

MINUTES
City Council Special Meeting/Workshop
Wednesday, January 15, 2014 2:30 – 4:00
DOVER CITY HALL 699 LAKESHORE AVENUE, DOVER, IDAHO

CALL TO ORDER

Council President Strand called meeting to order at 2:32 p.m. Also present: Councilman Neal Hewitt and Councilwoman Annie Shaha

Residents Diane Brockway and Brenton Ellis also participated.

Pledge of Allegiance

Council vacancy discussion:

Council President Strand reviewed the process per Idaho Code for council appointing a council member (attached). There is no deadline for replacing, however a timeline is important. He also shared his discussion with the Mayor Curless this a.m. Normally the mayor appoints and council confirms however, the mayor has passed this responsibility to council as he expressed to Councilman Strand he would be wasting his time. He wants this appointment to come from City Council. Mayor Curless suggests keeping in mind geographical diversity during the process.

Discussions and questions ensued by all parties in what the City is looking for in the new councilperson and time commitments the position requires.

Motion was made by Councilwoman Shaha to ask all interested parties to submit a letter of interest to Councilman Strand addressed to City Hall. Email to Councilman Strand would also be acceptable. Councilman Strand will advise City Clerk to forward all letters to him, and he will share any he receives with her.

Meeting and Agenda Setting:

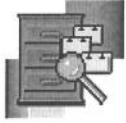
Short discussion on improvements to running meetings more efficiently. Motion made by Councilman Hewitt to include this topic on the January 23rd meeting to include written recommendations by Councilman Strand (attached).

Next meeting was agreed to be on January 22, 4:00 p.m. with the hopes of appointing at the January 23rd council meeting.

ADJOURNMENT

Councilwoman Shaha motioned to adjourn. Councilman Hewitt seconds. Motion carried.

Councilman Strand adjourned the meeting at 4:00 p.m.
Minutes prepared by Annie Shaha, Councilwoman



Idaho Statutes

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 7
COUNCIL

50-704. Vacancies -- Appointment. A vacancy on the council shall be filled by appointment made by the mayor with the consent of the council, which appointee shall serve only until the next general city election, at which such vacancy shall be filled for the balance of the original term.

History:

[50-704, added 1967, ch. 429, sec. 135, p. 1249.]

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B.C. Strand

Dover City Council, President

12 January 2014

Request for changes in City Council meeting format

The agenda for the Dover City Council meetings is an area that I feel we can make significant improvements.

- Staff members and contractors often wait for extended periods until such time they give their reports.
- Residents who attend meetings are often required to wait up to two hours for an agenda item of interest.
- The order of agenda items are often moved making it difficult to anticipate when discussions will take place.

I have the following recommendations for changes in the order and structure of the City Council meetings.

1. Move Consent Agenda and reports by the Council/Mayor/Clerk to the end of the meeting.
2. Move contractor, staff and Westside Fire Dept. to the first agenda item after the public comment.
3. On the week of the City Council meeting, have contractors and staff provide a written report by end of business day on the Monday.
4. By end of business day on Wednesday, City Council members will identify reports which generate no questions or action items. These staff or contractors will not have to attend the Council meeting.
5. The meeting should be divided into two parts with "Unfinished Business" being the start of the second part. An approximate time should be provided on the agenda for the start of the "Unfinished Business". This should not be started before this time. This allows residents who are interested in "Unfinished Business" and/or "New Business" to come at that time without fear of missing these agenda items.

An example agenda with approximate start times is shown below:

Sample City Council agenda with start times

Start time	Agenda item
7:00	<ol style="list-style-type: none">1. Call to order2. Pledge of Allegiance3. Public comment4. Staff reports<ul style="list-style-type: none">• Treasurer• Engineer• IHD• Westside• Inspector• Water and sewer• Planner
7:45	<ol style="list-style-type: none">5. Unfinished business6. New business7. Break8. Consent agenda9. Council reports<ul style="list-style-type: none">• Mayor• Council• Clerk• DURA, POCWA, etc...
9:30	<ol style="list-style-type: none">10. Adjourn