

MELBA CITY COUNCIL
AGENDA

Monday September 9, 2019 7:00 pm

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

Pledge of Allegiance: Councilmember Hinderliter

1. Consent Agenda

ACTION ITEM *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 August 12, 2019 Regular Meeting/Budget Hearing
- C. Approve the August 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.*

- A. Joe Burns representative of US Census Bureau to coffer information to the Mayor and Council regarding the US Census 2020 Complete Count Campaign, to encourage all households respond to the census.

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. City Engineer to present the following regarding the Drinking Water System Improvements:
 - Contractor's Pay Application for Payment No. 16 – HECO in the amount of \$7390.78 for review and approval with concurrence from USDA-RD.

- ACTION ITEM**
- B. City Engineer to facilitate a discussion of asphalt repair alternatives for the Water System Improvement Project. Possible action by Council: to give direction prior to issuance of letter to Warrington Construction.

5. Reports

- ACTION ITEM**
- A. Melba Beautification Committee - Councilman Stapleton
 - B. City Attorney – Kirk Houston
 - C. City Engineer - Mike Davis
 - D. Public Works - Darrell Romine

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** **6. Executive Session**
Council may convene into Executive Session under Idaho Code 74-206(1)(f) to communicate with legal counsel to discuss ramifications of and legal options for pending litigation. By motion and Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton

**ACTION
ITEM** **7. Miscellaneous**

**ACTION
ITEM** Review/discussion regarding correspondence received from Tom Dickson, property owner at 130 Charlotte Dr., Melba, Idaho regarding permission to drill a well for irrigation purposes.

8. Adjourn

Enclosures: Agenda, Draft Minutes of August 12, 2019 Regular Meeting/Budget Hearing, Monthly Financial Reports, Contractor's Pay Application No.16, correspondence from Tom Dickson and miscellaneous correspondence

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City of Melba
Minutes

Monday September 9, 2019

Councilmembers in Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton

Also present were the following: City Attorney Kirk Houston, City Engineer Mike Davis, Public Works Supt. Darrell Romine, Joe Burns US Census Bureau Representative and other interested citizens.

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 August 12, 2019 Public Hearing/Regular Meeting
- C. Treasurer's Report

The 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 \$ 10,638.24 for payment of bills to include regular bills that have not been received. Motion from Stapleton; 2nd by Johnshoy. Motion Carried.

2. Presentations:

Joe Burns with the US Census Bureau presented information regarding the Census Bureau's "Complete Count" campaign. Mr. Burns commented the Census Bureau's mission is to count everyone, once. It is important that everyone responds to the questionnaire, it helps determine the number of Idaho seats for the US House of Representative and how and where funds are distributed. Persons will be able to respond to the questionnaire online, by phone and the traditional paper questionnaire. Council thanked Mr. Burns for the information.

3. Citizen Participation:

There was no one in attendance for citizen participation

4. Regular Business:

A. City Engineer presented the following for review and acceptance

- Contractor's Pay Application No. 16 for HECO Engineers was approved for payment in the amount of \$7,390.78 with concurrence of USDA-RD by motion from Hinderliter; 2nd by Forsgren. Motion Carried.

B. City Engineer Mike Davis facilitated discussion regarding the asphalt repairs made as part of the Drinking Water System Improvements Project. Deviations are still apparent after the surface grinding process used, the process also left grooves in the pavement and areas show apparent damage to pavement outside of the trench repair. Mr. Davis is in the process of drafting a letter to Warrington for correction of the unacceptable repairs and would like the Council's direction. Mr. Davis offered information to the Council regarding two options; have Warrington fix the grinding completed and chip seal the full lane of roadway from edge to centerline; or mill and inlay the repaired surfaces. Valve collars will be removed and replaced. Any road markings removed during the repair work will be replaced. Council directed Mr. Davis to require Warrington to mill and inlay the repaired surfaces by motion from Forsgren; 2nd from Hinderliter. Motion Carried.

5. Reports

A. Beautification Committee – Councilman Stapleton reported plans for the information kiosks at Centennial Park were discussed; Stapleton will contact Canyon County Parks/Recreation and Linda Morton-Keithley for contacts regarding design of the kiosks.

The business sign was discussed, requested City Engineer provide new costs for the project.

The Committee also discussed the possibility of a walking path around the soccer fields as a future project.

B. City Attorney Kirk Houston – Updated Council regarding the status of 126 Charlotte Dr., a Notice to remove personal property within thirty (30) days was posted on the trailer Ms. Wood resided in and was mailed to respective parties August 27, 2019. The appeal period for the default order and Judgement will expire September 12, 2019, once the posted Notice expires the City can move forward with clean-up. An application for annexation of the property should be initiated by the City Council to the Planning and Zoning, place as action item on the October 14, 2019 City Council agenda. City Attorney Houston did not have any new or further items for Council at this time.

C. City Engineer Mike Davis commented he received Department of Environmental Quality (DEQ) comments regarding plans for the Well #1 Replacement project. DEQ is requesting information regarding the City's plan for the existing Well #1 once new well is complete; City Engineer Davis advised the old well could be used as a monitoring well and will respond to that effect. City Engineer Davis did not have any new or further items for Council at this time.

