

MELBA CITY COUNCIL
AGENDA

Monday August 12, 2019 7:00 pm

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

PUBLIC HEARING

Budget Hearing for Fiscal Year 2019-2020 Pursuant to the provisions of Section 50-1002, Idaho Code, Melba City Council will receive comments regarding the proposed budget for the fiscal period October 1, 2019 – September 30, 2020. Interested persons may appear and show cause, if any, they have why said proposed budget should not be adopted.

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.

ACTION
ITEM

- A. Approval of Agenda *July 15*
- B. Approve draft minutes of ~~June 17~~ *July 15*, 2019 Regular Meeting
- C. Approve the ~~June 2019~~ *July 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. Claudia Ornelas with Southwest District Health and Maria Lee with St. Alphonsus to present information regarding a Mobile Health Screening Outreach program planned in Melba.

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

ACTION
ITEM

- A. Pam McKay representing Cottage Library to present a proposed plan for the Library at the City Park. Council discussion and action: to allow continued use of the building or terminate the use for a Library.

ACTION
ITEM

- B. Draft Ordinance No. 266-Appropriations Ordinance for Fiscal year beginning October 1, 2019 and ending September 30, 2020 for review and adoption using suspension of the three (3) readings rule. Roll Call Vote: : Forsgren, Hinderliter, Johnshoy, Stapleton

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ACTION
ITEM

C. Public Works Supt. Darrell Romine recommendation for City Facilities Use Application submitted by SpeedyQuick Net Works, Inc. requesting use of the Water Tower at Well #1 for wireless internet equipment installation tabled from the June 17, 2019 City Council meeting.

ACTION
ITEM

D. Draft Ordinance No. 267 – Establishing the Salaries for the Mayor and City Councilmembers; raising the Mayor salary from \$300 per month to \$500 per month; Councilmembers salary will remain at \$150 per month. For review and/or adoption using suspension of the three (3) readings rule. Roll call vote: Forsgren, Hinderliter, Johnshoy, Stapleton

ACTION
ITEM

E. City Engineer to present the following regarding the Drinking Water System Improvements:

- Contractor's Pay Application for Payment No. 15 – HECO in the amount of \$2,798.75 for review and approval with concurrence from USDA-RD.
- Contractor's Pay Application for Payment No. 4 – Phase 2 – Well #1 Replacement Distribution System Improvements - HECO in the amount of \$2,007.00 for review and approval with concurrence from Department of Commerce.

ACTION
ITEM

F. City Clerk to present Grant Agreement for Information Kiosks at Centennial Park for review and authorization for Mayor's signature.

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

ACTION
ITEM

7. Discussion regarding acquiring bids for clean up of trailer park property. Authorization to begin process for clean up to start mid-September 2019. (date TBD)

ACTION
ITEM

8. Adjourn

Enclosures: Agenda, Draft Minutes of July 15, 2019 Regular Meeting, Monthly Financial Reports, Quarter Financial Report, draft Ordinance No. 266-Appropriations Ordinance for Fiscal Year 2019-2020, draft Ordinance No. 267-Establishing Salaries for Mayor and City Councilmembers, Contractor's Pay Application No.15, Contractor's Pay Application No. 4, COMPASS Grant Agreement, Judgement Quieting Title, Order of Default, Dept. of Environmental Quality correspondence, Idaho Power correspondence and miscellaneous correspondence

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NOTICE OF PUBLIC HEARING

Budget for Fiscal Year 2018-2019

CITY OF MELBA

Notice is hereby given that the City of Melba, Idaho, will hold a Public Hearing for consideration of the Proposed budget for the fiscal period October 1, 2019 - September 30, 2020 pursuant to the provisions of Section 50-1002, Idaho Code, said hearing to be held at Melba City Hall, 401 Carrie Rex Ave., Melba, Idaho, at 7:00 p.m., on Monday, August 12, 2019. At said hearing all interested persons may appear and show cause, if any, they have why said proposed budget should not be adopted.

PROPOSED EXPENDITURES

The following is an estimate set forth in said proposed budget of the total proposed expenditures and accruing indebtedness of the City of Melba, Idaho, for the fiscal period October 1, 2019 - September 30, 2020, including the two previous fiscal years.

