

**MELBA CITY COUNCIL
AGENDA**

Monday May 11, 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

PUBLIC HEARING

ACTION ITEM 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 April 13, 2020 Regular Meeting
- C. Approve draft minutes of April 20, 2020 Special Meeting
- D. Approve the April 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].
- E. 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.*

- A. Brad Holton -- Candidate for Canyon County Commissioner District 2

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 ITEMS B. Melba Valley Market-Code Violation. Term to submit plans to the City Building Official for review has expired (120 days ended April 7, 2020). Apartments are in use; no occupancy certificates issued.
- ACTION ITEM C. Discussion for invoice submitted for irrigation repair at Randolph Ave and 3rd St. within the City's public right-of-way at 219 Randolph Ave.
- ACTION ITEM D. Review for discussion and/or decision, response to Melba City Code 10-6-7 – Recreation Vehicles, Motor Vehicles, Trailers, and Garages Restricted violation at 101 Randolph Ave.
- ACTION ITEM E. Review for discussion and/or approval for request from Don & Laura Seder to allow municipal water service to property (address to be decided) and adjacent to 6695 Baseline Rd., Melba.
- ACTION ITEM F. Special Event Permit #2020-01 approval for Melba High School Graduation Parade.
- ACTION ITEM G. Review Budget information for fiscal year 2020-2021.

5. Reports

- A. Melba Beautification Committee -- no meeting
- B. City Attorney – Kirk Houston
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka-written report

6. Adjourn

ACTION
ITEM

Enclosures: Agenda, Draft Minutes of April 13, 2020 Regular Meeting, Draft minutes of April 20, 2020 Special Meeting, Monthly Financial Reports, Minutes of December 9, 2019, Overall Plumbing invoice \$380, Code Violation/Owner Response letter 101 Randolph Ave., Municipal Water connection request for Don & Laura Seder, Melba City Code 8-1-6, Resolution No. 48-Water Connection Outside City Limits 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 May 11, 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, City Attorney Kirk Houston, and Brad Holton
Canyon County Commissioner Candidate for District 2.

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

PUBLIC HEARING

The City of Melba is practicing social distancing recommendations of physical distancing at least 6 feet apart.

Public Hearing proceedings were live streamed on the City of Melba Facebook page. City Council Members and staff participated remotely through electronic means.

Interested parties attending to provide comments were asked to sign in on the sign-up sheet and remain outside, when Council was ready for comments they would be let in the building.

Purpose of the public hearing was to provide notice for a Public Auction date and value for the proposed sale of City owned property located at 126 Charlotte Dr., Melba.

The was no one in attendance for comment.

After short discussion the Public Hearing was continued to the June 8, 2020 Council meeting to allow the demolition crew time to complete clean-up of the property by motion from Hinderliter; 2nd from Forsgren.
Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

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 April 13, 2020 Regular Meeting
- C. Approve draft minutes of April 20, 2020 Special Meeting
- D. 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 \$14,296 for payment of bills to include any regular bills that have not been received. Motion from Forsgren; 2nd by Hinderliter. Motion Carried.

2. Presentations:

Canyon County District 2 Commissioner Candidate Brad Holton thanked the Mayor and Council for allowing him to attend the meeting to present his platform for candidacy. Mr. Holton is currently the Mayor of Greenleaf and has held that position for 23 years; he has the most experience in a government position than the other candidates. Mayor Holton is in a place in his life where he has the time and knows he can do a good job representing the smaller communities, Greenleaf is a small community that has gone through several of the same issues. Mayor Holton thanked the Council for their time and stood for any questions. Council thanked Mayor Holton and wished him luck in the elections.

3. Citizen Participation:

There was no citizen participation.

4. Business

A. City Attorney was unable to draft a new Grant Easement Agreement, he is having a difficult time contacting Mr. Jamison, a letter was mailed to Mr. Jamison requesting him to contact the City Attorney's office to clarify property ownership for signature. Mr. Jamison phoned City Hall with updates, but ownership was still not clarified. Attorney Houston will continue to try to connect with Mr. Jamison, if he is unable to do so by June 8, 2020 Council meeting, he will complete the draft with Mr. Jamison's updates and present it at the June 8 meeting for review and acceptance.

B. Council reviewed a letter from Rick George regarding the building and zoning code violations at Melba Valley Market. Mr. George comments that he is working on the items requested by the Council, and listed items completed to date. A walk through with the Fire Marshall items have been ordered and/or completed. His architect is working on the requested plans.

