



REGULAR COUNCIL MEETING
THURSDAY, APRIL 14th, 2022 @ 6:00 p.m.

MINUTES

Present: Mayor Eskridge and Councilors Bledsoe, Glass, Hoffman, and Parkin. Staff Planner-Marley, Engineers- Hassell and McNee, Public Works Consultant-Strand, Water Systems Mgmt. Inc.-Hansen, Clerk-Hutchings, Deputy Clerk-Camp
Others present: see attached sign in sheet and Zoom attendance report

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL – Mayor Eskridge called the meeting to order at 6:12 p.m., Councilor Parkin led pledge of allegiance. Roll call for attendance made.

I. GUEST SPEAKER – Mayor welcomed guest speaker George Gehrig with Bonner County Bioblitz. Gehrig presented a slide show and informed Council and Mayor how participation works and is hopeful that Dover residents will participate this year.

II. PUBLIC COMMENT- Clerk received no written comments. Tom Lally, 409 Slaveck, expressed opposition to the security fencing at Essex and Cedar Ridge water tanks DURA Participation agreement. Stated that there is no mention of fencing in the amended DURA plan and it is not in the prescribed DURA area. Mayor suggested he attend with the next DURA meeting to express his opposition. Emily Neff, 57 Wood View Rd., Sandpoint explained that the Thorne Research building is in search of occupants. She described activities that the building has room for such as rock climbing, mini golf, trampoline park, archery, childcare, wrestling, gymnastics, and office space. Mayor Eskridge advised her that should this opportunity arise for her, it would need to be approved by planning and zoning, and he thanked her.

III. NEW BUSINESS

1) Draft Audit Fiscal Year 2021 – Christina Laurie with Anderson Bros. CPA presented the report for the Fiscal Year 2021 Audit. Explained that after the draft is signed, she can issue the final. Council had no questions or comments. Mayor Eskridge thanked her for her work for the City.

2) Audit Representation Letter – **Bledsoe motioned** Council approve for Mayor to agree to and sign Anderson Bros. CPA Representation Letter. **2nd by Parkin. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

3) Fremont Easement and Encroachment Application – Marley presented the Fremont Easement and Encroachment documentation. **Parkin motioned** Council approve the Fremont Easement and Encroachment Application. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

4) Annexation Request – Rust RP57N02W207975A West Pine Street – Jeremy Grimm was present to represent Dr. and Mrs. Rust. Marley stated that former Association of Idaho Cities attorney Jerry Mason presented an annexation seminar to Dover Council and Mayor previously, and had urged the City to first weigh in on expansion of City boundaries before annexation applications are submitted. Parkin asked how this would affect the City's responsibility of future water/sewer infrastructure to the associated section of Pine Street. Marley advised that sewer and water are not promised for the Rust properties, but the City could examine future extensions of sewer services to the area of Pine Street in question at a future date. **Parkin motioned** Council direct staff to communicate the City's interest in the Rust RP57N02W207975A West Pine Street request for annexation. **2nd by Glass. All in Favor.**

5) Development Agreement KOVA Lots – Parkin reminded Council that it should include a Phase II environmental soil analysis. Marley informed him that the requirement for a Phase II analysis is included in the conditions of approval at Exhibit B. **Parkin motioned** Council authorize Mayor to sign and execute the Development agreement for KOVA Lots. **2nd by Glass. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

As approved by Council at meeting held 5/12/22 (TC)

6) Water Connection Fee Study – Strand is working with T-O Engineers to review data to determine recommended water connection fees which he expects to provide to council prior to setting next year's budget. Council had no questions or comments.

7) T-O Engineers Supplemental Agreement for Phase 1B Water Treatment System Improvements - McNee reviewed T-O's Supplemental Agreement. Council had no questions or comments. **Parkin motioned** Council approve T-O Engineers Supplemental Agreement No. 7 estimated at \$60,381.00 and allowing for a 10% contingency overage. Project is for planning, designing, construction plans and specifications, and bidding coordination for the next phase of the upgrades at City of Dover's water treatment control and monitoring system. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

8) Wetland Delineation Supplemental Agreement – TAP Trail Project – Hassell presented supporting documentation. Hoffman asked if this will affect the intersection at 4th Street and the new PO. Hassell informed him that the goal is to have no impact to the design by the wetland delineation- the wetland delineation report will determine if there are any potential impacts. **Parkin motioned** Council approve JUB Engineers Agreement for additional services. These additional services are project management, site visit, and aquatic resources delineation report. **2nd by Glass. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

9) Sandpoint Ontario Street- Interagency MOU – Hassell explained no council action needed today other than to determine if there is interest in a future agreement. Mayor Eskridge received confirmation that it would not present any liability to the City. Parkin asked Hassell for reassurance that any change orders would have to be approved by Council. Hassell confirmed that there are utility lines in this area and more details will follow as planning is developed. **All in favor to proceed.**

10) Proposed Resolution - Water Connection Standard Drawings – Parkin asked if these are industry standards. Converse confirmed that they are new, but quickly becoming industry standard. **Parkin motioned** Council adopt the proposed resolution- water connection standard drawings. **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF DOVER, COUNTY OF BONNER, A MUNICIPAL CORPORATION OF IDAHO, SETTING STANDARDS FOR WATER SERVICE CONNECTIONS AND PROVIDING FOR AN EFFECTIVE DATE. 2nd by Hoffman. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

11) Proposed Resolution - Sewer Connection Standard Drawings - City Engineer Converse and staff are still preparing. Expecting presentation at next meeting.

