

**PUBLIC HEARING/REGULAR MEETING OF
MELBA CITY COUNCIL
Melba City Hall
401 Carrie Rex Ave
AGENDA**

Tuesday September 15, 2020 7:00 pm

Note: Change in date. Meeting was re-scheduled to allow publication time for the budget amendment hearing.

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

Pledge of Allegiance: Councilmember Johnshoy

PUBLIC HEARING

The purpose of the Public hearing is to allow Mayor and Council to hear comments regarding the following item(s):

2019-2020 Fiscal Year Budget Amendment - The purpose of the proposed amendment is to correct the non-exempt property taxes in the amount of \$2,719. An additional sum of \$2,719 to be appropriated out of the revenues from the General Fund.

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 August 10, 2020 Public Hearing/Regular Meeting
- C. Approve the August 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. Draft Ordinance No. 274 - Proposed Amendment to Budget for Fiscal Year 2020-2021 for review and/or adoption using suspension of the three (3) readings rule. Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton.

**ACTION
ITEM**

B. Review for acceptance the Audit Engagement letter from Bailey and Company, Chtd.

5. Reports

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

6. Mayor to report on recent meeting with Governor Little and Elected Officials regarding updated COVID-19 information.

**ACTION
ITEM**

7. Adjourn

Enclosures: Agenda, Draft Minutes of August 10, 2020 Budget Hearing/Regular Meeting, Monthly Financial Reports, Engagement Letter, Engineer’s Report, Building Official’s written monthly report and miscellaneous correspondence.

NOTICE OF PUBLIC HEARING
Proposed Amendment to Appropriations Ordinance #273 Fiscal Year 2020-2021
CITY OF MELBA

Notice is hereby given that the City of Melba, Idaho, will hold a Public Hearing for consideration of an amendment to the 2020-2021 fiscal year budget appropriation Ordinance #273. **The hearing will be held at Melba City Hall Carrie Rex Ave Melba, Idaho, at 7:00 p.m., on September 15, 2020.** The purpose of the proposed amendment is to correct the non-exempt property taxes in the amount of \$2,719. An additional sum of \$2,719 to be appropriated out of the revenues from the following:

	2018-2019	2019-2020	2020-2021
GENERAL FUND			
General & Administration	<u>248,744</u>	<u>268,857</u>	<u>282,768</u>
Total General Fund	248,744	268,857	<u>282,768</u> 285,487
 WATER FUND	 175,700	 178,200	 193,168
SEWER FUND	177,000	193,700	187,700
SOLID WASTE FUND	<u>58,931</u>	<u>65,415</u>	<u>66,624</u>
TOTAL PROPOSED EXPENDITURES	648,602	660,375	730,260 732,979
73297960			

At said hearing all interested persons may appear and show cause, if any, why said proposed budget amendment should or should not be adopted.

Dated this 3rd day of September 2020
/s/ Noni Stapleton, City Clerk-Treasurer

Accommodations are available for persons with disabilities upon request. Please contact Melba City Hall at 495-2722 at least 48 hours prior to the meeting to make arrangements. The City of Melba is an Equal Opportunity Employer.

Publish : September 8, 2020 & September 15, 2020

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

Tuesday September 15, 2020

Note: Change in date. Meeting was re-scheduled to allow publication time for the budget amendment hearing.

Attendance: Forsgren, Hinderliter, Johnshoy,

Via Zoom: Stapleton

Also in Attendance: City Attorney Kirk Houston, Matthew Johnson, Public Works Darrell Romine

PUBLIC HEARING

The purpose of the Public hearing is to allow Mayor and Council to hear comments regarding A proposed amendment to Fiscal Year Budget 2020-21. The purpose of the proposed amendment is to correct a miscalculation in the non-exempt property taxes in the amount of \$2,719. An additional sum of \$2,719 to be appropriated out of the revenues from the General Fund.

With no one in attendance for comments and no further discussion from the Council; Hinderliter motioned to close the public hearing; 2nd by Forsgren. Motion Carried

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 10, 2020 Budget Hearing/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 \$12,566.12 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. Draft Ordinance No. 274 – Amending Budget Fiscal Year Budget 2020-2021 was presented for review and adoption. Draft Ordinance No. 274 was adopted using suspension of the three (3) reading rule by motion from Forsgren; 2nd by Johnshoy. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes

B. Audit Engagement Letter from Bailey and Company, Chtd was accepted for signature for fiscal year 2019-2020 by motion from Hinderliter; 2nd by Forsgren. Motion Carried

5. Reports

A. Beautification Committee – Mayor Dickard reported the Committee approved payment of \$5,400 to pave the remainder of the American Legion Parking lot and reviewed the final draft for the way-finding sign to be installed at Centennial Park; the sign is partially funded by a \$4,000 Community in Motion (CIM) grant through COMPASS.

