

MELBA CITY COUNCIL

AGENDA

Monday June 8, 2020 7:00 pm

Please Note: To meet with Social Distancing Practices City Council will meet at Tower Theater Friends Center, 321 Carrie Rex Ave. Melba, Idaho

COVID-19 Notice: Under authority of Governor's partial Open Meeting Law Suspension Proclamation March 13, 2020: Tower Theater Friends Center Occupancy Capacity because of social distancing is 54. Social distancing will be enforced.

The first 54 persons to appear, in addition to the Mayor, Council and Staff will be allowed in the meeting location. All other persons may access the meeting via Live Streaming: City of Melba Facebook page.

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

PUBLIC HEARING

ACTION
ITEM

This is a continuance of the May 11, 2020 public hearing. Purpose of the public hearing is to provide notice for a Public Auction date and value for the proposed sale of City owned property located at 126 Charlotte Dr., Melba, Idaho.

REGULAR SESSION

ACTION
ITEM

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 11, 2020 Regular Meeting
- C. Approve the May 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.*

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

4. Business

- ACTION ITEM A. Review for acceptance revised Grant Easement Agreement for Business sign.
- ACTION ITEM B. Continue discussion/status/action for Melba Valley Market-Code Violation.
- ACTION ITEM C. Review for discussion and/or approval Special Event Permit #2020-02 submitted by Russel Gant owner of Buck's Saloon and Steakhouse to allow him to organize and hold a Community 4th of July Celebration to possibly include a Community Parade and Fun Run/Walk. Other events will be held primarily on private property.
- ACTION ITEMS D. City Engineer to present the following
- HECO Contractor's Pay Application No. 19 – Water System Improvements-Additional Schedule (Baseline Rd.) for approval subject to concurrence with USDA-RD.
 - HECO Contractor's Pay Application No. 7 -Well #3-Replacement of Well #1 for approval subject to concurrence from Department of Commerce.
 - Approve for signature documents necessary to complete bidding, award, construction and payments for the Baseline Road Water Main Project subject to concurrence from USDA-RD.

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

6. Budget F/Y 2020-21 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 7. Adjourn

Enclosures: Agenda, Draft Minutes of May 11, 2020 Regular Meeting, Monthly/Quarterly Financial Reports, Special Event Permit Application/Plan-Buck's Saloon & Steakhouse Contractor's Pay Application No.19-Water System Improvements, Contractor's Pay Application No.7-Well #3 Replacement of Well #1, and miscellaneous correspondence

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 8, 2020

Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton

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

COVID-19 Notice

To meet Social Distancing Practices City Council met at Tower Theater Friends Center, 321 Carrie Rex Ave., Melba, Idaho.

Under authority of governor's partial Open Meeting Suspension Proclamation March 13, 2020: Tower Theater Friends Center Occupancy Restrictions: 54

The first 54 persons to appear, in addition to the Mayor, Council and staff were allowed in the meeting location. All other persons were able to access the meeting via Live streaming: City of Melba Facebook page.

PUBLIC HEARING

This was a continuance of the May 11, 2020 public hearing to provide notice for a Public Auction date for the proposed sale of City owned Real property located at 126 Charlotte Dr., Melba, Idaho.

City Attorney Houston reviewed process, procedure and options for the Council. After short discussion Council set an Auction date for Monday June 29, 2020 at 1:00 pm in the afternoon, the Auction will be live with Mayor Dickard presiding. A minimum bid of \$200,000 was set. The winning bids will be forwarded to the July 13, 2020 meeting for Council review, accept the highest bid or reject all bids; if all bids are rejected Council may then, place the property on the open market. Motioned by Hinderliter; 2nd by Forsgren. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes

Public Hearing was closed by motion from

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 11, 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 \$7,143.43 for payment of bills to include any regular bills that have not been received. Motion from Forsgren; 2nd by Johnshoy. Motion Carried.

2. Presentations:

There were no presentations

3. Citizen Participation:

There was no citizen participation.

4. Business

A. City Attorney presented the revised Grant Easement Agreement for the Business sign, Attorney Houston talked with the property owner, they are requesting \$12/year paid January 1st of each year, the first term to be 10 years, there after 5 year terms and include the size of the sign in the agreement language. City Engineer requested maintenance language be included. The Agreement was accepted and authorized Mayor's signature with changes by motion from Forsgren; 2nd by Hinderliter. Motion Carries.

