

MELBA CITY COUNCIL  
AGENDA

Monday June 17, 2019 7:00 pm

Note change of meeting date

Revised and posted 6-14-2019

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

Pledge of Allegiance: Mayor Dickard

**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. Approval of Agenda
- B. Approve draft minutes of May 13, 2019 Regular Meeting
- C. Approve the May 2019 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 as 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. Michele Martinez, Senior Center Co-Ordinator, to present invitation to Mayor and Council for a "Meet and Greet" at the Senior Center.

**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 Lease Agreement regarding City rental at 111 Charlotte Dr. for renewal or termination.
- B. City Engineer to present the following regarding the Drinking Water System Improvements:
  - Contractor's Pay Application for Payment No. 14 – HECO Engineering in the amount of \$7,502.06 for review and approval, with concurrence from USDA-RD.
  - Contractor's Pay Application for Payment No. 3 – Phase 2 – Well #1 Replacement Distribution System Improvements – HECO Engineering in the amount of \$2,676.00 for review and approval with concurrence from Department of Commerce.
- C. Public Works Supt. Darrell Romine to present City Facilities Use Application submitted by SpeedyQuick Net Works, Inc. requesting use of the Water Tower at Well #1 for wireless internet equipment installation with recommendation for approval/approval with conditions/deny.

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**D.** Discussion for Council action regarding a sewer connection at 378 Randolph Ave. Property owner is requesting to install septic system in lieu of extending sewer mainline.

**E.** Mayor Dickard to report on meeting with Melba Valley Market owner regarding non-compliance with Building Code.

**5. Reports:**

- A. Melba Beautification Committee - Councilman Stapleton
- B. City Attorney – Kirk Houston
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine

**6. Executive Session**

Council may convene into Executive Session under Idaho Code 74-206(1)(f) to communicate with legal counsel to discuss ramifications of and legal options for pending litigation. By motion and Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton

**7.** Budget F/Y 2019-20 Workshop Session. This item is a work session for Council and Staff; public is welcome to attend, no comments from the public will be taken at this time.

**ACTION  
ITEM**

**8. Adjourn**

**Enclosures:** Agenda, Draft Minutes of May 13, 2019 Regular Meeting, Monthly Financial Reports, Rental Agreement, Contractor's Pay Application No. 14 Contractor's Pay Application No. 3, Title 8-2-7 Use of Public Sewers Required, correspondence regarding Melba Valley Market, and any miscellaneous correspondence.

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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 June 17, 2019

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

**Councilmembers Absent:** Johnshoy

**Also present were the following:** City Attorney Kirk Houston, City Engineer Mike Davis, Public Works Supt. Darrell Romine, and Rick George, owner Melba Valley Market, Michelle Martinez, Coordinator Melba Valley Senior Center, Calvin Berg, property owner and other interested citizens.

**REGULAR SESSION**

**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 Mayor, a Councilmember or citizen so requests in which case the item will be removed from the Consent Agenda a placed on the Regular Agenda.*

- A. Approve Agenda
- B. Approve draft minutes of May 13, 2019 Regular Meeting
- C. Treasurer's Report

The Consent Agenda was approved as presented inclusive of approval of and authorization for the City Treasurer to disburse funds from the City's Treasury in the amount of \$17,975.60 for payment of bills to include regular bills that have not been received. Motion to include moving item E. to item A. in Business. Motion from Stapleton; 2<sup>nd</sup> by Hinderliter. Motion Carried.

**2. Presentations:**

A. Michelle Martinez, Coordinator at the Melba Valley Senior Center extended an invitation to the Mayor and Council to join the Melba Seniors for lunch or breakfast sometime in July (or anytime) hosted by the Seniors. Ms. Martinez offered a calendar for reference of the events going on for the month of July. Mayor and Council thanked Ms. Martinez for the information and invitation.

**3. Citizen Participation:**

There was no one in attendance for citizen participation

**4. Regular Business:**

A. Mayor Dickard reported on a meeting with Rick George, Melba Valley Market owner regarding the building permit issues recently brought to the City's attention. Mr. George was requested to contact the City's Building Official. The Building Official is requiring Mr. George to acquire the proper permits for submittal with drawn plans stamped by an architect and engineer where necessary for review and inspections of the projects of concern. Melba's Building Official requested Mr. George meet with Melba Planning & Zoning for options regarding the residential use of the property, which is in violation of the commercial zone. After much discussion, it was the consensus of the Council to table this item to the August 12, 2019 City Council meeting; Mayor Dickard will meet with the Building Official for a report and possible decision at the August 12, 2019 meeting.

Mayor Dickard requested Council move item D to B.

