

**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., Melba, Idaho 83641*

**Monday      March 8, 2021      7:00 pm**

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

**REGULAR SESSION**

**ACTION  
ITEM**

**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 February 8, 2021 Regular Meeting
- C. Approve the February 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.** Request to waive sewer connection fee for 260 War Eagle due to cost of extending main under canal lateral from discussion at the January 11, 2021 City Council meeting.

**B.** Public Works will present information regarding traffic calming signals at 6<sup>th</sup> and Randolph Ave.

**C.** Review 378 Randolph Ave. Code Violations. Property owners are in violation of Melba City Code 5-1-1B and 5-1-2D-1.

*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**

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ITEM

D. Continue discussion regarding Code Enforcement with possible Council action, authorizing City Attorney to research contract possibilities.

**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. Adjourn

**Enclosures:** Agenda, Draft Minutes of February 8, 2021 Regular Meeting, Monthly Financial Reports, Code Violation correspondence, Melba City Code 5-1-1B and 5-1-2D-1, 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 March 8, 2021

*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, Hinderliter, Stapleton, Johnshoy

**Also in Attendance:** City Engineer Mike Davis, City Attorney Marc Bybee, Public Works Supt. Darrell Romine, and other interested citizens

**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 February 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 \$14,158.13 for payment of bills to include Cardmember Services, HECO, Idaho Power, Lingo, USBank Equipment, Valley Office Supply and White Peterson that have not been received. Motion from Hinderliter; 2<sup>nd</sup> by Stapleton. Motion Carried.

**2. Presentations:**

There were no presentations.

**3. Citizen Participation:**

There was no citizen participation.

**4. Business**

A. Council discussed waiving the sewer connection fee for 260 War Eagle Ct., Melba City Code 8-2-7E requires property within three hundred feet (300 ft) to connect to City services. The property owner/builder is required to extend the mainline to the private property to avoid installing a "private service" in public right-of-way. To help defray the cost of building the mainline Council suggested waiving the sewer connection fee at a previous meeting. Attorney Bybee reminded Council the connection fees are in place to recover costs to the system and unless there is a provision in the Code, the connection fee should not be waived. Council and City Engineer Davis restated the reasoning for the waiver, the \$4,500 connection fee vs the cost to build the mainline ninety feet (90 ft) is a unique compromise for this situation. With no further discussion, Councilman Hinderliter motioned to waive the \$4,500 sewer connection fee to help defray the cost to the property owner; 2<sup>nd</sup> by Forsgren. Motion Carried.

B. Council reviewed information presented by Public Works Supt. Darrell Romine regarding "traffic calming" equipment for 6<sup>th</sup> and Randolph. Darrell advised a 9" or 12" programmable flashing sign would cost \$3,092. The City has an open Local Rural Highway Investment Program (LRHIP) grant the City Clerk commented the City may be able to use some of the funding for this project. After some discussion Council authorized the purchase with a contingency of the LRHIP outcome by motion from Hinderliter; 2<sup>nd</sup> by Stapleton Motion Carried.

C. City Council reviewed Code Violation letter dated February 18, 2021 regarding restricted animals at 378 Randolph Ave. Property owners responded in writing that the animals will be removed by April 1, 2021. Attorney Bybee

Commented there is no recourse for the Council should the animals not be removed as stated. Attorney Bybee once again reminded Council of the importance of getting Code Enforcement in place as well as a contract with Canyon County Prosecutors Office. Mayor Dickard commented when he contacted the different agencies he felt as though they were passing him around and no one would give him any answers, Attorney Bybee stated he understood the Mayor's frustration, he would be willing to contact Canyon County.

Attorney Bybee had a conversation with the Police Chief in Wilder regarding a contract with the Prosecutor's Office as well as how they may be able to assist Melba with enforcement/animal control. Although the Wilder Chief of Police does not think a shared officer would work due to the distance, he is willing to meet with the Mayor to talk about the situation and possibly provide some guidance.

With no further discussion, Council directed the City Clerk to respond to the Code Violation stating the City will expect the restricted animals removed from the premises by April 1, 2021 as stated in their response; by motion from Hinderliter; 2<sup>nd</sup> by Stapleton. Motion Carried.

D. Item D was discussed in previous discussion above. Attorney Bybee did not have any further comments.

## 5. Reports

A. Beautification Committee – Mayor Dickard reported the Committee set Saturday April 24, 2021 as Melba Clean-Up Day to coincide with the Canyon County free dump day. Discussion regarding application to Idaho Nursery and Landscape Association (INLA) for an Arbor Day Grant. The City will plan to plant a tree either in the City Park or Centennial Park near the Way-Finding Sign. The group also discussed the proposed walking path at the Senior Center and City Park; Committee members discussed recruiting new members; current members not participating in meetings will be replaced. Mayor Dickard contacted Dusty and Leslie Michaelson, new to Melba, they contacted Mayor Dickard inquiring about possible areas to get involved in the community.