	2017-2018	2018-2019	2019-2020
GENERAL FUND			
General & Administration	<u>252,150</u>	<u>248,744</u>	<u>268,857</u>
Total General Fund	252,150	248,744	268,857
WATER FUND	173,700	175,700	178,200
SEWER FUND	170,600	177,000	193,700
SOLID WASTE FUND	<u>52,152</u>	<u>58,931</u>	<u>65,415</u>
TOTAL PROPOSED EXPENDITURES	648,602	660,375	706,172

ESTIMATED REVENUE

The estimated revenue for the City of Melba, Idaho, for the fiscal period October 1, 2019 - September 30, 2020 is as follows:

REVENUE FOR TAX LEVY:

General Fund	<u>86,834</u>	<u>89,518</u>	<u>94,989</u>
TOTAL TAX LEVY	86,834	89,518	94,989
Licenses & Fees	950	965	1,500
State Liquor Fund	15,016	20,685	20,390
State Sales Tax	11,036	12,584	13,986
City/Co. Revenue Sharing	16,934	18,545	20,149
Admin. Misc. Income/Interest Income	8,350	8,200	10,350
General Capital Improvements	35,000	15,000	19,000
Highway Users Fund	23,104	25,127	25,093
Road & Bridge Tax	6,500	6,500	7,200
Highway Capital Improvement	23,000	26,000	26,000
Park Income	8,900	9,000	10,000
P & Z Permits and Fees	2,500	9,620	13,200
Water Fund	156,200	168,200	170,700
Sewer Fund	161,700	174,000	190,700
Solid Waste Fund	40,375	58,931	65,415
Cash Carryover	<u>13,500</u>	<u>17,500</u>	<u>17,500</u>
TOTAL ESTIMATED REVENUE	607,114	660,375	706,172

I, Noni Stapleton, City Clerk of the City of Melba, Idaho, do hereby certify that the above is a true and correct statement of the proposed expenditures and revenues for fiscal year October 1, 2019- September 30, 2020, all of which have been tentatively approved and entered at length in the Journal of Proceedings. I further certify that the City of Melba, Idaho, did give notice for said hearing with notice having been published twice, at least seven days apart prior to the adoption of the budget by the City Council. Citizens are invited to attend the budget hearing on Monday, August 12, 2019 at 7:00 p.m., and have the right to provide written or oral comments concerning the entire City Budget. A copy of the proposed City Budget in detail is available at City Hall for inspection during regular office hours, 8:00 a.m. to 12:00 Noon and 1:00 p.m. to 3:00 p.m. Monday thru Friday. Accommodations are available for persons with disabilities upon request. Please contact Melba City Hall at 495-2722 at least 72 hours prior to the meeting to make arrangements. The City of Melba is an Equal Opportunity Employer.

Dated this 19th day of July 2019

City Clerk: /s/ Noni Stapleton

Publish : August 2 & 9, 2019

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 August 12, 2019

Councilmembers in Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton

Also present were the following: City Attorney Kirk Houston, City Engineer Mike Davis, Public Works Supt. Darrell Romine, and other interested citizens.

PUBLIC HEARING

Purpose of the public hearing was for Council to receive public comment regarding the proposed 2019-2020 Fiscal Year Budget.

Mayor Dickard opened the Public Hearing, there was no in attendance to offer comment; Mayor Dickard asked for discussion from the Council; with no further discussion, the Public Hearing was closed by motion from Forsgren; 2nd by Hinderliter. Motion Carried

Council moved into regular session.

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 July 15, 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 \$14,343.16 for payment of bills to include regular bills that have not been received. Motion from Stapleton; 2nd by Hinderliter. Motion Carried.

2. Presentations:

Claudia Ornelas with Southwest District Health presented information regarding a Mobile Health Screening Outreach Program planned for the Melba Community. The program already reaches out to Wilder and other Rural communities with good participation. The program will target the Latino and Hispanic population, but everyone is encouraged to participate. The program will include mammograms, diabetes, vision & hearing and other health screenings as well as food boxes and other information as may be needed. The program is set up for multiple visits and are scheduled quarterly, so patients are monitored. The organization partners with Terry Reilly Health Services and St. Alphonsus. Mayor Dickard and Council offered other organizations and persons for the group to contact regarding getting the information out. Mayor and Council thanked Ms. Ornelas for her presentation and interest in our community.

