

MELBA CITY COUNCIL  
AGENDA

Monday April 13, 2020 7:00 pm

*COVID-19 Notice: Under authority of Governor's partial Open Meeting Law suspension Proclamation March 13, 2020: Council Meeting Room Occupancy Restrictions: 10 Public Attendance Options:*

- *Live Streaming: City of Melba Facebook page*

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

**REGULAR SESSION**

**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 March 2, 2020 Regular Meeting
- C. Approve draft minutes of March 16, 2020 Emergency Meeting
- D. Approve draft minutes of March 26, 2020 Special Meeting
- E. Approve the March 2020 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].
- F. 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, to include bills not yet received 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. Jeff Barnes, Nampa Deputy Public Works Director to provide addition information regarding the Canyon County Registration Fee Initiative; authorize signature for Memo of Understanding (MOU).

B. Reading of the Fair Housing Proclamation proclaiming April as Fair Housing Month, as required by Department of Commerce for cities with active Idaho Community Development Block Grants.

*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*

ACTION  
ITEM

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ITEM

C. Reading of a Proclamation proclaiming April 11-17, 2020 as Week of the Young Child as per a request from Idaho Association for the Education of Young Children (IDAEYC)

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ITEM

D. Attorney Kirk Houston to present draft Grant of Easement for proposed business sign. Possible action for Council to accept as presented authorizing Mayor's signature.  
Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton

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ITEM

E City Engineer to present HECO Contractor's Pay Application No. 6 for Phase 2 – Drinking Water System Improvement Project (Well-1) for Council approval with concurrence from Department of Commerce.

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ITEMS

F. Review and discussion for possible action regarding a request from City rental Lessee at for extension of Lease to May 31, 2020.

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ITEM

G. Review for adoption:

- Resolution No. 118 Appointing persons to the Valley Regional Transit (VRT) Board pursuant to Idaho Code 40-2106.
- Resolution No. 119 – Declaring Certain Real Property as Surplus, Providing for Notice of a Public Hearing date regarding the intent to sell and dispose of certain real property and setting a value
- Resolution No. 120 – Acceptance and approval of Melba Estates Subdivision to include approval of development improvements.

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ITEM

H. Review for discussion a code violation at 421 Loomis Ave for possible abatement action.

## 5. Reports

- A. Melba Beautification Committee – meeting cancelled-no report.
- B. City Attorney – Kirk Houston
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
  - Irrigation from 7420 Hove Rd (waste water ponds property).- transferred
  - Idaho Power – Street lighting
- E. Building Official – Chuck Pavelka-written report

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ITEM

## 6. Adjourn

**Enclosures:** Agenda, Draft Minutes of March 2, 2020 Regular Meeting, Draft minutes of March 16, 2020 Emergency Meeting, draft minutes of March 26, 2020 Special Meeting, Monthly Financial Reports, Draft Fair Housing Proclamation, Proclamation for Week of the Young Child, Contractor's Pay Application for Payment No. 6-HECO, Resolution No. 118, Resolution No. 119, Resolution No. 120, Rental extension request, 421 Code Violation/Owner Response letter, MOU-Canyon County Proposed Vehicle Registration Fee Increase, and 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 April 13, 2020

**Onsite Attendance:** Mayor Dickard, Councilmember Forsgren, and City Clerk Noni Stapleton

**Attendance via Zoom:** Councilmembers Hinderliter, Johnshoy, Stapleton

**Also attending via Zoom:** Public Works Darrell Romine and City Attorney Kirk Houston.

COVID-19 Notice

*Under authority of governor's partial Open Meeting Suspension Proclamation March 13, 2020: Council Meeting Room Occupancy Restrictions: 10*

*Public Attendance Options: Live streaming : City of Melba Facebook page*

**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 March 2, 2020 Regular Meeting
- C. Approve draft minutes of March 16, 2020 Emergency Meeting
- D. Approve draft minutes of March 26, 2020 Special Meeting
- E. Treasurer's Report

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 \$10,234.44 for payment of bills to include any regular bills that have not been received. Motion from Forsgren; 2<sup>nd</sup> by Hinderliter. Motion Carried.

