



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, August 1, 2022**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER/ATTENDANCE

Deputy Mayor Shanahan called the meeting to order at 8:30 a.m.

Present: Deputy Mayor Dennis Shanahan, Councilor Fergus Cullen, Councilor Lindsey Williams, City Attorney Joshua Wyatt, Gretchen Young, Environmental Projects Manager, Patty Moniello, Legal Assistant, and Julia Burke, Legal Intern.

2. PUBLIC FORUM

No citizens or members of the public present for public forum.

3. APPROVAL OF PRIOR MEETING MINUTES –

- March 7, 2022 – Ordinance Committee Minutes
- June 13, 2022 Dover Utilities commission and Ordinance Committee Workshop Joint Meeting Minutes

Deputy Mayor Shanahan asked if there was any discussion to be made regarding either of the minutes. Hearing none, Councilor Cullen made a motion to approve the minutes, seconded by Councilor Williams. Vote unanimous in favor to accept.

4. CHAPTER 9, Sections 12 & 1 ORDINANCE (CURRENTLY PENDING)

Councilor Cullen asked for clarification on meeting attendance and quorum fulfillment. Councilor Williams said that in the coming weeks the Solid Waste Advisory Commission should be a full membership. In general, other committees are going through some changes and adding new members to meet quorums.

Councilor Cullen asked if the Dover Main Street was an official board. The general response was that it is not a city commission, but whereby the Mayor does the appointing of members.

The Rec Advisory has lost two members due to moving out of the city, but has backup replacements.

Deputy Mayor Shanahan wants to continue to move forward on keeping people aware of how important these committees are and how important it is to have the correct amount of membership numbers for these committees.

5. FUTURE STORMWATER UTILITY ORDINANCE

Gretchen Young discussed the draft Scope of Services and the use of the ARPA grant funds to perform the ten tasks outlined in the scope of services, briefly touching on each task and



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its meaning. The hope is to bring the completed utility implementation plan and ordinance to the council at the November meeting. Deputy Mayor Shanahan asked if there will be reporting updates regarding transfer of information between the city and the new consultants that are hired and Gretchen confirmed there would be. Dennis also asked Gretchen's opinion on what type of firms did she think would be responding to our request for consultants. She seems to think it will be mostly engineering firms, but is hoping that some PR firms respond as well because they have a better handle on seeking public discussion and bringing awareness to the public. Councilor Williams asked if it will be okay for firms to partner with other firms outside their own for outreach issues and the answer by Gretchen is yes, that the City is emphasizing outreach services for the community piece. Attorney Joshua Wyatt asked about funding approval and Gretchen responded that it will be brought up at the September or October council meeting with 100% funding for the \$100K amount. Deputy Mayor Shanahan asked to be included in the DUC meeting for August and said he appreciates Task 7 in the scope of services and will reach out to Mr. Carmichael to help cleanup any issues between the two committees. Josh Wyatt spoke about the ordinance itself and how Deputy Attorney Jennifer Perez and Gretchen have been working together on the ordinance.

Councilor Cullen indicated that the text of the ordinance should await working through the policy questions and that policy questions were for this committee's members to address.

6. GENERAL DISCUSSION

Councilor Williams suggested the Ordinance Committee's reviewing of existing ordinances to see if and to what extent updates may be needed for the purpose of changing existing boards and commissions and their rules.

Attorney Wyatt said future forecast of upcoming ordinances include changing dates in the budget schedule ordinance and a possible private trash/waste collection proposal.

7. BUILD AGENDA FOR NEXT MEETING

Deputy Mayor Shanahan stated that he wants to hold open September 12, 2022 at 8:30 for a future meeting if needed.

8. ADJOURN

Deputy Mayor Shanahan asked if there was anything else. Not hearing anything else, moved to adjourn - seconded by Councilor Cullen. Vote unanimous in favor.

Meeting adjourned at 9:01 a.m.