12) DURA Participation Agreement – Water Treatment Plant Expansion – **Parkin motioned** Council approve the Project Specific Participation Agreement for the water treatment plant expansion project as presented and authorize Mayor to sign and present to DURA. **2nd by Hoffman. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

13) DURA Participation Agreement – Security Fencing at Essex and Cedar Ridge Water Tanks – **Parkin motioned** Council approve the Project Specific Participation Agreement for water reservoir security fences at Essex and Cedar Ridge water tanks as presented and authorize Mayor to sign and present to DURA. **2nd by Hoffman. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

14) Proposed Resolution– Destruction of Documents – **Bledsoe motioned** Council adopt the proposed resolution- destruction of documents. **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF DOVER, COUNTY OF BONNER, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING DESTRUCTION OF RECORDS. 2nd by Glass. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

15) Notice of Budget Hearing to Bonner County Clerk's Office – **Glass motioned** Council approve the City notifying our County Clerk of the date, time, and location of Dover's annual public budget hearing. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

16) Dover City Beach Restoration Project – **Parkin motioned** Council approve the proposal from Quoin Construction estimated at \$1,920.00 for restoration of the Dover City Beach and the proposal from Quoin Construction for an additional \$375 for placement of sand under the playground equipment in the City Park. The total of this entire project should not exceed \$2,500.00. **2nd by Glass. Roll call vote:** Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

IV. OLD BUSINESS

1) File AM21-22 Short-term Rental Standards Code Amendment – Marley presented the supporting documentation. Hoffman confirmed that should a time come that the fire department is able to do these inspections again in the future, the City will re-explore that option. Eskridge asked if this pertains to short-term rentals within the PUD. Marley responded no, that the City would need to look into options to enforce this within the PUD, potentially via business registrations. **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. **2nd by Bledsoe.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

Parkin motioned to adopt the proposed AM21-22 ordinance, an amendment to Dover City Code, Title 12, amending Short-term Rental Standards, Section 12-7-4, to provide a 14-day public comment period deadline and to allow landowners to complete a life/safety inspection checklist when fire district or building official inspections are not available, 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 (or as amended). **2nd by Glass.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

Deputy Clerk- Camp read the Ordinance title. **Parkin motioned** to approve the summary of the proposed AM21-22 ordinance, as presented, and authorize the publication of this summary in accord with Idaho Code §50-901A. **2nd by Bledsoe.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

2) USPS Update and Building Construction Special Inspections Agreement – Hassell informed Council that he is waiting on an update from the architect, that the agreement is not ready yet, and the USPS has obtained funding for the inside of the building. Council had no questions or comments.

3) Proposed Title 2, Chapter 2 Ordinance to Establish Dover Historical Committee – Parkin expressed that he would like this to be amended in the near future to further address the financial aspect of the Dover Historical Committee. **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. **2nd by Bledsoe.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

Parkin motioned to adopt the Proposed Title 2, Chapter 2 Ordinance to Establish Dover Historical Committee, an ordinance of the City of Dover, County of Bonner, State of Idaho, a municipal corporation of the state of Idaho, establishing and creating the Dover Historical Committee; setting forth the term of office and qualification of member; providing for and establishing rules for the organization and recording of meetings; establishing general duties and reporting requirements; severability and effective date; providing for the publication of this Ordinance. **2nd by Bledsoe.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

Deputy Clerk- Camp read the proposed Title 2, Chapter 2 Ordinance to Establish Dover Historical Committee title.

Parkin motioned to approve the proposed Title 2, Chapter 2 Ordinance to Establish Dover Historical Committee Ordinance, as presented, and authorize the publication in accord with Idaho Code § 50-901A. **2nd by Bledsoe.**

Roll call vote: Hoffman-aye, Glass-aye, Bledsoe-aye, Parkin-aye

4) DURA Prepaid Audit Update – Strand reminded Council that this is not a full audit and that it is a compilation of documentation proving how the City used pre-paid hook-up fees. It was determined that the pre-paid fees were used appropriately and went to water/sewer projects within the Dover Bay Planned Unit Development.

V. CONSENT AGENDA

1) Payables – Council had no questions/comments on payables.

2) Financials – Council had no questions/comments on financials for February.

3) Minutes – Council had no questions/comments in minutes.

Hoffman motioned Council approve the consent agenda as presented. **2nd by Glass. All in favor.**

VI. FUTURE AGENDA ITEMS/MEETINGS Mayor reviewed as listed on the agenda.

VII. ADJOURNMENT Hoffman motioned Council adjourn at 8:26 p.m. **2nd by Glass. All in favor.**