

AGENDA
REGULAR MEETING OF MELBA CITY COUNCIL
American Legion Hall
304 4th Street

Note: Change in Meeting location.

Monday October 12, 2020 7:00 pm

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

Pledge of Allegiance: Councilmember Johnshoy

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 September 15, 2020 Public Hearing/Regular Meeting
- C.** Approve the September 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.** Attorney Matt Johnson to present Agreement City Attorney/Civil Legal Services for review and/or acceptance.

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. Adjourn

Enclosures: Agenda, Draft Minutes of September 15, 2020 Budget Hearing/Regular Meeting, Monthly Financial Reports, Quarter Financial Report, Engineer's Report, Building Official's written monthly report and 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

**ACTION
ITEM**

**ACTION
ITEM**

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 October 12, 2020

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

Attendance: Hinderliter, Johnshoy, Stapleton

Absent: Forsgren

Also in Attendance: City Attorney Matthew Johnson and Marc Bybee, Public Works Darrell Romine, Jon Mortensen and other interested citizens

REGULAR SESSION

1. Consent Agenda

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- A. Approve Agenda
- B. Approve draft minutes of September 15, 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 \$8,740.23 for payment of bills to include any regular bills that have not been received. Motion from Forsgren; 2nd by Stapleton Motion Carried.

2. Presentations:

Mayor Dickard recognized Jon Mortensen. Mr. Mortensen was in attendance to discuss changes in the type of development for his proposed Royalmaid Subdivision located on of Randolph east of Melba Schools. In lieu of building a high density 40 – 60 home subdivision with curb, gutter, sidewalk and storm water drainage facility he would like to build a lower density 18-20 home one (1) acre lot subdivision with a more rural plan. Storm water retention on the individual parcels, waive the curb, gutter and sidewalk, the roads would be wider than the standard 26 feet to allow walking paths and/or bike paths. With the one (1) acre lots, a minimum 2,000 square ft home would be required. Mr. Mortensen commented he felt this type of subdivision would have more appeal to the citizens of Melba, larger lots with a rural feel. Municipal water and sewer infrastructure will be more feasible for the developer.

Mayor Dickard and Council commented this type of subdivision may be more accepted by citizens. At this time Attorney Johnson stopped the discussion, commenting the discussion was getting into land use issues that could compromise future hearings on the development. Attorney Johnson suggested Mr. Mortensen submit a formal application to allow the proper steps to be followed.

Mayor and Council thanked Mr. Mortensen for his comments, he left at this time.

3. Citizen Participation:

There was no citizen participation.

4. Business

A. Attorney Johnson presented a City Attorney/Civil Legal Services Agreement and introduced Marc Bybee, as the City's new primary City Attorney. The agreement includes a \$600 retainer fee as proposed at the August 10, 2020 Budget Hearing, and appoints Mr. Bybee as the primary Attorney for the City. After short discussion

Council accepted the Agreement and authorized Mayor's signature by motion from Stapleton; second by Hinderliter. Motion Carried.

5. Reports

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

B. City Attorney Johnson updated Council on the Melba Valley Market issue; a conference with the owner, his Attorney and Architect, City Attorney and City Building Official, is scheduled to get issues resolved.

C. City Engineer Mike Davis was not in attendance but submitted a written report. Mayor Dickard reviewed the report with Council. (Report attached)

D. Public Works Supt., Darrell Romine reported seepage tests at the ponds are complete. Meters have been back ordered for installation at the new bulk water fill station, this will delay the completion date of October 15 as reported in the Engineer's report.

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 Hinderliter; 2nd by Johnshoy Motion Carried.



Mayor

Attest:


