



REGULAR COUNCIL MEETING
THURSDAY, OCTOBER 13TH, 2022 @ 6:00 p.m.

MINUTES

Present: Mayor Eskridge and Councilors, Glass, Hoffman, Parkin, and Bledsoe. Staff Deputy Clerk-Camp, City Engineers-Hassell & Converse, and Treasurer-Mueller.

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 6:00 p.m., Councilor Parkin led pledge of allegiance. Roll call for attendance made.

I. PUBLIC COMMENT – no written comments were received. Joe Gibbs, 23011 Highway 2, discussed the 100-year celebration of Dover that the Dover Historical Committee is organizing with a date of July 22-23rd 2023. Hoffman requested that the 100-year celebration be put on a future agenda. Ann Wilder, 349 Primrose Lane in Priest River, discussed Wire Idaho and how the organization helps cities establish telecommunication ordinances to prevent telecommunication companies from placing cell towers near homes. Wilder requested that she be put on a future agenda to present a slideshow to Council with more information. Tanya Osterson, 1919 N. 9th St. in CDA, explained how a telecommunications ordinance helps ban cell towers in residential neighborhoods. Sue Supp, 7024 N 16th Street in Dalton Gardens, also explained how Wire Idaho helps cities establish telecommunications ordinances. Larry Morrell, 339 Baylor Lane in Priest River, asked Council what Dover has in place to protect its residents from cell towers in residential neighborhoods.

Mayor and Parkin thanked all staff that helped address and fix the water main break on October 11th, 2022.

II. STAFF REPORTS –

1) Planner Memo – Council had no questions or comments.

2) Clerk Report – Bledsoe requested that staff see research including requestor names and time spent on public records requests in clerk reports.

3) Engineer Report – The new post office included in Hassell’s report is discussed with business items. Council had no other questions or comments.

4) Public Works Report – Council had no questions or comments.

5) Dover Historical Committee Treasurer’s Report – Council had no questions or comments.

III. BUSINESS ITEMS –

1) USPS Bids and Project Funding – Hassell informed Council that Panhandle Area Council currently does not have any grants for the post office project. Mueller presented, referring to the provided memo regarding USPS funding options. Parkin asked if a lease purchase agreement would be satisfied with the lease payments from the post office. Mueller stated that it would not, and that the post office lease payments are not even enough to service the sewer fund loan. Mueller recommended that Council consider transferring the interfund loan from the general fund back into the sewer fund. Hassell stated that he has not talked to the USPS about extending the City’s agreement, but that it had been mentioned in the past. Mayor reiterated that the bids were too high and the City does not have the funding. **Parkin motioned** Council reject all bids and direct staff to continue working on alternative funding. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed. Parkin motioned** Council direct staff to transfer the \$500,000 interfund loan from the general fund back to the sewer fund. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

2) JUB Engineering Agreement – Wastewater Collection System Facility Plan – **Bledsoe motioned** Council approve the JUB Engineers agreement for professional services to develop a collection systems facilities plan, as presented. **2nd by Parkin. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

3) DEQ Planning Grant Application – Authorization – Hoffman asked if the wastewater collection system facility plan is DURA eligible. Glass stated that it would have to be presented to DURA before that could be determined. Bledsoe reminded Council that Finance Manager, Pilkington, had previously informed Council that this project has been budgeted for. **Parkin motioned** Council approve Mayor to authorize the DEQ planning grant application as presented. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

4) WWTP Storage Building Bid – Agreement with Vendor – Converse confirmed that he met with Northwest Structures on site and that the provided estimate for the storage building included everything the City is expecting. **Parkin motioned** Council approve the WWTP storage building bid from Northwest Structures for \$117,037.80 with a 10% contingency. **2nd by Hoffman. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.** **Parkin motioned** Council approve the estimate from Lynx Waterworks and excavation for the catch basin and culvert installation for \$4,300 with a 10% contingency. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

5) Planning & Zoning Recommendation Title 12 Parks & Recreation Facilities AM023-22, Set Public Hearing Date – **Bledsoe motioned** Council set a public hearing date of November 15th for the Planning & Zoning recommendation Title 12 Parks & Recreation Facilities AM023-22. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

6) Ruen-Yeager & Associates Scope of Services for Survey & Mapping – Phase 2, 12” Water Main Extension – **Parkin motioned** Council approve the Ruen-Yeager & Associates Scope of Services for Survey & Mapping – Phase 2, 12” Water Main Extension as presented, estimated at \$13,000 to \$16,000. **2nd by Hoffman. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

7) T-O Supplemental Agreement NO. 8 - Phase 2, 12” Water Main Extension – Parkin motioned Council approve the Supplemental Agreement NO. 7 from T-O Engineers for Phase 2 of the 12” water main extension as presented, estimated at \$39,255 with a 10% contingency. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

8) Will Crook, CPA – Engagement Letter for Services – **Bledsoe motioned** Council approve the engagement letter for services from Will Crook, CPA as presented, at a monthly rate of \$600. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

9) PAS (Practical Accounting Solutions) – Professional Services Contract – **Parkin motioned** Council approve the professional services contract from Practical Accounting Solutions. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

10) Cleaning Services Proposal – Bledsoe stated that she would like to see the proposals in the same format for transparency. **Parkin motioned** to table the cleaning services proposals and direct staff to obtain more in-depth proposals. **2nd by Glass. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

11) Bat Remediation Proposal – All agreed that the bid needed to be more detailed before they made a decision. Camp suggested that Council readdress is at the October 24th special meeting to give her time to get more details. **Parkin motioned** that Council table the bat remediation proposal until the October 24th meeting. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

12) Proposed Resolution for Document Destruction – **Bledsoe motioned** Council approve A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IDAHO, AUTHORIZING DESTRUCTION OF RECORDS. **2nd by Hoffman. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

13) ICRMP Consent to Electronic Communications – **Hoffman motioned** Council approve the consent to electronic communications from ICRMP. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

IV. CONSENT AGENDA

1) Payables – Parkin asked if all the presented payments were budgeted for. Camp stated that Council would have to ask the Finance Manager any questions regarding payables.

2) Financials – Council had no questions or comments.

3) Minutes – Council had no questions or comments.

Parkin motioned Council approve the consent agenda as presented. **2nd by Bledsoe. Roll call vote:** Hoffman-aye, Parkin-aye, Bledsoe-aye, Glass-aye. **Motion passed.**

V. **ADJOURNMENT** – Parkin motioned to adjourn at 7:17pm. 2nd by Glass. All in favor.