

MELBA CITY COUNCIL
AGENDA
Monday July 13, 2020 7:00 pm

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

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 June 8, 2020 Public Hearing/Regular Meeting
- C. Approve the June 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].
- 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, 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

ACTION
ITEM

A. Mayor Dickard to present results of the Real Property Auction held June 29, 2020 for property located at 126 Charlotte Dr., Melba for Council review to accept or reject bids.

ACTION
ITEM

B. Council to review Tentative Budget for Fiscal Year 2020-21 for adoption or adoption with changes.

ACTION
ITEM

C. Council to review proposed Amendment to Fiscal Year 2019-20 to allow expenditures not included in the 2019-20 budget for aerator repairs and Seepage Test for Pond 2 at the Wastewater Treatment Plant, costs incurred for 126 Charlotte Dr.: Boise-Kuna Irrigation tax, legal fees, demolition and clean-up for 126 Charlotte Dr.,

ACTION
ITEM

D. Regional Transportation Advisory Committee (RTAC) appointment. Current appointee is Phil Bandy, Mr. Band is no longer with HECO; a new representative will need to be appointed.

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

- E. Valley Regional Transit F/Y 2021 Funding Request for review and acceptance.
- F. Mayor to present a Proclamation proclaiming July 26, 2020 to be Americans with Disabilities Act Awareness Day.

5. Reports

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

ACTION
ITEM

6. Adjourn

Enclosures: Agenda, Draft Minutes of June 8, 2020 Regular Meeting, Monthly/Quarterly Financial Reports, Valley Regional Transit funding request, Letter to the Editor-Chip Seal-Nampa Highway District information from 126 Charlotte Dr. bidders, ADA Public Awareness Campaign information/draft Proclamation and miscellaneous correspondence.

Note: I will have copies of the draft Tentative Budget F/Y 2020-21 and a draft amendment to F/Y 2019-20 at the meeting Monday night.

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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 July 13, 2020

Attendance: Forsgren, Johnshoy, Stapleton

Via Phone: Johnshoy; later Hinderliter joined via phone at 7:15 pm

Also in Attendance: City Attorney Kirk Houston, City Engineer Mike Davis, Public Works Darrell Romine

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- A. Approve Agenda
- B. Approve draft minutes of June 8, 2020 Regular Meeting
- C. 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 \$12,516.93 for payment of bills to include any regular bills that have not been received. Motion from Forsgren; 2nd by Stapleton Motion Carried.

2. Presentations:

There were no presentations

3. Citizen Participation:

There was no citizen participation.

4. Business

A. Mayor Dickard reported on the results of the Auction of Real Property located at 126 Charlotte Dr., Melba, Idaho held Monday, June 29, 2020 at 1:00 pm here at City Hall. There were three (3) bidders, highest bid was \$66,000. Minimum bid advertised was \$200,000.

Attorney Houston advised Council of the options they could pursue since the bid did not reach the minimum, after short discussion, Council determined that in the interest of the City the property should be listed with a Realtor and sold on open market. Motion by Stapleton; 2nd by Johnshoy to reject all bids, and sell the property on the open market, authorizing Mayor Dickard to interview and choose the Realtor. Motion Carried.

B. City Clerk presented the Tentative Budget for Fiscal Year 2020-21 for review. Attorney Houston presented a proposal for a \$100 per month increase of the firm's current retainer of \$500/month. The firm has not proposed an increase since they started with the City. After short discussion Council directed the City Clerk to include the proposal in the Tentative Budget. The Tentative Budget was adopted with changes by motion from Hinderliter; 2nd by Stapleton. Motion Carried

City Attorney Houston presented information regarding new legislation that requires cities to pass a resolution to accrue forgone property tax to be used in a future year. The new legislations will not affect previous foregone already accrued.

