



REGULAR COUNCIL MEETING
THURSDAY, NOVEMBER 10TH, 2022 @ 6:00 p.m.

MINUTES

Present: Mayor Eskridge and Councilors, Glass, Hoffman, Parkin, and Bledsoe. Staff Clerk-Hutchings, City Engineer-Hassell, 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 6:02 p.m., Councilor Parkin led pledge of allegiance. Roll call for attendance made.

I. GUEST SPEAKER - Steve Geiger, Mayor of Ponderay, reviewed the process of putting resort taxes in place for his City. Discussion surrounded collections, reporting, revenue, allocation of funds, and enforcement. Mayor thanked Geiger.

II. PUBLIC COMMENT – There were no written comments. Ann Wilder, Priest River, reminded Council that she would like to do a presentation on Wireless Idaho at a future meeting.

III. STAFF REPORTS –

Mayor addressed the locked gate at Balto dog park. Mayor informed the public that this is private property owned by Dover Bay Marina, LLC whose manager of record is Ralph Sletager, and apologized for the inconvenience it has caused. Mayor explained that all Council documents are accessible on the website if public has a problem getting to Council meetings or not having accessible parking.

- 1) Planner Memo – Council had no questions or comments.
- 2) Clerk Report – Council had no questions or comments.
- 3) Engineer Report – Council had no questions or comments.
- 4) Public Works Report – Council had no questions or comments.

IV. BUSINESS ITEMS –

1) Request to Annex – Zoning Map Amendment File ANX04-22 Rust – P&Z Recommendation and set Council public hearing date/time – Mayor asked for direction as to whether staff should schedule the next public hearing for the Rust request to annex on the same day as the regular Council meeting in January, or a separate date. Parkin suggested that staff attempt to schedule the public hearing for the Rust annexation on January 19th, 2023.

2) GIS/Pipeline Grant – Hassell presented. **Parkin motioned** Council direct staff to apply for the GIS/Pipeline Grant at an anticipated cost of up to \$2,900. **2nd by Bledsoe. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.**

3) USPS Funding Update – Mueller presented. Mayor asked for clarification on revenue bonds. Mueller explained that a revenue bond is applicable to funds that are proprietary, and that the USPS Project does not apply. Mueller reiterated that there currently is no funding for the USPS project. Hassell reminded Council that the Post office has given the City an extension through 2023. Glass inquired about raising the monthly lease payment from USPS. Hassell stated that he would have to refer to Treasurer to see what the financial situation would look like if higher lease payments were factored in. Mueller indicated that the potential monthly debt options presented would be reduced by the lease income. Bledsoe suggested UPPS funding be tabled. Hassell suggested that the City have a contractor on board in spring of 2024 so that everything is in place by the expiration of the current lease agreement. All agreed to table the USPS project until funding is secured.

4) Water Systems Management Inc. Modification of Wastewater System Contract – **Parkin motioned** Council approve the Water Systems Management Inc. Modification of Wastewater System Contract motioned Council approve the modification of the Wastewater System Contract to increase the monthly fee to \$5,100.00, to increase the locates fee

to \$24.50 each, and to increase the hourly rate to \$49.00. **2nd by Bledsoe. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.**

5) Water Systems Management Inc. Modification of Public Drinking Water System Contract - **Parkin motioned** Council approve the Water Systems Management Inc. Modification of the Public Drinking Water System Contract motioned Council approve the modification of the Wastewater System Contract to increase the monthly fee to \$3,350.00, to increase the locates fee to \$24.50 each, and to increase the hourly rate to \$49.00. **2nd by Glass. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.** Mayor thanked Water Systems Management for their efforts during the recent water outage.

6) DURA Reimbursement Request – Relocation of Electrical Panel at Water Intake Location - Mayor explained the reimbursement request for the relocation of the electrical panel at the water intake location and noted the abundance of legal fees pertaining to this matter. **Bledsoe motioned** Council direct staff to submit the reimbursement request to DURA for \$189,638.15 for the relocation of the electrical panel at the water intake location. **2nd by Hoffman. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.**

7) Mayor’s Appointment of Building Official – Mayor stated that he would like to appoint Michele Hutchings, Dover City Clerk, as the building official. Mayor noted that Hutchings was previously appointed by Mayor Shaha, and that the appointment is being put in place due to a letter received from the DBPOA’s attorney. Parkin expressed his disagreement with the letter and stated that this will be a reappointment. **Parkin motioned** Council affirm Mayor’s reappointment of Michele Hutchings as the Building Official for the City of Dover. **2nd by Glass. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.**

8) Personnel Policy – Mayor asked Council for suggestions on the Personnel Policy, specifically the drug and alcohol testing policy. Bledsoe suggested a shorter version of the drug and alcohol testing policy and provided a copy of another drug and alcohol testing policy for consideration. Hutchings confirmed that the City Attorney has reviewed the policy, and that it is based off the ICRMP Personnel Policy. Parkin suggested that the City Attorney review the Policy provided by Bledsoe for use by the City of Dover. Hutchings explained that the personnel policy could be adopted as is, but the drug and alcohol testing verbiage could not be enforced until the City adopts a drug and alcohol testing policy. Parkin expressed that he would like to see the presented personnel policy into effect as soon as possible. Hoffman asked why the City is putting a drug and alcohol testing policy in place. Hutchings explained that it could be useful in the future when City employees are utilizing City vehicles and equipment. All agreed to table the personnel policy so that staff can further investigate the drug and alcohol testing policy.

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

10) WWTP Heater Estimate – Hoffman asked if this was the only bid received. Hutchings stated that the heaters were identified as a need in the past. **Parkin motioned** Council approve the WWTP heater estimate from Trademark Mechanical for \$6,900.00. **2nd by Glass. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.**

11) 3rd Street Pump Station Heater Estimate – Parkin inquired about the size of the heater being installed compared to the square footage of the 3rd Street Pump Station. **Hoffman motioned** Council approve the 3rd Street pump station heater estimate from Trademark Mechanical for \$6,900. **2nd by Glass. Roll Call:** Hoffman-aye, Glass-aye, Parkin-aye, Bledsoe-aye. **Motion passed.** Mayor stated that he has confidence in the Operator’s decision to replace the heater.

V. CONSENT AGENDA

1) Payables – Parkin asked if the down payment to Northwest Structures for the storage building at the WWTP is a standard requirement. Hutchings confirmed that the down payment is part of the contract. Mayor stated that it is considered a partial payment.

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.**

VI. ADJOURNMENT – Bledsoe motioned to adjourn at 7:26 pm. All in favor.