3. Citizen Participation:

There was no one in attendance for citizen participation

4. Regular Business:

A. Pam McKay representing the Cottage Library was in attendance to present a proposed plan to keep the Library open. Ms. McKay commented she plans to hold an Open House to gather information on the condition of the Library building, inventory and establishing a list of volunteers that will be willing to work with her. After short discussion, Mayor requested she revisits Council at a future meeting with a proposed plan and/or report on what if anything the group plans to do with the items in the building.

B. Motion to suspend the three (3) readings rule for Draft Ordinance No. 266-Appropriations Ordinance FY 2019-20 by Hinderliter; 2nd by Stapleton. Motion Carried.

Draft Ordinance No. 266-Appropriations Ordinance FY 2019-20 was adopted using suspension of the three (3) readings rule, by motion from Forsgren; 2nd by Hinderliter. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

C. Public Works Supt. Darrell Romine is waiting for additional information from SpeedQuick representative John Silva regarding the Public Facilities Use Application. The application was tabled to a future meeting when and if information is provided. No action was taken .

D. Motion to suspend the three (3) readings rule for Draft Ordinance No. 267-Establishing Salaries for Mayor and City Council members by Hinderliter; 2nd by Stapleton. Motion Carries.

Draft Ordinance No. 267-Establishing Salaries for Mayor and Council members was adopted using suspension of the three (3) readings rule, by motion from Forsgren; 2nd by Hinderliter. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

E. City Engineer presented the following for review and acceptance

- Contractor's Pay Application No. 15 for HECO Engineers was approved for payment in the amount of \$2,798.75 with concurrence of USDA-RD by motion from Hinderliter; 2nd by Stapleton. Motion Carried.
- Contractor's Pay Application No.4 – Phase 2 – Well #1 Replacement and Distribution System Improvements for HECO Engineers was approved for payment in the amount of \$2,007.00 with concurrence from Idaho Department of Commerce by motion from Stapleton; 2nd by Forsgren. Motion Carried.

F. Communities in Motion Implementation (CMI) Grant Agreement was presented for review and signature. The grant will assist the City in installing information/map kiosks at Centennial Park. The grant is to provide for reimbursement from Community Planning Association of Southwest Idaho (COMPASS) to the City for up to \$4,000 of the cost of the project. City Attorney Kirk Houston suggested striking or re-wording section 5.1-Indemnification. City Clerk was directed to contact COMPASS for changes; Johnshoy motioned to authorize Mayor's signature once suggested change is complete; 2nd by Hinderliter. Motion Carried.

5. Reports

A. Beautification Committee – No report

B. City Attorney Kirk Houston – No new items to report at this time. Will provide an update report regarding 126 Charlotte Dr property in Executive Session.

C. City Engineer Mike Davis commented Council received a copy of the letter from DEQ regarding removal of the restriction not allowing additional connections to the Water System until improvements for fire flow was complete.

Mike commented he would like to schedule a time with to do another walkover for the Drinking Water System Improvements regarding the repairs for the roads Warrington had ground; there are several bad areas that will need to be repaired again. Darrell commented he is available next week. Mike will look at his schedule for early next week. Mike plans to stake the area needed for easement for the proposed Business Sign on Southside when he is out next week.

D. Public Works Supt., Darrell Romine reported he rented a backhoe and completed several projects. The Park irrigation pump needs replaced, hoping the repairs he did will keep it running the rest of this season, but he would like authorization to replace it this year if necessary, the cost could be above the \$2,000 threshold allowed without Council approval. Supt. Romine was given authority for the expenditure by motion from Hinderliter; 2nd by Stapleton. Motion Carried

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 Forsgren; 2nd by Hinderliter. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

Council motioned out of Executive Session and convened back into Regular Session declaring no actions were taken in Executive Session by motion from Stapleton; 2nd by Johnshoy. Motion Carried

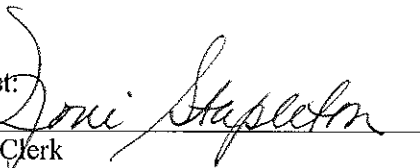
7. Miscellaneous

Mayor Dickard requested Council authorize Supt. Romine and the Mayor to solicit bids for the demolition and clean up of the trailer park at 126 Charlotte Dr. Motion to authorize the solicitation of bids by Hinderliter; 2nd by Forsgren. Motion Carried. Date for the demolition/clean-up to be decided.

