

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

Monday May 9, 2022 7:00 pm

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

Pledge of Allegiance: Council member Stapleton

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 April 11, 2022 Regular Meeting
- C. Approve draft minutes of May 2, 2022 Special Meeting
- D. Approve the April 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].
- E. 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

**ACTION
ITEM**

A. City Attorney Marc Bybee to present draft Resolution No. 132 - Custodial Holding Account Authorization for review and/or approval.

**ACTION
ITEM**

B. Cleon Hoagland to present proposal to City Council requesting to place a Memorial Bench in the City Park.

**ACTION
ITEM**

C. Discussion regarding use of 111 Charlotte Dr. for employee housing/benefit.

D. Request by Public Works Supt. Darrell Romine to replace the failing shaft assembly from the motor mount to the prop on the aerator in Pond 1 at the Wastewater Facility cost is \$6,685.00 (quote attached)

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
- D. Public Works - Darrell Romine
- E. Building Official – Chuck Pavelka - no report

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. Begin discussions for the Budget FY 2022-2023.

ACTION
ITEM

7. Adjourn

Enclosures: Agenda, Draft minutes of April 11, 2022-Regular meeting, Draft Minutes of May 2, 2022 Special Meeting, Monthly Financials, FY2023 COMPASS Membership Dues request, quote from Fluence regarding Public Works request, draft Resolution No. 132- Custodial Holding Account Authorization

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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, May 9, 2022 7:00 pm
Melba City Hall 401 Carrie Rex Ave., Melba, Idaho 83641

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 and placed on the Regular Agenda.

- A. Approve Agenda
- B. Approve draft minutes of April 11, 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 \$13,852.78 for payment of bills to include bills listed that have not been received. Motion from Stapleton; 2nd by Johnshoy. Motion Carried.

2. Presentations:

There were no presentations.

3. Business

A. City Attorney Marc Bybee presented draft Resolution No. 132 -- Custodial Holding Account Authorization for review and/or approval. Attorney Bybee explained that the resolution will allow the City Clerk to establish a trust fund, separate from city funds, to hold funds provided by a developer when the required improvements are not completed, the developer and City may at that time enter into a Financial Guarantee Agreement. The resolution outlines the establishment of the trust fund as well as administration of the trust and expenditure process.

Resolution No. 132 was approved by motion from Hinderliter; 2nd by Stapleton. Motion Carried.

B. Tanner Hoagland appeared before Council to present a proposal for a memorial bench to be placed in the City Park in memory of his son Beckham. Mr. Hoagland provided information on the style and material for the bench. Attorney Bybee advised Council to have the bench formally donated to the city for maintenance purposes. After short discussion Mayor Dickard suggested Mr. Hoagland contact Public Works Supt. Darrell Romine for placement of the bench. The project was approved by motion from Stapleton; 2nd by Forsgren. Motion Carried. Hoagland left at this time.

C. Discussion regarding use of 111 Charlotte Dr for employee benefit was dismissed. The Council is not interested in this option at this time.

D. A request by Public Works Supt Darrell Romine was tabled to a future meeting; he was able to repair the aerator and will visit the request during budget discussions.

4. Public Hearing

There were no public hearings scheduled for this meeting.

5. Reports

A. Beautification Committee

- Mayor Dickard reported Melba Clean-Up went well, there was good citizen participation. Committee felt the day was successful.
- The business sign had to be transported to a different facility for clear coating, Advanced Sign will notify Public Works when sign is ready for delivery. Public Works will coordinate with the cement crew.
- The Committee discussed future projects and community events.

