

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

Melba City Council will meet at the American Legion Hall, 304 4th St., Melba, Idaho 83641

Monday January 10, 2022 7:00 pm

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

Pledge of Allegiance: Council member Hinderliter

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 December 13, 2021 Regular Meeting
- C. Approve the December 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. Old Business

- A. John Russell, Zwiygart John & Associates, CPAs to present Audit for Fiscal Year ending September 30, 2021. Possible action by Council to accept FY 2020-2021 Audit as presented.

At this time City Clerk will administer the Oath and present Certificate of Election to re-elected Mayor Dickard. Mayor Dickard to administer Oath and present Certificates of Election to re-elected Councilman Hal Forsgren and Councilman Chris Hinderliter.

4. New Business

- A. Lee Cook, Cook's Two Hole Bar and Grill has requested Off Premises Beer license. Melba City Code 3-1-9 Restricts Off Premises Beer/Wine licenses; two (2) licenses are allowed to be issued. Mr. Cook's State and County license do allow for the retail sale of packaged beer. Discussion for possible action to amend Melba City Code 3-1-9 or deny request.

5. Public Hearings – No public hearing is scheduled

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**

**ACTION
ITEM**

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 December 13, 2021-Regular meeting/Public Hearing, Monthly Financial Report, Melba City Code 3-1-9, 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 January 10, 2022

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: Forsgren, Hinderliter (arrived late), Johnshoy, Stapleton,

Also in Attendance: City Attorney Marc Bybee, City Engineer Mike Davis, Public Works Supt. Darrell Romine and John Russell, Zwygart John & Associates CPAs.

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 December 13, 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 19,726.80 for payment of bills to include bills listed that have not been received. Motion from Stapleton; 2nd by Forsgren. Motion Carried.

2. Presentations:

3. Old Business

A. John Russell with Zwygart John & Associates, CPAs presented the Audit for Fiscal Year ending September 30, 2021. Mr. Russell reported the City had a clean audit, the financial statements are free from material misstatement and no instances of noncompliance issues were detected. After short discussion Council accepted the Audit as presented by motion from Stapleton; 2nd by Johnshoy. Motion Carried

At this time City Clerk administered the Oaths of Office to elected officials, Mayor Dickard, Councilmember Hinderliter and Councilmember Forsgren.

4. New Business

A. Council considered a request from Lee Cook, Cook's Two Hole Bar & Grill for a retail Beer endorsement on his existing on premises license. Mr. Cook's State and County licenses allow for retail sale of packaged Beer and has for many years, he would like the city to consider allowing the sale of packaged Beer. At this time Melba City Code 3-1-9 restricts off premises beer sales to two (2) licenses; Mi Tierra and Melba Valley Market hold those two (2) licenses. After short discussion Council directed Staff to draft an amendment to allow six (6) off premises and six (6) on premises by motion from Hinderliter; 2nd by Forsgren. Motion Carried

5. Public Hearing

There were no public hearings scheduled for this meeting.

6. Reports

A. Beautification Committee – Mayor Dickard reported the new playground equipment has been ordered and will ship early part of February. Building Permit for the Business sign has been issued, will contact Lucas Cossell for work schedule for cement work; coordinate foundation work with delivery of sign, need to contact an excavator. Reported the City has been awarded funding through the Bauer Foundation, we have not received complete details of the award. The funding will be used on a Park project. There was discussion regarding future projects and events.,

B. City Attorney Bybee reported on the following items:

- Prepared a letter for Erik Lastufka regarding request for waiver of sewer connection from December 13 meeting.
- Have been contacted by Mark Hilty, Attorney assisting Clete Miller, Rocky Point Subdivision, for re-submittal.
- Suggested a meeting with Kate Dahl, Planner, Jon Stosich and Jon Mortensen, Developers and himself regarding pending Subdivision Applications to discuss what direction the applicants want to take.
- There was no need to start Eviction process, tenants left on their own.
- Working on Findings for the Planning and Zoning meeting.

C. City Engineer Mike Davis reported on the following items


- Letter of Interest for a Waste Water Planning Grant and a low interest loan from the State Revolving Fund (SRF) for completion of the Drinking Water System project have been submitted to DEQ.
- Need to start thinking about and drafting Design Standards now that we have a working Subdivision Ordinance

D. Public Works Supt., Darrell Romine reported he has requested a new bid for Soccer Field sprinkler system, has also solicited for bids for a generator at Well #2.

E. Building Official – No Report

7. **Adjourn** - With no further business, meeting adjourned at 8:05 pm by motion from Forsgren;; 2nd by Hinderliter Motion Carried.

