

**MINUTES
CITY OF DOVER
REGULAR COUNCIL MEETING**

**February 13, 2014
Dover City Hall
699 Lakeshore Ave., Dover ID 83825**

CALL TO ORDER

Mayor Shaha called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Present at this meeting - Council Members: Bill Strand and Neal Hewitt
Staff: Ronda L. Whittaker (City Clerk), Bryan Quayle (City Planner), Rob Tate (City Engineer) Stephen Snedden (City Attorney), Lou MacAfee (Representative for James Hutchens, CPA, City's Treasurer)
Guest Speaker: Sheriff Wheeler

Public Present: See Sign-in Sheet.

ANNOUNCEMENT:

Mayor Shaha stated that the City did not have a full council (quorum) to date, therefore there would be no decisions made at this meeting. She then asked for public comment.

PUBLIC COMMENT

Public Comment: Gloria Stouble praised the City on the snow removal in front to the post office.

GUEST SPEAKER SHERIFF WHEELER

Mayor Shaha announced Sheriff Wheeler.

Sheriff Wheeler explained that all contracts differ from one another. They are renewed annually. A typical contract would be \$100 per month which gives the department the ability to enforce any city ordinances or codes or focus on emphasized areas. He stated the City would need to provide an attorney to represent it for any citation issued and would also be responsible to pay the deputy for showing up in court if necessary. He advised making arraignments with the County Prosecutor. He advised that any fees associated to citations issued along the highway overpass or anywhere within the City of Dover and/or on Hwy 2 or across the way would go back to the City. Attorney Snedden stated that he would recommend the City to contract with the County Prosecuting Attorney as it would be more cost effective than having him represent the City in such matters. There was discussion about the department requesting specific services such as disruption issues. Sheriff Wheeler stated that the city did not need a contract for public nuisances. The contract would only be needed for the Department to uphold and/or cite for violations of city ordinances or codes and/or emphasized control. There was discussion about services on private roads with public right-of-ways. Sheriff Wheeler stated that he would need advisement from the County Prosecutor. There was discussion about the need for traffic studies to justify a speeding citation. Attorney Snedden stated that the State would need to ask for the

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study if they determined it was needed. Sheriff Wheeler stated he would provide the City with an example of a contract they have with other cities. He ended his presentation at 7:27 p.m.

MONTHLY REPORTS

Mayor Shaha suggested that the Treasurer present and discuss the financial report at this time. There were no objections.

TREASURER: There was discussion related to the City's financial report and recommendations for action. Lou MacAfee stated there were various formats of the financial statements presented and she was looking for direction from Council as to what reports they are interested in seeing each month. There was discussion related to hook-up fees received in January. It was confirmed that the fees were not posted until February, so it would not show up in the current financial report. There was discussion about SPOT's financial reports and a related amount of \$90,000 owed to the City. Lou explains the Street expenses. There was discussion about the Lands accounts. Rob suggested that it probably includes some of the utility property, but needs further research. Lou advised that the City had too many separate accounts for departments for the City. Lou advised that it was not necessary. She did advise that the City did need to have the State Treasury Bond reserve account, but that all other bond accounts be closed and additional accounts set up within the State Treasury accounts for individual departments. She also suggested having a purchase order (PO) system for projects in place, which would enable the City to understand what department the expenses are coming from. There was a discussion about the assets that the City has that are related to utility deposits. It was confirmed that the issue needed to be addressed when the City has a quorum. Mayor Shaha inquired about the 2013 audit. Lou stated that the City should have it within the next month. Lou stated that the records just needed to be tightened up and that the City should be splitting "time spent" into the appropriate departments. Lou completed her report at 8:03 p.m.

Mayor Shaha invited IHD to give its report. There was no objection

INDEPENDENT HIGHWAY DISTRICT (IHD) – Chairwoman Tilly asked for direction as to who IHD would be taking direction from. Mayor Shaha stated that direction would come through her. Marj asked where they would be taking water from once the need for watering down the City's roads. Mayor Shaha stated that they should be using the irrigation hydrant by the fire station.