8. Adjourn - With no other business, meeting adjourned at 8:30 pm by motion from Forsgren; 2nd by Stapleton. Motion Carried

Attest:

City Clerk



City Clerk



Mayor

08/12/19
14:32:33

CITY OF MELBA
Claim Approval List
For the Accounting Period: 8/19

Page: 1 of 2
Report ID: AP100V

For doc #s from 5502 to 5542, 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
5510		14 ANALYTICAL LABORATORIES, INC.	171.00					
	64868	07/31/19 Monthly TC	16.00			25 43400	350	10103
	64868	07/31/19 Copper test x 5	50.00			25 43400	350	10103
		07/31/19 Lead test x 5	105.00			25 43400	350	10103
		Total for Vendor:	171.00					
5529		140 CenturyLink	344.84					
	07/25/19	Well House #1-DSL	73.98			25 43400	690	10103
	07/25/19	Col. Park Lift Station	38.63			26 43500	690	10103
	07/25/19	Sewer Screen Building	38.63			26 43500	690	10103
	07/25/19	City Hall phone lines/Broadban	193.60			1 41000	690	10103
		Total for Vendor:	344.84					
5538		35 CHUCK PAVELKA	2,643.55					
	07/31/19	BP#458 - 504 Randolph	2,643.55*			1 41900	340	10103
		Total for Vendor:	2,643.55					
5519		193 Dennis Rogers	225.00					
	019	07/31/19 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	019	07/31/19 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
5508		73 HECO ENGINEERS	3,484.25					
	44595	08/06/19 General Eng Services	560.25*			1 41000	650	10103
	44596	08/16/19 Melba Estates - Final Plat	2,924.00*			1 41000	650	10103
		Total for Vendor:	3,484.25					
5539		85 IDAHO PRESS-TRIBUNE	238.75					
	081932538	07/24/19 P&Z Notice of P/H-Annex/Rez	80.77*			1 41000	650	10103
	081932538	07/24/19 Pub. Ord #264-Rv Regulation	154.98*			1 41000	650	10103
	081932538	07/31/19 Billing fee	3.00*			1 41000	650	10103
		Total for Vendor:	238.75					
5509		94 J&M SANITATION	5,255.36					
	07/31/19	Trash Collections-July 2019	5,255.36*			25 43400	320	10103
		Total for Vendor:	5,255.36					
5515		263 Jeanne Freeland	60.00					
	208	08/12/19 Contract Labor	60.00			1 41000	390	10103
5524		263 Jeanne Freeland	1,129.13					
Payroll	08/12/2019							
	08/12/19	40% Water	451.65			25 43400	110	10103
	08/12/19	40% Sewer	451.65			26 43500	110	10103
	08/12/19	20% Admin	225.83			1 41000	110	10103
		Total for Vendor:	1,189.13					
5537		126 OX ARC, INC. SPOKANE	295.37					
	30721043	07/23/19 Sodium Hypochlorite	295.37*			25 43400	390	10103
		Total for Vendor:	295.37					

08/12/19
14:32:33

CITY OF MELBA
Claim Approval List
For the Accounting Period: 8/19

Page: 2 of 2
Report ID: AP100V

For doc #s from 5502 to 5542, 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
5540		129 PIPECO, INC.	89.13					
	S3467942	07/31/19 Park-Sprinkler rpr/rplc	89.13			1 43800	400	10103
		Total for Vendor:	89.13					
5541		999999 RAIN FOR RENT	29.50					
	1376339	07/18/19 Pump rprs at Centennial Par	29.50			1 41000	710	10103
		Total for Vendor:	29.50					
5542		303 Valley Office Systems	13.09					
	AR750040	07/15/19 Copies made	13.09			1 41000	390	10103
		Total for Vendor:	13.09					
5502		175 VERIZON WIRELESS	117.38					
	9834963238	07/26/19 Clerk cell phone	53.69			1 41000	690	10103
	9834963238	07/26/19 Public Works cell/internet	63.69			25 43400	690	10103
		Total for Vendor:	117.38					
5525		334 WEX Bank	246.81					
	60523517	07/31/19 Pick up fuel	246.81*			25 43400	390	10103
		Total for Vendor:	246.81					
		# of Claims	15	Total:				14,343.16

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$7,031.39
25 Water	
10103 General Cash Account	\$6,632.86
26 Sewer	
10103 General Cash Account	\$678.91
Total:	\$14,343.16

Claim Approval Signature

Approved 8/12/19
Date

Signature [Signature]
Mayor