

AGENDA
REGULAR MEETING OF MELBA CITY COUNCIL
Melba City Hall 401 Carrie Rex Ave
Melba, Idaho 83641

Please Note: To meet the requirements of social distancing Melba City Council will meet at the American Legion Hall, 304 4th St., Melba, Idaho 83641

Monday January 11, 2021 7:00 pm

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

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 December 14, 2020 Regular Meeting
- C. Approve the December 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.*

- A. Debbie Saurey to present information for discussion of options for development of property at 201 and 205 2nd St.

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

- A. Discussion regarding possibility of acquiring a Code Enforcement Officer. City Attorney will offer discussion from research for options from the December 14 meeting.
- B. Continue discussion regarding City Hall update and/or replacement and possible locations. Continued from December 14, 2020 Council meeting.
- C. Councilman Hinderliter would like to discuss placing speed bumps in needed areas.

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

ACTION
ITEM

ACTION
ITEM

5. Reports

- A. Melba Beautification Committee – *No meeting, will resume meetings in February*
- B. City Attorney – Marc Bybee – *written report attached*
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka-*written report attached*

**ACTION
ITEM**

6. Council may convene into Executive Session under Idaho Code §74-206 1(c) to acquire an interest in real property not owned by a public agency.

**ACTION
ITEM**

7. Adjourn

Enclosures: Agenda, Draft Minutes of December 14, 2020 Regular Meeting, Monthly Financial Reports, Quarterly Financial Report, Attorney written report, Building Official's written monthly report and Code Enforcement correspondence from City of Notus, and any miscellaneous correspondence.

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

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 January 11, 2021

Note: Change in location: To meet the requirements of social distancing Council met at the American Legion Hall, 304 4th St., Melba, Idaho

Attendance: Forsgren, Hinderliter, Stapleton, Johnshoy

Also in Attendance: City Engineer Mike Davis, City Attorney Marc Bybee, Public Works Supt. Darrell Romine, and Debbie Saurey

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 December 14, 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 \$12,123.06 for payment of bills to include Idaho Power, Lingo and USBank Equipment that have not been received. Motion from Stapleton; 2nd by Forsgren. Motion Carried.

2. Presentations:

Debbie Saurey presented information regarding property at 201 and 205 2nd St.; Ms. Saurey is requesting to consolidate the two (2) smaller lots into one larger lot to allow more building area; she is also requesting to vacate right-of-way within the properties to allow ingress/egress off of 2nd St. City Attorney Bybee requested time to research the requests; will provide information to City Engineer. No action was taken at this time.

3. Citizen Participation:

There was no citizen participation.

4. Business

A. Attorney Bybee offered information regarding options for Code Enforcement. Correspondence from the City of Notus was shared with Council regarding "sharing" a Code Enforcement Officer. They are also in need of code enforcement. Attorney Bybee commented duties would need to be refined to allow the City to find someone that is not necessarily POST certified. After much discussion Mayor Dickard agreed to contact City of Notus and Canyon County. No final action was taken on this item.

B. Mayor Dickard contacted Bureau of Reclamation to inquire if the City could build a new City Hall as an addition to the Senior Center without compromising the 1984 Patent. They suggested a written plan with a rough sketch of the project for consideration be submitted to the Board for review. After lengthy discussion Mayor Dickard agreed to work with the City Clerk on a concept plan and letter to Bureau of Reclamation. No final action was taken on this item.

C. Councilman Hinderliter has noticed a lot of activity on Facebook regarding the traffic around the School during drop off and pick-up times. He would like to start a discussion of placing speed bumps or stop signs at

the intersection of 6th and Randolph Ave. City Engineer Mike Davis will look into steps the City will need to take to install a three (3) way stop at the intersection. No final action was taken on this item.

5. Reports

A. Beautification Committee – Beautification did not meet, there was no report.

B. City Attorney Bybee did not have any new items for the Council; will work on items discussed this evening for report at the February meeting.

C. City Engineer Mike Davis reported on the following items:

- Well #3-Replacement of Well #1 project - Contacted a well drilling company from Nevada and is waiting for their costs.
- Business Sign - Working with sign companies on installation costs. Mayor Dickard will contact someone he knows that works with cement to see if they will be interested in helping with the project.
- Drinking Water System Improvements project – The remaining RD grant funds have been spent on gravel spread at Well site and water meters for shop inventory.
- Evaporative ponds 7&8 – Monitoring water flow into the ponds to keep from bellowing; Mike has been updating Department of Environmental Quality (DEQ). Seepage tests will be required for the ponds. Seepage tests for ponds 5&6 are complete.
- Subdivision Reviews - Has reviewed and submitted a letter for Rock Pointe Subdivision preliminary plan for 12 lots on 2.6 acres located off of Charlotte Dr.
Reviewed and submitted letter for Celebration Pointe Subdivision preliminary plan for 6 lots on 1.46 acres also off of Charlotte Dr. Has not received revised plans for Royalmaid or Stosich Subdivisions off of Randolph Ave. to date.

