

MELBA CITY COUNCIL
AGENDA

Monday November 11, 2019 7:00 pm

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

Pledge of Allegiance: Councilmember Johnshoy

PUBLIC HEARING

ACTION
ITEM

Rick George – Melba Valley Market – Rezone Application 2019-01 – Request for rezone of property described as Section 36 – 1N – 2W of the Melba Original TX 96458 in Track D, more commonly described as 112 4th St., Melba, Idaho 83641. The purpose of the request is to bring the property into compliance with proper zoning classification for the current uses of the property. Proposed Rezone to BR-1 (Business/Residential)

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 October 14, 2019 Regular Meeting
- C. Approve the October 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. Business

ACTION
ITEM

A. Melba Valley Senior Center representative Michele Martinez to propose use of library building at Melba City Park.

ACTION
ITEM

- B. City Engineer to present the following regarding the Drinking Water System Improvements:
- Contractor’s Pay Application for Payment No. 18 – HECO – FINAL in the amount of \$8,874.53 for review and approval with concurrence from USDA-RD.

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

- Amendment No. 5 – HECO-Amendment to Owner-Engineer Agreement to reduce the total agreement in the amount of \$5,954.29 regarding Drinking Water System Improvements project for review and approval with concurrence from USDA-RD.

ACTION
ITEM

- Contractor's Pay Application for Payment No. 5 – Phase 2 – Well #1 Replacement/ Distribution System Improvements - HECO in the amount of \$3,345.00 for approval with concurrence from Idaho Department of Commerce

5. 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 attached)

ACTION
ITEM

6. Adjourn

Enclosures: Agenda, Draft Minutes of October 14, 2019 Regular Meeting, Monthly Financial Reports, Staff Report-Rezone 2019-0 Melba Valley Market, Contractor's Pay Application No.18, Amendment No. 5-Amendment to Owner-Engineer Agreement, Contractor's Pay Application No. 5, Building Official's report, DEQ correspondence and miscellaneous correspondence

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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 November 11, 2019

Councilmembers in Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton

Councilmembers Absent:

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

PUBLIC HEARING

Rick George – Melba Valley Market – Rezone Application 2019-01 – Request for rezone of property described as Section 36 – 1N – 2W of the Melba Original TX 96458 in Track D, more commonly described as 112 4th St., Melba, Idaho 83641. The purpose of the request is to bring the property into compliance with the proper zoning classification for the current uses of the property. Proposed Rezone to BR-1 (Business/Residential)

Mayor Dickard opened the Public Hearing at 7:00 pm, the Opening Statement was read.

Rick George commented plans were submitted in September. The Building Official has not completed his inspections.

Councilman Stapleton asked Mr. George how many apartments are on the site. Mr. George responded, two (2) he lives in one and rents the other to an employee

There was no one present to offer testimony in favor of or opposition to the request.

There was no written testimony received regarding this issue.

Mayor Dickard directed City Clerk to contact the Building Official to for status on the plans and inspections.

With no other testimony or questions from the Council, the public hearing was closed by motion from Forsgren; 2nd by Johnshoy.

After short discussion Council continued the Public Hearing to December 9, 2019 at 7:00 pm, to discuss information received after the City Clerk contacts with the Building Official by motion from Stapleton; 2nd by Forsgren.

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 October 14, 2019 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 \$ 8,565.24 for payment of bills to include regular bills that have not been received. Motion from Stapleton; 2nd by Johnshoy. Motion Carried.

2. Presentations:

There were no presentations

3. Citizen Participation:

Eagle Scout, West Hansen appeared before Council to present a proposal to build a Welcome to Melba sign. Council was grateful for the proposal, but there are already signs on both the North and South side of town. Mayor suggested the Beautification Committee's plans for way-finding signs. West may be able to work with the Committee or contact the Senior Center, they might have a project. Michele Martinez, Coordinator for the Senior Center was in the audience and agreed, the Senior Center could use a new sign. West agreed to contact Ms. Martinez in the near future for the project.

4. Regular Business:

A. Michele Martinez, Coordinator for the Senior Center appeared before Council to request use of the Library Building. The Senior Center would use the building for their thrift store, at present the store is in the back of the Senior Center with limited space. The Senior Center is an established 501c(3), items in the Thrift Store are not priced and are sold on a donation basis. After short discussion, Council directed Attorney Houston to draft a Memo of Understanding between the City of Melba and the Melba Valley Senior Center authorized the Mayor's signature by motion from Johnshoy; 2nd by Stapleton.

