

REVISED AGENDA
REGULAR MEETING OF MELBA CITY COUNCIL
Melba City Hall 401 Carrie Rex Ave
Melba, Idaho 83641

Please Note: Melba City Council will resume meetings at Melba City Hall.

Monday March 14, 2022 7:00 pm

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

Pledge of Allegiance: Council member Johnshoy

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 14, 2022 Regular Meeting
- C. Approve the February 2022 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.

3. Business

A. Review for discussion quote from Champion for replacement windows for the rental house located at 111 Charlotte Dr. to include discussion for future lease of the property.

B. Review Findings of Fact Conclusion of Law and Recommendation to the City Council from Planning and Zoning for Freedom Park Subdivision preliminary plat application #2022-02. Potential action to either adopt the P&Z recommendation as the decision of the City Council, or to set case #2022-02 for public hearing before the City Council for receipt of additional testimony and evidence.

C. Review Findings of Fact Conclusion of Law and Recommendation to the City Council from Planning and Zoning for Royalmaid Estates Subdivision preliminary plat application #2022-01. Potential action to either adopt the P&Z recommendation as the decision of the City Council, or to set case #2022-01 for public hearing before the City Council for receipt of additional testimony and evidence.

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. Proclaiming April 2-8, 2022 Week of the Young Child, as per a request from Idaho Association for the Education of Young Children (IDAEYC)

E. 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.

ACTION
ITEM

F. Mayor Dickard to appoint Maranda Cooper to Melba Planning and Zoning Commission with concurrence of Council.

4. Public Hearings – No public hearing is scheduled

5. Reports

A. Melba Beautification Committee

B. City Attorney – Marc Bybee

C. City Engineer – Mike Davis – Technical Memo-Nitrate Treatment-Well #2

D. Public Works - Darrell Romine

E. Building Official – Chuck Pavelka reported via email. No inspections for February 2022, drove through Melba February 19th and 22nd and did not see any new activity.

ACTION
ITEM

6. Adjourn

Enclosures: Agenda, Draft minutes of February 14, 2022-Regular meeting, Window Quote, Findings of Fact, Conclusion of Law and Recommendation to City Council for Freedom Park Subdivision, Findings of Fact, Conclusion of Law and Recommendation to City Council for Royalmaid Estates Subdivision, Week of the Young Child Proclamation, April as Fair Housing Month Proclamation, HECO Technical Memo

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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 14, 2022

Please Note: Melba City Council resumed meetings in the Council Chambers in Melba City Hall, 401 Carrie Rex Ave., Melba, Idaho

Council members in Attendance: Forsgren, Hinderliter, Johnshoy, Stapleton,

Also in Attendance: City Attorney Marc Bybee, City Engineer Mike Davis, Public Works Supt. Darrell Romine and 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 14, 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 \$47,473.53 for payment of bills to include bills listed that have not been received. Motion from Hinderliter; 2nd by Forsgren. Motion Carried.

2. Presentations:

There were no presentations

3. Business

A. Council discussed the city rental at 111 Charlotte Dr. Repairs that will be needed to place it out for lease. After much discussion it was decided to determine the cost of the repairs needed and move forward. Motion by Stapleton to authorize Mayor Dickard and Public Works Supt. Romine to determine cost and move forward with repairs; 2nd by Johnshoy. Motion Carried

B. Council adopted Planning and Zoning's Findings of Fact Conclusion of Law and Recommendation to Approve Freedom Park Subdivision preliminary plat application #2022-02 authorizing Mayor Dickard to sign the Decision of the Council when prepared and forwarded to the City Clerk for signature. By motion from Hinderliter; 2nd by Johnshoy. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

C. Council adopted Planning and Zoning's Findings of Fact Conclusion of Law and Recommendation to Approve Royalmaid Estates Subdivision preliminary plat application #2022-01 authorizing Mayor Dickard to sign the Decision of the Council when prepared and forwarded to the City Clerk for signature. By motion from Stapleton; 2nd by Johnshoy. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton, Yes.

D. Mayor Dickard read a Proclamation proclaiming April 2-8, 2022 Week of the Young Child, as per a request from Idaho Association for the Education of Young Children (IDAEYC).

E. Mayor Dickard read the Fair Housing Proclamation proclaiming the month of April 2022 Fair Housing Month, as required by Department of Commerce for cities with an active Idaho Community Development Block Grant.

