

**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 4<sup>th</sup> St.*

**Monday      November 9, 2020      7:00 pm**

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

**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 12, 2020 Regular Meeting
- C. Approve the October 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.*

**4. Business**

A. Confirm appointment of Darrell Romine as the City of Melba representative to the COMPASS Regional Transportation Advisory Committee. Confirmation to be provided to COMPASS prior to November 16, 2020.

B. City Engineer to present the following for payment:

- Change Order No. 1 – Water System Improvement Project; Daystar Excavation in the amount of \$7,425 subject to USDA-RD concurrence.
- Contractor's Payment Application No. 1-Final - Water System Improvement Project; Daystar Excavation in the amount of \$54,120 subject to USDA-RD concurrence.
- HECO Payment Application No. 20 - Water System Improvement Project in the amount of \$7,000 subject to USDA-RD concurrence.
- HECO Payment Application No. 8 – Well #3 – (Well #1 Replacement) Project in the amount of \$1,338 subject to Department of Commerce concurrence.

*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
- B. City Attorney – Marc Bybee
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka-written report

**6. Adjourn**

**Enclosures:** Agenda, Draft Minutes of October 12, 2020 Regular Meeting, Monthly Financial Reports, COMPASS correspondence, Engineer's Contractor's Change Order No. 1 and Pay Applications as listed, Building Official's written monthly report 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 9, 2020

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

**Attendance:** Forsgren, Johnshoy, Stapleton

**Absent:** Hinderliter

**Also in Attendance:** City Attorney Marc Bybee, City Engineer Mike Davis

**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 12, 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 \$19,797.63 for payment of bills to include any regular bills that have not been received. Motion from Stapleton; 2<sup>nd</sup> by Forsgren. Motion Carried.

**2. Presentations:**

There were no presentations

**3. Citizen Participation:**

There was no citizen participation.

**4. Business**

A. Council confirmed appointment of Darrell Romine as the City of Melba representative to the COMPASS Regional Transportation Advisory Committee (RTAC) by motion from Johnshoy; 2<sup>nd</sup> by Forsgren. Motion Carried

B. City Engineer presented the following Change Order and pay applications for the Drinking Water System Improvement project review and approval:

- Change Order No. 1 – Water System Improvement Project; Daystar Excavation in the amount of \$7,425 subject to USDA-RD concurrence. Council approved Change Order No. 1 Daystar Excavation with concurrence from USDA-RD by motion from Forsgren; 2<sup>nd</sup> by Stapleton. Motion Carried
- Contractor's Payment Application No. 1-Final - Water System Improvement Project; Daystar Excavation in the amount of \$54,120 subject to USDA-RD concurrence. Council approved Pay Application No. 1-Final Daystar Excavation with concurrence from USDA-Rd by motion from Johnshoy; 2<sup>nd</sup> by Stapleton. Motion Carried
- Contractor's Pay Application No. 20 - HECO - Water System Improvement Project in the amount of \$7,000 subject to USDA-RD concurrence. Council approved Pay Application No. 20 HECO with concurrence from USDA-Rd by motion from Stapleton; 2<sup>nd</sup> by Forsgren. Motion Carried

- HECO Payment Application No. 8 – Well #3 – (Well #1 Replacement) Project in the amount of \$1,338 subject to Department of Commerce concurrence. Council approved Pay Application No.8 HECO with concurrence from Department of Commerce (DOC) by motion from Forsgren; 2<sup>nd</sup> by Stapleton. Motion Carried

## 5. Reports

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

B. City Attorney Bybee updated Council on the Melba Valley Market issue; during a conference call with the owner, his Attorney and Architect, City Attorney and City Building Official issues regarding building permits, and building code/use of building violations were discussed; the City Building Official is requesting plans to indicate placement of fire wall, and sprinklers, sufficient emergency exits/lighting and Americans with Disabilities Act (ADA) requirements. Due to the expense to bring the residential portion of the structure into compliance Mr. George has vacated the apartments and will use the area for storage purposes only. The Architect is completing plans for ADA compliance and emergency exit/lighting.

C. City Engineer Mike Davis reported the Seepage Tests for lagoons 2, 5 & 6 reports have been submitted to Department of Environmental Quality (DEQ) as well as an isolation plan for lagoons 7 & 8 for approval.

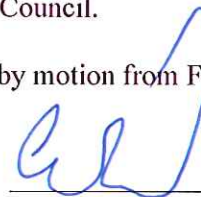
Mr. Davis reminded Council and Staff, Local Rural Highway Investment Program (LRHIP) grant applications are due November 19, 2020. The City's chip seal project is listed as a high priority with the Regional Prioritization Committee, Mr. Davis will work with the City Clerk to complete the application for submittal. .