D. Public Works Supt., Darrell Romine nothing to report; things are going well.

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

6. Council convened into Executive Session under Idaho Code § 74-206 1(c) to acquire an interest in real property not owned by a public agency by motion from Hinderliter; 2nd by Forsgren. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

Council returned to regular session by motion from Hinderliter, stating no actions were taken in Executive Session; 2nd by Forsgren. Motion Carried

7. **Adjourn** - With no further business, meeting adjourned at 8:45 pm by motion from Forsgren; 2nd by Stapleton. Motion Carried.

Attest:

City Clerk



Jovci Stapleton
City Clerk



Mayor

02/08/21
13:30:18

CITY OF MELBA
Claim Approval List
For the Accounting Period: 2/21

For doc #s from 6441 to 6481, 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
6469		346 Amanda Freeland	80.00			1 41000	710	10103
	236	02/08/21 Contract Labor	80.00					
		Total for Vendor:	80.00					
6461		14 ANALYTICAL LABORATORIES, INC.	16.00			25 43400	350	10103
	78703	01/31/21 Monthly TC	16.00					
		Total for Vendor:	16.00					
6476		18 BAILEY & COMPANY, CHARTERED	7,700.00			1 41000	650	10103
	101200	02/28/21 Audit Services FY2019-20	3,465.00			25 43400	650	10103
	101200	02/28/21 Audit Services FY 2019-20	1,925.00			26 43500	390	10103
	101200	02/28/21 Audit Services FY 2019-2026435	2,310.00					
		Total for Vendor:	7,700.00					
6477		999999 CAMPBELL TRACTOR CO	11,285.27			1 43100	700	10103
	W06361	02/01/21 John Deer Gator	3,046.00			1 43800	390	10103
	W06361	02/01/21 John Deer Gator	2,000.00			25 43400	700	10103
	W06361	02/01/21 John Deer Gator	3,193.27			26 43500	700	10103
	W06361	02/01/21 John Deer Gator	3,046.00					
		Total for Vendor:	11,285.27					
6464		140 CenturyLink	318.39			25 43400	690	10103
	01/25/21	Well House #1-DSL	73.98			26 43500	690	10103
	01/25/21	Col. Park Lift Station	43.29			26 43500	690	10103
	01/25/21	Sewer Screen Building	43.29			1 41000	690	10103
	01/25/21	City Hall phone lines/Broadban	157.83					
		Total for Vendor:	318.39					
6478		35 CHUCK PAVELKA	201.00			1 41900	340	10103
	143	01/31/21 BP #470-Melba Valley Market	201.00					
		Total for Vendor:	201.00					
6479		999999 DEBOER SAND & GRAVEL	338.30			1 43100	700	10103
	236569	02/04/21 20.83 yds Road Mix - delivered	338.30					
		Total for Vendor:	338.30					
6443		193 Dennis Rogers	225.00			25 43400	300	10103
	037	01/31/21 Contract B/Up Operator DWC	75.00			26 43500	300	10103
	037	01/31/21 Contract B/Up Operator WW	150.00					
		Total for Vendor:	225.00					
6441		73 HECO ENGINEERS	2,965.32			1 41000	650	10103
	45832	01/18/21 General Eng Services	247.50			26 43500	390	10103
	45833	01/18/21 Seepage Testing	2,717.82					
		Total for Vendor:	2,965.32					

02/08/21
13:30:18

CITY OF MELBA
Claim Approval List
For the Accounting Period: 2/21

Page: 2 of 2
Report ID: AP100V

For doc #s from 6441 to 6481, First Interstate Bank
* ... Over spent expenditure

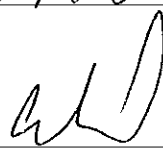
Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6480		343 Integrity Inspection Solutions, Y2M1-0041 01/20/21 Hydro Vac at WWTP-Screen Ro	525.00 525.00			26 43500	390	10103
		Total for Vendor:	525.00					
6467		94 J&M SANITATION 01/29/21 Trash Collections-Jan. 2021	5,205.57 5,205.57			28 43600	320	10103
		Total for Vendor:	5,205.57					
6481		152 SOUTHWEST IDAHO RC&D COUNCIL, 2102 01/01/21 Membership Dues FY 2021	50.00 50.00			1 41000	390	10103
		Total for Vendor:	50.00					
6472		175 VERIZON WIRELESS	134.40					
	9872170848	01/26/21 City Clerk cell phone	52.51			1 41000	690	10103
	9872170848	01/26/21 Public Works cell phone	52.51			25 43400	690	10103
	9872170848	01/26/21 Land Line	29.38			1 41000	690	10103
		Total for Vendor:	134.40					
		# of Claims	13	Total:				29,044.25

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$9,667.52
25 Water	
10103 General Cash Account	\$5,335.76
26 Sewer	
10103 General Cash Account	\$8,835.40
28 Solid Waste	
10103 General Cash Account	\$5,205.57
Total:	\$29,044.25

Claim Approval Signature

Approved 2/8/21
Date

Signature 
Mayor

Regular bills not yet received:

- Cardmember Services
- Idaho Power
- US Bank Equipment – Copier/Printer lease
- White Peterson