C. City Clerk presented a draft Amendment to the 2019-2020 Fiscal Year budget to allow expenditures not included in the Highway Fund for chip seal over road cuts/repairs completed during the Drinking Water System Improvement Project, the Sewer Fund for Seepage Test of Pond 2 as required by Department of Environmental Quality, repairs to the aerator at the Waste Water Treatment Facility. The draft was accepted by motion from

Forsgren; 2nd by Stapleton. Motion Carried. The amendment will be presented at the August 10, 2020 Budget Hearing.

D. Public Works Supt., Darrell Romine and City Clerk, Noni Stapleton were appointed primary and alternate representatives to the Regional Transportation Advisory Committee (RTAC) to replace Phil Bandy. By Motion from Stapleton; 2nd by Johnshoy. Motion Carried.

E. Council reviewed Valley Regional Transit F/Y 2021 Funding Request in the amount of \$319. The Funding request was accepted by motion from Forsgren; 2nd by Stapleton. Motion Carried.

F. Mayor Dickard presented a Proclamation proclaiming July 26, 2020 as the Americans with Disabilities Act Awareness Day.

5. Reports

A. Beautification Committee -- The Committee did not have a quorum, meeting cancelled.

B. City Attorney Kirk Houston -- Attorney Houston reported he has a scheduled tele-conference with Rick George, Melba Valley Market owner, his attorney, Kevin Dinius and Chuck Pavleka, City Building Official on Wednesday, July 15 to discuss the requested building plans/permit.

C. City Engineer Mike Davis reported he has met with Tanner Pump & Drilling regarding the Well #3/Well #1 Replacement project. A revised design has been submitted to Department of Environmental Quality (DEQ) for approval.

The Baseline Rd project to expend the remaining USDA-Rural Development funds resulted in bids that were more than funds available. Mr. Davis proposed a new project to USDA-RD to install a bulk water fill station at the Centennial Park behind the Quick Response Building, the project will also include removal of and replacement of the old meters on Baseline Rd., a draft drawing will be submitted this week.

Mr. Davis plans to propose a schedule for seepage testing of the lagoons at the Wastewater Facility to DEQ for consideration. Pond 2 will be scheduled for testing this year, the remaining seven (7) ponds will be scheduled over multiple fiscal years to allow the City to budget the cost of the testing.

Mr. Davis reminded the Council of the annual Rural Prioritization meeting is scheduled for Thursday, August 6, 2020.

HECO is working on plans for the Business sign, once completed the City will need to submit the plans to Canyon County for a Building Permit.

D. Public Works Supt., Darrell Romine reported the updated Source Water Protection Plan has been submitted to Idaho Rural Water. The City has received most of the backflow reports requested. Nampa Highway No. 1 will start the chip seal project next week.

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

6. Adjourn - With no other business, meeting adjourned at 8:25 pm by motion from Stapleton; 2nd by Forsgren Motion Carried.

Attest:

City Clerk



Mayor

07/13/20
14:39:36

CITY OF MELBA
Claim Approval List
For the Accounting Period: 7/20

Page: 1 of 3
Report ID: AP100V

For doc #s from 6079 to 6128, 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
6103		346 Amanda Freeland	100.00					
	220	07/13/20 Contract Labor	100.00*			1 41000	710	10103
		Total for Vendor:	100.00					
6079		14 ANALYTICAL LABORATORIES, INC.	16.00					
	73171	06/30/20 Monthly TC	16.00			25 43400	350	10103
		Total for Vendor:	16.00					
6123		16 ASSOCIATION OF IDAHO CITIES	445.00					
	10203	07/01/20 2021 Membership dues	45.00*			1 41000	390	10103
	10038	07/01/20 2021 Membership dues	400.00*			1 41000	390	10103
		Total for Vendor:	445.00					
6119		20 BENCONNECTED COMPUTER SERVICES,	200.00					
	20962	07/01/20 Qtrly Maintenance Contract	200.00*			1 41000	710	10103
		Total for Vendor:	200.00					
6120		340 Big Creek Inspection	518.82					
	1015	06/30/20 Mechanical Permits	518.82			1 41900	340	10103
		Total for Vendor:	518.82					
6086		140 CenturyLink	349.55					
	07/25/20	Well House #1-DSL	73.98			25 43400	690	10103
	07/25/20	Col. Park Lift Station	39.37			26 43500	690	10103
	07/25/20	Sewer Screen Building	39.37			26 43500	690	10103
	07/25/20	City Hall phone lines/Broadban	196.83			1 41000	690	10103
		Total for Vendor:	349.55					
6085		35 CHUCK PAVELKA	425.00					
	06/30/20	BP #465-304 Carrie Rex	325.00			1 41900	340	10103
	06/30/20	Special Inspec- Melba Valley M	100.00			1 41900	340	10103
		Total for Vendor:	425.00					