**2. Presentations:**

There were no presentations

**3. Citizen Participation:**

There was no citizen participation.

**4. Business**

A. Jeff Barnes, Nampa Deputy Public Works Director to provided additional information regarding a proposed fee increase to Canyon County vehicle registration fees, The Vehicle Registration Fee Initiative proposes a \$25 increase. A Memo of Understanding (MOU) needs to go before Canyon County Commissioners for authorization to place the initiative on the November Ballot. Mayor commented, in light of the COVID-19 Event, people out of work or impacted by less hours, this is not a good time to increase fees; Mayor Dickard is not in favor of the initiative. After discussion, Councilmembers' authorization for Mayor's signature on the MOU died for lack of motion. The City of Melba will not participate in the MOU.

B. Mayor Dickard presented the Fair Housing Proclamation proclaiming April 2020 as Fair Housing Month as per requirements for cities with open Idaho Community Development Block Grants.

C. Mayor Dickard presented a Proclamation proclaiming April 11-17, 2020 as Week of the Young Child as per a request from the Idaho Association for the Education of Young Children (IDAEYC).

D. Attorney Houston presented a new revised draft Grant of Easement for the Business Sign to be installed at Stokes and Southside on private property. The revised draft includes verbiage to allow incidental improvements for integrity of the sight, as requested by City Engineer Mike Davis. Attorney Houston requested acceptance of the draft authorizing signature once legal owner is established. The draft Grant of Easement was accepted. Mayor is authorized to sign once the legal owner hip is established by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

E. City Engineer Mike Davis presented Contractor's Application No. 6 – Drinking Water System Improvements Phase 2 (Well #1) for review and approval with concurrence from Department of Commerce.

Contractor's Application No. 6 – Drinking Water System Improvements Phase 2 (Well #1) was approved with concurrence from Department of Commerce by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried

F. Council reviewed a letter from the renters at 111 Charlotte Dr. requesting to stay in the house until the end of May to allow the children to stay in the Melba Schools. After short discussion, Council directed Attorney Houston to draft a letter allowing renters to stay until the May 31, 2020, the renters will be responsible to pay the \$825 rent for April and May.

G. Council reviewed for adoption

- Resolution No. 118 Appointing persons to the Valley Regional Transit (VRT) Board pursuant to Idaho Code 40-2106.

Resolution No. 118 was adopted appointing Councilman Hal Forsgren as Primary Appointee and Mayor Dickard as Alternative Appointee. By motion from Hinderliter; 2<sup>nd</sup> by Johnshoy. Motion Carried

- Resolution No. 120 – Declaring Certain Real Property as Surplus, Providing for Notice of a Public Hearing date regarding the intent to sell and dispose of certain real property and setting a value.

Resolution No. 120 was adopted setting a Public Hearing for May 11, 2020, with the value to be decided at a later date by Motion from Hinderliter; 2<sup>nd</sup> by Stapleton. Motion Carried

- Resolution No. 121 – Acceptance and approval of Melba Estates Subdivision to include approval of development improvements. Tabled to a future Council meeting; Clerk did not have the draft ready for presentation at tonight's meeting.

H. Council reviewed a response letter regarding the Recreation Vehicle (RV) and Nuisance violations at 421 Loomis; owner has run into issues with having help cleaning up prior to the April 10, 2020 date given. Requested another week. An extension requesting to be able to use the RV until July 31, 2020 due to the COVID-19 Event, RV Parks are not allowing new occupants; the occupants have been put on waiting lists. After short discussion, Council did not meet the RV extension request, occupants are to cease residing in the RV. Abatement process will begin if no work is commenced within the week as requested by property owner motioned by Forsgren; 2<sup>nd</sup> by Hinderliter. Motion Carried.

I. Pursuant to Idaho Code 63-802A Council set the Budget Hearing for fiscal year 2020-21 for Monday, August 10, 2020, 7:00 pm at Melba City Hall.