F. Mayor Dickard recommended Maranda Cooper for appointment to the Planning and Zoning Commission for the vacant Area of City Impact seat vacated by Steven Bills. Council accepted the recommendation by motion from Hinderliter; 2nd by Forsgren. Motion Carried.

4. Public Hearing

There were no public hearings scheduled for this meeting.

5. Reports

A. Beautification Committee

- Mayor Dickard reported the Committee discussed the status on the playground install, Laura Forsgren plans to complete the installation during Spring Break week of March 21.
- Business Sign is ordered, approximately 16-18 days in production.
- Blue Cross of Idaho "Community Project Grant" application is open, City Clerk has agreed to complete the application and get it submitted it by February 28, 2022.
- Melba Clean-Up Day is scheduled to coincide with Canyon County's Free Dump Day, Saturday, April 23, 2022

B. City Attorney Bybee reported on the following items:

- Provided information regarding new legislation introduced to help ease the burden to taxing districts caused by last year's HB 389, has limited effect.

C. City Engineer Mike Davis reported on the following items

- Mike reviewed the Technical Memorandum included in the City Council packet regarding alternatives for treating Nitrates in Well #2
- Seepage Test for Pond 7 May 2022 and Pond 1 Spring 2023, this will get us back on track for the ten (10) year schedule
- Waiting for decision on Letters of Interest submitted to DEQ January 14, 2022.
- Have not received information regarding funding through the Corp of Engineers.

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

- Working on repairs at rental house, 111 Charlotte Dr.
- Sprinkler system installation at the Soccer field is almost complete, trenching has been covered
- Work at Melba Estates Subdivision has started up again.
- Construction as started on the sewer extension for 260 War Eagle
- DEQ has increased the Lead and Copper Testing from five (5) locations to ten (10) locations

E. Building Official – Chuck Pavelka reported via email-No inspections for February, drove through Melba February 19 & 22, no new activity.

7. **Adjourn** - With no further business, meeting adjourned at 9:04 pm by motion from Johnshoy; 2nd by Forsgren Motion Carried.



Mayor

Attest:



City Clerk

03/14/22
15:55:26

CITY OF MELBA
Claim Approval List
For the Accounting Period: 3/22

Page: 2 of 3
Report ID: AP100V

For doc #s from 7131 to 7160, 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
7144		82 IDAHO POWER	2,911.22					
	02/26/22	2204093385-Street Lights	322.72			1 43100	410	10103
	03/10/22	2201490311-City Hall	291.44			1 41000	690	10103
	03/10/22	2203120536-Park Irrigation	54.50			1 43800	690	10103
	03/10/22	2220539718-105 4th Park Irrig	5.21			1 41000	690	10103
	03/10/22	2202173221 - Well #1	540.59			25 43400	690	10103
	03/10/22	2204328757 - Well #2	413.43			25 43400	690	10103
	03/10/22	2200294896 - Lower Sewer	16.72			26 43500	690	10103
	03/10/22	2203342536 - Sewer Aerator	898.69			26 43500	690	10103
	03/10/22	2201932288 - Sewer Lift Statio	39.28			26 43500	690	10103
	03/10/22	2223894011 - Public Works Shop	213.35			1 43100	690	10103
	03/10/22	2226280192 -111 Charlotte	115.29			1 43800	690	10103
		Total for Vendor:	2,911.22					
7154		94 J&M SANITATION	4,925.84					
	02/28/22	February 2022 Trash Collection	4,925.84			28 43600	320	10103
		Total for Vendor:	4,925.84					
7155		315 Pacific Backflow LLC	45.00					
	22-10624 03/08/22	TEst-Screen Room	45.00			26 43500	390	10103
		Total for Vendor:	45.00					
7156		246 Snake River Pest LLC	20.00					
	03/07/22	Bi-Monthly Pest Control	20.00			1 41000	710	10103
		Total for Vendor:	20.00					
7157		349 Sterling Codifiers/American	144.56					
	15484 03/14/22	Codify Ord. No. 280	132.00			1 41000	650	10103
	15484 03/14/22	shipping	12.56			1 41000	650	10103
		Total for Vendor:	144.56					
7158		337 U.S. Bank Equipment Finance	157.60					
	467307955 03/08/22	Copier lease	157.60			1 41000	710	10103
		Total for Vendor:	157.60					
7159		175 VERIZON WIRELESS	133.69					
	02/25/22	Clerk cell phone	52.37			1 41000	690	10103
	02/25/22	Landlines	28.95			1 41000	690	10103
	02/25/22	Pwks cell	52.37			25 43400	690	10103
		Total for Vendor:	133.69					

