



**MINUTES: REGULAR COUNCIL MEETING & PUBLIC HEARINGS**  
**THURSDAY, MAY 24th, 2018 6:00 p.m.**  
**DOVER CITY HALL, 699 LAKESHORE AVENUE, DOVER, IDAHO**

**Present:** Mayor Shaha and Councilmembers Evans, Goodvin and Strand. Brockway absent. Staff – Planner, Clare Marley; Clerk, Michele Hutchings

**Public present:** Brett Evans, Pat Park (Sewell & Associates), Tim Blankenship (Sewell & Associates)

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Mayor Shaha called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

**II. PUBLIC HEARING:** File AM14-18, Zoning Map Replacement - Marley offered summary of Ordinance noted the amendment will allow replacement of zoning map. Proposal is to identify original ordinances, annexations, and zone changes, verify and prove up correct map. City attorney in agreement. Errors were drafting errors and will be corrected. Addition of approved subdivisions will be included. Zoning Ordinance must be published before the Resolution for this item will be effective. Council had no questions or comments. Mayor opened public comment period at 6:06pm. No comment offered. Public comment closed at 6:07pm.

**III. PUBLIC HEARING:** Dover Fee Schedule - Mayor asked if reviewed final drafts. Marley outlined recent changes were primarily to Administrative and Special Events fees folded into Administration table, and to rescind former resolutions. No questions from council. Mayor opened public hearing at 6:09pm. Brett Evans, 212 4th Street, asked for copy of fee schedule. Mayor explained item had been on agenda for past couple of meetings. Nothing much has changed from last meeting. Clerk stated dates of publication in Daily Bee and availability for public to obtain copies. No additional comments. Public hearing closed at 6:11pm.

**IV. PUBLIC COMMENT:** No public comment was offered.

**V. NEW BUSINESS:**

**1) File AM14-18, Zoning Map Replacement [Action Item]** - Mayor asked for discussion from council and explained process of ordinance adoption: Dispense with rules, Roll Call votes required, Adoption, Summary of Ordinance to be published. Marley noted cost savings of publication fees when publishing summary vs. complete ordinance. Ordinances not in effect until after publication in City paper.

**Strand motioned** to dispense with rules for reading of the ordinance on three different days and call for one reading of the proposed ordinance by title alone, pursuant to Idaho Code §50-902, **2<sup>nd</sup> by Evans. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**Strand motioned** to adopt Ordinance No. 155, an amendment to Dover City Code, Title 12, Chapter 4, regarding procedures to replace the official zoning map, File #AM14-18, allowing adoption of a replacement map by resolution, finding that it is in accord with the adopted comprehensive plan and the standards and procedures for zoning regulation text amendments found at Title 12, Chapters 3 and 9, **2<sup>nd</sup> by Goodvin. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**Strand motioned** to approve the summary of Ordinance No. 155, as presented, and authorize the publication of this summary in accord with Idaho Code §50-901A, **2<sup>nd</sup> by Goodvin. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**2) Dover Fee Schedule [Action Item]** - Mayor explained fees are adopted by resolution vs. ordinance and reviewed consolidation of schedules. **Strand motioned** to approve Resolution No. 133, a resolution of the City of Dover, Idaho, a Municipal Corporation of the state of Idaho, amending the Dover Fee Schedules relating to land use and development, engineering and development, floodplain development, building permits, administrative and utility fees, adopting a consolidated fee schedule, rescinding resolutions in conflict, and for the fees to be effective immediately, **2<sup>nd</sup> by Evans. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.** Marley verified fees are effective immediately, fee sheets especially city fee sheet for building permit intake will be updated Tuesday after the holiday.

