

**MINUTES**  
**City Council Ordinance Meeting**  
**Thursday, January 23, 2014 4:00 p.m.**  
**DOVER CITY HALL 699 LAKESHORE AVENUE, DOVER, IDAHO**

**CALL TO ORDER**

Council President Bill Strand called the meeting to order at 4:02. Mayor Curless was absent because sadly his barn burned down that morning along with some livestock.

Also present: Councilman Neal Hewitt, Councilwoman Annie Shaha, SPOT Director Marion Johnson and City Planner Bryan Quayle. No public is present.

**Councilman Hewitt moves to amend the agenda to include check signing, Sewell Contract review/approval and how to direct treasurer to pay new council members and out-going council members. Councilwoman Shaha seconds, motion passed.**

**CONSENT AGENDA**

Councilman Strand and Councilman Hewitt feel the City needs to look into other lab testing options and would like to have this on future agenda.

Councilman Hewitt:

- With two full time employees, why is the City paying \$135 to replace a thermo coupling?
- Why are we sending the City Clerk to Boise for Treasurer training?
- Why is the city paying unemployment on someone who is working?

Councilwoman Shaha asked how the signed checks would be safe, as we do not have a key to inner office. Councilman Strand will take home for the weekend to be safe.

**Councilwoman Shaha motions to amend agenda to discuss keys to City Hall. Councilman Hewitt seconds, motion passed.**

**Councilwoman Shaha moves to approve consent agenda with exception of signing the check for the City Clerk to attend Treasurer training in Boise. Councilman Hewitt seconds. Discussion continued and Councilman Strand will discuss this with the mayor. Motion then passed.**

**ORDINANCE REVIEW**

Councilman Strand requests the resolution for spending limits move to February 13 meeting.

**Councilman Hewitt motions to move to Feb. 13, Councilwoman Shaha seconds - motion carried.**

**Planning Commission Resolution**

Discussion continued with request from mayor to increase Planning Commission from four to five members. Bryan states it was initially set at five. Later a resolution changed it to four. Councilman Hewitt asked the reason for five members versus four. Bryan stated it was not his request or Chairman Nowaske's. Bryan will provide council with current member

information (i.e. when term started, do we have current members?). It also would not change the quorum number.

Councilman Strand wants hear why the mayor wants to add a fifth member. **Councilwoman Shaha moves to put the consideration of resolution and appointment to Feb. 27 meeting. Councilman Hewitt seconds, motion passed.**

### **NEW BUSINESS**

Affirmation of appointment of Marguerite Burge to the commission moved to February 27 meeting.

#### **Check Signing Authority/SPOT**

Check Signing for Colleen and SPOT. Marion Johnson advised that as SPOT treasurer, Colleen Culwell needs access and signing ability on the SPOT bank accounts. Councilman Strand will open up SPOT at the bank so she can be a user as well as give Colleen access to current bank accounts. Will have Ronda get signature cards for MWB for SPOT for Colleen Culwell to be added as a signer for SPOT accounts.

**Councilwoman Shaha moves to add Colleen Culwell to current SPOT bank account as user and signer as well as when new bank accounts are open for SPOT. Councilman Hewitt seconds. Motion passed.**

Marion then expressed a desire to have Council and SPOT become more familiar and would like to have a workshop set up in February. Council concurred and will work to set this up in February.

Councilwoman Shaha also volunteered to be a third signer for bank per the treasurer's request as two signers is not realistic. **Councilman Hewitt motioned to have Councilwoman Shaha added to the signers on the City's bank accounts. Councilwoman Shaha seconds, motion passed.**

#### **Council/Mayor Payroll**

Council agreed to pay council the same as 2012, prorated to the 9th and from the 9<sup>th</sup>.

#### **Keys**

Councilman Strand states the need for council to have keys to the agenda board and access to tools needed to run legal meetings. There should not be any confidential material in the office that is not safe and secure.

Councilman Hewitt recommends all council have keys to city hall including office, storage, and alarm code. Bryan and Rob need keys to access city hall as well. Bryan needs access to building permits locked file.