J. Council discussion regarding Melba Valley Market non-compliance with submitting plans to Melba Building Official for review and building permit issuance as agreed at the December 9, 2019 Council meeting. Mr. George agreed to submit plans within 120 days, expired April 7, 2020. Clerk was directed to contact Building Official for next step in the procedure.

**5. Reports**

A. Beautification Committee -- no meeting

B. City Attorney Kirk Houston -- Attorney Houston reported on meetings with the Idaho Attorney General's Office regarding the enforcement of Governor Little's Stay at Home Order. AG Office is in support and regards the Order as enforceable. Attorney Houston did not have any other items for Council at this time.

C. City Engineer Mike Davis reported draft plans for the Baseline Road project (Drinking Water System Improvements) are ready for submittal to Department of Environmental Quality (DEQ) and USDA-Rural Development early next week.

D. Public Works Supt., Darrell Romine reported the irrigation allotment from 7420 Hove Rd. has been transferred; getting ready for irrigation at the Park, not much going on since the Park is not in use, no issues to report.

E. Building Official, Chuck Pavelka provided a written report to the Council.

Mayor Dickard reported there is a tele-conference with Governor Little scheduled for Wednesday, April 16, 2020 and is requesting Council members stay open for possible need of Special Meeting to discuss out come of that meeting.

Councilmember Hinderliter thanked the Mayor for his continued efforts to keep City Officials and citizens informed, safe and healthy.

6. **Adjourn** - With no other business, meeting adjourned at 8:40 pm by motion from Forsgren; 2<sup>nd</sup> by Stapleton Motion Carried.

Attest:

Doni Stapleton  
City Clerk

Corey D.  
Mayor

04/13/20  
13:00:09

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 4/20

Page: 1 of 3  
Report ID: AP100V

For doc #s from 5921 to 5962, First Interstate Bank  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5943		346 Amanda FreeLand	40.00					
	218	04/09/20 Contract Labor	40.00			1 41000	710	10103
		Total for Vendor:	40.00					
5921		14 ANALYTICAL LABORATORIES, INC.	16.00					
	70830	03/31/20 Monthly TC	16.00			25 43400	350	10103
		Total for Vendor:	16.00					
5956		20 BENCONNECTED COMPUTER SERVICES,	200.00					
	20500	04/01/20 Qtrly maintienace contract	200.00			1 41000	710	10103
		Total for Vendor:	200.00					
5957		340 Big Creek Inspection	150.00					
	1012	03/07/20 MP #2020-01 203 Carrie Rex	90.00			1 41900	340	10103
	1012	03/07/20 MP #2020-02 216 Quail Dr	60.00			1 41900	340	10103
		Total for Vendor:	150.00					
5958		31 CARDMEMBER SERVICES	714.68					
	04/03/20	Seasona Labor adv.	56.00			1 43800	390	10103
	04/03/20	Adobe/Zoom Subscriptions	29.98			1 41000	710	10103
	04/03/20	Office Supplies	142.77			1 41000	310	10103
	04/03/20	Tractor Fuel	31.55			1 43100	390	10103
	04/03/20	Ranger fuel/maintance	129.64			25 43400	390	10103
	04/03/20	Misc. Fuel	62.00			1 43800	390	10103
	04/03/20	Park irrigation	70.52			1 43800	400	10103
	04/03/20	Park Rest Room Supplies	48.66			1 43800	390	10103
	04/03/20	Shop supplies	34.71			1 43100	390	10103
	04/03/20	Weed Sprayer	34.51			1 43100	390	10103
	04/03/20	Chevy maintenance	74.34			1 43100	390	10103
		Total for Vendor:	714.68					
5926		140 CenturyLink	350.25					
	03/25/20	Well House #1-DSL	73.98			25 43400	690	10103
	03/25/20	Col. Park Lift Station	39.56			26 43500	690	10103
	03/25/20	Sewer Screen Building	39.56			26 43500	690	10103
	03/25/20	City Hall phone lines/Broadban	197.15			1 41000	690	10103
		Total for Vendor:	350.25					
5959		325 COMPASS	65.00					
	220080	04/01/20 3rd qtr-2020 Mrmbership dues	65.00			1 43100	390	10103
		Total for Vendor:	65.00					
5923		193 Dennis Rogers	225.00					
	027	03/31/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	027	03/31/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
5960		73 HECO ENGINEERS	41.25					
	45186	04/07/20 Pathway-AARP Grant	41.25			1 41000	650	10103
		Total for Vendor:	41.25					