**3) Dept. Bldg. & Safety Contract - Building Inspector [Action Item]** - Mayor state City only has one building inspector, having a backup would be beneficial to the City. Mayor has been in contact with State over last 2 years. Move to have backup has nothing to do with performance of Sewell, just an additional tool for City. Strand asks about division of labor

As approved by Council at meeting 06/14/2018 (mch)



between Sewell and State. Mayor foresees Dover Bay projects being handled by State inspector after contract approval. Will be slow start up as State is all electronic, burden will fall on Planner, Clerk and Mayor to make the transition. Similar to using two different engineers for different projects. Strand recognizes it would be in best interest of City, firm believer of having pool of resources. Strand has not reviewed contract in detail for price difference. Mayor, Marley and Snedden have all reviewed in detail and find increase and decrease in costs to City: 65% vs. 70% (Sewell vs. State) of permit fees and 100% vs. State @ 65% of plan review fees. Evans asked for clarification of contract term, Mayor affirmed 30-day termination notice. Goodvin would like more time for review. Marley says process will begin with Ruen Yeager Associates then go through electronic process with State. If scanning of larger plans or documents are submitted, pass through costs will apply. Goodvin asked if services will be used as needed only, Mayor reiterated that Dover Bay projects would be processed through State. Mayor offers moving item to next agenda - Goodvin requests moving to 6/14 agenda.

**4) Sewell & Associates Contract Amendment – Building Inspector [Action Item]** - Mayor offered Addendum is in addition to original 2014 contact. Adds clarity to scope of services. 2.1 has been added for detail. Tim Blankenship with Sewell has no issues with contract and brought signed copy for Mayor and Council tonight. Blankenship reviewed State contract, and will provide comparison of services if Council requests. No issues with City dividing up projects between State and Sewell. Assured that all inspections are done by code, and everyone is treated the same. Blankenship offered business cards to Council for additional questions. **Strand motioned** to approve the First Addendum to the Contract for Services between James A. Sewell & Associates, LLC and the City of Dover as presented, **2<sup>nd</sup> by Evans. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**5) Rate Study Quote from T-O Engineers [Action Item]** - Mayor reviewed need for current rate studies and confirmed already budgeted for this fiscal year. Strand is not expecting connection fee study increase since study recently done by T-O Engineers however, user fees may show some difference. Mayor feels better to assess rather than simply add 5% increase annually. Last study was done 2014, Association of Idaho Cities (AIC) recommends annually. **Strand motioned** to approve the T-O Engineers, Inc. Supplemental Agreement No. 4 for water and sewer connection fees and rates as presented, **2<sup>nd</sup> by Evans. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**6) Proline Flow Meter Quote [Action Item]** - Mayor reviewed previous flow meter that was recommended and installed was not sufficient to read low flows. T-O Engineers will try to find buyer for old meter. Goodvin asked about warranty on proposed flow meter. Strand thinks 120 days standard but will check. 1st meter was not to specifications, 2nd one (installed now) is what was ordered so supplier would not take back. Goodvin asked why it is being replaced. Strand stated engineer had not looked at range of readings. Will use current item elsewhere in Dover or T-O Engineers will buy back. Goodvin asked if quote is based on correct flows. Strand affirmed and explained process of determining this is correct flowmeter. Mayor asked if DEQ has approved, Strand answered, not a material change so not necessary for approval by DEQ. **Strand motioned** to accept the Field Instruments & Controls, Inc. quotation No. 2300721166 (Revision 3) for \$2,260.69 plus programming \$150.00 and UPS ground shipping \$120.00, **2<sup>nd</sup> by Goodvin. Roll call vote:** Brockway-Absent, Evans-Aye, Goodvin-Aye, Strand-Aye. **Motion carried.**