Councilwoman Shaha motions to recess, Councilman Hewitt seconds, motion passed.

Meeting reconvenes at 5:33 with further key access discussion.

Councilman Strand asks for motion. **Councilwoman Shaha motions councilmembers have keys to City Hall, inner office, storage and restrooms that are numbered and stamped DO NOT DUPLICATE. Councilman Hewitt amends motion to include Clerk, Mayor, Planner, Engineer, to have as well as alarm code. Councilwoman Shaha amends her motion to include all of Councilman Hewitt's additions. Councilman Hewitt seconds.**

**Discussion: Councilman Hewitt asks how the Council get this accomplished. Councilwoman Shaha suggests Councilman Strand work with Ronda to make this happen.**

**Motion passed.**

#### **Sewell Contract**

**Councilman Hewitt motions to approve the contract between the City and James A. Sewell and Assoc. with amendment number 15 to increase liability to \$1,000,000. Councilwoman Shaha seconds, motion carried.**

**Councilwoman Shaha motions to direct the mayor to sign agreement effective January 24, 2014. Roll call vote:**

**Councilwoman Shaha Aye  
Councilman Hewitt Aye  
Councilman Strand Aye**

**Motion carried.**

**Union Pacific Grant** discussion will be moved to February 27, 2014 meeting.

#### **Relocation of smoking area.**

Councilman Strand reports smoking area can't be within 20' of a public entrance so the city needs to move the current cigarette receptacle.

**Councilwoman Shaha moves to get rid of the current cigarette receptacle and ask the City Clerk to look into replacements. Councilman Hewitt seconds. Motion carried.**

#### **Cedar Ridge Development**

Much discussion on Cedar Ridge concerning water hook up fees and the agreement to have IHD maintain the roads and confirmation that the city owns the property both water tanks sit on, and if there is deeded year-round access to them. Bryan will go to recorder's office to get copies of the original executed agreement as well as the amended agreement from May 5, 1999. He would like this issue moved to Council's February 27 meeting to allow him time to gather all information.

Council directs Bryan to work with City Attorney Snedden to provide council with a stand alone ordinance to allow the city to charge the difference of what was credited to Cedar Ridge water hook-ups to the current hook up fee. Bryan is to keep Councilman Strand apprised of progress and a draft ordinance ready for council review for the February 27 meeting.

#### **Water Ordinance #105**

Councilman Strand continues to work hard on this ordinance, including the rate structure. Lack of data from the water department/billing is holding him up.

Councilwoman Shaha to review all Dover Bay water users and rates and billing issues with Ronda/DBD and report back to council.

#### **Council Meeting Agenda Structure**

Discussion on streamlining meetings via a new agenda structure proposed by Councilman Strand. Council agreed it is worth an effort and to implement at next meeting on February 9<sup>th</sup>. Councilman Strand's outline is attached to these minutes.

#### **Changing Ordinance Review Meetings to Council Meetings**

**Councilwoman Shaha motions to change the Ordinance meeting to a Regular Council meeting on the 4th Thursday. Councilman Hewitt seconds. Motion carried.**

#### **Fourth Council person**

Councilman Strand will be putting forward Diane Brockway at next city council meeting.

#### **Wireless Access**

Councilman Strand has looked into this. The City's current modem does not support a guest network. Bill will request an upgrade modem via Northland Cable with a guest network protocol. Council directs Councilman Strand to look into the new modem with guest network.

Councilman Hewitt has invited Sheriff Wheeler to come and give council a presentation on providing contract services to the city for the February 13 meeting and asks it be on the agenda.

#### **Regence renewal agreement**

**Councilman Hewitt motions to approve the Regence Renewal Medical Coverage for the year 2014 pending Councilman's Strand's approval. Councilwoman Shaha seconds. Motion carries.**

**Councilwoman Shaha motions to adjourn, Councilman Hewitt seconds. Motion carried.**

Councilman Strand adjourns meeting at 7:46 p.m.