04/13/20  
13:00:09

CITY OF MELBA  
Claim Approval List  
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Page: 2 of 3  
Report ID: AP100V

For doc #s from 5921 to 5962, First Interstate Bank  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5961		999999 IDAHO NURSERY ASSOCIATION	75.00					
	01617	04/01/20 Membership renew-2020-21	75.00			1 41000	710	10103
		Total for Vendor:	75.00					
5954		82 IDAHO POWER	2,050.84					
	03/27/20	2204093385-Street Lights	316.48			1 43100	410	10103
	04/08/20	2201490311-City Hall	171.07			1 41000	690	10103
	04/08/20	2203120536-Park Irrigation Pum	28.73			1 43800	690	10103
	04/08/20	2220539718-105 4th St.	5.14			1 41000	690	10103
	04/08/20	2202173221-Well #1	327.61			25 43400	690	10103
	04/08/20	2204528757-Well #2	317.52			25 43400	690	10103
	04/08/20	2200294896-7420 Hove Rd	14.07			26 43500	690	10103
	04/08/20	2203342536-Sewer Aerator	785.30			26 43500	690	10103
	04/08/20	2201932288-Lift Station	24.85			26 43500	690	10103
	04/08/20	2223894011-Pwks Shop	60.07			1 43100	690	10103
		Total for Vendor:	2,050.84					
5962		85 IDAHO PRESS-TRIBUNE	190.83					
	042032538	03/31/20 LEgal Adv. - Bid-Well #3	190.83			1 41000	650	10103
		Total for Vendor:	190.83					
5939		94 J&M SANITATION	5,011.72					
	03/26/20	Trash Collections-March 2020	5,011.72			28 43600	320	10103
		Total for Vendor:	5,011.72					
5924		337 U.S. Bank Equipment Finance	151.58					
	411716962	04/07/20 Copier/Printer Lease	151.58			1 41000	710	10103
		Total for Vendor:	151.58					
5932		303 Valley Office Systems	275.00					
	AR832891	03/23/20 Annual contract Support	275.00			1 41000	710	10103
		Total for Vendor:	275.00					
5949		175 VERIZON WIRELESS	107.02					
	9851383828	03/26/20 City Clerk cell phone	53.51			1 41000	690	10103
3								
	9851383823	03/26/20 Public Works cell phone	53.51			25 43400	690	10103
		Total for Vendor:	107.02					
5947		334 WEX Bank	48.42					
	64671518	03/30/20 Pick up fuel	48.42			25 43400	390	10103
		Total for Vendor:	48.42					
5948		181 WHITE PETERSON ATTORNEYS AT LAW	521.85					
	139101	03/31/20 Mar 2020 Retainer	375.00			1 41000	650	10103
	139101	03/31/20 Mar 2020 Retainer	125.00			25 43400	650	10103
	139101	03/31/20 non-retainer/mileage	21.85			1 41000	650	10103
		Total for Vendor:	521.85					
		# of Claims	18	Total:				10,234.44

04/13/20  
13:00:09

CITY OF MELBA  
Fund Summary for Claims  
For the Accounting Period: 4/20

Page: 3 of 3  
Report ID: AP110

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Fund/Account	Amount
1 General	
10103 General Cash Account	\$3,002.70
25 Water	
10103 General Cash Account	\$1,166.68
26 Sewer	
10103 General Cash Account	\$1,053.34
28 Solid Waste	
10103 General Cash Account	\$5,011.72
Total:	\$10,234.44

Claim Approval Signature Page

Approved \_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Mayor