

MELBA CITY COUNCIL
AGENDA
Monday May 14, 2018 7:00 pm

Roll Call: Council Members: Forsgren, Hinderliter, Johnshoy, Stapleton
Pledge of Allegiance: Councilmember Stapleton

REGULAR MEETING

1. Consent Agenda

All matters listed within the Consent Agenda are considered routine Action Items 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 April 10, 2018 Regular Meeting
- C. Approve the April 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. Scott Brock- State Representative Candidate for District 11 Position B

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. Review for Approval Special Event Permit Application submitted by Melba Olde Tyme 4th of July Committee for 4th of July activities.
Action required by Council: approve or deny the Special Event Permit Application, authorizing signature for issuance of Permit.
- B. Cpl. Brian Lueddeke of the Nampa Police Department-Melba Range Request. Action required by Council: Allow use of the Waste Water Facility for training May 23, 2018.
- C. City Engineer Mike Davis to present for review Melba Drinking Water System Improvements project, Change Order No. 1 for Warrington Construction requesting an additional 30 days for Substantial Completion and an additional 30 days for final payment.
Action required by Council: Approval of Change Order No. 1, authorizing Mayor's signature with concurrence from USDA-RD.

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- D.** City Engineer to present for review, Engineering Agreement to design the Well #1 replacement well. The Well #1 Replacement Project is being funded by Idaho Community Development Block Grant (ICDBG). Action required by Council: Acceptance and approval of the Engineering Agreement, authorizing Mayor's signature.
- E.** City Engineer to present for consideration, Pipeline quote for Sludge Removal Pond 3/Liner Inspection/Repair project. Action required by Council: Accept or deny Pipeline quote for Sludge Removal Pond 3
- F.** Mayor Dickard to report status of law enforcement opportunities with Canyon County Sheriff's Office. No Action is required for this item.
- G.** Attorney Matsumoto to present Resolution No. information regarding procedure to surplus real property for disposal and/or auction for sale. Action required by Council: Set a Public Hearing on question of whether property shall be sold.
- H.** Attorney Masumoto to present proposed language to update Sewer Ordinance for discussion. Action required by Council: Accept proposed language; direct staff to draft amendment to the Sewer Ordinance reflecting changes.
- I.** Due to conflicts in schedules for Mayor Dickard and Councilwoman Johnshoy, Mayor is requesting to reschedule the June 11, 2018 meeting. Action required by Council: Reschedule June 11, 2018 meeting to a date certain.

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; and (1)(f) to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

7. Fiscal Year 2018-19 Budget discussion. This item is for information and discussion only; no Action by the Council is required at this time.

8. Adjourn

Enclosures: Agenda, Draft Minutes of April 10, 2018 Regular meeting, Monthly Financial Reports, Special Event Permit Application, Melba Range Request information, Change Order No. 1-Drinking Water System Improvement Project, Engineer Agreement-Well #1 Replacement project, Pipeline Quote information, Surplus real property for disposal and/or auction information, Proposed Sewer Code language changes, 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 May 14, 2018

Councilmembers in Attendance: Forsgren, Johnshoy, Stapleton

Note: Hinderliter arrived at 7:30 pm

Also present were the following: City Attorney Lourdes Matsumoto, City Engineer Mike Davis, Public Works Darrell Romine, other interested citizens.

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 April 10, 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 \$16,207.53 for payment of bills as presented in the Treasurer's Report by motion from Stapleton; 2nd by Forsgren. Motion Carried.

2. Presentations – There were no presentations

3. Citizen Participation – There was no citizen participation.

4. Regular Business

A. Council reviewed Special Event Permit Application submitted by Melba Olde Tyme 4th of July Committee for the 2018 4th of July Event. The application was accepted to include waiver of the \$15 fee, authorization for signature to issue the permit by motion from Forsgren; 2nd by Stapleton. Motion Carried.

B. Mayor Dickard recognized Corporal Brian Lueddeke from the Meridian Police Department. Cpl. Lueddeke presented a request for use of the City's Waste Water Treatment Plant for training. The training exercise is for Nampa Police Department and is in partnership with Meridian Police Department and Ada Metro Swat. The training will take place Wednesday, May 23, 2018 and Friday, May 25, 2018 the training will include four (4) instructors, ten – fifteen (10-15) students and minimal range support staff. Hove Rd and Baseline Rd will be secured during the training exercise, signage depicting Police activity will be set up at intersections of effected roadways. Council was concerned with damage to the liners in the ponds. Cpl. Lueddeke commented the bullets used for training exercises are hollow point and disintegrate on impact with the target. The targets will be placed so the ponds will not be affected. Council approved use of the Waste Water Treatment Facility contingent upon Nampa Police Department provide a Certificate of Insurance by motion from Stapleton; 2nd by Forsgren. Motion Carried.

