

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 April 12, 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 March 8, 2021 Regular Meeting
- C. Approve the March 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.*

Mayor Dickard to present and read the following Proclamations:

- Fair Housing Proclamation proclaiming April as Fair Housing Month, as required by Department of Commerce for cities with an active Idaho Community Development Block Grant.
- Proclaiming April 10-16, 2021 Week of the Young Child, as per a request from Idaho Association for the Education of Young Children (IDAEYC)
- Proclaiming April 24, 2021 as Arbor Day (signed March 22, 2021 to meet Arbor Day Grant submittal deadline)

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

ACTION
ITEM

4. Business

- ACTION ITEM** **A.** Pursuant to Idaho Code 63-802A-Set a Budget Hearing for FY 2021-2022 Budget. (last day to hold a Budget Hearing is September 8, 2021).
- ACTION ITEM** **B.** City Engineer Mike Davis request for authorization to schedule a Seepage Test for Pond 8 at the municipal Wastewater treatment Plant.
- ACTION ITEM** **C.** Special Event Permits for approval/issue
- Boise DEVF Cycling – Mike Cooley – US National/Para Cycling Championship Sunday, July 11, 2021, 7:00 am to 1:00 pm (see attached information)
 - Melba Old Tyme 4th of July – Friday July 2, thru Monday, July 5, 2021 for the purpose of 4th of July activities and Firework display. (information attached)
- ACTION ITEM** **D.** Mayor Dickard and Councilman Hinderliter to report on meeting with Mayor Kling, regarding Code Enforcement assistance. Mayor Dickard would like to schedule a meeting, with Nampa Officials and Council to discuss their methods and practices for Code Enforcement and have the Council prepare questions to ask during the meeting.
- ACTION ITEM** **E.** Appointment of Dusty and Leslie Michaelson to Melba Beautification Committee with concurrence of City Council.

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

- 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 March 8, 2021 Regular Meeting, Monthly/Quarterly Financial Reports, Fair Housing Proclamation, Week of the Young Child Proclamation, Arbor Day Proclamation, Special Event Permits, Building Official report via email, and any 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 April 12, 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: Hinderliter, Stapleton, Johnshoy

Councilmembers Absent: Forsgren

Also in Attendance: City Engineer Mike Davis, City Attorney Marc Bybee, Public Works Supt. Darrell Romine, Mike Cooley of DEVF Cycling, Cpl. Luedekke of Meridian Police Dept., and other interested citizens.

REGULAR SESSION

1. Consent Agenda

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- A. Approve Agenda
- B. Approve draft minutes of March 8, 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 \$18,973.64 for payment of bills to include Cardmember Services, Chuck Pavelka, HECO, Idaho Power, Lingo, USBank Equipment, Valley Office Supply and White Peterson that have not been received. Motion from Hinderliter; 2nd by Stapleton. Motion Carried.

2. Presentations:

Mayor Dickard presented and read the Fair Housing Proclamation, proclaiming April 2021 as Fair Housing Month, a Proclamation proclaiming April 10-16, 2021 as the Week of the Young Child for the Idaho Association for the Education of Young Children and the Arbor Day Proclamation, proclaiming Saturday, April 24, 2021 as Arbor Day in the City of Melba.

3. Citizen Participation:

There was no citizen participation.

4. Business

A. Pursuant to Idaho Code 63-802A-Set a Budget Hearing date for FY 2021-2022 Budget. Council set the FY 2021-2022 Budget Hearing for August 9, 2021 at 7:00 pm at Melba City Hall by motion from Hinderliter; 2nd by Stapleton. Motion Carried.

B. City Engineer Mike Davis requested authorization to schedule a Seepage Test for Pond 8 at the municipal Wastewater Treatment Plant. Mr. Davis will schedule the testing for late May with Atlas Technical Consultants (formerly MTI). Council authorized the test by motion from Johnshoy; 2nd by Hinderliter. Motion Carried.

C. Mike Cooley from DEVF Cycling presented information regarding Special Event Permit for DEVF Cycling. Council approved the Special Event Permit pending signatures from Canyon County Sherriff's Office and Melba Fire Dept. Office. By motion from Hinderliter; 2nd by Stapleton. Motion Carried

Special Event Permit submitted by Melba 4th of July Committee was tabled to the May 10, 2021 Council meeting to allow time for the Certificate of Insurance to be submitted by the Committee. Motion from Stapleton; 2nd by Hinderliter. Motion Carried.

At this time Mayor Dickard recognized Cpl. Lueddeke from the Meridian Police Department. Cpl. Luedekke presented each Council member and Mayor Dickard thank you letters and Medallion Coins from Chief of Police, Tracy Basterrechea, in appreciation for the use of the Municipal Wastewater Facility for on-going firearms and sniper related training for the Meridian Police Department and other agency trainees. Mayor and Council commented they understand the importance of the training and are happy to accommodate the group and thanked Cpl. Lueddeke. Cpl. Luedekke left at this time.