B. City Engineer presented the following pay applications regarding the Drinking Water Project for review and acceptance

- Contractor's Pay Application No. 18-Final for HECO Engineers was approved for payment in the amount of \$8,874.53 with concurrence of USDA-RD by motion from Stapleton; 2nd by Forsgren. Motion Carried.
- Amendment No. 5-HECO-Amendment to Owner-Engineer Agreement to reduce the total agreement in the amount of \$5,954.29 regarding Drinking Water System Improvements project was approved with concurrence of USDA-RD by motion from Forsgren; 2nd by Johnshoy. Motion Carried.
- Contractor's Pay Application No. 5 – Phase 2- Well #1 Replacement/Distribution System Improvements Project-HECO Engineers was approved for payment in the amount of \$3,345.00 with concurrence from Idaho Department of Commerce by motion from Stapleton; 2nd by Forsgren. Motion Carried

5. Reports

A. Beautification Committee – No report.

B. City Attorney Kirk Houston – No report.

C. City Engineer Mike Davis reported

- After speaking with Kent Erickson, USDA-RD the RD funds not expended on Phase 1 of the Drinking Water project can be used for Phase 2, only if used for distribution, the funds cannot be used for the Well replacement since it was not part of the original application. The project can use the short bid process.
- Mr. Davis emailed samples of the project sign for comment. Mayor, City Clerk and Councilman Stapleton had reviewed the graphics. The chosen sample will be made up for review by the property

- owner as requested. Once the property owner agrees, Mr. Davis will put together the legal description for an easement and agreement.
- The Transportation Alternatives Program (TAP) application for the improvements on Carrie Rex Ave from 4th St. to 2nd St was submitted November 8, 2019 for pre-screening of the application.
- Mr. Davis and the City Clerk are working to complete an application for Local Rural Highway Improvement Program (LRHIP) funding for the City's chip seal project, applications are due to Local Highway Technical Assistance Council (LHTAC) December 2, 2019.
- Mr. Davis reviewed Final Plan for Melba Estates, a comment letter has been submitted to the developers and the City.

D. Public Works Supt., Darrell Romine reported he has made arrangements to have the sewer lines cleaned and a filmed for review to inspect for trouble areas. Public Works Supt. Romine did not have any other items.

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

Attest:

City Clerk



City Clerk



Mayor

10/14/19
14:46:10

CITY OF MELBA
Claim Approval List
For the Accounting Period: 10/19

Page: 1 of 3
Report ID: AP100V

For doc #s from 5597 to 5645, 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 |
|--------|-----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5606 | | 14 ANALYTICAL LABORATORIES, INC. | 291.00 | | | | | |
| | 66560 | 09/30/19 Monthly TC | 16.00 | | | 25 43400 | 350 | 10103 |
| | 66560 | 09/30/19 EPA THM | 110.00 | | | 25 43400 | 350 | 10103 |
| | 66560 | 09/30/19 HAAs | 165.00 | | | 25 43400 | 350 | 10103 |
| | | Total for Vendor: | 291.00 | | | | | |
| 5640 | | 20 BENCONNECTED COMPUTER SERVICES, | 200.00 | | | | | |
| | 14766 | 10/01/19 Quarterly maintenance | 200.00 | | | 1 41000 | 710 | 10103 |
| | | Total for Vendor: | 200.00 | | | | | |
| 5625 | | 31 CARDMEMBER SERVICES | 684.48 | | | | | |
| | 10/03/19 | Ranger battery | 119.76 | | | 25 43400 | 390 | 10103 |
| | 10/03/19 | Lawnmower fuel | 37.40 | | | 1 43800 | 390 | 10103 |
| | 10/03/19 | Chevy fuel/weed control | 99.26 | | | 1 43100 | 390 | 10103 |
| | 10/03/19 | IRW conference | 214.03 | | | 26 43500 | 150 | 10103 |
| | 10/03/19 | IRW conference | 214.03 | | | 25 43400 | 150 | 10103 |
| | | Total for Vendor: | 684.48 | | | | | |
| 5623 | | 140 CenturyLink | 350.00 | | | | | |
| | 09/25/19 | Well House #1-DSL | 73.98 | | | 25 43400 | 690 | 10103 |
| | 09/25/19 | Col. Park Lift Station | 39.92 | | | 26 43500 | 690 | 10103 |
| | 09/25/19 | Sewer Screen Building | 39.92 | | | 26 43500 | 690 | 10103 |
| | 09/25/19 | City Hall phone lines/Broadban | 196.18 | | | 1 41000 | 690 | 10103 |
| | | Total for Vendor: | 350.00 | | | | | |
| 5641 | | 325 COMPASS | 65.00 | | | | | |
| | 220013 | 10/01/19 Quarterly Membership Dues | 65.00 | | | 1 43100 | 390 | 10103 |
| | | Total for Vendor: | 65.00 | | | | | |
| 5615 | | 193 Dennis Rogers | 225.00 | | | | | |
| | 001 | 09/30/19 Contract B/Up Operator DWC | 75.00 | | | 25 43400 | 300 | 10103 |
| | 001 | 09/30/19 Contract B/Up Operator WW | 150.00 | | | 26 43500 | 300 | 10103 |
| | | Total for Vendor: | 225.00 | | | | | |
| 5643 | | 999999 FLUENCE USA | 996.00 | | | | | |
| | 09/11/19 | Aerator repairs | 996.00 | | | 26 43500 | 390 | 10103 |
| | | Total for Vendor: | 996.00 | | | | | |
| 5644 | | 85 IDAHO PRESS-TRIBUNE | 58.32 | | | | | |
| | 101932538 | 10/03/19 P&Z legal notice | 58.32 | | | 1 41000 | 650 | 10103 |
| | | Total for Vendor: | 58.32 | | | | | |
| 5609 | E | 87 IDAHO STATE TAX COMMISSION | 304.00 | | | | | |
| | 10/15/19 | Admin Salary | 150.00 | | | 1 41000 | 110 | 10103 |
| | 10/15/19 | Hwy Salary | 146.00 | | | 1 43100 | 110 | 10103 |
| | 10/15/19 | Park Salary-Seasonal labor | 8.00 | | | 1 43800 | 390 | 10103 |
| | | Total for Vendor: | 304.00 | | | | | |
| 5605 | | 94 J&M SANITATION | 4,842.25 | | | | | |
| | 09/30/19 | Trash Collections-Sept 2019 | 4,842.25* | | | 25 43400 | 320 | 10103 |
| | | Total for Vendor: | 4,842.25 | | | | | |

