

**MELBA CITY COUNCIL
AGENDA**

Tuesday April 10, 2018 7:00 pm

Roll Call: Council Members: Forsgren, Hinderliter, Johnshoy, Stapleton

Pledge of Allegiance: Councilmember Johnshoy

REGULAR MEETING

1. Consent Agenda

All matters listed within the Consent Agenda are considered to be routine by the Council and will be enacted by one motion. There will be no separate discussion on the items unless the Mayor, a Councilmember or citizen so requests in which case the item will be removed from the Consent Agenda and placed on the Regular Agenda.

- A. Approve/Amend Agenda
- B. Approve draft minutes of March 12, 2018 Public Hearing and Regular Meeting
- C. Approve the February 2018 Treasurer's report. Inclusive of Treasurer Certification of the investment of certified funds on deposit as authorized by Idaho Code § 67-1210, which are not needed for the payment of City operational expenditures during the certified period as permitted by [Idaho Code § 57-1210].
- D. Ordinary and necessary bills to be paid presented by the Treasurer. Reviewed, by the Mayor and City Council, of the bills together with the assignment of a budget line item appropriation, for each expenditure, for Council approval as recommended by the Treasurer.

2. Presentations:

Items under this category do not require any action from the Council at this time and are for information purposes only. Please Note: *Presentations are subject to a three (3) minute time limit unless extension of time is deemed necessary by Mayor Dickard and/or City Council members.*

- A. Sid Freeman – Canyon County Commissioner Candidate

3. Citizen Participation:

Items under this category do not require any action from the Council at this time and are for information purposes only. Please Note: *Citizens are subject to a three (3) minute time limit unless extension of time is deemed necessary by Mayor Dickard and/or City Council members.*

4. Business

- A. Chad Gordon, J&M Sanitation – Melba Clean Up Day, Saturday, April 28, 2018.
- B. Building Official Chuck Pavelka will present proposal to update Melba City Code 9-1-1-Building Regulations and 9-2-1 Building Code and Permit Fees for review and discussion.
- C. Pursuant to Idaho Code 63-802A-Set a Budget Hearing for fiscal year 2018-2019 Budget. (last day to hold a Budget Hearing is September 5, 2018).
- D. Mayor Dickard to report on meeting with Captain Bill Adams of Canyon County Sheriff's Office, Megan Volkers and Dalelyn Allen from the Melba School District regarding law enforcement opportunities for the City and School District.

If requested this agenda can be made available in appropriate alternative formats to persons with disabilities. Persons seeking an alternative format should contact Melba City Hall at 208-495-2722 for further information. City of Melba is an Equal Opportunity Employer

- E. Review and discussion of employee insurance information received.
- F. Mayor to present Proclamation proclaiming the week of April 8-14, 2018 as Idaho Crime Victims' Week.

5. Reports:

- A. Beautification Committee Report - Councilman Stapleton
- B. City Attorney – Attorney Lourdes Matsumoto
- C. City Engineer – Mike Davis
- D. Public Works – Darrell Romine

6. Executive Session – Pursuant to Idaho Code 74-206 Council will convene into Executive Session for the purpose of section (1)(c) to acquire interest in real property which is not owned by a public agency

7. Adjourn

- A. **Enclosures:** Agenda, Draft Minutes of March 12, 2018 Public Hearing and Regular meeting, Monthly/Quarterly Financial Reports, Building Code/Permit/Fees proposal, City Code Title 9-1-1 Building Codes and 9-2-1- Building Permits and Fees, Insurance quote information, Idaho Crime Victims' Week Proclamation and any miscellaneous correspondence.

City Clerk's Draft Minutes of the City Council Meeting

Caution: These Draft Minutes have not been approved by the City Council and are not therefore an official record relating to the conduct or administration of the City's business and will not be retained. At such time as Minutes of the meeting reflected herein are approved by the City Council said Minutes will become the official record of the conduct or administration of its business, as reflected therein and retained by the City Clerk's office

City of Melba
Minutes

Monday April 10, 2018

Councilmembers in Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton

Also present were the following: City Attorney Lourdes Matsumoto, City Engineer Mike Davis, Public Works Darrell Romine, Canyon County Commissioner Candidate Sid Freeman, District 11B Representative Candidate Kirk Adams, Canyon County Sgt. Ray Talbot and Capt. Todd Herrera, and other interested citizens.