B. City Attorney Kirk Houston – Attorney Houston commented on the ICRMP information provided regarding policy changes specific to employment practices and cyber liability. reported on the phone conversation with Chuck Pavelka, Rick George and Attorney Kevin Dinius regarding the original building plans for Melba Valley Market. It was reported Mr. George and his attorney were able to acquire a set of original building plans for Mr. Pavelka's review. Attorney Houston is offering no opinion as to the completeness of the plans provided; Mr. Pavelka will be the official to decide if the plans meet his request. Mr. George has also provided an updated set of plans from his engineer.

Attorney Houston announced he will be leaving White Peterson to join another firm in Boise. This will be his last meeting with the City. Mayor Dickard and the Council thanked Kirk for his work with the City and wished him well in his new position with a new firm. Attorney Houston commented it was a tough decision, he has enjoyed his time with the City. Matt Johnson will step back in as the City's primary Attorney. Mayor and Council welcomed Matt back. Matt commented, Attorney Houston has kept him abreast of issues and feels he will step back in well informed.

C. City Engineer Mike Davis was not in attendance but submitted a written report. Mayor Dickard reviewed the report with Council. Mr. Davis followed up with an email that Daystar Excavation has requested a two (2) week extension for the September 21 start date on the Fill Station to October 1, 2020, a revised Notice to Proceed reflecting the date change is attached for signature. (Report attached)

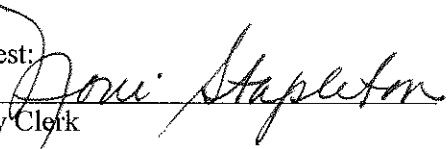
D. Public Works Supt., Darrell Romine reported MTI will be out to start the Seepage Test for Pond 2; he continues to fill Ponds 5&6 with irrigation water in preparation for Seepage Tests scheduled in October.

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

6. Adjourn - With no other business, meeting adjourned at 7:30 pm by motion from Forsgren, 2nd by Johnshoy Motion Carried.

Attest:

City Clerk



City Clerk



Mayor

09/14/20
13:21:45

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/20

Page: 1 of 3
Report ID: AP100V

For doc #s from 6203 to 6228, 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
6216		346 Amanda Freeland	100.00					
	224	09/14/20 Contract Labor	100.00			1 41000	710	10103
		Total for Vendor:	100.00					
6203		14 ANALYTICAL LABORATORIES, INC.	464.00					
	74862	08/31/20 Monthly TC	16.00			25 43400	350	10103
		08/31/20 Sodium, Na x2	26.00			25 43400	350	10103
		08/31/20 Arsenic x2	42.00			25 43400	350	10103
		08/31/20 VOC x2	380.00			25 43400	350	10103
		Total for Vendor:	464.00					
6208		140 CenturyLink	354.84					
		08/25/20 Well House #1-DSL	73.98			25 43400	690	10103
		08/25/20 Col. Park Lift Station	41.48*			26 43500	690	10103
		08/25/20 Sewer Screen Building	41.48*			26 43500	690	10103
		08/25/20 City Hall phone lines/Broadban	197.90			1 41000	690	10103
		Total for Vendor:	354.84					
6204		193 Dennis Rogers	225.00					
	032	08/31/20 Contract B/Up Operator DWC	75.00			25 43400	690	10103
	032	08/31/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6226		76 ICRMP	2,858.00					
	0211220211	09/01/20 Liability Ins premium	2,286.40*			1 41000	460	10103
	0211220211	09/01/20 Liability Ins premium	571.60*			25 43400	470	10103
		Total for Vendor:	2,858.00					
6214		82 IDAHO POWER	2,691.89					
		08/26/20 2204093385-Street Lights	323.17			1 43100	410	10103
		09/09/20 2201490311-City Hall	103.03			1 41000	690	10103
		09/09/20 2203120536-Park Irrigation Pum	291.42*			1 43800	690	10103
		09/09/20 2220539718-105 4th St.	22.34			1 41000	690	10103
		09/09/20 2202173221-Well #1	458.95			25 43400	690	10103
		09/09/20 2204528757-Well #2	521.51			25 43400	690	10103
		09/09/20 2200294896-7420 Hove Rd	13.65*			26 43500	690	10103
		09/09/20 2203342536-Sewer Aerator	819.33*			26 43500	690	10103
		09/09/20 2201932288-Lift Station	28.84*			26 43500	690	10103
		09/09/20 2223894011-Pwks Shop	109.65			1 43100	690	10103
		Total for Vendor:	2,691.89					
6213		94 J&M SANITATION	4,821.20					
		08/31/20 Trash Collections-Aug 2020	4,821.20			28 43600	320	10103
		Total for Vendor:	4,821.20					