B. Calvin Berg of United Family Home was in attendance to request installation of a septic system at 378 Randolph Ave. Melba City Code requires that if a property is within one hundred feet (100') of a municipal sewer main, the owner must connect to the municipal line. This property lies eighty feet (80') of the sewer main line. The main line would need to be extended for connection. Due to expense Mr. Berg is proposing installation of a septic system with a dry line for future connection. City Code allows septic systems when no municipal sewer is available; once sewer is available to the property, the septic system is to be discontinued and connection to the municipal sewer is required. After lengthy discussion, more time is needed for research of this issue. Council directed Public Works Supt. to measure the distance of the manhole from the building to confirm distance, authorizing Mayor Dickard to meet with City Engineer and Attorney for best option for a response to Mr. Berg by motion from Hinderliter; 2<sup>nd</sup> by Stapleton.

C. Review of the Rental Agreement for property at 111 Charlotte Dr. was tabled to the July City Council meeting pending an inspection of the property. City Clerk was directed to contact Lessee to schedule an inspection.

D. City Engineer presented the following payment applications regarding the Drinking Water System Improvements:

- Contractor's Pay Application for Payment No. 14 – HECO Engineering in the amount of \$7,502.06 was approved for review and concurrence from USDA-RD by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried
- Contractor's Pay Application for Payment No. 3 – Phase 2 – Well #1 Replacement Distribution System Improvements – HECO Engineering in the amount of \$2,676.00 was approved for review and concurrence from Department of Commerce by motion from Stapleton; 2<sup>nd</sup> by Forsgren.

E. Public Works Supt. Darrell Romine presented the City Facilities Use Application submitted by SpeedyQuick Net Works, Inc. requesting use of the Water Tower at Well #1 for wireless internet equipment installation. Public Works Supt Romine would like to request additional information before making a recommendation to Council. This item was tabled to the July City Council meeting.

## 5. Reports

A. Beautification Committee – Committee did not meet; No report.

B. City Attorney Kirk Houston – Mayor Dickard asked Attorney Houston if he had any additional comments to offer regarding the issues at Melba Valley Market. Attorney Houston commented he would advise Council to move forward with a request for the Fire Marshall to inspect the premises. Attorney Houston commented posting signs regarding security cameras in use at the Park are suggested but not required. The remainder of the Attorney's report will be under the Executive Session.

C. City Engineer Mike Davis reported he is in the process of reviewing the submitted preliminary plat for Stosich Subdivision and has completed the review for Melba Estates Final Plat; the comment letters will be submitted to development engineers. Mike commented the Operation and Maintenance (O&M) Manual for the Water System will be completed soon for submittal to Department of Environmental Quality (DEQ), (correcting the minutes of May 13 stating the O&M Manual was submitted to DEQ).

D. Public Works Supt., Darrell Romine reported Backflow information and survey were mailed to all water customers, he and Tyrell Martin, seasonal help, are staying busy with Park maintenance. No other items to report.

**6. Executive Session**

Council Convened into Executive Session citing Idaho Code 74-206(1)(f) to communicate with legal counsel to discuss ramifications of and legal options for pending litigation. By motion from Hinderliter; 2<sup>nd</sup> by Stapleton. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, absent; Stapleton, Yes.

Out of Executive Session Council motioned back into Regular Session and declared there were no actions taken in Executive Session by motion from Forsgren; 2<sup>nd</sup> by Stapleton. Motion Carried

7. City Clerk presented information for new fiscal year budget 2019-20. Public Works Supt. Darrell Romine presented information requesting funds for equipment. The public works pickup is in need of repairs, new timing chain and regular maintenance, three (3) quotes received were around \$3,000 for specified work to be completed. A new tractor, three (3) quotes received from \$30,000 without a cab to \$50,000 with a cab depending on size and power needed. Replacement lawnmower for Park, \$11,450 without bagger to \$15,730 with bagger. After review of the items and presented expenditure budget, it was the consensus of the Council to fund repairs for the pickup and new lawnmower. A tentative budget will be presented at the July Council meeting.

**8. Miscellaneous**

At this time Councilman Hinderliter commented he will not be available for the July 8, 2019 Council meeting and would like to re-schedule to the following Monday, July 15, 2019. Council members present agreed to the re-schedule date by motion from Forsgren; 2<sup>nd</sup> by Stapleton. Motion Carried

9. **Adjourn** - With no other business, meeting adjourned at 10:15 pm by motion from Forsgren; 2<sup>nd</sup> by Stapleton. Motion Carried

Attest:  
City Clerk

  
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Doni Stapleton

  
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Mayor