

MELBA CITY COUNCIL

AGENDA

Monday July 9, 2018 7:00 pm

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

Pledge of Allegiance: Councilmember Stapleton

REGULAR MEETING

1. Consent Agenda

ACTION ITEM *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 June 5, 2018 Regular Meeting
- C. Approve draft minutes of June 25, 2018 Special Meeting-Public Hearing
- D. Approve the June 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].
- E. 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.*

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. Continue discussion with possible action regarding Website Administrator contract tabled from the June 25, 2018 Special meeting.
- B. City Attorney Matsumoto to present Ordinance No. 258 Amending Melba City Code Title 9-1-1 Building Codes Adopting International Building Code 2015 Edition, to include Appendix E and J; International Building Code for One-and-Two- Family Dwellings 2012 Edition to include Appendix G,H,J and M; International Energy Conservation Code 2012 Edition with State 2012 amendments for residential portion; International Mechanical Code 2012 Edition; International Fuel Gas Code 2012 Edition; International Existing Code 2015 Edition; the most current Manufactured Home Installation Standard, Division of Building Safety, manufactured housing section. Increasing Residential and Commercial Building Permit Application fees; implementing new fees for Miscellaneous Inspections; Mechanical Permit Inspections and Manufactured Housing Installation Fees for review and/or approval with suspension of the three (3) readings rule. Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton.

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- ACTION ITEM** C. City Attorney Matsumoto to present draft Ordinance No. 259 Amending Melba City Code Title 8-4-Solid Waste Collection sections 8-4-7B Container Requirements and 8-4-7C Container Location for review and/or approval with suspension of the three (3) readings rule. Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton.
- ACTION ITEM** D. City Clerk to present Draft Resolution No. 113- Resolution Designating Records Custodian and Alternate for the City of Melba for review and/or adoption.
- ACTION ITEM** E. Clerk to present Tentative Budget for Fiscal Year 2018-2019 for review and/or approval.
- ACTION ITEM** F. City Engineer to present the following:
- Contractor's Application for Payment No. 1 for Warrington Construction – amount to be presented – for review and approval with concurrence from USDA-RD.
 - Contractor's Application for Payment No. 5 for HECO Engineering – amount to be presented – for review and approval with concurrence from USDA-RD.
 - Change Order No. 2 for Warrington Construction presented for review and approval with concurrence from USDA-RD.

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 may convene into Executive Session for the purposes as set forth in subsections 1(a) thru (j).

7. Adjourn

Enclosures: Agenda, Draft Minutes of June 5, 2018 Regular meeting, Draft minutes of June 25, 2018 Special meeting, Monthly Financial Reports, and any miscellaneous correspondence.

City Clerk's Approved Minutes of the City Council Meeting

These Draft Minutes have been approved by the City Council and are the official record relating to the conduct or administration of the City's business, as reflected therein.

City of Melba
Minutes

Monday July 9, 2018

Councilmembers in Attendance: Forsgren, Hinderliter (via telephone conference), Johnshoy

Note: Stapleton absent due to illness

Also present were the following: City Attorney Lourdes Matsumoto, City Engineer Mike Davis, Public Works Darrell Romine, and 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 June 5, 2018 Regular Meeting
- C. Approve draft minutes of June 25, 2018 Special Meeting/Public Hearing
- D. 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 \$48,218.84 for payment of bills, that total includes \$22,045.12 to Recreation Today for balance of playground equipment and \$14,500 to Pipeline Inspection Services regarding the sludge removal at Pond 3, by motion from Johnshoy; 2nd by Forsgren. Motion Carried.

2. Presentations -- There were no presentations

3. Citizen Participation -- There was no citizen participation.

4. Regular Business

A. Council tabled discussion regarding new Website Administration to the August 13, 2018 Council meeting.

B. City Attorney Lourdes Matsumoto presented Draft Ordinance amending City Code 9-1-1 Building Codes for review and/or approval with suspension of the three (3) readings rule. After short discussion Ordinance No. 258 Amending City Code 9-1-1 Building Codes was adopted using suspension of the three (3) readings rule by motion from Forsgren; 2nd by Johnshoy. Motion Carried. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, absent.

C. Draft Ordinance No 259 -- Amending City Code 8-4 Solid Waste Collection and 8-4-7B Container Requirements was tabled to the August 13, 2018 Council meeting. Attorney Matsumoto advised a change in the rates will require a Resolution to be approved prior to adoption of the amending Ordinance.

D. Resolution Designating Records Custodian was tabled to the August 13, 2018 Council meeting.

E. Due to Hinderliter attending via telephone conference and the absence of Councilmember Stapleton, Tentative Budget 2018-2019 was tabled for review and adoption at the August 13, 2018 City Council meeting.

F. City Engineer Mike Davis presented DWS Contractor's Pay Application No. 1 for Warrington Construction in the amount of \$297,904.80 for review and approval for payment with concurrence from USDA-RD. Mr. Davis also presented DWS Change Order No. 2 for Warrington Construction. Mr. Davis offered discussion on several items on the change order that need to be mitigated with Warrington; item 3 - Warrington is proposing to change the meter size from 1" as bid to 3/4" which would allow for a deduction of \$7,128. Mr. Davis offered for discussion item 4 - Fire Hydrant Modifications – Option 1-To use existing fire hydrants would require installation of extensions on the hydrants to bring them to grade with the finished grade which would add \$9,045 to the bid price; Option 2- Install new hydrants at the location (for an increase of \$36,000). To remove and re-install the existing (for a decrease of \$21,600) which would be a total of \$14,400 increase to the bid price. If the City opts to replace the hydrants the total Change order will be for \$48,822; if the City opts to use existing with extensions the total will be \$43,467. After short discussion City Council decided to go with new fire hydrants for a total Change Order amount of \$48,822. At this time Mr. Davis requested approval of the Change Order tonight with consideration of further mitigation with Warrington there may be some slight modification; Mr. Davis will need to complete the Change Order form for signature prior to submittal to USDA-RD. After short discussion, Council approved Change Order No. 2 for Warrington Construction with concurrence from USDA-RD by motion from Forsgren; 2nd by Hinderliter. Motion Carried.

Contractor's Pay Application No. 1 for Warrington Construction in the amount of \$297,904.801 was approved with concurrence from USDA-RD by motion from Forsgren; 2nd by Johnshoy. Motion Carried

Contractor's Pay Application No. 5 for HECO Engineering was tabled to the August 13, 2018 Council meeting.

5. Reports

- A. Beautification Committee Report – No report
- B. Attorney Matsumoto reported she continues to work on Judgement documents regarding 126 Charlotte Dr. The legal description is still in question; working with Canyon County to correct or if City can accept as is
- C. City Engineer Mike Davis updated Council on the Pond 3 project.
- D. Public Works Supt. Darrell Romine reported the seasonal help will be leaving first of August. Requested Council advertise for replacement.

6. **Executive Session:** There was no executive session called.

7. **Adjourn:** With no other business, meeting adjourned at 7:40 pm by motion from Hinderliter; 2nd by Johnshoy. Motion Carried

Attest:

City Clerk



City Clerk



Mayor