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6121		325 COMPASS	65.00					
	220109	07/01/20 2020 Membership dues	65.00			1 43100	390	10103
		Total for Vendor:	65.00					
6122		46 DAYSTAR EXCAVATION, INC.	1,467.40					
	2284	07/01/20 Irrigation line RimView/Baselin	1,467.40			25 43400	400	10103
		Total for Vendor:	1,467.40					
6081		193 Dennis Rogers	225.00					
	030	06/30/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	030	06/30/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6114		82 IDAHO POWER	2,562.19					
	06/25/20	2204093385-Street Lights	321.09			1 43100	410	10103
	07/07/20	2201490311-City Hall	95.88			1 41000	690	10103
	07/07/20	2203120536-Park Irrigation Pum	270.61			1 43800	690	10103
	07/07/20	2220539718-105 4th St.	24.84			1 41000	690	10103
	07/07/20	2202173221-Well #1	449.09			25 43400	690	10103
	07/07/20	2204528757-Well #2	489.94			25 43400	690	10103
	07/07/20	2200294896-7420 Hove Rd	12.28			26 43500	690	10103
	07/07/20	2203342536-Sewer Aerator	820.32			26 43500	690	10103
	07/07/20	2201932288-Lift Station	26.33			26 43500	690	10103
	07/07/20	2223894011-Pwks Shop	51.81			1 43100	690	10103
		Total for Vendor:	2,562.19					
6124		85 IDAHO PRESS-TRIBUNE	148.00					
	070025404	06/28/20 Auction Notice-1/4 page	148.00*			1 41000	390	10103
		Total for Vendor:	148.00					
6099		94 J&M SANITATION	5,422.77					
	06/30/20	Trash Collections-June 2020	5,422.77			28 43600	320	10103
		Total for Vendor:	5,422.77					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6127		999999 LAYNE PUMP	200.00					
	18005	07/09/20 Troubleshoot @ Well#2	200.00			25 43400	390	10103
		Total for Vendor:	200.00					
6125		999999 MATTHEW BENDER & COMPANY., INC	48.43					
	19215843	06/22/20 Idaho Code Supplement	48.43			1 41000	650	10103
		Total for Vendor:	48.43					
6126		218 Petty Cash	80.00					
	07/13/20	P&Z Packets mailed	9.60			1 41900	390	10103
	07/13/20	Cert. Letters mailed	49.25*			1 41000	390	10103
	07/13/20	Cert. Letter/Book Stamps	17.95*			1 41000	390	10103
	07/13/20	Annex Orrdin to State/IdaPower	3.20*			1 41000	390	10103
		Total for Vendor:	80.00					
6128		172 USABLUBOOK	136.97					
	284654	07/02/20 Cutrine-Algae at WWTP	136.97*			26 43500	390	10103
		Total for Vendor:	136.97					
6109		175 VERIZON WIRELESS	106.80					
	9857539053	07/26/20 City Clerk cell phone	53.40			1 41000	690	10103
	9857539053	07/26/20 Public Works cell phone	53.40			25 43400	690	10103
		Total for Vendor:	106.80					
		# of Claims	18	Total:				12,516.93

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$3,044.71
25 Water	
10103 General Cash Account	\$2,824.81
26 Sewer	
10103 General Cash Account	\$1,224.64
28 Solid Waste	
10103 General Cash Account	\$5,422.77
Total:	\$12,516.93

Claim Approval Signature Page

Approved _____
Date

Signature _____
Mayor