection was discussed. Dale brought to council's attention that the Forest Service and Department of Lands do not respond within city limits of any city. He is concerned as the City of Dover has a lot of urban properties within its City limits and fire service will not show. The City would have to declare the fire as an emergency as a possibility that the fire would spread into urban areas outside of the City limits or into another city in order for the State to get involved.

PUBLIC COMMENT: Neil Hewitt asked for discussion of the following:

- Is the City is going to address the dead trees by Duck Pond. Mayor explained that the State has not turned the property over to the City yet, but that he thought they were going to be addressing the area soon.
- Concerned about people filling up their trucks using City hydrants and weather they are being charged. Mayor explained that IHD was using the water for dust control and stated that our water operator, Hall Overland has had meetings with them on how to operate the hydrants. There was discussion about using the irrigation water for such projects.

Mayor Curless advised council that due to the time being past 10:00 p.m. items 8-11 of the monthly reports, all unfinished business and 1 & 2 new business be tabled until the next council meeting, and asked for Discussion and decision of Scholarship award.

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Discussion was held. Laurel Rench was chosen winner of a \$500 Scholarship. Council agreed to contribute \$68 toward the fund and Attorney Snedden agreed to match the contribution. Mayor Curless stated that Laurel should be asked to attend the next meeting to be presented her award.

Councilwoman Travis suggested a second meeting for Ordinance discussion and decision. The Clerk stated that she would look at available dates.

EXECUTIVE SESSION:

Councilwoman Shaha made a motion to enter into executive session at 10:42 p.m. pursuant to I.C. 67-2345, Subsection 1(f) Litigation, Councilwoman Travis seconded the Motion.

ROLL CALL

Annie Shaha Aye
Dave Darling Aye
Denise Travis Aye
Marguerite Burge Aye

Motion carried

The meeting convened into Executive Session at 10:43 p.m.
The Clerk was asked to be included in the Executive Session

A motion was made by Councilwoman Shaha to close the Executive Session portion of the Meeting at 12:05 a.m. Councilman Darling seconded, all in favor by roll call vote:

ROLL CALL

Annie Shaha Aye
Dave Darling Aye
Denise Travis Aye
Marguerite Burge Aye

Motion carried

No action was taken nor any decision made during the Executive Session.

ADJOURNMENT

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

Mayor Curless adjourned the meeting at 12:08 a.m.

Submitted by,
Ronda L. Whittaker