WESTSIDE FIRE: Dale Hopkins stated that everything was going well; he had no report. Mayor Shaha reminded Council that they needed to make arrangements to get their AED training from Dale.

ENGINEER: Rob Tate went over his written report (attached). The following was discussion outside of his report:

- Solid Basin was mostly completed except for the final grading around the basin. He advised that the contract amount was over because the Avista gas line was underneath the basin and had to be removed. And the irrigation where the system was connected into the make-up water was not where it was shown on the plans, so adjustments had to be made. These actions accounted for the excess of \$1,700 overage.
- He had received the records for the Marina Town relocation of the water line and will submit the information to the State.
- Intake drawings are here. He has prepared easement descriptions for Ralph and the City Attorney will work out the easement agreement.
- IDWR loan needed to be researched. He stated that the City needed to relocate the loan documents.

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There was discussion about backflow testing. Rob stated that he had spoken with Bob Hanson and was told that the backflow testing was done each year. **Ronda was asked to research the issue and locate the certificates.**

Rob suggested that once the City had a quorum, it needed to have a discussion about funding for future project improvements. He advised that the next step, which they are holding the grant open for, is the environmental information document. He advised that the City move forward with the loan process as it prepares the City to use State loan funds for the water system improvement projects. He stated that financial plan for the intake project was not set up not to use those funds, but he suggested not to rule that out. He suggested having a meeting with DURA to discuss a way to leverage more DURA dollars using a state revolving loan plan. He advised a 6 month time line for this type of discussion. Mayor Shaha suggests a workshop before a meeting with DURA. Rob concurs.

Mayor Shaha brought the conversation back to the Solid Basin project. She asked when it would be up and running. Rob stated once the injection pump and bags were ordered the project could be operational within two to three weeks. Mayor Shaha confirms that the City will need to spend approximately \$6,000 more to get the project up and running. Rob concurs that the bags will cost \$900 each and the pump would come in at \$3,000 to \$4,000. There was discussion about the fumes association with moving the waste. Rob concurred that there are fumes related to the task and that the City could advise residents when the task would be initiated. Rob completes his report at 8:24 p.m.

WATER/SEWER DEPT: Reports were reviewed.

Councilman Hewitt asks for a short break.

Mayor Shaha calls for a break at 8:24 p.m.

Break is concluded at 8:35 at which time Attorney Snedden reports on the following:

- Governor's process of appointing a councilmember - It was confirmed that the City Clerk could swear in the appointed councilmember once the City is notified as to whom it will be.
- Water intake easement – he is working with Ralph's attorney
- Cedar Ridge – He stated that the City needed to verify the improvements that were done and when they were dedicated to the City, so that the City has title and has access to the improvements. He gave Council a synopsis of the Cedar Ridge utility hook-up agreement with the City. He suggested the City think about setting a capitalization fee associated to the grandfathered hook-ups. He stated that he would need to have some direction by Council to do further research.

Attorney Snedden concluded his report at 8:47 p.m.

Mayor Shaha brought unfinished business to the table. There were no objections.

UNFINISHED BUSINESS

Minute content - There was discussion about shortening the content of meeting minutes. Ronda advised that she was working on Council's request to shorten meeting minute content.

DURA funding – There was discussion about the need for all of Council to understand all of the issues. Mayor Shaha suggests a workshop which would include the City's treasure and Council. She stated this may not be able to be addressed until May.

MONTHLY REPORTS CONCLUDED

BUILDING INSPECTOR: Bryan explained that he did not ask the City's building inspector to attend this meeting as there has been no projects submitted to date. He stated that they were however putting together the packets to be used by an applicant for a building permit.

PLANNER: Mayor Shaha asked Council if they had any questions related to Bryan's report.