C. City Engineer Mike Davis reported a pre-construction meeting was held May 3, 2018 for the Drinking Water System Improvement project. Warrington Construction reported at the meeting that due to timing constraints regarding the storage tank for the project Warrington will need an additional 30 days for Substantial completion on the project. Carol Garrison of USDA-RD suggested it would be better to do a Change Order prior to the start of the project. Mr. Davis presented Change Order No. 1 to modify the Warrington Contract and allow an additional 30 days to Substantial Completion and an additional 30 days for Final Payment. Change Order No. 1 for Warrington

Construction was accepted for signature contingent upon USDA-RD concurrence by motion from Stapleton; 2nd by Forsgren. Motion Carried.

D. City Engineer Mike Davis presented an Engineering Agreement for design of the Well #1 Replacement Well project for review and approval authorizing Mayor's signature. The Engineer Agreement was approved for signature by motion from Hinderliter; 2nd by Forsgren. Motion Carried.

E. City Engineer presented the quote from Pipeline for the Pond 3 Sludge Removal and Hydro-clean in the amount of \$17,750. Once the pond is cleaned the liner will need to be inspected and repairs completed; Mr. Davis also requested authorization to move forward with Northwest Linings and Geotextile Products for the liner inspection and repair of the liner; expected costs could be up to \$6,500. Total cost of the project may be up to \$24,000. Council accepted the \$17,750 quote from Pipeline to pump and clean Pond 3 by motion from Stapleton; 2nd by Johnshoy. Motion Carried. Council also authorized Mr. Davis to move forward with Northwest Linings & Geotextile Products for inspection and repair by motion from Stapleton; 2nd by Hinderliter. Motion Carried.

F. Mayor Dickard reported on the ongoing conversation with Canyon County Sheriff's Office regarding policing opportunities. This report was for information purposes \; no action was necessary at this time.

G. City Attorney Lourdes Matsumoto presented procedure for surplus of real property. The Council will need to adopt a Resolution declaring the property surplus and the intention to the sell Real property, to include a Public Hearing date, Public Notice of Intent to Sell Real Property and valuation of the property. It is the Council's intent to move forward with the disposition and sale of the Real property located at 201 2nd St. City staff was directed to move forward with drafting of the necessary documents, City Clerk was asked to update the valuation of the property to include any incurred costs and lost utility payments on the property; authorizing Mayor Dickard to set a valuation for the Resolution by motion from Stapleton; 2nd by Hinderliter.

H. City Attorney Lourdes Matsumoto presented proposed language to update Title 8 – Utilities to clarify the construction and use of private sewer systems, further clarifying when connection to the municipal sewer is required. After Council review City Attorney Matsumoto was directed to move forward with drafting the amendment using proposed language by motion from Hinderliter; 2nd by Forsgren. Motion Carried

I. Due to conflicts in schedules Mayor Dickard, Councilwoman Johnshoy and Councilman Hinderliter are not able to make the scheduled June 11, 2018 Council meeting and are requesting to reschedule to a date certain. The June 11, 2018 Council meeting has been rescheduled to Tuesday, June 5, 2018 by motion from Hinderliter; 2nd by Stapleton. Motion Carried.

5. Reports

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

- Melba Clean Up Day:
 - Participation was light, but several projects were completed
 - J&M Sanitation helped with removal of the fence at the rental property in the Park; also scraped the yard area for new grass seed.
 - Cody Dickard was awarded the \$100 Award for his participation. Cody assisted in picking up items at different areas around town.
- Playground Equipment should be delivered late May, it is anticipated to be delivered. Installation has not been determined.
- The Committee discussed placing security cameras on the restrooms and at the new public works shop. The cameras would assist the City in securing City property; and possibly helping to enforce City Code regarding Park regulations. The Committee will research costs for purchasing the cameras and installing ourselves verses purchasing and cost to have installed professionally.

B. Attorney Matsumoto commented on the following items:

- Continuing to work on Judgement documents regarding 126 Charlotte Dr.
 - Commented on new legislation passed regarding Records Retention Policy regarding the appointment of Custodial requirements for each of the departments within the City government. It was suggested a review of the City's policy to comply with the new legislation
 - Continuing to work on Building Code updates as proposed by the City's Building Official, Chuck Pavelka at the April Council meeting.

C. City Engineer Mike Davis reported on the following:

- No new submittals by Melba Estates for Jason Phillips
- Mr. Davis has been contacted by the Architect for St. Joseph's Church. The Architect has requested the Church be "grandfathered" in for storm drainage containment improvements, at present storm drainage flows west on 5th St. and across Randolph. Mr. Davis suggested the Church not be "grandfathered" and will recommend they utilize the 15 feet of right-of-way to direct the storm water on site.

D. Public Works Supt. Darrell Romine did not have any items for discussion, reported progress on the new shop is going well and should make the proposed completion time.

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

7. City Clerk did not have information ready for 2018-19 Budget discussion at this time. Would like to extend to the June 5, 2018 City Council meeting.

With no other business, meeting adjourned at 9:20 pm by motion from Forsgren; 2nd by Stapleton. Motion Carried

Mayor

Attest:

City Clerk