

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 Melba Friends Tower Theater, 321 Carrie Rex Ave., Melba, Idaho 83641

Monday September 13, 2021 7:00 pm

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

Pledge of Allegiance: Councilmember Johnshoy

**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 August 9, 2021 Regular Meeting
- C. Approve the August 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

- ACTION
ITEM** A. City Attorney to present draft Subdivision Ordinance No. 276 for review and/or adoption.
- ACTION
ITEM** B. Council to review for acceptance Canyon County Memorandum of Understanding (MOU) for Planning and Zoning Services- Kate Dahl Planner III.
- ACTION
ITEM** C. Review Audit proposal from Zwuygart-John & Associates, CPAs
- ACTION
ITEM** D. City Engineer to present HECO Payment Application No. 9 – Well #3 – (Well #1 Replacement) Project in the amount of \$5,352.00 for approval 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

5. Public Hearings

The Purpose of the Public Hearing is to allow Council to receive comments written or oral regarding the proposed Budget Amendment.

Proposed amendment to Budget FY 2020-2021 – The purpose of the proposed amendment is to allow expenditure of American Rescue Plan Act funding in the amount of \$49,800 for Water Tower maintenance at Well #1.

**ACTION
ITEM**

Ordinance No. 279 -- Amending Appropriation Ordinance No. 274 for review and/or adoption using suspension of the three (3) readings rule. Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton

6. Reports

- A. Melba Beautification Committee
- B. City Attorney – Marc Bybee
- C. City Engineer - Mike Davis
- D. Public Works - Darrell Romine
- E. Building Official – no report.

**ACTION
ITEM**

7. Adjourn

Enclosures: Agenda, Draft minutes of August 9, 2021-Regular/Budget Hearing, Audit Proposal- Zwygart John & Associates, CPAs, email from Cassie Zattiero, HECO Pay Application No. 9, Public Hearing Notice, Draft Ordinance 276-Subdivision Ordinance (red lined), Draft Ordinance No. 276 Subdivision Ordinance (clean with corrections), Draft Ordinance No. 279-Amending Ordinance 274- American Rescue Plan Act funding, 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 September 13, 2021

Note: Change in location: To meet the requirements of social distancing Council met at the Melba Friends Tower Theater, 321 Carrie Rex Ave., Melba, Idaho.

Council members in Attendance: Hinderliter, Johnshoy, Stapleton,

Council members Absent: Forsgren

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 and placed on the Regular Agenda.

- A. Approve Agenda
- B. Approve draft minutes of July 14, 2021 Regular Meeting
- C. Treasurer's Report

Consent Agenda was approved with an Amendment to cancel Business Item five (5) on the Agenda - Public Hearing to Amend Budget FY 2020-2021. The project will not be completed in the current fiscal year. Inclusive of approval of and authorization for the City Treasurer to disburse funds from the City's Treasury in the amount of \$12,648.08 for payment of bills to include bills listed that have not been received. Motion from Hinderliter; 2nd by Stapleton. Motion Carried.

2. Presentations:

There were no presentations

3. Citizen Participation:

There was no citizen participation.

4. Business

A. City Attorney Bybee presented the Draft Subdivision Ordinance. Planning & Zoning Commissioners held a Public Hearing during the August 13, 2021 Planning & Zoning Commission meeting where public testimony was taken. After deliberating Commissioners approved the draft with changes and corrections and a recommendation for Council approval and adoption. The draft before the Council is the result of comments from Public as well as Planning & Zoning Commission Public comments. Attorney Bybee highlighted the changes for Council and reviewed different areas of the document. Attorney Bybee stood for any questions or comments from Mayor or Council. Hinderliter commented he agreed with the changes and had a better understanding. City Engineer Mike Davis had a couple of edits. With no other comments from Council, Attorney Bybee commented he would make the edits suggested and send a clean copy to be presented at the October meeting. Attorney Bybee advised Council, the Resolutions for the Land Division Application form and the Fee Schedule to be adopted with the Subdivision Ordinance.

B. Council reviewed the Memo of Understanding (MOU) between the City of Melba and Canyon County for Planning and Zoning Services. Council accepted the MOU by motion from Hinderliter; 2nd by Stapleton. Motion Carried

C. Council reviewed Audit proposal from Zwygart John & Associates, CPAs. After short discussion Council accepted the proposal for Auditing Services by motion from Johnshoy; 2nd by Stapleton. At this time Attorney Bybee advised Council the contracts being reviewed and accepted need to be approved through adopted Resolutions. It was the consensus of the Council to have resolutions drafted to be presented at the October 11, 2021 meeting.