Attest:
City Clerk



Doni Stapleton
City Clerk



Mayor

01/10/22
11:41:14

CITY OF MELBA
Claim Approval List
For the Accounting Period: 1/22

Page: 1 of 2
Report ID: AP100V

For doc #s from 7047 to 7071, 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
7047		14 ANALYTICAL LABORATORIES, INC.	17.00					
	87297	12/31/21 Monthly TC	17.00			25 43400	350	10103
		Total for Vendor:	17.00					
7066		20 BENCONNECTED COMPUTER SERVICES,	200.00					
	24048	01/01/22 Quarterly Maintenance Contract	200.00			1 41000	710	10103
		Total for Vendor:	200.00					
7067		31 CARDMEMBER SERVICES	689.92					
	01/03/22	Zoom Sub/Domain Hosting	98.98			1 41000	710	10103
	01/03/22	Office Supplies	14.59			1 41000	310	10103
	01/03/22	USPS-Mailed B/W Licenses	6.00			1 41000	390	10103
	01/03/22	Ranger Fuel	69.90			25 43400	390	10103
	01/03/22	Keys for fill station	4.24			25 43400	390	10103
	01/03/22	New Locks for Rental	56.86			1 43800	390	10103
	01/03/22	Winterize Rental	161.88			1 43800	390	10103
	01/03/22	Chevy fuel	75.00			1 43100	390	10103
	01/03/22	Shelving for Pwks Shop	88.48			1 43100	390	10103
	01/03/22	Repair fence at Centennial Par	113.99			1 41000	710	10103
		Total for Vendor:	689.92					
7049		140 CenturyLink	327.90					
	01/25/22	276B-Well House #1-DSL	83.98			1 41000	690	10103
	01/25/22	682B-Col.Park Lift Station	42.66			26 43500	690	10103
	01/25/22	170B-Sewer Screen Bldg	42.66			26 43500	690	10103
	01/25/22	275B-City Hall Broadband/Fax	158.60			1 41000	690	10103
		Total for Vendor:	327.90					
7050		193 Dennis Rogers	225.00					
	01/30/22	Contract B/Up Operator-DW	75.00			25 43400	300	10103
	01/30/22	Contract B/Up Operatpr-WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
7068		85 IDAHO PRESS-TRIBUNE	170.38					
	122123304	12/31/21 Publish Ord. #279-Amend Bud	170.38			1 41000	650	10103
		Total for Vendor:	170.38					
7051		94 J&M SANITATION	5,125.11					
	12/29/21	Trash Collections - Dec. 2021	5,125.11			28 43600	320	10103
		Total for Vendor:	5,125.11					
7069		351 T3 Enterprises, Inc	269.91					
	5591	12/28/21 Envelopes-regular-gum seal	99.72			1 41000	390	10103
	5591	12/28/21 Window envelopes/graphic desig	85.09			25 43400	390	10103
	5591	12/28/21 Window Envelopes/graphic desig	85.10			26 43500	390	10103
		Total for Vendor:	269.91					

01/10/22
11:41:14

CITY OF MELBA
Claim Approval List
For the Accounting Period: 1/22

Page: 2 of 2
Report ID: AP100V

For doc #s from 7047 to 7071, 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
7070		342 U-PC Boise	1,375.00					
	1250	01/01/22 Annual Website Management	460.00			1 41000	710	10103
	1250	01/02/22 Annual Website Management	460.00			25 43400	390	10103
	1250	01/02/22 Annual Website Management	455.00			26 43500	390	10103
		Total for Vendor:	1,375.00					
7053		175 VERIZON WIRELESS	133.96					
	12/26/21	City Clerk cell phone	52.41			1 41000	690	10103
	12/26/21	City Hall Landline	29.14			1 41000	690	10103
	12/26/21	Public Works cell phone	52.41			25 43400	690	10103
		Total for Vendor:	133.96					
7054		181 WHITE PETERSON ATTORNEYS AT LAW	1,192.62					
	148920	12/31/21 Dec 2021 Retainer	450.00			1 41000	650	10103
	148920	12/31/21 Dec 2021 Retainer	150.00			25 43400	650	10103
	148906	12/31/21 Non-Retainer-P&Z	105.00			1 41000	650	10103
	148907	12/31/21 Non-retainer-Subdivision Ord	402.50			1 41000	650	10103
	148920	12/31/21 Mileage 9/13/21 - 12/13/21	85.12			1 41000	650	10103
		Total for Vendor:	1,192.62					
7071		352 Zwygart John & Associates CPAs,	10,000.00					
	1639	01/31/22 2021 Audit services	2,250.00			1 41000	650	10103
	1639	01/31/22 2021 Audit services	2,250.00			1 43100	390	10103
	1639	01/31/22 2021 Audit services	2,500.00			25 43400	390	10103
	1639	01/31/21 2021 Audit services	3,000.00			26 43500	390	10103
		Total for Vendor:	10,000.00					
		# of Claims	12	Total:				19,726.80

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$7,412.63
25 Water	
10103 General Cash Account	\$3,413.64
26 Sewer	
10103 General Cash Account	\$3,775.42
28 Solid Waste	
10103 General Cash Account	\$5,125.11
Total:	\$19,726.80

Claim Approval Signature Page

Approved 1-10-22
Date
Signature [Signature]
Mayor

Bills Not yet received
HECO
Idaho Power
Lingo
US Bank Equipment Finance
Valley Office Systems

Motion Stapleton
2nd Jorgensen Motion Carried