D. Public Works Supt., Darrell Romine reported an issue of a customer's water being terminated for delinquency, the customer has cut padlocks off and turned the meter on numerous times. A written notice of the violation will be mailed, as per Melba City Code 8-1-18. The customer will be charged for three (3) padlocks he removed and three turn off/on fees and Public Works time for returning to the property numerous times.

6. Miscellaneous

Council reviewed correspondence from a property owner regarding a request to drill an irrigation well for his property. After short discussion Attorney Huston advised his office could draft a letter in response to the request. Council directed Attorney Houston to draft a letter in response, by motion from Johnshoy; 2nd by Stapleton.

8. **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

09/09/19
14:28:02

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/19

Page: 1 of 2
Report ID: AP100V

For doc #s from 5556 to 5583, First Interstate Bank
* ... Over spent expenditure

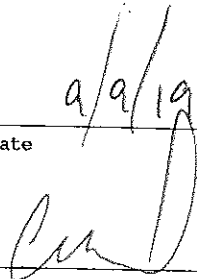
Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5564		14 ANALYTICAL LABORATORIES, INC.	34.00					
	65715	08/30/19 Monthly TC	16.00			25 43400	350	10103
	65715	08/30/19 Nitrate	18.00			25 43400	350	10103
		Total for Vendor:	34.00					
5583		140 CenturyLink	357.66					
	08/25/19	Well House #1-DSL	73.98			25 43400	690	10103
	08/25/19	Col. Park Lift Station	42.19			26 43500	690	10103
	08/25/19	Sewer Screen Building	42.19			26 43500	690	10103
	08/25/19	City Hall phone lines/Broadban	199.30			1 41000	690	10103
		Total for Vendor:	357.66					
5581		35 CHUCK PAVELKA	160.00					
	102	08/31/19 BP #459-Re-roof 144 Baseline	50.00*			1 41900	340	10103
	103	08/31/19 BP #460-Add/Re-roof 107 Carrie	110.00*			1 41900	340	10103
		Total for Vendor:	160.00					
5573		193 Dennis Rogers	225.00					
	020	08/31/19 Contract B/Up Operator D&C	75.00			25 43400	300	10103
	020	08/30/19 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
5563		94 J&M SANITATION	5,204.37					
	08/30/19	Trash Collections-August 2019	5,204.37*			25 43400	320	10103
		Total for Vendor:	5,204.37					
5556		175 VERIZON WIRELESS	117.38					
	9836958097	08/26/19 Clerk cell phone	53.69			1 41000	690	10103
	9836958097	08/26/19 Public Works cell/internet	63.69			25 43400	690	10103
		Total for Vendor:	117.38					
		# of Claims	6	Total:				6,098.41

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$412.99
25 Water	
10103 General Cash Account	\$5,451.04
26 Sewer	
10103 General Cash Account	\$234.38
Total:	\$6,098.41

10,638.24 ✓
Stapleton/Johnson -
to include bills not
yet received - list attached

Approved _____
Date 9/9/19

Signature _____
Mayor 

Invoices not received prior to meeting -

CARDMEMBER SERVICES

IDAHO POWER

Idaho Power - Streetlights

LINGO - *Fast long distance*

U.S. Bank Equipment Finance - *Copier/printer lease*

Valley Office Systems

WEX Bank (*Ranger pickup-fuel*)

WHITE PETERSON ATTORNEYS.

09/09/19
14:51:34

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/19

Page: 1 of 1
Report ID: AP100V

For doc #s from 5566 to 5568, 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
5567	E	87 IDAHO STATE TAX COMMISSION	273.00					
		09/09/19 Admin Salary	125.00*			1 41000	110	10103
		09/09/19 Hwy Salary	140.00*			1 43100	110	10103
		09/09/19 Seasonal Empl	8.00			1 43800	390	10103
		Total for Vendor:	273.00					
5566	E	128 PERSI	1,841.81					
		09/09/19 PERSI	418.49*			1 41000	110	10103
		09/09/19 PERSI	1,041.97			1 41000	210	10103
		09/09/19 PERSI	381.35*			1 43100	110	10103
		Total for Vendor:	1,841.81					
5568	E	215 United States Treasury	2,425.02					
		09/09/19 Fed-941 report	779.49*			1 41000	110	10103
		09/09/19 Fed-941 Report	856.51			1 41000	210	10103
		09/09/19 Fed-941 Report	354.02*			1 43800	110	10103
		09/09/19 Fed-941 Report	331.00*			1 43100	110	10103
		09/09/19 Fed-941 Report-Seasonal Empl	104.00			1 43800	390	10103
		Total for Vendor:	2,425.02					
		# of Claims	3	Total:				4,539.83
		Total Electronic Claims						4,539.83
		Total Non-Electronic Claims						

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$4,539.83
Total:	\$4,539.83

Claim Approval Signature

Approved

Date

Signature

Mayor

9/9/19
