

## Catalog

Minutes 10.14.2021 Council, Apprvd 11.18.2021.....	1
Attendance in person, Council 10.14.2021.....	4
Attendance by Zoom, Council 10.14.2021.....	5



**REGULAR COUNCIL MEETING**  
**THURSDAY, OCTOBER 14th, 2021 @ 6:00 p.m.**  
*699 Lakeshore Ave, Dover, ID 83825*

**MINUTES**

**Present:** Councilors Brockway, Hoffman and Parkin. Staff Engineers – McNee, Hassell and Converse, Planner – Marley, Water/Sewer Operations– Hansen, Public Works – Strand, Clerk – Hutchings

**Others present:** see attached sign in sheet and Zoom attendance report

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** – Council President Brockway called the meeting to order at 6:00 p.m. Parkin led pledge of allegiance.
- II. **PUBLIC COMMENT-** Clerk read two written comments submitted prior to the meeting. One from Kody VanDyk regarding Pine Street safety concerns. Hassell asked to respond. Another from Rick McIntyre regarding solar speed signs on 4<sup>th</sup> Street. Hoffman asked to respond. Bob Linscott announced upcoming candidate forum and extended invitation.
- III. **PUBLIC HEARING**
  - 1) File AM020-21 Zoning Regulations (Title 12) Chapter 5, Section 12-5-6 re: Public Use Table - Marley stated hearing is Legislative not Quasi-Judicial. Council asked for any disclosures, none stated. Marley reviewed presentation. John Windju interjected with comment. Marley informed him time for public comment had not opened yet and explained legislative hearing process. She also noted that open house event inviting public participation is planned for as early as December 2021. At conclusion of her presentation, public comment period opened at 6:17 p.m. Windju initially refused to give name, relented when Marley referred to rules under Resolution 110. Windju asked about ordinance number being amended, received information about code process and was referred to city code as seen on city’s website. Arleen Lothian asked for clarification of the “structures” as noted in language. Public comment period closed at 6:22 p.m. Hoffman asked about text clarifying “municipal” only. No other questions or deliberation by council. Public hearing closed at 6:24 p.m.
- IV. **OLD BUSINESS**
  - 1) Water Facilities Plan Review- Brockway opened with confirmation that Syringa Heights Water District (SWHD) no longer interested in purchasing water from Dover making alternatives 1 and 2 the current viable options for council consideration, since alternative 3 included service to SHWD. McNee reviewed presentation of the facility plan alternatives. Parkin asked about panel location for potential new raw water intake included in alternative 2. McNee referred to a 2013 plan that may or may not have been approved by DEQ. Parkin supports alternative 1. Hoffman also supports alternative 1 without dependency on negotiations and easements at the proposed new raw water intake location. Parkin noted negotiations and easements could increase the already mounting legal fees born by the water fund. Brockway directed McNee to pursue alternative 1, noting it would allow new Mayor and Council the ability to build upon this alternative, if they desired. McNee acknowledged alternative 2 remains in the facility plan. Any progress in alternative 1 would benefit alternative 2 if council requested in future to adopt alternative 2. Strand discussed funding noting it could take DURA over 2 years to fund due to current water and sewer projects. Reminded all that the existing intake system has two pumps, providing some redundancy. **Brockway moved** to direct McNee to work on an addendum to the facility plan changing the selected alternative to alternative 1 with no further consideration for previously chosen alternative 3, **2<sup>nd</sup> by Parkin. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye.** McNee will communicate with DEQ that council is moving forward with alternative 1.
  - 2) Water Intake Panel Relocation Update and Funding – McNee stated 3 contractor bid packages were sent with bids due back 10/15. He expects there will be 2 responses. Brockway asked for confirmation that bids will not be including 3-phase power but will include surge protection and separate transformer to support future stand- by generator. DURA requested to see bids when received by the city. The city will provide all

expenses, including legal, for DURA consideration. The city expects DURA will not reimburse for legal but may consider all engineering, construction, landscaping. Brockway reminded council DURA does not approve a project and expenses until invoices are submitted by the city at the end of a project. Parkin directed Brockway continue moving forward administratively. Brockway reminded council that expenses not covered by DURA will need to be tracked and monitored for impact on the Water Fund budget. Options could include temporary water rate increase or budget amendment. Suggested CPA Crook be consulted, and water fund be re-evaluated at end of FY2022 2<sup>nd</sup> quarter.

