

AGENDA
REGULAR MEETING OF MELBA CITY COUNCIL
Melba City Hall 401 Carrie Rex Ave
Melba, Idaho 83641
Monday June 13, 2022 7:00 pm

Roll Call: Council Members: Forsgren, Hinderliter, Stapleton

Council not in Attendance: Councilwoman Johnshoy

Pledge of Allegiance: Council member Forsgren

1. Consent Agenda

**ACTION
ITEM**

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 May 9, 2022 Regular Meeting
- C. Approve the May 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.

- A. Representative of Melba Rural Fire/QRU Department to present information regarding the function and responsibilities of the Department.

3. Business

**ACTION
ITEM**

- A. Special Event Permit for approval/issue Melba "Olde Tyme" 4th of July activities. Certificate of Insurance received.

**ACTION
ITEM**

- B. FY 2023 COMPASS Membership dues in the amount of \$256 for review and approval.

**ACTION
ITEM**

- C. Discussion and possible action regarding the rental at 111 Charlotte Dr.

4. Public Hearings – No public hearing is scheduled.

5. Reports

- A. Melba Beautification Committee – Mayor Dickard
- B. City Attorney – Marc Bybee
- C. City Engineer – Mike Davis – not in attendance, submitted written report
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka – Report via email; drove through Melba several times in May, did not see any building violations and no structures were red tagged.

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

6. Budget FY 2022-2023 Workshop this will be discussion only, no action will be taken.

**ACTION
ITEM**

7. **Adjourn**

Enclosures: Agenda, Draft minutes of May 9, 2022-Regular meeting, Monthly Financials,
FY2023 COMPASS Membership Dues request, Engineer Report

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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 COUNCIL MEETING MINUTES
Regular Session: Monday, June 13, 2022 7:00 pm
Melba City Hall 401 Carrie Rex Ave., Melba, Idaho 83641

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

Councilmembers Absent: Johnshoy

Also in Attendance: City Attorney Marc Bybee, 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 May 9, 2022 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 \$22,536.74 for payment of bills to include bills listed that have not been received. Motion from Hinderliter Forsgren; 2nd by Forsgren. Motion Carried.

2. Presentations:

Melba Rural Fire Chief Brian McCormack presented information about the responsibilities and functions of the Melba Rural Fire Department and Quick Responders. Fire Chief McCormack offered copies of the Melba Fire District Burning Guidelines and a Melba Fire Rating Report.

3. Business

- A. Special Event Permit for the Melba "Olde Tyme" 4th of July Committee for the upcoming 4th of July activities was approved by motion from Hinderliter 2nd by Forsgren. Motion Carried
- B. FY 2023 COMPASS Membership dues in the amount of \$256 were reviewed and approved by motion from Forsgren; 2nd by Stapleton. Motion Carried.
- C. Council discussed the City's rental at 111 Charlotte Dr. City Attorney Bybee has a Lease Agreement prepared and will edit to include items discussed. Council authorized the City Clerk to offer and accept applications once the Lease Agreement is ready, by motion from Hinderliter; 2nd by Forsgren.

4. Public Hearing

There were no public hearings scheduled for this meeting.

5. Reports

A. Beautification Committee

- Mayor Dickard reported the Business Sign was delivered. Advanced Concrete will install foundation and framing; Mayor Dickard will have a crew of Football players to install the sign to the frame.
- Requested Council allow for funding in the 2022-2023 budget painting the Thrift Store building in the Park and start putting funds aside for a Walking Path Project.

B. City Attorney Bybee reported on the following items:

- Conference call with City Clerk, City Engineer and Canyon County Planner to clarify processing of Land Use Applications.
- Drafted Melba Estates Financial Agreement

C. City Engineer Mike Davis was not in attendance, provided a written report. Attached.

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

- Provided information regarding Lead and Copper Testing and requested Council members Forsgren, Stapleton, and Mayor Dickard to provide a sample from their home. Supt. Romine offered instructions.
- Working with T Hurd regarding the Tractor Pull track at the Park
- Meeting with Kurt Smith, Project Engineer for Melba Estates for the final walk through Wednesday, June 15, 2022 to check completed punch list items.