- Encroachment permits - There was discussion about the process of the Childress special use permit. Bryan stated that he had spoken to Mayor Shaha about setting a hearing date for the Childress request. He stated that he was advised to wait until the City has a quorum. There was a discussion about standards, procedures and fees related to encroachment issues. Bryan suggested the City seek advisement from the City's P&Z commission. It was suggested that the City look at County standards for encroachment standards. **Mayor Shaha suggested putting this issue on the February 27th agenda.**
- Hook-ups - Mayor Shaha inquired if the Ames Way permit had hook-up fees related to it. Bryan stated that he is in the process of researching the issue.
- Building Code Ordinance - Mayor Shaha inquired about the Building Code Ordinance. Bryan stated that he had asked the City's building inspector to provide an updated draft. **Mayor suggested bringing his research and/or a draft of the ordinance to council at the February 27th meeting.**
- Kiloran - Councilman Hewitt questioned the Kiloran project sewer line. Bryan suggested he and Neal meet to discuss the issue.
- Census - Bryan stated that he had completed the Census report received by the City. He stated his concern that the evaluation was based on the building permits and not assessment values and how that affects the tax rolls and the fees associated with the City's building permit fees. He advised that he would be reviewing this issue with the City's building inspector.
- Talus Rock - Bryan advised that the Talus Rock facility was in violation with a couple of conditions one being their encroachment. He stated that IHD had sited the condition violation and had contacted him. The other was the January 30 deadline to file a report. He stated he had not received a report to date. He stated that the report would give the scope of activity. Councilman Strand stated that he had received a copy of the report, before he had been sworn in, and was asked if the deadline could be revised. He stated that he was not sure why he had received it, but would forward the same to the City Clerk and Bryan. Bryan stated that they would need to be provided a deadline for cure of the issues.
- Zoning Map - Bryan stated that he had received a new draft zoning map and would present it to the P&Z commission.
- Westside Emergency Access - Councilman Hewitt asked Bryan or the Clerk to report on the project. Ronda stated that she had asked the City's attorney to begin the process of easement issues.

Bryan concluded his report at 9:35 p.m.

ROADS: Councilman Hewitt stated he had gone to the BCATT meeting. Bryan stated that they would be mailed the membership information soon. Mayor Shaha stated that she would add herself and councilman Hewitt. Mayor Shaha stated that BCATT will soon start up construction meetings. Councilman Hewitt stated that he had attended the IHD meetings and they were looking forward to having a joint meeting soon. He stated that he was advised that all requested services should be approved by Mayor Shaha. Mayor Shaha stated that she would send in her approval for requested services.

CLERKS REPORT: Ronda did not give a report.

DURA: No reported was given.

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POCWA: No report was given, but Councilman Strand stated that they were working having a meeting in April.

BCATT: No report was given

BCEDC: No report was given

WATER PROTECTION PROJECT: No report was given

MAYOR'S REPORT: Mayor Shaha reported that she was considering ADT's offer to provide a key button to set off the alarm if ever needed. Councilman Strand stated that the local representative quoted a lower price for services than ADT . Mayor Shaha stated that she would be attending the Idaho Mayor's Coalition meeting. She stated that the restroom had broken pipe issues that were being addressed. She advised that once the drywall been remedied in the storage room, the City could put their records back into the storage area. She stated that SPOT had to abort the memorandum of understanding due to lack of funding.

COUNCIL: Councilman Strand advised that the City now had wireless and that he just had to do a final security check. He stated he had been working on the tax rolls with Jacquie Albright with Southside Water District and had received information from Ronda regarding water usage. He stated that he was in the process of researching a wireless scanner and document management system for the office. He stated that the City needed a service call regarding the furnace. **Mayor Shaha suggested Ronda contact High Mark.** There was discussion about having a service call for the AC as well once the warmer season comes. There was discussion about the outside foundation flood vents. Bryan advised to beware of flood codes. Councilman Hewitt stated that he was working getting addresses and history of potential auxiliary uses and matching them with the City's utility accounts. He also stated he was working on a maintenance check list for the City Hall.

Mayor Shaha suggested tabling New Business items 2, 3 & 5 to the February 27th meeting. She asked Councilman Strand if he would like to have No. 4 – Discussion related to utility deposit requirements to the March 13th meeting. There was no objection.

ADJOURNMENT

Mayor Shaha adjourned the meeting 10:03 p.m.

Submitted by,
Ronda L. Whittaker

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