D. Mayor Dickard and Councilman Hinderliter reported on their meeting with Mayor Kling of Nampa and Code Enforcement staff. The objective of the meeting was to obtain Code Enforcement assistance from Nampa. Although that was not the outcome, Nampa Staff suggested a meeting with Mayor Dickard and Councilmembers for guidance and overview of Nampa's process and procedure. Mayor Dickard asked Council members to gather specific questions they would like answered, and what they hoped to gain from the meeting. After discussion it was the consensus of Council to meet offer May 10, or the June 14 Council meetings as options for scheduling a meeting with Nampa. Attorney Bybee will have his assistant Tia Bailey send contact information.

E. Mayor Dickard appointed Dustin and Leslie Michaelson to the Melba Beautification Committee with no objections from Council.

5. Reports

A. Beautification Committee – Mayor Dickard reported new members Dustin and Leslie Michaelson attended the meeting; Committee members elected Marlene Rogers Chairman, Mayor Dickard Co- Chairman; Noni Stapleton will serve as Secretary./Treasurer for the Committee.

The majority of the meeting was spent on Melba Clean-Up Day and Arbor Day planning. Melba submitted and was awarded a \$300 Arbor Day Grant from Idaho Nursery and Landscape Association (INLA). Chairman Rogers will contact an INLA member nursery to help with the selection of a tree to plant at Centennial Park near the Way-Finding Sign.

Mayor Dickard reported he has talked with someone interested in doing the cement work for the Business Sign foundation; Mike Davis will get the specifications to Mayor Dickard. The group discussed adding a piece of "toddler" playground equipment and also replenishing the safety bark around the equipment, these will be items added to the May agenda for further discussion.

B. City Attorney Bybee reported he is continuing to work on the City's Subdivision Ordinance. He will be forwarding a draft to City Engineer Mike Davis for input and design specifications; hopes to have a draft ready for Council review soon. Attorney Bybee did not have any further items for Council.

C. City Engineer Mike Davis reported on the following:

- Well #3-Replacement of Well #1 project – Mike is waiting for cost proposals from drillers.
- Subdivision Reviews - reviewed revised plans for Royalmaid Estates and Freedom Park Subdivision (Stosich) and received revised plan for Rocky Pointe Subdivision this evening. Mike will submit review letters next week.

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

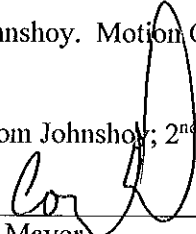
D. Public Works Supt., Darrell Romine reported there is a leak in the water line service at City Hall. He has requested a cost proposal from DayStar for repairs. Southern Idaho Electric repaired an electrical problem at the Park. Irrigation is scheduled to start this week, no seasonal help has been hired, hoping to get applicants soon.

E. Building Official, no report provided.

6. At this time 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 Johnshoy. Roll Call Vote: Forsgren, absent; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

Hinderliter motioned to close Executive Session with no actions taken; 2nd by Johnshoy. Motion Carried

Adjourn - With no further business, meeting adjourned at 8:30 pm by motion from Johnshoy; 2nd by Forsgren. Motion Carried.



Mayor

Attest:


City Clerk

04/12/21
14:29:03

CITY OF MELBA
Claim Approval List
For the Accounting Period: 4/21

Page: 1 of 5
Report ID: AP100V

For doc #s from 6560 to 6584, 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
6560		346 Amanda Freeland	100.00					
	245	04/12/21 Contract Labor	100.00			1 41000	710	10103
		Total for Vendor:	100.00					
6567		14 ANALYTICAL LABORATORIES, INC.	16.00					
	80069	03/31/21 Monthly TC	16.00			25 43400	350	10103
		Total for Vendor:	16.00					
6573		20 BENCONNECTED COMPUTER SERVICES,	279.97					
	22550	03/31/21 Battery Back-up Accing desktop	79.97			1 41000	710	10103
	22568	03/31/21 Contract Maintenance	200.00			1 41000	710	10103
		Total for Vendor:	279.97					
6569		340 Big Creek Inspection	142.50					
	1019	04/10/21 MP-2020-14	30.00*			1 41900	340	10103
	1019	04/10/21 MP-2020 - 16	112.50*			1 41900	340	10103
		Total for Vendor:	142.50					
6570		140 CenturyLink	329.42					
	03/25/21	Well House #1-DSL	83.98			25 43400	690	10103
	03/25/21	Col. Park Lift Station	43.29			26 43500	690	10103
	03/25/21	Sewer Screen Building	43.29			26 43500	690	10103
	03/25/21	City Hall phone lines/Broadban	158.86			1 41000	690	10103
		Total for Vendor:	329.42					
6574		325 COMPASS	65.00					
	221088	04/01/21 3rd qtr 2021 Membership dues	65.00*			1 43100	390	10103
		Total for Vendor:	65.00					
6568		193 Dennis Rogers	225.00					
	03/31/21	Contract B/Up Operator DWC	75.00			25 43400	300	10103
	03/31/21	Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6584		82 IDAHO POWER	2,425.58					
	03/24/21	2204093385-Street Lights	311.04			1 43100	410	10103
	04/09/21	2201490311-City Hall	205.62			1 41000	690	10103
	04/09/21	2203120536-Park Irrigation Pum	30.71			1 43800	690	10103
	04/09/21	2220539718-105 4th St.	5.32			1 41000	690	10103
	04/09/21	2202173221-Well #1	418.84			25 43400	690	10103
	04/09/21	2204528757-Well #2	358.29			25 43400	690	10103
	04/09/21	2200294896-7420 Hove Rd	15.49			26 43500	690	10103
	04/09/21	2203342536-Sewer Aerator	884.83			26 43500	690	10103
	04/09/21	2201932288-Lift Station	108.51			26 43500	690	10103
	04/09/21	2223894011-Pwks Shop	86.93			1 43100	690	10103
		Total for Vendor:	2,425.58					

04/12/21
14:29:03

CITY OF MELBA
Claim Approval List
For the Accounting Period: 4/21

Page: 2 of 5
Report ID: AP100V

For doc #s from 6560 to 6584, 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
6582	E	87 IDAHO STATE TAX COMMISSION	478.77					
		04/12/21 Admin Salary	212.77			1 41000	110	10103
		04/12/21 Hwy Salary	266.00			1 43100	110	10103
		Total for Vendor:	478.77					
6571		94 J&M SANITATION	5,908.62					
		03/31/21 Trash Collections-March 2021	5,908.62			28 43600	320	10103
		Total for Vendor:	5,908.62					
6575		263 Jeanne Freeland	249.35					
		04/12/21 Error on paycheck	99.74			25 43400	110	10103
		04/12/21 Error on paycheck	99.74			26 43500	110	10103
		04/12/21 Error on paycheck	49.87			1 41000	110	10103
		Total for Vendor:	249.35					
6576		195 Noni Stapleton	17.05					
		mileage Trip to Murphy for John Deere Gator registration						
		04/09/21 Mileage to Murphy DMV- Gator	17.05			1 41000	390	10103
		Total for Vendor:	17.05					
6583	E	128 PERSI	1,986.62					
		04/12/21 Admin Salary	471.27			1 41000	110	10103
		04/12/21 FICA/Retirement	1,116.87			1 41000	210	10103
		04/12/21 Hwy Salary	398.48			1 43100	110	10103
		Total for Vendor:	1,986.62					
6577		999999 TRAFFIC CALM SYSTEMS	4,073.44					
		Flashing LED lighting for Randolph Ave-School Zone						
		6503TC 03/31/21 Flashing School Zone sign	1,378.72*			1 43100	390	10103
		6502TC 03/31/21 Flashing Speed Limit Sign	2,694.72*			1 43100	390	10103
		Total for Vendor:	4,073.44					
6581	E	215 United States Treasury	2,541.92					
		04/12/21 Admin Salary	751.14			1 41000	110	10103
		04/12/21 FICA/Retirement	823.46			1 41000	210	10103
		04/12/21 Park Salary	372.32			1 43800	110	10103
		04/12/21 Hwy Salary	595.00			1 43100	110	10103
		Total for Vendor:	2,541.92					
6572		175 VERIZON WIRELESS	134.40					
		9876435152 03/26/21 City Clerk cell phone	52.51			1 41000	690	10103
		9874355152 03/26/21 Public Works cell phone	52.51			25 43400	690	10103
		9874355152 03/26/21 City Hall landline	29.38			1 41000	690	10103
		Total for Vendor:	134.40					
		# of Claims	16	Total:				18,973.64
		Total Electronic Claims						5,007.31
		Total Non-Electronic Claims						13966.33

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$10,615.51
25 Water	
10103 General Cash Account	\$1,104.36
26 Sewer	
10103 General Cash Account	\$1,345.15
28 Solid Waste	
10103 General Cash Account	\$5,908.62
Total:	\$18,973.64

Claim Approval Signature Page

Approved _____
Date

Signature _____
Mayor

Bills not received for payment

- Chuck Pavelka
- HECO
- Lingo
- U.S. Bank Equipment Finance-copier/printer lease
- Valley Office System – Contracted copies
- White Peterson

*Approved -
Motion by Pladerliter
2nd by Stapleton
Motion Carried*