City Clerk

10/12/20
14:53:12

CITY OF MELBA
Claim Approval List
For the Accounting Period: 10/20

Page: 1 of 2
Report ID: AP100V

For doc #s from 6256 to 6274, 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
6268		999999 AIPWP	10.00					
IDAHO FALLS, id 83405		2020-70 09/25/20 Annual Membership 2020	10.00			25 43400	390	10103
		Total for Vendor:	10.00					
6256		14 ANALYTICAL LABORATORIES, INC.	16.00					
	75699	09/30/20 Monthly TC	16.00			25 43400	350	10103
		Total for Vendor:	16.00					
6269		20 BENCONNECTED COMPUTER SERVICES,	200.00					
	21450	10/01/20 Quarter Maint. Contract	200.00			1 41000	710	10103
		Total for Vendor:	200.00					
6258		340 Big Creek Inspection	105.00					
	1017	09/29/20 MP 2020-11 400 Atwell Dr	105.00			1 41900	340	10103
		Total for Vendor:	105.00					
6261		31 CARDMEMBER SERVICES	937.57					
	10/03/20	UB Recpt books	31.55			25 43400	390	10103
	10/03/20	UB recpt books	31.54			26 43500	390	10103
	10/03/20	Way Finding sign bldg material	357.75			1 41000	710	10103
	10/03/20	Adobe/Zoom subscriptions	29.98			1 41000	710	10103
	10/03/20	Lawnmower/4-wheeler fuel	129.56			1 43800	390	10103
	10/03/20	WW Training Guide	147.34			26 43500	390	10103
	10/03/20	Ranger fuel	140.02			25 43400	390	10103
	10/03/20	Chevy fuel	25.82			1 43100	390	10103
	10/03/20	Shop Supplies	20.49			1 43100	390	10103
	10/03/20	Chlorine tabs-treat algae	23.52			26 43500	390	10103
		Total for Vendor:	937.57					
6260		140 CenturyLink	355.68					
	09/25/20	Well House #1-DSL	73.98			25 43400	690	10103
	09/25/20	Col. Park Lift Station	41.69			26 43500	690	10103
	09/25/20	Sewer Screen Building	41.69			26 43500	690	10103
	09/25/20	City Hall phone lines/Broadban	198.32			1 41000	690	10103
		Total for Vendor:	355.68					
6259		35 CHUCK PAVELKA	563.05					
	09/30/20	BP #466 408 4th St	436.80			1 41900	340	10103
	09/30/20	BP #467 120 Charlotte Dr	126.25			1 41900	340	10103
		Total for Vendor:	563.05					
6271		325 COMPASS	65.00					
	221013	10/01/20 FY 2021 Membership Dues	65.00			1 43100	390	10103
		Total for Vendor:	65.00					
6257		193 Dennis Rogers	225.00					
	033	09/30/20 Contract B/Up Operator DWC	75.00			25 43400	300	10103
	033	09/30/20 Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					

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6272		85 IDAHO PRESS-TRIBUNE	351.11					
	092023304	09/30/20 PH-Ordin. 273 Amendment	175.90			1 41000	650	10103
	092023304	09/30/20 Pub Ordin. 274	169.21			1 41000	650	10103
	092023304	09/30/20 Stmt print x2	6.00			1 41000	650	10103
		Total for Vendor:	351.11					
6264		94 J&M SANITATION	4,995.22					
	09/30/20	Trash Collections-Sept 2020	4,995.22			28 43600	320	10103
		Total for Vendor:	4,995.22					
6273		172 USABLUBOOK	64.87					
	369728	09/24/20 Nitrite gloves	24.25			25 43400	390	10103
	369728	09/24/20 Nitrite gloves	24.25			26 43500	390	10103
	369728	09/24/20 Freight	16.37			26 43500	390	10103
		Total for Vendor:	64.87					
6266		175 VERIZON WIRELESS	104.88					
	9863738796	09/26/20 City Clerk cell phone	52.44			1 41000	690	10103
	9863738796	09/26/20 Public Works cell phone	52.44			25 43400	690	10103
		Total for Vendor:	104.88					
6265		181 WHITE PETERSON ATTORNEYS AT LAW	746.85					
	141631	09/30/20 Sept 2020 Retainer	375.00			1 41000	650	10103
	141631	09/30/20 Sept 2020 Retainer	125.00			25 43400	650	10103
	141632	09/30/20 non-retainer	225.00			1 41000	650	10103
	141631	09/30/20 mileage	21.85			1 41000	650	10103
		Total for Vendor:	746.85					
		# of Claims	14	Total:				8,740.23

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$2,720.37
25 Water	
10103 General Cash Account	\$548.24
26 Sewer	
10103 General Cash Account	\$476.40
28 Solid Waste	
10103 General Cash Account	\$4,995.22
Total:	\$8,740.23

Claim Approval Signature Page

Approved 10/12/20
Date

Signature [Signature]
Mayor



ENGINEERING REPORT

October 2020

1. Water Fill Station – Behind QRU

- Project to utilize a portion of the remaining grant funds from Rural Development
- Construction near complete; Final testing
- Final Completion Date is set for October 15th

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

- Awaiting costs from Tanner Drilling; Tanner provided an informal partial cost, but HECO requested that the bid form be completed with actual unit price bidding
- After repeated attempts to get proposal costs; HECO is contacting a different driller

3. Pond Seepage Testing

- Pond 2, 5, and 6 have been seepage tested; MTI has reported that the data indicates passing tests
- MTI to submit final seepage test report to DEQ for approval
- HECO has been in correspondence with DEQ regarding the isolation of Ponds 7 and 8 from operation
- Awaiting DEQ response regarding the isolation and if an isolation plan is required

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
- DEQ selected the City's project for funding

5. Business Sign

- Contacted an additional sign company (Idaho Electric Signs – company that the City is working with for the wayfinding sign) for a price quote in addition to the sign companies previously contacted.

6. Stosich Subdivision/Royalmaid Estates

- Waiting for revised submittals

7. Melba Estates

- Waiting for construction