

**MELBA CITY COUNCIL  
AGENDA**

**Monday     January 13, 2020     7:00 pm**

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

**Pledge of Allegiance:** Councilmember Forsgren

**A PUBLIC HEARING**

The purpose of this Public Hearing is to allow Melba City Council to hear testimony written or oral regarding Annexation Application 2019-01 submitted by Jon Mortensen. The application is for annexation of 21 acres, more or less, located to the North of Blue Ox Lane and East of Randolph Ave., Melba. Purpose of the annexation request is for future residential development. Proposed Zoning: R-1 (Single-Family Residential).

ACTION  
ITEM

**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 December 9, 2019 Public Hearing/Regular Meeting
- C. Approve the December 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.*

**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. Old Business**

~~A. Cassie Zattiero from Bailey & Company to present Audit Report for Fiscal Year ending September 30, 2019. Council action to accept Audit F/Y 2018-2019 as presented. Re-scheduled to the February 10, 2020 City Council meeting.~~

At this time Mayor Dickard will administer Oaths and present Certificates of Election to newly elected Councilmembers Jeannine Johnshoy and Tyler Stapleton.

*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

## 5. New Business

- ACTION ITEM**      **A.** Review draft Resolution No. 117 Tobacco/Vape Free Park Policy for adoption. This is to update the existing policy and signs at the City Park to include the use of e-cigarettes and vaping devises.
- ACTION ITEM**      **B.** Review for signature Letter of Intent to Participate Canyon County Hazard Mitigation Plan. To update information as per request from Christine Wandelsdorf,
- ACTION ITEM**      **C.** Review for acceptance and to set a Public Hearing date before Melba City Council. Findings of Fact and Recommendation submitted by Melba Planning & Zoning:
- Annexation 2019-03-City of Melba for 1.43 acre located at 126 Charlotte Dr., Melba, Idaho.
  - Annexation 2019-04-Jon Stosich for 14.5 acres located 0 Randolph; East of Blue Ox Lane adjacent to 6579 Blue Ox Lane.
- ACTION ITEM**      **D.** City Rental property at 111 Charlotte Dr. discussion for electrical repairs and review Lease for tenant compliance.

## 6. Reports

- A. Melba Beautification Committee - Councilman Stapleton
- B. City Attorney – Kirk Houston
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka-written report

## 7. Adjourn

**ACTION ITEM**

**Enclosures:** Agenda, Draft Minutes of December 9, 2019 Public Hearing/Regular Meeting, Monthly Financial Reports, draft Resolution No. 117-Tobacco/Vape Free Park Policy, Letter of Intent to Participate, Findings of Fact and Recommendation – Annexation 2019-03 City of Melba, Findings of Fact and Recommendation – Annexation 2019-04 – Jon Stosich, Building Official written report, and miscellaneous correspondence

*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*

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 January 13, 2020

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

**Councilmembers Absent:**

**Also present were the following:** City Attorney Kirk Houston, Public Works Supt. Darrell Romine, Jon Mortensen, Jon Stosich and interested citizens.

**PUBLIC HEARING**

Mayor Dickard read the Opening Statement.

The purpose of this Public Hearing is to allow Melba City Council to hear testimony written or oral regarding Annexation Application 2019-01 submitted by Jon Mortensen. The application is for annexation of 21 acres, more or less, located to the North of Blue Ox Lane and East of Randolph Ave., Melba. Purpose of the annexation request is for future residential development. Proposed Zoning: R-1 (Single-Family Residential).

City Clerk presented the Staff Report.

Testimony in favor

Jon Stosich, 6579 Blue Ox Lane, Melba Idaho is in support of the application, the request is within the guidelines of the Melba Comprehensive Plan and the property is adjacent to the Melba City limits.

Neutral Testimony

Linda Morton-Keithley, 569 Randolph Ave., Melba, Idaho. Ms. Keithley lives directly across the street from the proposed annexation. She is concerned with traffic that will come with the development of the property and encourages the City's elected officials to use caution and be diliberitive in reviewing the issues when you make your decisions. Ms. Keithley is not in opposition to growth, but is deeply concerned with traffic speeding issues particularly on this end of Randolph, the hill crests at the point of her driveway and the proposed property, school children and other pedestrians crossing Randolph to the school campus cross near to that point. With little to no law enforcement in Melba, it will be particularly difficult to control the speeding issue.

Applicant Rebuttal

Jon Mortensen, 12736 La Miranda Lane, Melba, Idaho. Mr. Mortensen is in agreement with the public's concerns, with the upgraded municipal utilities the proposed annexation and development of the property will allow for controlled growth creating an increased property tax base for the City of Melba, to possibly be able to meet the expense of law enforcement in the future.