The Committee approved \$750 to assist with the fencing around Well #2, it will pay for privacy slats to screen the playground from the Well house site.

B. City Attorney Bybee is continuing to work on the draft Subdivision Ordinance. The draft is ready to forward to City Engineer 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 – drillers were unable to make the site view last month as planned, have re-scheduled a meeting next week.
- Evaporative ponds 7&8 – Still monitoring water flow into the ponds. Hoping to get the Seepages Tests scheduled for mid-summer.
- Subdivision Reviews - reviewed revised plans for Rocky Pointe Subdivision preliminary plan for 12 lots on 2.6 acres located off of Charlotte Dr., will be submitting the review letter to the Engineer next week. Waiting for revisions for Royalmaid and Stosich Subdivisions.

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

D. Public Works Supt., Darrell Romine reported he is filling/monitoring ponds 7&8; usual Spring work; burning weeds, clean-up, and met with Melba Little League, no issues to report.

E. Building Official, written report provided.

6. **Adjourn** - With no further business, meeting adjourned at 8:20 pm by motion from Johnshoy; 2<sup>nd</sup> by Forsgren.  
Motion Carried.

Attest:

City Clerk

\_\_\_\_\_  
Mayor

03/08/21  
13:39:20

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 3/21

Page: 1 of 4  
Report ID: AP100V

For doc #s from 6515 to 6535, 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
6521		346 Amanda Freeland	60.00					
	241 03/08/21	Contract Labor	60.00			1 41000	710	10103
		Total for Vendor:	60.00					
6515		14 ANALYTICAL LABORATORIES, INC.	34.00					
	79371 02/28/21	Monthly TC	16.00			25 43400	350	10103
	79371 02/28/21	Nitrate	18.00			25 43400	350	10103
		Total for Vendor:	34.00					
6518		140 CenturyLink	329.42					
	02/25/21	Well House #1-DSL	83.98			25 43400	690	10103
	02/25/21	Col. Park Lift Station	43.29			26 43500	690	10103
	02/25/21	Sewer Screen Building	43.29			26 43500	690	10103
	02/25/21	Fax line/Broadband	158.86			1 41000	690	10103
		Total for Vendor:	329.42					
6517		35 CHUCK PAVELKA	5,168.80					
	02/28/21	BP #471-260 War Eagle Ct	4,281.55*			1 41900	340	10103
	02/28/21	BP #472-312 Potato Rd	887.25*			1 41900	340	10103
		Total for Vendor:	5,168.80					
6533		999999 CONSOLIDATED SUPPLY CO	27.26					
	S010149577 02/08/21	Manhole Riser Ring-Stormwa	27.26			1 43100	390	10103
		Total for Vendor:	27.26					
6516		193 Dennis Rogers	225.00					
	038 02/28/21	Contract B/Up Operator DWC	75.00			25 43400	300	10103
	038 02/28/21	Contract B/Up Operator WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6534		76 ICRMP	2,858.00					
	02112-2021 03/02/21	20-21 Premium	2,286.40			1 41000	460	10103
-2	021122021-	03/02/21 20-21-Premium	571.60			25 43400	470	10103
2		Total for Vendor:	2,858.00					
6524		94 J&M SANITATION	5,231.54					
	02/28/21	Trash Collections-Feb 2021	5,231.54			28 43600	320	10103
		Total for Vendor:	5,231.54					
6535		315 Pacific Backflow LLC	40.00					
	19007333 02/19/21	Backflow Test WWTP	40.00			26 43500	390	10103
		Total for Vendor:	40.00					

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6527		175 VERIZON WIRELESS	131.44					
	9874284913	02/26/21 City Clerk cell phone	52.51			1 41000	690	10103
	9874284913	02/26/21 Public Works cell phone	52.51			25 43400	690	10103
	9874328491	02/26/21 City Hall phone line	29.38			1 41000	690	10103
3								
	9874284913	02/26/21 Credit	-2.96			1 36900		10103
		Total for Vendor:	131.44					
6526		334 WEX Bank	52.67					
	70490130	02/28/21 Ranger fuel	52.67			25 43400	390	10103
		Total for Vendor:	52.67					
		# of Claims	11					Total: 14,158.13

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$7,780.25
25 Water	
10103 General Cash Account	\$869.76
26 Sewer	
10103 General Cash Account	\$276.58
28 Solid Waste	
10103 General Cash Account	\$5,231.54
Total:	\$14,158.13

Claim Approval Signature Page

Approved 3/8/21  
Date

Signature [Handwritten Signature]  
Mayor

Invoices not yet received

- HECO
- Idaho Power
- Lingo
- US Bank Equipment Finance-Copier/printer lease
- Valley Office-Copy/scan contract
- White Peterson

3/8/2021  
Motion Hinderliter/Stapleton  
Motion Carries