The City Council December 9, 2019 minutes indicate Mr. George was given 120 days (April 7, 2020) to submit plans to the Building Official for review of the apartment remodel. Those plans were not submitted as of today's date. Council member Hinderliter recused himself from the issue due to his relationship with Mr. George. After short discussion Council directed Attorney Houston to draft a letter requesting Mr. George submit the requested plans to City Hall prior to May 29, 2020 or vacate the apartment to comply with the Commercial Zone classification. Motion by Forsgren; 2nd by Stapleton

C. An invoice from Overall Plumbing for \$380 was presented for discussion of payment due to irrigation repairs at Randolph Ave and 3rd St. The property owner called the plumber because she thought the break in the line was on her property; the break was outside of her fence line in the public right-of-way. Publicworks Supt. called DayStar Excavation to fix the break, property owners on the "common ditch" are responsible to pay for the repairs and will be invoiced. The property owner requested the invoice received from Overall Plumbing be included in the total costs of the repair. After short discussion, Council directed City Clerk to pay the invoice to be included in the total costs to be reimbursed to the City by the property owners. Motion by Hinderliter; 2nd by Forsgren Motion Carried.

D. Council reviewed a letter from Chad and Tabitha Hores at 101 Randolph regarding a complaint that a Recreation Vehicle (RV) is being used for a residence on the property. Hores' explain that the RV is "temporary" and is only used for a spare bedroom it is not "lived" in. The Hores' are caretakers for their Grandmother who has health issues that do not permit her to live by herself. There are no relatives that live with less than 45 minutes, should an emergency occur. The RV is not connected to municipal services. Council also reviewed letters from neighbors in support of the Hores' to allow the RV, therefore Hores' are able to continue caring for their Grandmother. After review of correspondence and short discussion Council directed City Clerk to draft a letter allowing the RV temporarily until the situation changes, on the condition the property owner

submits a Conditional Use Permit Application under a hardship situation to Melba Planning and Zoning allowing the temporary use of the RV. Motion by Stapleton; 2nd by Hinderliter Motion carried

E. Council reviewed an application for request of municipal water connection outside city limits for Don and Laura Seder the property is located on the corner of Baseline Rd and Southside Blvd. (address TBD; adjacent to 6695 Baseline Rd.). City Council is encouraging annexation and denied the application at this time by motion from Hinderliter; 2nd by Forsgren. Motion Carried

F. An application for Special Event Permit No. 2020-01 submitted by Melba High School to allow a "Graduation Parade" for Seniors was approved and issued by motion from Forsgren; 2nd by Hinderliter.

G. City Clerk did not have information for the 2020-2021 FY Budget ready for tonight's meeting, asked to continue the item to the June 8 meeting as a "workshop".

5. Reports

A. Beautification Committee – no meeting

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

C. City Engineer Mike Davis reported the bid opening for Well #3 project was held May 6, 2020 via Zoom and Facebook. There were no bids received. Idaho Code 67-2805 allows Council to move forward with the project, contacting drillers and negotiating a contract. City Engineer Davis will start the process of contacting drillers.

Mr. Davis reported the Baseline Rd waterline project, using the remaining USDA-RD Grant funds is on track.

The City's application for the Local Highway Rural Investment Program (LHRIP) project to chip-seal was not awarded this year. Nampa Highway District No. 1 has agreed to work with the City to chip-seal one (1) mile of roadway with City's funds, \$36,200. The project will include the first six (6) schedules repaired by Warrington Construction during the water line/meter upgrades.

D. Public Works Supt., Darrell Romine did not have any items to report. Mayor Dickard inquired on the status of 126 Charlotte Dr. demolition/clean-up. Darrell has not seen the crews working lately, Mayor requested Darrell contact Mr. Dice for status; Council would like the project completed by the June 8, 2020 Council meeting.

Mayor Dickard said he would like the Playground equipment sanitized every morning if that is not already being done.

E. Building Official, Chuck Pavelka no report.

Mayor Dickard commented the June 8, 2020 Council meeting should be safe to have on location; if anyone is not comfortable attending the meeting, we will run it on Zoom. It was suggested we move the meeting to the Tower Theater or Senior Center if available, to allow for the recommended safe six-foot (6ft) distancing. It was the Council's consensus to try to have the June 8, 2020 meeting in person and/or via Zoom.

6. **Adjourn** - With no other business, meeting adjourned at 8:59 pm by motion from Forsgren; 2nd by Stapleton Motion Carried.