E. Building Official – Chuck Pavelka – reported via email that he had driven through Melba several times in May and did not see any building violations, no structures were red tagged. no report

Councilman Forsgren questioned work being done at 417 Randolph. Clerk will contact the Building Official to check on the location.


6. Council held a workshop regarding the FY 2022-2023 Budget. Tentative Budget will be presented at the July 11, 2022 City Council meeting for review and acceptance. Budget Hearing is scheduled for August 8, 2022.

7. **Adjourn** - With no further business, meeting adjourned at 9:07 pm by motion from Forsgren; 2nd by Stapleton Motion Carried.



Mayor

Attest:



City Clerk



ENGINEERING REPORT

June 2022

- 1. Well #3 (Replacement of Well #1)**
 - Waiting on funding agencies for possible funding programs
 - Corps of Engineers – no update on budget status
 - DEQ – Did not rank high enough for funding; Mayor sent a letter requesting reconsideration

- 2. Lagoon 7 Seepage Test**
 - Testing is complete
 - Initial results indicate passing test; Waiting for report/approval by DEQ

- 3. Children Pedestrian Safety Program**
 - Application submitted June 8th
 - \$250,000 grant for construction; Design/construction admin services not covered
 - Proposed project is curb/gutter and sidewalk along 4th Street and Broadway connecting the sidewalk at City Hall to the sidewalk at the school east parking lot on Broadway

- 4. Melba Estates**
 - Walkover completed on May 13th
 - Waiting for punch list items to be completed

- 5. Melba at the Rim**
 - Reviewed preliminary plat; Comment letter issued May 29th

- 6. Wastewater Facilities Plan/Update**
 - Listed for funding by DEQ (\$30,000 grant; \$30,000 City)
 - If City would like to proceed, need to budget \$30,000 for project
 - Existing Facilities Plan is 17 years old
 - Proposed update will include sewer collection planning

- 7. SCADA System**
 - No activities this month

- 8. Well No. 2 Inspection**
 - Televised after SCADA modifications allowing Well No. 2 to be offline

06/13/22
15:23:25

CITY OF MELBA
Claim Approval List
For the Accounting Period: 6/22

Page: 1 of 3
Report ID: AP100V

For doc #s from 7269 to 7293, First Interstate Bank
* ... Over spent expenditure

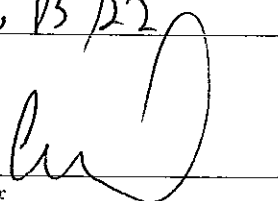
Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7286		999999 ADVANCED CONCRETE, INC	2,500.00					
	9180	05/31/22 Welcom Sign-concrete work	2,500.00			1 41000	710	10103
		Total for Vendor:	2,500.00					
7269		14 ANALYTICAL LABORATORIES, INC.	36.00					
	90953	05/31/22 Monthly TC	17.00			25 43400	350	10103
	90953	05/31/22 Nitrate	19.00			25 43400	350	10103
		Total for Vendor:	36.00					
7270		340 Big Creek Inspection	172.50					
	1029	05/31/22 MP #2022-05 520 Carrie Rex	60.00			1 41900	340	10103
	1029	05/31/22 MP #2022-06 110 Carrie Rex Ave	112.50			1 41900	340	10103
		Total for Vendor:	172.50					
7288		355 Canyon County Development	100.00					
	6-6-22	06/06/22 P&Z Tech Assistance - May 2022	100.00			1 41900	390	10103
		Total for Vendor:	100.00					
7271		140 CenturyLink	327.08					
	05/25/22	276B-Well House #1-DSL	83.98			1 41000	690	10103
	06/25/22	682B-Col.Park Lift Station	41.98			26 43500	690	10103
	05/25/22	170B-Sewer Screen Bldg	41.98			26 43500	690	10103
	05/25/22	275B-City Hall Broadband/Fax	159.14			1 41000	690	10103
		Total for Vendor:	327.08					
7272		193 Dennis Rogers	225.00					
	05/31/22	Contract B/Up Operator-DW	75.00			25 43400	300	10103
	05/31/22	Contract B/Up Operatpr-KW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
7285		73 HECO ENGINEERS	7,294.62					
	47550	06/08/22 Melba Estates	1,780.90			1 41000	650	10103
	47551	06/08/22 General Engineering Services	762.82			1 41000	650	10103
	47552	06/08/22 Seepage Test-Pond 7	2,912.50			1 41000	650	10103
	47553	06/08/22 Melba at the Rim	1,838.40			1 41000	650	10103
		Total for Vendor:	7,294.62					
7293		999999 HOPPER ELECTRIC SERVICE, INC	1,404.00					
	3861	05/13/22 Toshiba Motor-Aerator	1,404.00			26 43500	390	10103
		Total for Vendor:	1,404.00					
7279		82 IDAHO POWER	2,641.10					
	05/26/22	2204093385-Street Lights	322.72			1 43100	410	10103
	06/06/22	2201490311-City Hall	145.55			1 41000	690	10103
	06/06/22	2203120536-Park Irrigation	245.84			1 43800	690	10103
	06/06/22	2220539718-105 4th Park Irrig	5.33			1 41000	690	10103
	06/06/22	2202173221 - Well #1	453.28			25 43400	690	10103
	06/06/22	2204328757 - Well #2	442.15			25 43400	690	10103
	06/06/22	2200294896 - Lower Sewer	13.98			26 43500	690	10103
	06/06/22	2203342536 - Sewer Aerator	896.94			26 43500	690	10103
	06/06/22	2201932288 - Sewer Lift Statio	34.55			26 43500	690	10103
	06/06/22	2223894011 - Public Works Shop	63.24			1 43100	690	10103
	06/06/22	2226280192 -111 Charlotte	17.52			1 43800	690	10103
		Total for Vendor:	2,641.10					

