

**MELBA CITY COUNCIL  
AGENDA**

**Monday      December 11, 2017      7:00 pm**

**Roll Call:** Council Members: Dickard, Forsgren, Hinderliter, Stapleton

**Pledge of Allegiance:** Councilmember Dickard

**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 November 13, 2017 Regular Meeting
- C.** Approve the November 13, 2017 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 Luttrell and/or City Council members.*

**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 Luttrell and/or City Council members.*

**4. Business**

- A.** Cassie Zattiero of Bailey & Company Chtd to present Audit for Fiscal Year ending September 30, 2017. Council action needed to accept Audit F/Y 2016-2017
- B.** Decision regarding Interim Financing proposals from Sunwest Bank and Zions Bank.
- C.** Beer/Wine and Liquor by the Drink Licenses approval for:
  - Melba Valley Market – Beer/Wine off premises
  - Mi Tierra Mexican Market – Beer/Wine off premises
  - Buck's Steakhouse & Saloon – Beer/Wine/Liquor by the Drink on premises
  - Cook's Two Hole Bar & Grill – Beer/Wine/Liquor by the Drink on premises
- D.** Discussion with possible approval of the Melba Gun Club Lease Agreement from October 9, 2017 Council meeting.

*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 for acceptance and authorization of Mayor's signature for Compliance Agreement Schedule (CAS) regarding Lagoon #3 seepage test failure.
- F.** Presentation of Certificates of Election for newly elected Mayor and Council members.

**5. Reports:**

- A.** Beautification Committee Report – Councilman Stapleton
- B.** City Attorney –William F Gigray
- C.** City Engineer – Mike Davis
- D.** Public Works – Darrell Romine

**6. Adjourn**

**Enclosures:** Agenda, Draft Minutes of November 13, 2017 Regular meeting, Monthly Financial Reports, Sunwest Bank Interim Financing proposal, Zion's Bank Interim Financing proposal, DEQ correspondence 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 December 11, 2017

**Councilmembers in Attendance:** Dickard, Forsgren, Stapleton

**Councilmembers absent:** Hinderliter

**Also present were the following:** Attorney Matthew Johnson and Lourdes Matsumoto from White Peterson, City Engineer Mike Davis, Public Works Darrell Romine, Melba Gun Club representatives Bill Wood and Ray Montgomery

**1. Consent Agenda**

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*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 November 13, 2017 Regular Meeting
- C. Treasurer's Report

Consent Agenda was approved inclusive of approval and authorization for the City Treasurer to disburse funds from the City's Treasury in the amount of \$21,381.16 for payment of bills as presented in the Treasurer's Report by motion from Stapleton; 2<sup>nd</sup> by Dickard. Motion Carried.

**2. Presentations** - There was no one in attendance for presentations

**3. Citizen Participation** There was no one in attendance for citizen participation

**4. Regular Business**

A. Cassie Zattiero of Bailey & Company presented the Audit for Fiscal Year ending September 30, 2017. After presentation of the Audit, Ms. Zattiero reported a clean Audit with no material weakness or deficiencies. Ms. Zattiero stood for any questions or comments. With no comments from the Council, Council thanked Ms. Zattiero for the report.

B. Discussion continued regarding Interim Financing for the Drinking Water System Improvement project forwarded from the November 13, 2017 Council meeting. Mayor Luttrell reported on a meeting with Sunwest Bank representatives to discuss concerns of the Council regarding interest rate and unknown costs Sunwest Bank listed that may be incurred by the City. After much discussion, Council accepted Zions Bank proposal for Interim Financing by motion from Forsgren; 2<sup>nd</sup> by Dickard. Motion Carried.

C. Beer/Wine and Liquor by the Drink License applications were approved for signature:

- Melba Valley Market – Beer/Wine off premises
- Mi Tierra Mexican Market – Beer/Wine off premises
- Buck's Steakhouse & Saloon – Beer/Wine/Liquor by the Drink on premises
- Cook's Two Hole Bar & Grill – Beer/Wine/Liquor by the Drink on premises

D. Bill Wood representing the Melba Gun Club reported the Club has decided to opt out of a Lease Agreement with the City regarding City property adjacent to the Gun Club. Council agreed not to move forward, Mayor Luttrell closed this matter with no further discussion.

E. City Engineer Mike Davis reviewed the Compliance Agreement Scheduled (CAS) regarding Lagoon #3 seepage test failure received from Department of Environmental Quality (DEQ). Mr. Davis requested authorization to submit a revision to the CAS addressing several scheduling issues. Mr. Davis was authorized to submit a revised schedule, by motion from Stapleton; 2<sup>nd</sup> by Dickard. Motion Carried.

F. City Clerk presented Certificates of Election to newly elected Councilmember Hal Forsgren and Mayor –elect Cory Dickard. Councilman Chris Hinderliter was absent.

## 5. Reports

A. Beautification Committee Report - Melba Beautification Committee did not meet, no report available

B. City Engineer Mike Davis reported on the following items.

- Received for review a preliminary subdivision plan for Melba Estates submitted by Jason Phillips.
- Is working on a time line regarding the Advertisement for Bid for the Drinking Water System Improvement project, will have it ready for the City Clerk to submit to the paper the end of December.
- Is working on the Engineer Contract regarding the Well #1 Replacement and Distribution System project.
- Transportation Alternatives Program (TAP) Application for the Carrie Rex Ave. Sidewalk Improvement Project was submitted December 1, 2017.

C. Attorney Johnson did not have any new items for Council at this time. Attorney Johnson introduced Lourdes Matsumoto, new associate with White Peterson. Ms. Matsumoto will be attending the City Council meetings for White Peterson. Council welcomed Ms. Matsumoto.

D. Public Works Supt. Darrell Romine reported he met with an Idaho Power representative, a new power pole and transformer for the building may cost \$3,000 to \$5,000. Mr. Romine has requested the contractor make some revisions to the plans to lower the cost for the new Public Works shop project, he does not have any new numbers to report at this time.

## 6. Adjourn

With no other business, meeting adjourned at 7:50 pm by motion from Dickard; 2<sup>nd</sup> by Forsgren. Motion Carried

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Mayor

Attest:

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City Clerk