Mr. Davis reported on the status of the proposed Business Sign; HECO has solicited other sign companies, bids received have costs to install the sign coming in higher than expected. HECO will continue to work on solutions.

D. Public Works Supt., Darrell Romine was not in attendance; no report was provided.

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

6. **Adjourn** - With no other business, meeting adjourned at 7:35 pm by motion from Forsgren ; 2<sup>nd</sup> by Stapleton. Motion Carried.



\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

11/09/20  
15:17:51

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 11/20

Page: 1 of 2  
Report ID: AP100V

For doc #s from 6304 to 6314, 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
6310		346 Amanda Freeland	80.00					
	229	11/09/20 Contract Labor	80.00			1 41000	710	10103
		Total for Vendor:	80.00					
6307		31 CARDMEMBER SERVICES	493.07					
	11/03/20	Halloween Candy	35.77			1 41000	390	10103
	11/03/20	Office Supplies	150.44			1 41000	310	10103
	11/03/20	Ranger fuel/maintenance	144.71			25 43400	390	10103
	11/03/20	Shop supplies	5.29			1 43100	390	10103
	11/03/20	Chevy fuel	45.58			1 43100	390	10103
	11/03/20	4-wheeler fuel	19.19			1 43100	390	10103
	11/03/20	Markjing paint	12.06			25 43400	390	10103
	11/03/20	WW Generator fuel/additives	14.82			26 43500	390	10103
	11/03/20	Darrell-WW testing Class II	25.00			26 43500	150	10103
	11/03/20	Lawnmower fuel	10.23			1 43800	390	10103
	11/03/20	Zoom/Adobe subscriptions	29.98			1 41000	710	10103
		Total for Vendor:	493.07					
6306		140 CenturyLink	362.52					
	10/25/20	Well House #1-DSL	73.98			25 43400	690	10103
	10/25/20	Col. Park Lift Station	43.40			26 43500	690	10103
	10/25/20	Sewer Screen Building	43.40			26 43500	690	10103
	10/25/20	City Hall phone lines/Broadban	201.74			1 41000	690	10103
		Total for Vendor:	362.52					
6305		193 Dennis Rogers	225.00					
	034	10/30/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	034	10/30/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6304		73 HECO ENGINEERS	11,539.89					
	45673	10/26/20 Gen Eng Services-126 Charlotte	536.25			1 41000	650	10103
	45673	10/26/20 Gen Eng Services-Rural Priorit	82.50			1 43100	390	10103
	45673	10/26/20 Source Water Protection Grant	660.00			25 43400	650	10103
	45674	10/26/20 Seepage Testing ~ Pond 2	9,411.27			26 43500	390	10103
	45676	10/26/20 Royalmaid Sudivision	404.31			1 41000	650	10103
	45677	10/26/20 Stosich Subdivision	445.56			1 41000	650	10103
		Total for Vendor:	11,539.89					
6313		999999 HIGH DESERT LANDSCAPE, INC	90.00					
	0001297	11/02/20 Sprinkle maintenance-City Par	90.00			1 43800	390	10103
		Total for Vendor:	90.00					
6309		94 J&M SANITATION	5,493.18					
	10/30/20	Trash Collections-Oct 2020	5,493.18			28 43600	320	10103
		Total for Vendor:	5,493.18					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6314		126 OX ARC, INC. SPOKANE	375.37					
	31082514	10/31/20 Sodium Hypochlorite	375.37			25 43400	390	10103
		Total for Vendor:	375.37					
6312		175 VERIZON WIRELESS	104.90					
	9865833836	10/26/20 City Clerk cell phone	52.45			1 41000	690	10103
	9865833836	10/26/20 Public Works cell phone	52.45			25 43400	690	10103
		Total for Vendor:	104.90					
6311		181 WHITE PETERSON ATTORNEYS AT LAW	1,033.70					
	142060	10/31/20 Oct 2020 Retainer	450.00			1 41000	650	10103
	142060	10/31/20 Oct 2020 Retainer	150.00			25 43400	650	10103
	142060	10/26/20 non-retainer/mileage	43.70			1 41000	650	10103
	142061	10/26/20 non-retainer-Melba Valley Mark	390.00			1 41000	650	10103
		Total for Vendor:	1,033.70					
		# of Claims	10	Total:				19,797.63

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$3,072.99
25 Water	
10103 General Cash Account	\$1,543.57
26 Sewer	
10103 General Cash Account	\$9,687.89
28 Solid Waste	
10103 General Cash Account	\$5,493.18
Total:	\$19,797.63

Claim Approval Signature Page

Approved \_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Mayor