For doc #s from 7269 to 7293, 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
7289		86 IDAHO RURAL WATER ASSOCITATION	420.00					
	21236	05/23/22 Dues-07/01/2022 - 06/30/2023	210.00			25 43400	390	10103
	21236	05/25/22 Dues-07/01/2022 - 06/30/2023	210.00			26 43500	390	10103
		Total for Vendor:	420.00					
7280		94 J&M SANITATION	5,633.24					
		05/31/22 May 2022 Trash Collection	5,633.24			28 43600	320	10103
		Total for Vendor:	5,633.24					
7290		999999 RAIN FOR RENT	258.00					
	1740094	05/23/22 Hose parts-Pond 7 Seepage	258.00			26 43500	390	10103
		Total for Vendor:	258.00					
7291		246 Snake River Pest LLC	25.00					
		06/09/22 Bi-Monthly Contract	25.00			1 41000	710	10103
		Total for Vendor:	25.00					
7292		172 USABLUEBOOK	285.02					
	996105	05/31/22 Inverted Paint-marking paint	55.95			25 43400	390	10103
	983998	05/18/22 Allgaecide?Herbicide	229.07			26 43500	390	10103
		Total for Vendor:	285.02					
7274		175 VERIZON WIRELESS	133.22					
		05/26/22 City Clerk cell phone	52.36			1 41000	690	10103
		05/26/22 City Hall Landline	28.50			1 41000	690	10103
		05/26/22 Public Works cell phone	52.36			25 43400	690	10103
		Total for Vendor:	133.22					
7275		181 WHITE PETERSON ATTORNEYS AT LAW	1,081.96					
	151320	05/31/22 May 2022 Retainer	450.00			1 41000	650	10103
	151320	05/31/22 May 2022 Retainer	150.00			25 43400	650	10103
	151321	05/31/22 Non-Retainer-Planning & Zoinin	437.50			1 41000	650	10103
	151320	05/31/22 mileage	44.46			1 41000	650	10103
		Total for Vendor:	1,081.96					
		# of Claims	16	Total:				22,536.74

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$12,148.26
25 Water	
10103 General Cash Account	\$1,474.74
26 Sewer	
10103 General Cash Account	\$3,280.50
28 Solid Waste	
10103 General Cash Account	\$5,633.24
Total:	\$22,536.74

Approved 6/13/22
Date
Signature 
Mayor

Bills not received

Lingo
Us Bank Equipment Fincance
Valley Office Supply

Approved by
Motion Headerliter
2nd Jonsgren

Motion Carried