Attest:

City Clerk


Don Stapleton
City Clerk



Mayor

05/11/20
15:49:10

CITY OF MELBA
Claim Approval List
For the Accounting Period: 5/20

Page: 1 of 2
Report ID: AP100V

For doc #s from 5699 to 6009, 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
5966		14 ANALYTICAL LABORATORIES, INC.	16.00					
	71549	04/30/20 Monthly TC	16.00			25 43400	350	10103
		Total for Vendor:	16.00					
5971		340 Big Creek Inspection	348.75					
	1013	04/26/20 MP-2020-03	273.75			1 41900	340	10103
	1013	04/26/20 MP-2020-05	75.00			1 41900	340	10103
		Total for Vendor:	348.75					
6008		21 BLACK MOUNTAIN SOFTWARE, INC.	4,903.00					
	25583	05/01/20 Cloud Hosting/Accting Support	2,221.00*			1 41000	390	10103
	25583	05/01/20 Cloud Hosting/UB Support	1,341.00			25 43400	390	10103
	25583	05/01/20 Cloud Hositng/UB Interface Sup	1,341.00*			26 43500	390	10103
		Total for Vendor:	4,903.00					
5974		31 CARDMEMBER SERVICES	556.59					
	05/03/20	AIT Subscriptions	173.74			1 41000	710	10103
	05/03/20	Ranger P/up fuel	70.60			25 43400	390	10103
	05/03/20	Lawnmower fuel	66.00			1 43800	390	10103
	05/03/20	Chevy fuel	33.00			1 43100	390	10103
	05/03/20	Lawnmower tire	10.60			1 43800	390	10103
	05/03/20	Weed burner repair	116.59			1 43100	390	10103
	05/03/20	Shop Supplies/Chevy main	86.06			1 43100	390	10103
		Total for Vendor:	556.59					
5973		140 CenturyLink	346.40					
	04/25/20	Well House #1-DSL	73.98			25 43400	690	10103
	04/25/20	Col. Park Lift Station	39.37			26 43500	690	10103
	04/25/20	Sewer Screen Building	39.37			26 43500	690	10103
	04/25/20	City Hall phone lines/Broadban	193.68			1 41000	690	10103
		Total for Vendor:	346.40					
5968		193 Dennis Rogers	300.00					
	028	04/30/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	028	04/30/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
	028	04/30/20 Assistance-hourly	75.00			25 43400	300	10103
		Total for Vendor:	300.00					
6009		53 FERGUSON WATERWORKS #3680 #3007	64.35					
	8166937	04/30/20 Park Irrigation	64.35			1 43800	400	10103
		Total for Vendor:	64.35					
6000		82 IDAHO POWER	2,265.06					
	04/25/20	2204093385-Street Lights	316.55			1 43100	410	10103
	05/07/20	2201490311-City Hall	117.59			1 41000	690	10103
	05/07/20	2203120536-Park Irrigation Pum	165.31			1 43800	690	10103
	05/07/20	2220539718-105 4th St.	18.19			1 41000	690	10103
	05/07/20	2202173221-Well #1	350.68			25 43400	690	10103
	05/07/20	2204528757-Well #2	392.47			25 43400	690	10103
	05/07/20	2200294896-7420 Hove Rd	13.63			26 43500	690	10103
	05/07/20	2203342536-Sewer Aerator	819.68			26 43500	690	10103
	05/07/20	2201932288-Lift Station	31.32			26 43500	690	10103
	05/07/20	2223894011-Pwks Shop	39.64			1 43100	690	10103
		Total for Vendor:	2,265.06					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5986		94 J&M SANITATION 04/30/20 Trash Collections-April 2020	5,352.61 5,352.61			28 43600	320	10103
		Total for Vendor:	5,352.61					
5995		175 VERIZON WIRELESS	106.80					
	9853448012	05/26/20 City Clerk cell phone	53.40			1 41000	690	10103
	9853448012	05/26/20 Public Works cell phone	53.40			25 43400	690	10103
		Total for Vendor:	106.80					
5993		334 WEX Bank	36.77					
	65284723	04/30/20 Pick up fuel	36.77			25 43400	390	10103
		Total for Vendor:	36.77					
		# of Claims	11	Total:				14,296.33

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$4,024.45
25 Water	
10103 General Cash Account	\$2,484.90
26 Sewer	
10103 General Cash Account	\$2,434.37
28 Solid Waste	
10103 General Cash Account	\$5,352.61
Total:	\$14,296.33

Claim Approval Signature Page

Approved _____
Date

Signature _____
Mayor