City Attorney Houston will make changes and forward copies for signature.

B. Council discussion regarding Melba Valley Market status on the issue of non-compliance with Commercial zoning and/or submitting building plans to the Building Official regarding remodels completed without plans/building permit. To date there have been no plans submitted.

City Attorney Houston presented the letter sent via Certified Mail as well as standard mail requesting Mr. George's intentions to comply with the Building Official's request for a set of plans. Mr. George did not respond to the letter.

Mayor Dickard commented the apartments are vacated; the issue of plans to be submitted for remodel work completed has not been resolved, Mr. George has not contacted the Building Official.

After short discussion Mayor Dickard directed City Attorney to contact the Building Official requesting an inspection to ensure the apartments are vacated, Notice of No Certificate of Occupancy posted for the un-inspected remodel work. Motioned by Stapleton; 2nd by Forsgren.

C. A Special Event Permit Application submitted by Russell Gant, owner of Buck's Saloon and Steakhouse to allow a 4th of July Community Celebration to possibly include a parade and fun-run/walk. Mr. Gant is waiting for Melba Fire Department's to sign off on the plan and working on insurance required.

Mayor Dickard commented the fireworks will cost \$5,000, Mr. Gant is collecting donations, Mayor requested a \$500 donation from funds appropriated to the Melba Beautification Committee. The funds are available.

Council approved the Special Event Permit Application contingent upon the Fire Department signature, required insurance issue be resolved; Council also approved the \$500 donation towards the fireworks display by motion from Hinderliter; 2nd by Forsgren

D. City Engineer Mike Davis requested approval for signature on documents necessary to complete bidding, award, construction and payments for the Baseline Road water main line project subject to concurrence with USDA-RD. Mr. Davis reminded Council this project is an additional schedule to use the excess grant funds; due to the lower cost of the project, the process can be completed with a less restrictive procedures.

Council approved signature on documents for the Baseline Road project subject to approval from USDA-RD By motion from Hinderliter; 2nd by Stapleton. Motion Carried

City Engineer presented Contractor's Application No. 19 – HECO – Drinking Water System Improvements – Additional Schedule (Baseline Road) in the amount of \$2,500 for approval subject to concurrence with USDA-RD.

Council approved Contractor's Pay Application No. 19 -HECO – Additional Schedule (Baseline Road) in the amount of \$2,500 subject to concurrence with USDA-RD by motion from Hinderliter; 2nd by Forsgren. Motion Carried

City Engineer presented Contractor's Application No. 7 – HECO - Drinking Water System Improvements Phase 2 (Well #1) in the amount of \$3,345 for approval subject to approval from Department of Commerce.

Council approved Contractor's Pay Application No. 7 - HECO – Drinking Water System Improvements Phase 2 (Well #1) in the amount of \$3,345 subject to concurrence with Department of Commerce by motion from Forsgren; 2nd by Stapleton. Motion Carried

5. Reports

A. Beautification Committee – No meeting; Clerk reported the Committee will resume meetings in July.

B. City Attorney Kirk Houston – Attorney Houston did not have any other items for Council at this time.

C. City Engineer Mike Davis reported a bid opening was conducted via Zoom on May 6, 2020, 10:00 am, bids were to be emailed to the City Clerk; no bids were received for the new Well #3/Well #1 Replacement. After confirming with Kent Erickson, USDA-RD, Mr. Davis met with Tanner Pump & Drilling to negotiate the project. Tanner Pump & Drilling is familiar with the geology in Melba. Mr. Davis will work with the driller and have an update at the July 13, 2020 Council meeting. No other items at this time.

D. Public Works Supt., Darrell Romine reported he is working with Idaho Rural Water Association (IRWA) to update the Water Source Protection Plan. They are getting the committee together and will begin meeting soon. Supt. Romine did not have any other items to report.