1. Consent Agenda

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- A. Approve/Amend Agenda
- B. Approve draft minutes of February 12, 2018 Public Hearing and Regular Meeting
- C. Treasurer's Report

The Consent Agenda was approved as presented inclusive of approval and authorization for the City Treasurer to disburse funds from the City's Treasury in the amount of \$15,802.16 for payment of bills as presented in the Treasurer's Report by motion from Stapleton; 2nd by Forsgren. Motion Carried.

2. Presentations – Mayor Dickard recognized Sid Freeman, candidate for Canyon County Commissioner, District 1. Mr. Freeman commented on his 22 years in several organizations, many accomplishments and volunteer positions. Mayor Dickard and Council members thanked Mr. Freeman for his service to the many Canyon County organizations and taking time to present his information to the Melba's Mayor and Council.

Mayor Dickard recognized Travis Walthall from Custom Rx Pharmacy, Kuna. He would like to expand service to the Melba area. The plan is put a "satellite" type of pharmacy in Melba. Customers call in their prescriptions, then would be able to pick up the orders at the site instead of going to other areas to get prescriptions filled. Mayor Dickard and Council agreed it is an important service needed in Melba. Council wished Mr. Walthall luck in finding a suitable location for his service.

Mayor Dickard recognized State Representative Candidate Kirk Adams. Mr. Adams is a candidate for District 11 Position B. Mr. Adams commented he has been endorsed by Representative Christie Perry. Mayor Dickard and Council thanked Mr. Adams for his time to present his information to Melba.

3. Citizen Participation – There was no citizen participation.

4. Regular Business

A. Chad Gordon from J&M Sanitation reported J&M and Pacific Steele will be sponsoring the Melba Clean-Up Day again this year as they have in the past, they will stage the dumpsite at the Park behind the Baseball fields, J&M crews will do curbside pick-up throughout the day, Pacific Steele will have containers for metal as in the past. Mr. Gordon commented that in the past Public Works contacted the Canyon County Sheriff's Labor for a crew to help with unloading at the dumpsite and Dave Young from Christensen Farms provides a Loader. Canyon County and Dave Young have been contacted, a crew and loader will be available. Mr. Gordon will assist with a crew if Council has project they need help with. Mayor Dickard and Council thanked Mr. Gordon and J&M Sanitation for their continued support.

B. Building Official Chuck Pavelka presented information to update the City's Building Codes and fees. Mr. Pavelka commented Melba is currently using 2000 and 2003 information and fees from 1994. An update will assist Mr. Pavelka in assuring the codes and fees are current and correct. Mayor and Council thanked Mr. Pavelka for his proposal and directed staff to move forward with review of the proposed updates for amendment to the current Melba City Code.

C. Pursuant to Idaho Code 63-802A Council set the 2018-2019 Fiscal Year Budget Hearing for Monday, August 13, 2018 directing City Clerk to send Notice of the Budget Hearing date to Canyon County Clerk as required; by motion from Stapleton; 2nd by Hinderliter. Motion Carried.

D. Mayor Dickard reported on meeting with Capt. Bill Adams of Canyon County Sheriff's Office also at the meeting Melba School District Trustee, Megan Volkers and Dalelyn Allen, Melba School District Business Administrator. The meeting was for discussion of the possibility of Melba City and MSD partnering and sharing a Deputy. The proposal would include the City, MSD and Canyon County split the costs to have a Part-time (26.6 hours weekly) split between MSD for a School Resource Officer (SRO) and patrol for Melba City. Mayor Dickard recognized Sgt. Talbot and Capt. Herrera and asked them if they had information to present. Sgt Talbot commented he is aware there is not much activity from the Sheriff's office in the area and further commented there are 7 patrol Deputies to cover all of unincorporated Canyon County which is one of the largest Counties. Capt. Herrera offered a report from the past 3 years of activity called into Canyon County, with the population growth he anticipates calls and reports will go up. Mayor Dickard opened the floor for citizens to ask questions or offer comment. Questions on how to create and implement a Neighborhood Watch Program. Capt. Herrera suggested contacting Sgt. Daniels for questions for that program. What can citizens do now to help law enforcement? Sgt. Talbot responded, people should call 911 Emergency if needed, Non-Emergency Dispatch if it is not an emergency, get license plates, video/pictures when you see activity. Mayor Dickard commented he plans to create a short survey for the citizens within Melba city limits regarding possibly of having to create a new fee to cover a law enforcement contract. Mayor and Council thanked Sgt. Talbot and Cpt. Herrera for their service to the citizens and taking the time to talk with the Council.