With no other comments from the persons in attendance, Mayor Dickard commented on the City's continued work to provide affordable law enforcement for the City. Working with Canyon County Sheriff's Office (CCSO) in the past. Melba School District is able to retain a School Resource Officer (SRO) when school is in session, he has been a resource for the City when necessary, CCSO does respond to calls but does not have the staff to provide Melba with a full or part-time patrol officer. The City is and will continue to work on this important issue.

Council closed the Public Hearing by motion from Councilman Forsgren; 2<sup>nd</sup> by Hinderliter. Motion Carried

Councilman Hinderliter supports the application, having the property annexed will allow the City to have more control of growth in this area.

Councilman Forsgren supports the application.

Motion to approve the annexation directing Staff to draft Findings of Fact, Conclusion and Order of Decision and draft an Ordinance for annexation by Hinderliter; 2<sup>nd</sup> by Forsgren. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

Council moved into regular session at this time.

## **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 November 11, 2019 Public Hearing/Regular Meeting
- C. Treasurer's Report

Consent Agenda was approved as presented with inclusive of approval of and authorization for the City Treasurer to disburse funds from the City's Treasury in the amount of \$12,313.84 for payment of bills to include regular bills that have not been received. Motion from Stapleton; 2<sup>nd</sup> by Johnshoy. Motion Carried.

### **2. Presentations:**

There were no presentations

### **3. Citizen Participation:**

There was no citizen participation.

At this time Mayor Dickard administered the Oath of Office to newly elected Councilmembers Jeannine Johnshoy and Tyler Stapleton.

Mayor Dickard and Council thanked outgoing Councilmember Parkie Stapleton for his years of service to the City; presenting a plaque to Mr. Stapleton "In recognition of 14 years of outstanding service to the City of Melba."

### **4. Regular Business:**

- A. The audit for fiscal year 2018-2019 was re-scheduled to the February 10, 2020 Council meeting.

### **New Business**

- A. Draft Resolution No. 117-Tobacco/E-Cigarette/Vape Free Park Policy was reviewed and adopted by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried
- B. Council reviewed and authorized signature for the Letter of Intent to Participate in Canyon County Hazard Mitigation Plan Public Works Supt. Darrell Romine was appointed as Primary point of contact for the mitigation

planning process. Mayor Dickard will be the Alternate, by motion from Forsgren; 2<sup>nd</sup> by Hinderliter. Motion Carried

C. Council reviewed and accepted Melba Planning & Zoning Commission's Findings of Fact and Recommendations for Annexation for the following applications

- 2019-03-. City of Melba -1.43 acres located at 126, Charlotte Dr., Melba, Idaho
- 2019-04 Jon Stosich for 14.5 acres located at )Randolph; East of Blue Ox Lane and adjacent to 6579 Blue Ox Lane.

A Public Hearing date was set for Monday, February 10, 2020 at 7:00 pm at Melba City Hall by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried.

D. Council reviewed for discussion the lease for the rental house at 111 Charlotte Dr. Renters reported a bad electrical outlet in the kitchen; after inspection Public Works Supt. reported they had a large air conditioner plugged into the outlet and burned the outlet; there are several outlets in disrepair, the panel cover has been removed from the breaker box, a dimmer switch will need to be replaced.

After short discussion, Council directed Public Works Supt. to contact an electrician and have the electrical repairs completed. The existing lease is at the six (6) month term. It was the consensus of the Council to place the Lease on the agenda of the February 10, 2020 meeting for further discussion to decide if the city will to continue the lease.

## **5. Reports**

A. Beautification Committee – Chairman Parkie Stapleton reported there was no quorum for business, those in attendance reviewed and discussed a plan for the way-finding signs and where the kiosks will be installed at Centennial Park. The business sign to be installed at Stokes and Southside Blvd. was also discussed, need to get costs for the Business placards and definition of “business” to be placed on the sign, the Committee will then put together a criteria for business placement on the sign..

B. City Attorney Kirk Houston – Attorney Huston reported the City Clerk forwarded the Memorandum of Understanding (MOU) to the Melba Valley Senior Center (MVSC) Board regarding use of the old Library building in the City Park for a Thrift Store.

Council inquired about the “definition” of a business for signage for the Business sign proposed at Stokes and Southside Blvd. Attorney Houston will confer with Attorney Johnson and report at the February meeting. Council also requested process for sale of real property, Attorney Houston will research for the February meeting.

C. City Engineer Mike Davis was not in attendance. No report.

D. Public Works Supt., Darrell Romine presented information from Idaho Power regarding replacement of existing street lighting to LED fixtures. Discontinue Company maintenance of customer-owned street lights, customers are required to transition to one of three options provided by September 30, 2023.