10/14/19
14:46:10

CITY OF MELBA
Claim Approval List
For the Accounting Period: 10/19

For doc #s from 5597 to 5645, 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 |
|--------|-------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5645 | | 999999 KUNA MELBA NEWS | 39.00 | | | | | |
| | | 52 week subscription | 39.00 | | | 1 41000 | 390 | 10103 |
| | | Total for Vendor: | 39.00 | | | | | |
| 5608 | E | 128 PERSI | 1,841.81 | | | | | |
| | | 10/15/19 PERSI | 418.49 | | | 1 41000 | 110 | 10103 |
| | | 10/15/19 PERSI | 1,041.97 | | | 1 41000 | 210 | 10103 |
| | | 10/15/19 PERSI | 381.35 | | | 1 43100 | 110 | 10103 |
| | | Total for Vendor: | 1,841.81 | | | | | |
| 5610 | E | 215 United States Treasury | 2,566.26 | | | | | |
| | | 10/15/19 Fed-941 report | 860.56 | | | 1 41000 | 110 | 10103 |
| | | 10/15/19 Fed-941 Report | 893.63 | | | 1 41000 | 210 | 10103 |
| | | 10/15/19 Fed-941 Report | 363.07 | | | 1 43800 | 110 | 10103 |
| | | 10/15/19 Fed-941 Report | 345.00 | | | 1 43100 | 110 | 10103 |
| | | 10/15/19 Fed-941 Report-Seasonal labor | 104.00 | | | 1 43800 | 390 | 10103 |
| | | Total for Vendor: | 2,566.26 | | | | | |
| 5598 | | 175 VERIZON WIRELESS | 117.38 | | | | | |
| | | 9838972427 10/18/19 Clerk cell phone | 53.69 | | | 1 41000 | 690 | 10103 |
| | | 9838972427 10/18/19 Public Works cell/internet | 63.69 | | | 25 43400 | 690 | 10103 |
| | | Total for Vendor: | 117.38 | | | | | |
| 5621 | | 334 WEX Bank | 83.04 | | | | | |
| | | 61553408 09/30/19 Pick up fuel | 83.04 | | | 25 43400 | 390 | 10103 |
| | | Total for Vendor: | 83.04 | | | | | |
| 5597 | | 181 WHITE PETERSON ATTORNEYS AT LAW | 522.54 | | | | | |
| | | 136019 09/30/19 Sept 2019 Retainer | 375.00 | | | 1 41000 | 650 | 10103 |
| | | 136019 09/30/19 Sept 2019 Retainer | 125.00 | | | 25 43400 | 650 | 10103 |
| | | 136019 09/30/19 mileage | 22.54 | | | 1 41000 | 650 | 10103 |
| | | Total for Vendor: | 522.54 | | | | | |
| | | # of Claims | 16 | Total: | | | | 13,186.08 |
| | | Total Electronic Claims | | | | | | 4,712.07 |
| | | Total Non-Electronic Claims | | | | | | 8474.01 |

Fund Summary for Claims

| Fund/Account | Amount |
|----------------------------|-------------|
| 1 General | |
| 10103 General Cash Account | \$5,858.46 |
| 25 Water | |
| 10103 General Cash Account | \$5,887.75 |
| 26 Sewer | |
| 10103 General Cash Account | \$1,439.87 |
| Total: | \$13,186.08 |

regular
also include invoices not
yet received - Soda Power
Impact, Copier - etc