40

09/14/20
13:21:45

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/20

Page: 2 of 3
Report ID: AP100V

For doc #s from 6203 to 6228, 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
6227		129 PIPECO, INC.	114.50					
	S388224500	08/19/20 Sprinkler heads	114.50			1 43800	400	10103
		Total for Vendor:	114.50					
6205		337 U.S. Bank Equipment Finance	151.58					
	423337294	09/06/20 Copier/Printer Lease	151.58			1 41000	710	10103
		Total for Vendor:	151.58					
6228		172 USABLUBOOK	29.31					
	339076	08/25/20 Chlorine sample test	21.75			25 43400	390	10103
	339076	08/25/20 Freight	7.56			25 43400	390	10103
		Total for Vendor:	29.31					
6219		175 VERIZON WIRELESS	104.88					
	9861656346	08/26/20 City Clerk cell phone	52.44			1 41000	690	10103
	9861656346	08/26/20 Public Works cell phone	52.44			25 43400	690	10103
		Total for Vendor:	104.88					
6217		334 WEX Bank	50.92					
	67247052	08/31/20 Pick up fuel	50.92			25 43400	390	10103
		Total for Vendor:	50.92					
6218		181 WHITE PETERSON ATTORNEYS AT LAW	600.00					
	140999	08/31/20 August 2020 Retainer	375.00			1 41000	650	10103
	140999	08/31/20 August 2020 Retainer	125.00*			25 43400	650	10103
	141001	08/31/20 August 2020 non-retainer-MVM	100.00			1 41000	650	10103
		Total for Vendor:	600.00					
		# of Claims	13	Total:				12,566.12

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$4,227.43
25 Water	
10103 General Cash Account	\$2,422.71
26 Sewer	
10103 General Cash Account	\$1,094.78
28 Solid Waste	
10103 General Cash Account	\$4,821.20
Total:	\$12,566.12

CD

09/14/20
13:21:46

CITY OF MELBA
Claim Approval Signature Page
For the Accounting Period: 9 / 20

Page: 5 of 5
Report ID: AP100A

Approved _____

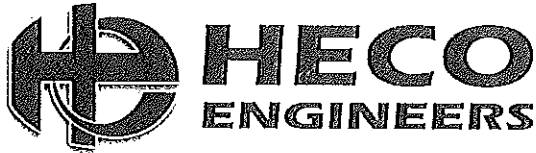
Date

9/15/20

Signature _____

Mayor





ENGINEERING REPORT

September 2020

1. Water Fill Station – Behind QRU

- Project to utilize a portion of the remaining grant funds from Rural Development
- Agreement Executed with Rural Development Concurrence.
- Preconstruction Meeting to be scheduled for week of September 14th
- Construction anticipated to start the week of September 21st

2. Well #3 (Replacement of Well #1)

- Awaiting costs from Tanner Drilling
- After repeated attempts to get proposal costs; HECO will proceed with contacting other drillers

3. Pond Seepage Testing

- DEQ denied City request for a revised testing schedule – August 20, 2020
- HECO sent letter to DEQ outlining plan for testing to comply with required schedule
 - Isolate Ponds 7 and 8 from operation until a future date to be determined
 - Fill Pond 5 with irrigation water
 - Fill Pond 6 with wastewater from Ponds 3 and 4
 - Perform seepage testing of Pond 2 in September and Ponds 5 and 6 in October
- DEQ has approved the Test Procedure for the testing of Ponds 2, 5, and 6 – September 4, 2020
- Testing of Pond 2 scheduled to begin the week of September 14th
- Testing of Pond 5 and 6 will be performed in October after they are filled to design level

4. DEQ Source Water Protection Grant

- Seeking \$10,000 grant to convert the existing Well #1 to a monitoring well after Well #3 is completed
- Awaiting DEQ award

5. Business Sign

- Still waiting for review and price quotes from two sign companies

6. Stosich Subdivision/Royalmaid Estates

- Meeting with developers on September 28, 2020
- Waiting for revised submittals

7. Melba Estates

- Waiting for construction

Noni Stapleton

From: Chuck Pavelka <cdpav916@hotmail.com>
Sent: Wednesday, September 2, 2020 5:16 PM
To: Noni Stapleton
Subject: August Building Permit Statement
Attachments: statement.pdf

Hi Noni,

August was a pretty slow month. There are no invoices for August; however, I did drive through town twice and on last Monday, August 24th, I did a phone interview/deposition with the Melba City Attorney and with the Melba Market store owner, Rick, and his lawyer Kevin Dinius.

Attached is the monthly statement for August for the Building Permits. Please let me know if you have any questions.

Thanks
Chuck

Sent from [redacted] for Windows 10