3) Audit of pre-paid hookup fees – Agreed Upon Procedures agreement – Anderson Bros., CPAs – Parkin **motioned** council approve signature on Agreed-Upon Procedures Engagement Letter from Anderson Bros, CPAs as presented, **2<sup>nd</sup> by Hoffman. All in favor.**

4) Pine Street Jurisdiction Map update – Hassell reviewed current draft map with council noting that a couple of areas need further review. Hassell will bring a final map to a future council meeting. Council asked about the road width and Hassell noted that widths along Pine Street vary depending on which area and jurisdiction of Pine Street one is looking at.

5) Will-Serve letter for Block 11 Water and Sewer Extensions – Converse reviewed the proposed public water and sewer main extensions in Block 11 and found them to be typical infrastructure to serve the area and recommended the City serve the proposed infrastructure and allow issuance of a will serve letter with caveats noted in the letter. Parkin confirmed will-serve purpose is for construction of the 8” water main and sewer extension to begin and that public water lines are to be serviced by city upon acceptance. Converse stated the 3” water line coming off the 8” City main is a private water system and will not be maintained by the City similar to Parkside. Hoffman asked if city loses money by allowing multiple homes on a private loop system to pay single connection fee for one 3” water meter rather than per household served. Converse said he’d not been asked to make any calculations. **Parkin motioned** council approve the proposed water and sewer main extension for constructions (File #ADMIN055-21), finding that it is in accord with the general and specific standards of the City of Dover, based upon the application received. Further moving to adopt the conditions of approval as follows: 1) DBP must obtain DEQ approval prior to construction 2) Easement for the main lines must be shown on the plans 3) Easements for the main lines must be granted to the City and recorded prior to service 4) Septic tanks cannot be located within the easements 5) All fees must be paid in advance of work commencing, **2<sup>nd</sup> by Hoffman. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye.**

## **V. NEW BUSINESS**

1) Proposed Ordinance for Zoning Regulations (Title 12) Chapter 5, Section 12-5-6 re: Public Use Table – Parkin **motioned** to dispense with the rules for reading 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 Hoffman. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye. Brockway motioned** to adopt Ordinance #174, and amendment to Dover City Code, Title 12, amending the Public Use Table, Section 12-5-6, to add municipal facilities and structures, including administrative offices, services, and post office as permitted uses in all zoning districts, finding that it is in accord with the adopted policies of the City of Dover comprehensive plan and Dover City Code, as enumerated in the findings and standards as presented in the staff report, **2<sup>nd</sup> by Parkin. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye. Parkin motioned** to approve the summary of Ordinance #174 as presented and authorize the publication of this summary in accord with Idaho Code §50-901A, **2<sup>nd</sup> by Hoffman. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye.**

2) Water Leak Repair Estimate – DEQ requires repairs be made when discovered. Billing will be time and materials. Could be near \$4,000. Will require boring into some pavement. Hansen had no further comment. Brockway recommended Mayor and council review water loss reports monthly reminding that reasonable water loss percentage could be up to 15%. Parkin commended Strand for his work.

3) File #SUB017-20 Meyer Lot Line Adjustment Final Plat Approval – Marley reviewed application explaining landowner will remain responsible for sewer lift station. **Parkin motioned** council approve the Nowaske Subdivision replat and authorize the mayor and clerk to sign the plat upon receipt of any fees owed by the landowner for the processing of the application and final plat approval by city engineer and planner, **2<sup>nd</sup> by Hoffman. All in favor.**

4) Purchase of real property and Proposed Resolution Authorizing Purchase – Brockway announced property city has been working to acquire for future post office at 103 4<sup>th</sup> Street has received final ESA (Environmental Site Assessment) and there was nothing to indicate contamination on the property. Hassell is working with architect and plans to work on surveying and geotechnical issues next. Also working closely with USPS to meet their requirements and adjust as needed. Open house will be planned as early as December of this year. Brockway noted the property is to be purchased with funds from the general fund. **Parkin motioned** council approved Resolution No. 167 authorizing the purchase of the real property commonly known as 103 4<sup>th</sup> Street, Dover, ID. **2<sup>nd</sup> by Hoffman. Roll Call Vote: Brockway – Aye, Hoffman – Aye, Parkin – Aye.**

5) Land Surveying Services Agreement Project No. S213006 – Ruen-Yeager & Associates, Inc.- **Parkin motioned** Council approve the Land Surveying Scope of Services Project No. S213006 dated July 19, 2021, as presented pending attorney review, **2<sup>nd</sup> by Hoffman. All in favor.**

6) Geotechnical Engineering Evaluation Services Agreement Project No. CDP21044 – STRATA Geotech – Hassell will provide copy of ESA to engineers. Will be testing soils specific to the site and provide a report. **Parkin motioned** Council approve the Strata Proposal for Engineering Evaluation, File CDP21044 dated July 27, 2021, as presented pending attorney review, **2<sup>nd</sup> by Brockway. All in favor.**