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7137		14 ANALYTICAL LABORATORIES, INC.	55.00					
	88672	02/28/22 Monthly TC	17.00			25 43400	350	10103
	88672	02/28/22 Nitrate	38.00			25 43400	350	10103
		Total for Vendor:	55.00					
7151		16 ASSOCIATION OF IDAHO CITIES	50.00					
	200008535	03/08/22 AIC Spring District Registr	50.00			1 41000	160	10103
		Total for Vendor:	50.00					
7134		31 CARDMEMBER SERVICES	1,377.29					
	03/03/22	Zoom	14.99			1 41000	710	10103
	03/03/22	Indian Creek-Rest P&Z dinner	30.98			1 41000	390	10103
	03/03/22	Idaho Press-seasonal labor adv	148.10			1 43800	390	10103
	03/03/22	rental supplies	791.26			1 43800	390	10103
	03/03/22	Lowes, John Deere supplies	11.96			25 43400	390	10103
	03/03/22	MVM Ranger Fuel	117.75			25 43400	390	10103
	03/03/22	MVM John Deere fuel	18.00			25 43400	390	10103
	03/03/22	Amazon -Cordless Grease Gun	129.15			26 43500	390	10103
	03/03/22	Lowes - Shop Supplies	115.10			1 43100	390	10103
		Total for Vendor:	1,377.29					
7139		140 CenturyLink	342.56					
	02/25/22	276B-Well House #1-DSL	98.98			1 41000	690	10103
	02/25/22	682B-Col.Park Lift Station	42.16			26 43500	690	10103
	02/25/22	170B-Sewer Screen Bldg	42.16			26 43500	690	10103
	02/25/22	675B-City Hall Broadband/Fax	159.26			1 41000	690	10103
		Total for Vendor:	342.56					
7141		345 Core & Main LP	1,005.68					
	Q440768	03/02/22 Meter repairs	1,005.68			25 43400	390	10103
		Total for Vendor:	1,005.68					
7140		193 Dennis Rogers	225.00					
	02/28/22	Contract B/Up Operator-DW	75.00			25 43400	300	10103
	02/28/22	Contract B/Up Operatpr-WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
7152		999999 FRANK'S WELDING	427.50					
	45	03/13/22 Repair fire hydrant-Potato Rd	427.50*			25 43400	490	10103
		Total for Vendor:	427.50					
7142		999999 FRONTIER PERFORMANCE LUBRICANTS	119.71					
	03/02/22	lift station degreaser	119.71			26 43500	390	10103
		Total for Vendor:	119.71					
7143		999999 HEADS UP LANDSCAPE & SPRINKLER	29,870.00					
	03/08/22	Sprinkler Installation	21,000.00			1 43800	390	10103
	03/08/22	Sprinkler Installation	8,870.00			1 41000	710	10103
		Total for Vendor:	29,870.00					
7150		76 ICRMP	2,788.50					
	03/01/22	21-22 Annual Premium 2nd half	2,230.80			1 41000	460	10103
	03/01/22	21/22 Annual Premium 2nd half	557.70			25 43400	470	10103
		Total for Vendor:	2,788.50					

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7160		334 WEX Bank	70.42					
	79134769	02/28/22 Ranger Fuel	70.42			25 43400	390	10103
		Total for Vendor:	70.42					
7131		181 WHITE PETERSON ATTORNEYS AT LAW	2,803.96					
	149870	02/28/22 Feb 2022 Retainer	450.00			1 41000	650	10103
	149870	02/28/22 Feb 2022 Retainer	150.00			25 43400	650	10103
	149871	02/28/22 Non-Retainer-P&Z mtg	1,185.00			1 41000	650	10103
	149872	02/28/22 Non-Retainer - Lastufka	972.50			1 41000	650	10103
		02/28/22 mileage - P&Z/City Council	46.46			1 41000	650	10103
		Total for Vendor:	2,803.96					
		# of Claims	19					
		Total:	47,473.53					

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$37,569.42
25 Water	
10103 General Cash Account	\$3,495.40
26 Sewer	
10103 General Cash Account	\$1,482.87
28 Solid Waste	
10103 General Cash Account	\$4,925.84
Total:	\$47,473.53

Claim Approval Signature Page

Approved 3/14/22
Date

[Signature]
Signature
Mayor

Invoices Not Received
MECO
Idaho Press-Tribune
Valley Office System
Lingo

Heiderlitz/Forsgren
Motion Carrier