D. City Engineer Mike Davis presented Pay Application No. 9 – Well #3 (Well #1 Replacement) Project in the amount of \$5,352.00 for approval subject to Department of Commerce concurrence. Pay Application No. 9 in the amount of \$5,352.00 was approved with concurrence from Department of Commerce by motion from Hinderliter; 2nd by Johnshoy. Motion Carried

5. **Public Hearing** – Public hearing canceled project has been re-scheduled to first week in October.

6. **Reports**

A. Beautification Committee – Mayor Dickard reported the Committee agreed to purchase certified bark for the play ground. Plans are to purchase a full semi load at a cost of \$4,300. Darrell agreed to locate the extra bark inside the fence at the Waste Water Plant.

B. City Attorney Bybee reported on the following items:

- Worked on edits for Subdivision Ordinance
- Once the MOU with Canyon County is finalized, would like to schedule a Legal 101 workshop with P&Z and Council for the new P&Z Commission members and refresher for others.
- Attorney Bybee did not have any new items for the Council.

C. City Engineer Mike Davis reported on the following items:

- Well #3-Replacement of Well #1 project – Had a phone conference with Department of Commerce and City Clerk regarding funding sources to supplement the ICDBG funding, was suggested we look into Corp of Engineers funding. Spoke with Karen Kelly, the Corp of Engineers funding for 2021 has been allocated, Karen suggested we check back with her December or January, she will know what funding they will be receiving. Mike will also check with Noe Ramirez at USDA-RD.
- Worked with Darrell and Apex Solutions to get SCADA System communicating at Well #2. New antenna was ordered and installed. Seems to be working.
- Mike reported the Business Sign plans have been submitted to Canyon County for approval. The installers plan to paint the posts, want to know what color the city would like, it was consensus to paint them black.
- Working on scheduling Seepage Test for Pond 7, will try for Spring 2022.
- Working on Design Standards once complete will need to be adopted by Resolution.

D. Public Works Supt., Darrell Romine reported on the following items:


- Telecommunication with the SCADA System has been better, alarms have subsided.
- Darrell has requested an updated bid from Lee Van Schoiack (Southern Idaho Electric) for the generator at Well #2.
- Irrigation is scheduled to go off September 15, 2021.
- Melba Estates is moving along with fewer issues.

E. Building Official – No Report

6. **Adjourn** - With no further business, meeting adjourned at 9:00 pm by motion from Stapleton; 2nd by Johnshoy. Motion Carried.



Mayor

Attest:


City Clerk

09/13/21
13:36:24

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/21

Page: 1 of 2
Report ID: AP100V

For doc #s from 6848 to 6867, 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
6857		346 Amanda Freeland	80.00					
	09/13/21	Contract Labor	80.00			1 41000	710	10103
		Total for Vendor:	80.00					
6848		14 ANALYTICAL LABORATORIES, INC.	2,937.00					
	84195 08/31/82	Monthly TC	17.00*			25 43400	350	10103
	84195 08/31/21	SOC Tests Well #1 Well #2	2,920.00*			25 43400	350	10103
		Total for Vendor:	2,937.00					
6852		140 CenturyLink	329.48					
	08/25/21	Well House #1-DSL	83.98			25 43400	690	10103
	08/25/21	Col. Park Lift Station	43.32			26 43500	690	10103
	08/25/21	Sewer Screen Building	43.32			26 43500	690	10103
	08/25/21	City Hall phone lines/Broadban	158.86			1 41000	690	10103
		Total for Vendor:	329.48					
6851		35 CHUCK PAVELKA	126.25					
	167 08/31/21	BP#474-6977 Stokes-Solar Panel	126.25*			1 41900	340	10103
		Total for Vendor:	126.25					
6849		193 Dennis Rogers	225.00					
	044 08/31/21	Contract B/Up Operator D/WC	75.00			25 43400	300	10103
	044 08/31/21	Contract B/Up Operator W/W	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
6863		82 IDAHO POWER	2,835.42					
	09/27/21	2204093385-Street Lights	325.02			1 43100	410	10103
	09/07/21	2201490311-City Hall	123.00			1 41000	690	10103
	09/07/21	2203120536-Park Irrigation Pum	301.72*			1 43800	690	10103
	09/07/21	2220539718-105 4th St.	5.33			1 41000	690	10103
	09/07/21	2202173221-Well #1	546.04			25 43400	690	10103
	09/07/21	2204528757-Well #2	500.46			25 43400	690	10103
	09/07/21	2200294896-7420 Hove Rd	14.95			26 43500	690	10103
	09/07/21	2203342536-Sewer Aerator	893.12			26 43500	690	10103
	09/07/21	2201932288-Lift Station	38.92			26 43500	690	10103
	09/07/21	2223894011-Pwks Shop	86.86			1 43100	690	10103
		Total for Vendor:	2,835.42					
6865		85 IDAHO PRESS-TRIBUNE	523.89					
	13759 09/03/22	Legal-PH 9-13-21	180.64*			1 41000	650	10103
	13276 08/31/21	Publish -Ord. #277	169.21*			1 41000	650	10103
	13277 08/29/21	Publish - Ord. #278	171.04*			1 41000	650	10103
	082123304 08/31/21	Statement print fee	3.00*			1 41000	650	10103
		Total for Vendor:	523.89					
6854		94 J&M SANITATION	4,748.39					
	08/31/21	Trash Collections-August 2021	4,748.39			28 43600	320	10103
		Total for Vendor:	4,748.39					
6866		203 Simplot Turf & Horticulture	600.00					
	216055776 08/12/21	Glystar Plus - Weed Control	200.00*			1 43100	390	10103
	216055776 08/12/21	Glystar Plus - Weed Control	200.00*			26 43500	390	10103
	21655776 08/12/21	Glystar Plus - Weed Control	200.00			1 43800	390	10103
		Total for Vendor:	600.00					