7) Bonner County Emergency Operations Plan (EOP) – Council reviewed report provided by Pilkington. Council agreed to give direction to Pilkington to draft EOP specific to Dover for next council and Mayor to consider adopting in future. **Parkin motioned** Council authorize signature on the Bonner County Emergency Operations Plan, **2<sup>nd</sup> by Hoffman. All in favor.**

8) Professional services engagement letter - Will Crook, CP – Brockway stated only change in contract is slight increase in rate. **Parkin motioned** Council approve the engagement letter for Will Crook CPA services dated September 15, 2021. **2<sup>nd</sup> by Hoffman. All in favor.**

9) Alcoholic beverage catering permit application #CP004-21, Idaho Pour Authority/Sandpoint Nordic Club – Parkin noted since no adverse comments from nearby residents regarding possible DUIs, sees no concern with issuance. Hoffman in agreement. **Parkin motioned** Council approve the Alcoholic beverage catering permit application #CP004-21, Idaho Pour Authority/Sandpoint Nordic Club as presented for event to be held at Pine Street Woods on October 23<sup>rd</sup>. **2<sup>nd</sup> by Brockway. All in favor.**

10) Proposed Resolution for destruction of records – **Parkin motioned** Council approve proposed Resolution No. 168 authorizing destruction of records as presented, **2<sup>nd</sup> by Brockway. All in favor.**

VI. **CONSENT AGENDA**

Financials July and August – Brockway submitted question to treasurer regarding membrane expense being recognized in FY2021. Stated DURA just approved reimbursement for water projects recently submitted.

Reports from staff and council – Hassell reported city limits signage on Ontario Street starts about 500 feet farther east than where city limit sign is currently located. Will be working with IHD for correction. Will have impact on paving project budget. More details will be brought to future council meeting. UATP (Urban Area Transportation Plan) is coming along slower than anticipated but still moving forward. Parkin reports noticeable difference in traffic slowing since signs on 3<sup>rd</sup> and 4<sup>th</sup> Streets were installed.

**Parkin motioned** to accept the consent agenda as presented, **2<sup>nd</sup> by Hoffman. All in favor.**

VII. **FUTURE AGENDA ITEMS/MEETINGS**

Meetings reviewed as listed on agenda with addition of Dover Candidate form to be held 10/21. Council decided to move November meeting from Friday, 11/12 to Thursday, 11/18.

VIII. **ADJOURNMENT**

**Hoffman motioned** meeting be adjourned at 8:02 p.m., **2<sup>nd</sup> by Brockway. All in favor.**

DOVER CITY COUNCIL REGULAR MEETING PUBLIC HEARING

699 Lakeshore Avenue, Dover, ID 83825

THURSDAY, OCTOBER 14th, 2021 @ 6:00 p.m.

NAME	ADDRESS	PHONE	EMAIL
MERIN BRASI	126 POWERS		
George Eskridge	104 Lakeshore	208-765-023	
RYAN WELLS	POB 212		
Scott McNeil	T-0		
BOB ALEXSCOTT	513 GATHRIE PL #201	(208) 265-4673	
Suzanne Desbald	408 S. Weck	919-562-1268	
ARLEEN LOTHAN	PO Box 11		
Kum Bledsoe	405 Washington Dover, ID		
MARIE FORBES	1342 W. PINE		
PAUL HORGAN	304 Jackson Ave		Pastmaster
Amy Lizotte			
John Windju			
Mark Sauter			

Name (Original Name)	User Email	Join Time	Leave Time	Duration (M)	Guest	Recording Consent	
City of Dover	cityclerk@cityofdoveridaho.o	10/14/2021 17:14	10/14/2021 20:04	170	No	Y	
Clerk (City of Dover)	cityclerk@cityofdoveridaho.o	10/14/2021 17:36	10/14/2021 20:04	148	No		
dan		10/14/2021 17:43	10/14/2021 20:03	141	Yes	Y	
J & J Heaps		10/14/2021 17:53	10/14/2021 18:53	60	Yes	Y	
Martin		10/14/2021 17:54	10/14/2021 20:04	130	Yes	Y	
Diane		10/14/2021 17:54	10/14/2021 20:04	130	Yes	Y	
12085961492		10/14/2021 17:56	10/14/2021 18:48	52	Yes		
Silva		10/14/2021 17:59	10/14/2021 20:04	125	Yes	Y	
Andrea Wells		10/14/2021 18:09	10/14/2021 20:04	115	Yes	Y	
rebekah		10/14/2021 18:35	10/14/2021 20:03	89	Yes	Y	
Bill Strand	billstrand@cityofdoveridaho.	10/14/2021 18:48	10/14/2021 19:06	18	No	Y	