

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 February 8, 2021 7:00 pm

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

**ACTION
ITEM**

REGULAR SESSION

I. 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 January 11, 2021 Regular Meeting
- C. Approve the January 2021 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. Cassie Zattiero from Bailey & Company to present Audit Report for Fiscal Year ending September 30, 2020. Council action to accept Audit F/Y 2019-2020 as presented.

B. A request from Cpl. Brian Lueddeke, Meridian Police Dept. requesting use of the Melba Wastewater Facility for the 2021 training session with the Nampa Police Dept.

C. Discussion regarding finalizing the draft Subdivision Ordinance for implementation facilitated by City Attorney Bybee.

**ACTION
ITEM**

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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

D. Continue discussion from the January 11, 2021 meeting regarding Code Enforcement.

E. Continue discussion regarding repair/replacement of City Hall.

F. Continue discussion with possible action regarding installation of Stop signs at the crosswalk on 6th and Randolph for safety purposes.

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

6. Executive Session: 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 January 11, 2021 Regular Meeting, Monthly Financial Reports, and any miscellaneous correspondence.

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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 February 8, 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, Cpl. Brian Lueddeke, Meridian Police Department, Cassie Zattiero, CPA with Bailey & Company

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 January 11, 2021 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 \$29,044.25 for payment of bills to include Cardmember Services, Idaho Power, Lingo, USBank Equipment and White Peterson that have not been received. Motion from Hinderliter; 2nd by Forsgren. Motion Carried.

2. Presentations:

There were no presentations.

3. Citizen Participation:

There was no citizen participation.

4. Business

A. Cassie Zattiero, Bailey and Company presented the audit for fiscal year 2019-2020. Ms. Zattiero reported a clean Audit for the City. Council thanked Ms. Zattiero for the report. With no questions from the Council the Audit for Fiscal Year 2019-2020 was accepted as presented by motion from Johnshoy; 2nd by Stapleton. Motion Carried.

B. Mayor Dickard recognized Corporal Brian Lueddeke from the Meridian Police Department. Cpl. Lueddeke is requesting use of the City's Wastewater Treatment Plant for the 2021sniper training with Owyhee County. The training will take place Monday, April 5 thru Friday, April 9. Council approved the request by motion from Hinderliter; 2nd by Forsgren. Motion Carried.

C. City Attorney discussed the importance of getting a subdivision ordinance enacted as soon as possible. Applications have been submitted that need procedures in place to allow Staff to have a consistent process for submitted applications. Attorney Bybee advised Council give direction for the Attorney and City Engineer to work together to draft the ordinance. The work will be outside of the City retainer, Attorney Bybee predicted it may take up to 10 hours, at the current rate as stated in the Council/Attorney Agreement, the city will have a Subdivision Ordinance enacted sooner rather than later. Mayor and Council agreed, and directed Attorney Bybee to work with City Engineer Mike Davis to draft a Subdivision Ordinance by motion from Hinderliter; 2nd by Johnshoy. Motion Carried.

D. Code Enforcement discussion continued from the January meeting. Mayor Dickard contacted and had a conversation with Mayor Porterfield from Notus. Mayor Porterfield commented they are not really looking for a co-op situation, suggested instead that if either of the Cities contract or hire someone they would share information about the other. The City of Notus has not published or posted a job description.

Attorney Bybee commented the next step for Council would be to decide what duties will be authorized for enforcement, (e.g., nuisance, parking, animal control). Attorney Bybee suggested the City create a job description with duties refined that do not necessarily require POST certification. Attorney Bybee mentioned the City should contact Canyon County Prosecutor's Office to find out if a contract/agreement for prosecuting is necessary or if it will be on an as needed basis. Mayor Dickard agreed to contact Canyon County Prosecutor's Office. No final action was taken on this item.

E. Council continued discussion regarding City Hall. A letter was drafted to BLM regarding building a new City Hall as an addition to the Senior Center without compromising the 1984 Patent. Once a rough draft of a plan has been put together, the request will be submitted to BLM. City Engineer Mike Davis suggested at least two (2) office areas, conference room and storage, City Clerk commented to include a lobby, possibly a break room. City Clerk agreed to come up with a concept plan. No final action was taken on this item.

F. Council continued discussion regarding safety issues at the 6th St and Randolph Ave. intersection crosswalk. City Engineer did extensive research regarding the proposal to create a three-way (3-Way) Stop at the intersection. Mr. Davis advised the Council that Yield and Stop signs are not to be used for speed control; they are for high use intersections that have or the possibility to have high occurrence of accidents; a traffic study would need to be conducted. It was suggested the Council look into traffic calming options. After short discussion Mayor asked Public Works Supt research options for the March 8, 2021 Council meeting. No formal action was taken.

5. Reports

A. Beautification Committee -- Beautification did not meet. The Committee will resume meetings March 8, 2021.

B. City Attorney Bybee commented he received information from Attorney Gigray regarding new legislation but has not had time to study it enough to present to Council. In summary there is legislation introduced to change the way Cities calculate property tax revenue. Attorney Bybee will have more information at the March meeting.

Attorney Bybee did not have any other items for the Council; will work move forward on Subdivision Ordinance draft with City Engineer Mike Davis.

C. City Engineer Mike Davis reported on the following:

- Well #3-Replacement of Well #1 project – Mr. Davis is working with Hydro Resources from Nevada a site visit during the week of February 22, 2021 is planned.
- Business Sign - Still working on costs
- Evaporative ponds 7&8 – Still monitoring water flow into the ponds.
- Subdivision Reviews - Has reviewed revised plans for Rocky Pointe Subdivision preliminary plan for 12 lots on 2.6 acres located off of Charlotte Dr. Has also reviewed revised plans for Royalmaid and Stosich Subdivisions. Has not received revised plans for Celebration Pointe Subdivision.

- Melba Estates Construction Plans have been approved. The Qualified Licensed Professional Engineer (QLPE) review has been submitted to DEQ; the subdivision is ready for preconstruction conference.

Mr. Davis did not have any further items for Council.

D. Public Works Supt., Darrell Romine presented Council with a proposal to repair chain link fencing at Well House #2, as well as place privacy slats on the west side to screen the Playground area. Askatu Construction proposal - \$1,985 without the privacy slats; with the slats \$2,730; Darrell is waiting for a proposal from Meridian Fencing. It was suggested that if possible, Melba Beautification fund the privacy slats/labor \$745 as part of the Park improvements. Mayor Dickard asked that the request be placed on the Melba Beautification Committee March agenda.

E. Building Official, no report.

6. Council did not convene into Executive Session.

7. **Adjourn** - With no further business, meeting adjourned at 8:20 pm by motion from Forsgren; 2nd by Stapleton. Motion Carried.

Attest:

City Clerk





Mayor

02/08/21
13:30:18

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

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

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
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 9872170848 01/26/21 City Clerk cell phone 9872170848 01/26/21 Public Works cell phone 9872170848 01/26/21 Land Line	134.40 52.51 52.51 29.38			1 41000 25 43400 1 41000	690 690 690	10103 10103 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 2/18/21
Date

Signature [Handwritten Signature]
Mayor

Regular bills not yet received:

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

*Motion Handler/letter
Lud Forsgren
Motion Carries*