09/13/21
13:36:24

CITY OF MELBA
Claim Approval List
For the Accounting Period: 9/21

Page: 2 of 2
Report ID: AP100V

For doc #s from 6848 to 6867, First Interstate Bank
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	FO #	Fund Org Acct	Object Proj	Cash Account
6867		172 USABLUBOOK	33.16					
	370575	07/21/21 Sample Tests	33.16			25 43400	390	10103
		Total for Vendor:	33.16					
6859		175 VERIZON WIRELESS	134.42					
	08/26/21	City Clerk cell phone	52.51			1 41000	690	10103
	08/26/21	Public Works cell phone	52.51			25 43400	690	10103
	08/26/21	City Hall Land Lines	29.40			1 41000	690	10103
		Total for Vendor:	134.42					
6858		334 WEX Bank	75.07					
	73682273	08/31/21 Pick up fuel	65.07			25 43400	390	10103
	73682273	08/31/21 Paper bill fee	10.00			25 43400	390	10103
		Total for Vendor:	75.07					
		# of Claims	12	Total:				12,648.08

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$2,212.84
25 Water	
10103 General Cash Account	\$4,303.22
26 Sewer	
10103 General Cash Account	\$1,383.63
28 Solid Waste	
10103 General Cash Account	\$4,748.39
Total:	\$12,648.08

Claim Approval Signature Page

Approved 9/13/21
Date

Signature [Handwritten Signature]
Mayor

Bills not yet received for payment

- HECO
- Lingo
- U.S. Bank Equipment Finance-copier/printer lease
- Valley Office System -- Contracted copies
- White Peterson
- Cardservices -- Chase Credit Card

Approved
motion Hinderliter
2nd Stapleton
Motion Carried

Cancelled

NOTICE OF PUBLIC HEARING
Proposed Amendment to Appropriations Ordinance #277
Amended Budget Fiscal Year 2020-2021
CITY OF MELBA

Notice is hereby given that the City of Melba, Idaho, will hold a Public Hearing for consideration of an amendment to the 2020-2021 fiscal year budget appropriation Ordinance #277 – Amended Budget F/Y 2020-2021. **The hearing will be held at Melba Friends Tower Theater 321 Carrie Rex Ave., Melba, Idaho, Monday, September 13, 2021 at 7:00 p.m.** The purpose of the proposed amendment is to allow expenditure of a portion of the funding received through the American Rescue Plan Act (ARPA) 2021 in the amount of \$49,800 for exterior maintenance of the Water Tower at Well #1. An additional sum of \$49,800 to be appropriated out of the revenues from the following:

	2018-2019	2019-2020	2020-2021
GENERAL FUND			
General & Administration	<u>248,744</u>	<u>268,857</u>	<u>298,732</u>
Total General Fund	248,744	268,857	298,732
WATER FUND	175,700	178,200	193,168 242,968
SEWER FUND	177,000	193,700	187,700
SOLID WASTE FUND	<u>58,931</u>	<u>65,415</u>	<u>66,624</u>
TOTAL PROPOSED EXPENDITURES	648,602	660,375	743,224 796,024

At said hearing all interested persons may appear and show cause, if any, why said proposed budget amendment should or should not be adopted.

Dated this 23rd day of August 2021
/s/ Noni Stapleton, City Clerk-Treasurer

Accommodations are available for persons with disabilities upon request. Please contact Melba City Hall at 495-2722 at least 48 hours prior to the meeting to make arrangements. The City of Melba is an Equal Opportunity Employer.

Publish August 27 & September 5, 2021

*Cancelled - Project will not be completed
current fiscal year*