Supt. Romine and the City Clerk met with Greg Evans, Idaho Power Representative to discuss budgeting for the replacement of street light fixtures and transition to a chosen option during discussion and preparation workshops for the 2020-21 fiscal year budget.

**6. Adjourn** - With no other business, meeting adjourned at 8:30 pm by motion from Johnshoy; 2<sup>nd</sup> by Forsgren Motion Carried.

Attest:  
Doni Stapleton  
City Clerk

Cory Miller  
Mayor

01/13/20  
14:49:30

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 1/20

Page: 1 of 3  
Report ID: AP100V

For doc #s from 5780 to 5803, 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
5786		14 ANALYTICAL LABORATORIES, INC.	34.00					
	68867	12/31/19 Monthly TC	16.00			25 43400	350	10103
	68867	12/31/19 Nitrate	18.00			25 43400	350	10103
		Total for Vendor:	34.00					
5794		999999 BAT & SUPPLY	200.00					
	01/13/20	Backflow-Training/Certificate	200.00			25 43400	150	10103
		Total for Vendor:	200.00					
5791		340 Big Creek Inspection	120.00					
	1011	12/30/19 MP-2019-12	30.00			1 41900	340	10103
	1011	12/30/19 MP-2019-09	60.00			1 41900	340	10103
	1011	12/30/19 MP-2019-11	30.00			1 41900	340	10103
		Total for Vendor:	120.00					
5793		31 CARDMEMBER SERVICES	379.88					
	01/03/20	Candy Canes-Xmas in Melba	38.16			1 41000	710	10103
	01/03/20	Go-Daddy Domain Hosting	32.35			1 41000	710	10103
	01/03/20	Go-Daddy Domain Hosting	32.35			25 43400	390	10103
	01/03/20	Go-Daddy Domain Hosting	32.34			26 43500	390	10103
	01/03/20	Lunch with Auditor	21.17			1 41000	390	10103
	01/03/20	P&Z Christmas Appreciation	172.26			1 41000	390	10103
	01/03/20	Pick-up fuel	51.25			25 43400	390	10103
		Total for Vendor:	379.88					
5780		140 CenturyLink	348.88					
	12/25/19	Well House #1-DSL	73.98			25 43400	690	10103
	12/25/19	Col. Park Lift Station	39.99			26 43500	690	10103
	12/25/19	Sewer Screen Building	39.99			26 43500	690	10103
	12/25/19	City Hall phone lines/Broadban	194.92			1 41000	690	10103
		Total for Vendor:	348.88					
5792		35 CHUCK PAVELKA	126.25					
	108	12/31/19 BP #462-204 Baseline Rd-Solar	126.25			1 41900	340	10103
		Total for Vendor:	126.25					
5795		325 COMPASS	65.00					
	220044	01/02/20 FY 2020 Membership 2nd Qtr	65.00			1 43100	390	10103
		Total for Vendor:	65.00					
5797		193 Dennis Rogers	225.00					
	024	12/31/19 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	024	12/31/19 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
5798		338 DigLine	175.70					
	0062922-IN	01/10/20 DP-Assessment	87.85			25 43400	390	10103
	062922-IN	01/10/20 DP-Assessment	87.85			26 43500	390	10103
		Total for Vendor:	175.70					

01/13/20  
14:49:30

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 1/20

Page: 3 of 3  
Report ID: AP100V

For doc #s from 5780 to 5803, 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
5802		999999 PROFESSIONAL CONSTRUCTION	875.00					
	12814	01/06/20 Manhole-400 Atwell Dr.	875.00			26 43500	390	10103
		Total for Vendor:	875.00					
5782		175 VERIZON WIRELESS	107.46					
	9845141861	12/26/19 Clerk cell phone	53.73			1 41000	690	10103
	9845141861	12/26/19 Public Works cell/internet	53.73			25 43400	690	10103
		Total for Vendor:	107.46					
5790		334 WEX Bank	9.76					
	63059896	12/31/19 Pick up fuel	9.76			25 43400	390	10103
		Total for Vendor:	9.76					
5781		181 WHITE PETERSON ATTORNEYS AT LAW	522.04					
	137583	12/31/19 Dec 2019 Retainer	375.00			1 41000	650	10103
	137583	12/31/19 Dec 2019 Retainer	125.00			25 43400	650	10103
	137583	12/31/19 non-retainer/mileage	22.04			1 41000	650	10103
		Total for Vendor:	522.04					
		# of Claims	21	Total:				12,313.84

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$2,737.08
25 Water	
10103 General Cash Account	\$1,707.12
26 Sewer	
10103 General Cash Account	\$2,832.68
28 Solid Waste	
10103 General Cash Account	\$5,036.96
Total:	\$12,313.84

Claim Approval Signature

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

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