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

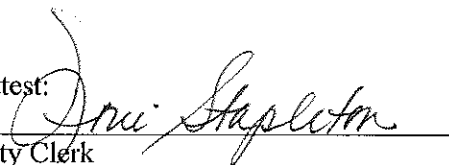
6. Fiscal Year 2020-21 Budget Work Session

City Clerk presented Council with a tentative 2020-2021 Fiscal Year Budget. During the workshop session Council discussed possibly raising outside city limit water user rates substantially; inside city limit user rates will increase also. Sewer user rates will also increase slightly. The increases will help offset the technical support subscription costs required for the utility billing, accounting, and Drinking Water and Sewer Plant software programs and other increased costs. A Tentative Budget will be presented at the July 13, 2020 based on the suggested changes.

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

Attest:

City Clerk



City Clerk



Mayor

09/30/20
10:10:05

CITY OF MELBA
Claim Details by Posted Date
For Claims from 06/08/20 to 06/08/20

First Interstate Bank
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6046	6913S	346 Amanda Freeland	60.00					
1	219	06/08/20 Contract Labor	60.00			1 41000	710	10103
		Total for Vendor:	60.00					
6022	6905S	14 ANALYTICAL LABORATORIES, INC.	52.00					
1	72289	05/31/20 Monthly TC	16.00			25 43400	350	10103
2	72289	05/31/20 Nitrate	36.00			25 43400	350	10103
		Total for Vendor:	52.00					
6061	6906S	340 Big Creek Inspection	30.00					
1	1014	05/31/20 MP#2020-06-218 Quail Dr.	30.00			1 41900	340	10103
		Total for Vendor:	30.00					
6029	6907S	140 CenturyLink	346.40					
1	05/25/20	Well House #1-DSL	73.98			25 43400	690	10103
2	05/25/20	Col. Park Lift Station	39.37			26 43500	690	10103
3	05/25/20	Sewer Screen Building	39.37			26 43500	690	10103
4	05/25/20	City Hall phone lines/Broadban	193.68			1 41000	690	10103
		Total for Vendor:	346.40					
6060	6908S	329 Darrell Romine	47.85					
1	06/08/20	Mileage-Training and supplies	13.75			25 43400	390	10103
2	06/08/20	Mileage-Training and supplies	34.10			26 43500	390	10103
		Total for Vendor:	47.85					
6024	6909S	193 Dennis Rogers	225.00					
1	029	05/30/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
2	029	05/30/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6042	6910S	94 J&M SANITATION	5,007.92					
1	05/31/20	Trash Collections-May 2020	5,007.92			28 43600	320	10103
		Total for Vendor:	5,007.92					

09/30/20
10:10:05

CITY OF MELBA
Claim Details by Posted Date
For Claims from 06/08/20 to 06/08/20

Page: 2 of 3
Report ID: AP100V

First Interstate Bank
* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6062	6911S	138 PRINTWRIGHT	277.00					
1	17385 06/04/20	#10 Regualr envelopes	63.00			1 41000	310	10103
2	17385 06/04/20	#10 Window envelopes	44.00			1 41000	310	10103
3	17385 06/04/20	UB-billing postcards	85.00			25 43400	390	10103
4	17385 06/04/20	UB-Billing postcards	85.00			26 43500	390	10103
		Total for Vendor:	277.00					
6063	6914S	172 USABLUBOOK	495.23					
1	235563 05/13/20	Chlorimeter	457.00			25 43400	390	10103
2	235563 05/13/20	Sample Packets	21.75			25 43400	390	10103
3	235563 05/13/20	Freight	16.48			25 43400	390	10103
		Total for Vendor:	495.23					
6052	6912S	175 VERIZON WIRELESS	106.80					
1	9855497824 05/26/20	City Clerk cell phone	53.40			1 41000	690	10103
2	9855497824 05/26/20	Public Works cell phone	53.40			25 43400	690	10103
		Total for Vendor:	106.80					
		# of Claims	10	Total:				6,648.20

** This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. **

09/30/20
10:10:05

CITY OF MELBA
Fund Summary for Claims by CL Posted Date
For Claims from 06/08/20 to 06/08/20

Page: 3 of 3
Report ID: AP110

Fund/Account	Amount
1 General	
10103 General Cash Account	\$444.08
25 Water	
10103 General Cash Account	\$848.36
26 Sewer	
10103 General Cash Account	\$347.84
28 Solid Waste	
10103 General Cash Account	\$5,007.92
Total:	\$6,648.20