**7) ACI Comment/city easement – Bonner County Conditional Use Permit #C1008-17 Vachon [Action Item]** - Marley explained not only Area of City Impact (ACI) but easement issue as well. Application to County is to allow current distillery to open tasting room for distilled spirits and public will be entering and using city easement. Easement still not complete but potentially could affect city property easement and commercial access/widening of easement. Strand concerned with regard to easement from liability standpoint. Marley asked if Mayor would like to hear from Vachon and Idaho Transportation Dept. (ITD) at next meeting 6/14 before council forms response. Mayor asked Marley to contact Mrs. Vachon and ask about commercial approach, and find out whether or not City would have to change easement details. Mayor will follow up with attorney Snedden and Laila Kral with Local Highway Technical Assistance Council (LHTAC) for assistance as well. Marley affirmed legal access is required for Conditional Use Permit (CUP). Mayor affirmed with council, no decisions for this evening, add to 6/14 agenda. All council in agreement. Strand and Goodvin brought up possibility of future land sale. Evans and Goodvin ponder whether would be most beneficial to sell land to avoid future liability. Evans agrees may be good to explore. Mayor noted the land is considered a sewer asset. B. Evans asks if land is zoned commercial now. Marley explained process through County. B. Evans asked if liquor license required. Mayor reminded property is not within Dover. Mayor asked to have land options on July agenda when Mayor will be present.



**8) Direction to Planning & Zoning Commission-Amendment to city code re: fence heights [Action Item]** - Marley stated item must go through Planning & Zoning as it is a land use issue. P&Z needs direction from council to begin process. Strand in favor or giving P&Z direction to move forward. Marley affirms building codes is 7' - zoning code is 6' , citizen asked for asking for change for consistency. **Strand motioned** to initiate and amendment to fencing Code section 12-6-12 letter d, **2<sup>nd</sup> by Goodvin. All in favor, motion carried.**

**VI. OLD BUSINESS:**

**1) Budget planning for Fiscal Year 2018-2019 [Action Item]** – General Fund: P&Z no questions for Marley. Mayor asked about rearranging \$5k General Fund \$80K - proposed \$75K with increase in Building Permit & Plan Review to \$80k from 75K. Two subdivisions and two zone changes may come in and throw off numbers. Mayor feels if has permit number, would be in General Fund under permits. Just a reallocation, all council in agreement. No other comments in General Fund. Sewer Fund: Strand offered that Capital Expenditures of \$4-\$5k is correct or rebuild of blower. Testing change is phosphorous at increase of \$70 monthly plus time for pickup and processing of tests. Strand and Wade discussed incremental costs due to NPDES, amounts in the budget adjusted. Water Fund: No additional testing required. Chlorine tank facility - move up to tank leveling monitoring and SCADA system - fold into that project with possibility of DURA reimbursement. Will need DEQ approval. Scott at T-O Engineers was notified today about chlorine tank facility. Strand to get estimate from T-O Engineering for integrating chlorine tank facility into next phase and estimate for telemetry up to Cedar Ridge and possibly consider for next year's budget. Strand to get comparison figures to have Cedar Ridge done at same time. Street Fund: received around \$7k in grant money from state. Still no funding from FEMA. City will continue to submit for reimbursement. Hassell helpful in getting funding. Still no list of budget priorities from Hassell yet. Look to have both that and grants with numbers by next meeting. Goodvin asked about grants applied for. Mayor explained Urban Area concept and how LHTAC controls grants and funding. No other notes for budget. Mayor reminded June & July are next meetings. July must approve a tentative budget at July meeting. Then pub hearing will follow in August.

**VII. CONSENT AGENDA** [All Consent Agenda items listed below are Action Items] – Mayor explained budget looks good, shouldn't have to open budget this year, should be under overall. **Strand moved** to accept the consent agenda items as presented, **2<sup>nd</sup> by Evans. All in favor - motion carried.**

**VIII. FUTURE AGENDA ITEMS/MEETINGS**: Mayor reviewed upcoming meetings. Clerk announced June 1<sup>st</sup> Arbor Day celebration and June 7<sup>th</sup> planned dust abatement by IHD. City Hall closed Friday May 28<sup>th</sup> in observance of Memorial Day holiday.

**IX. ADJOURNMENT**: **Strand moved** to adjourn, **2<sup>nd</sup> by Goodvin. All in favor - motion carried.** Meeting adjourned at 7:48 p.m.

Respectfully submitted – Michele Hutchings, Clerk