

MELBA CITY COUNCIL

AGENDA

Monday October 9, 2017 7:00 pm

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

Pledge of Allegiance: Councilmember Stapleton

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 September 11, 2017 Regular Meeting
- C. Approve outstanding bills for payment.

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.*

- A. Kevin Hansen – Would like to address Council regarding vacant properties in the City.

4. Business

- Continue discussion for Melba Gun Club Lease to include review and/or adoption of draft Resolution No. 107-Lease Agreement. Roll Call Vote: Dickard, Forsgren, Hinderliter, Stapleton
- Review and acceptance for signature the Engagement Letter from Bailey & Company for Audit Services for Fiscal Year 2016-2017.
- Review and acceptance for signature the Cooperative Agreement between Valley Regional Transit (VRT) and City of Melba for Annual Assessment for Fiscal Year 2018.

5. Executive Session: Pursuant to Idaho Code 74-206 Council may convene into Executive Session identifying section 1(a) to consider hiring an individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular need.

Roll Call Vote: Dickard, Forsgren, Hinderliter, Stapleton

6. Reports:

- A. Beautification Committee Report – Councilman Stapleton
- B. City Attorney – William F Gigray
- C. City Engineer – Mike Davis to present for Council action:
 - Contractor's Application for Payment No. 3 – DWS Improvement project in the amount of \$78,665 for review and approval subject to USDA-RD concurrence.
- D. Public Works – Darrell Romine

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

7. Adjourn

Enclosures: Agenda, Draft Minutes of September 11, 2017 Regular meeting, Monthly Financial Reports, Quarter Financial Report, Bailey & Company Engagement Letter, Valley Regional Transit correspondence, DEQ letter for Wastewater Lagoon 3 – options for compliance, Back Up Operator Proposal, Contractor's Pay Application No. 3-HECO Engineers and any miscellaneous correspondence.

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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 October 9, 2017

Councilmembers in Attendance: Dickard, Forsgren, Hinderliter, Stapleton

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

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- A. Approve/Amend Agenda
- B. Approve draft minutes of September 11, 2017 Regular Meeting
- C. Approve outstanding bills for payment

Consent Agenda was approved by motion from Dickard; 2nd by Forsgren. Motion Carried.

2. Presentations There was no one in attendance for presentation.

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

4. Regular Business

A. After short discussion the Melba Gun Club Lease Agreement was tabled to a future meeting to allow Gun Club members an opportunity to review the Agreement for comment. Motioned by Hinderliter; 2nd by Dickard. Motion Carried

B. Bailey & Company Engagement Letter for 2016-17 Audit services was accepted for signature by motion from Dickard; 2nd by Forsgren. Motion Carried

C. The Cooperative Agreement between Valley Regional Transit and the City of Melba for Annual Assessment for Fiscal Year 2018 in the amount of \$271 was accepted for signature by motion from Hinderliter; 2nd by Stapleton.

At this time the order of the agenda was changed to allow item 6-Reports to be moved ahead of Executive Session.

5. Reports

A. Beautification Committee Report – No report

B. City Engineer Mike Davis presented

- Contractor's Application for Payment No. 3 – DWS Improvement project in the amount of \$78,665 for approval subject to USDA-RD concurrence.
- Mr. Davis referred to correspondence received from DEQ regarding the failed Pond 3 Seepage Test; the City has 60 days to respond with option for repair and re-test of the pond.
- Mr. Davis provided information regarding available TAP funding for the Carrie Rex Ave Sidewalk Improvements. Mr. Davis advised the City to move forward with an application. The funding requires a 7.34% match, the application is due December 1, 2017. Mr. Davis suggested we update information from the application submitted June 2016.

C. Attorney Johnson did not have any new items for Council at this time.

D. Public Works Supt. Darrell Romine did not have any items for Council at this time.

6. Executive Session

Pursuant to Idaho Code 74-206 Council convened into Executive Session citing Section 1-sub section a) to consider entering into a contract with an individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need by motion from Dickard; 2nd by Hinderliter. Roll Call Vote: Dickard, Yes; Forsgren, Yes; Hinderliter, Yes; Stapleton, Yes.

Council resumed back into regular session by motion from Dickard; 2nd by Forsgen. Roll Call Vote: Dickard, Yes; Forsgren, Yes; Hinderliter, Yes; Stapleton, Yes.

Out of Executive Session staff was directed to review responsibilities regarding Back up Operator services to be included in a contract for review at the November 9, 2017 City Council meeting, by motion from Dickard; 2nd by Stapleton.

6. Adjourn

With no other business, meeting adjourned at 8:10 pm by motion from Hinderliter; 2nd by Forsgren. Motion Carried

Mayor

Attest:

City Clerk