E. Council reviewed information for employee medical insurance; after review and short discussion Mayor Dickard formed a committee to include the City Clerk, Public Works Supt. Councilman Hinderliter and himself to research and report information for to the Council discussion during the 2018-19 Budget workshops.

F. Mayor Dickard presented and read a Proclamation proclaiming the week of April 8-14, 2018 as Idaho Crime Victim's Week.

5. Reports

A. Beautification Committee Report – Councilman Stapleton reported on the following:

- Projects for Melba Clean Up Day:
 - A lite continental breakfast for Volunteers from 8 am – 9 am at the covered Patio in the Park
 - The fence at the rental property in the Park will be taken down
 - People can sign-up their group, request for pick-up and/or help with a clean-up project at City Hall
 - Melba Beautification Committee is sponsoring the \$100 Award.
- Playground Equipment proposals from Recreation Today and Miracle Recreation were reviewed. The Beautification Committee requested authorization to expend \$45,535 from MBC funds, to order from Recreation Today, the proposal included, excavation of site, fill in with engineered woodchips, ADA compliant ramps into the play area, playground with slides, and a Sign. Melba Beautification Committee was authorized to expend the \$45,535 for the playground project by motion from Forsgren; 2nd by Johnshoy. Motion Carried.

B. Attorney Matsumoto commented on the ongoing items:

- She has received the Litigation Guarantee Report for 126 Charlotte Dr. The Attorneys will start Quiet

Title process. The Attorneys will draft a complaint, mail it certified and will also serve the complaint to Ms. Wood in person. Attorney Matsumoto did not have any other items for the Council.

C. City Engineer Mike Davis reported on the following:

- Received a response for the Compliance Agreement Schedule regarding the failed seepage test for Lagoon #3 from Department of Environmental Quality (DEQ). Submitted a sludge removal plan to DEQ for Lagoon #3 as required. Once sludge is removed and the lagoon cleaned an inspection of the liner can be conducted to determine if there is damage, where it may be and plan for any needed repairs.
- Once USDA-RD signs off on the Warrington Contract for the Drinking Water System Improvements a pre-construction meeting will be scheduled and the Notice to Proceed will be issued.
- Idaho Transportation Department (ITD) has reviewed the Transportation Alternatives Program applications for recommendations to the ITD Board, Mike has not heard how the City's application for the Carrie Rex Sidewalk Improvement did. The City Clerk commented reported it did not get funded this time. The City Clerk will contact ITD. Mike did not have any other items for the Council at this time.

D. Public Works Supt. Darrell Romine reported on the following items:

- The building permit for the shop has been submitted.
- Insurance will cover repairs for the Library roof, contractors will start in a couple of weeks. E&H Roofing was the only vendor that submitted a proposal, \$4241.80.
- Fencing for the Park rental chain link may be the better choice for cost.

6. Executive Session: Pursuant to Idaho Code 74-206 Council convened into Executive Session for the purpose of section (1)(c) to acquire interest in real property which is not owned by a public agency by motion from Hinderliter; 2nd by Forsgren. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

Out of Executive Session Council reported there was no action taken in Executive Session, there is no further discussion at this time, by motion from Hinderliter; 2nd by Forsgren. Motion Carried

With no other business, meeting adjourned at 8:35 pm by motion from Johnshoy; 2nd by Stapleton. Motion Carried

Mayor

Attest:

City Clerk