B. City Attorney Bybee reported on the following items:

- Conversation with Matt Johnson regarding using 111 Charlotte Dr. for employee housing/benefits.
- Drafted Resolution No. 132-Custodial Holding Account Authorization
- Communicating with Melba Estates Developer regarding Financial Agreement

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

- Well #1 Replacement project. DEQ has not released the priority list for the LOI we submitted back in January this year.
- Corp of Engineers has not responded to our last request for funding status; will need to contact Dennis Porter at Commerce
- Seepage Testing for Pond 7 this year, and Pond 8 2023
- Project Engineer needs to schedule a walk over for Melba Estates. Developer did not include irrigation pump or concrete in estimate for the financial agreement, after the walk through there may be other items to include in the financial agreement.
- Picked up the Preliminary Plat for Melba at the Rim tonight for review.
- Local Highway Technical Assistance Council has the Child Pedestrian Safety Program application open, the application is due June 8, 2022. Eligible projects include pathways, sidewalks, ADA ramps for the purpose of mobility, connecting to an existing facility. The maximum \$250,000 is for construction; no administration or design work is funded.

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

- Pond 7 seepage test is scheduled for this month
- Working with Mike on the SCADA program
- Carpet for the 111 Charlotte Dr is schedule to be installed Friday, May 13, 2022, windows should be ready and installed mid-May.
- Soccer field sprinkler system is up and running, would like to keep old handlines for Hove Rd. property and other special uses.

E. Building Official – Chuck Pavelka – no report

6. Council started discussion on the 2022-2023 budget, and will have a workshop June 9, 2022 City Council meeting. Councilwoman Johnshoy commented she will not be available for the June 9, 2022 meeting

7. **Adjourn** - With no further business, meeting adjourned at 8:00 pm by motion from Forsgren; 2nd by Hinderliter
Motion Carried.



Mayor

Attest:



City Clerk

05/09/22
14:22:56

CITY OF MELBA
Claim Approval List
For the Accounting Period: 5/22

Page: 1 of 2
Report ID: AP100V

For doc #s from 7228 to 7239, 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
7228		14 ANALYTICAL LABORATORIES, INC.	17.00					
	04/30/22	Monthly TC	17.00			25 43400	350	10103
		Total for Vendor:	17.00					
7229		340 Big Creek Inspection	60.00					
	1028 04/28/22	MP #2022-04-102 Rimview Dr	60.00			1 41900	340	10103
		Total for Vendor:	60.00					
7236		21 BLACK MOUNTAIN SOFTWARE, INC.	5,352.00					
	27927 05/01/22	Cloud Hosting/Support	2,423.00			1 41000	710	10103
	27927 05/01/22	Cloud Hosting/Support	1,465.00			25 43400	390	10103
	27927 05/01/22	Cloud Hosting/Support	1,464.00			26 43500	390	10103
		Total for Vendor:	5,352.00					
7230		140 CenturyLink	312.08					
	04/25/22	276B-Well House #1-DSL	68.98			25 43400	690	10103
	04/25/22	682B-Col.Park Lift Station	42.48			26 43500	690	10103
	04/25/22	170B-Sewer Screen Bldg	42.48			26 43500	690	10103
	04/25/22	275B-City Hall Broadband/Fax	158.14			1 41000	690	10103
		Total for Vendor:	312.08					
7231		193 Dennis Rogers	225.00					
	052 04/30/22	Contract B/Up Operator-DW	75.00			25 43400	300	10103
	052 04/30/22	Contract B/Up Operatpr-WW	150.00			26 43500	300	10103
		Total for Vendor:	225.00					
7235		94 J&M SANITATION	5,231.08					
	04/30/22	April 2022 Trash Collection	5,231.08			28 43600	320	10103
		Total for Vendor:	5,231.08					
7239		195 Noni Stapleton	156.83					
	04/22/22	Supplies for Melba Clean-Up Da	156.83			1 41000	710	10103
		Total for Vendor:	156.83					
7238		999999 SHERWIN-WILLIAMS	103.36					
	1622 - 8 04/04/22	Paint - 2 gallons	103.36			1 43800	390	10103
		Total for Vendor:	103.36					
7237		172 USABLUBOOK	102.28					
	954539 04/21/22	Sludge Judge	74.95			26 43500	390	10103
	954539 04/21/22	Freight	27.33			26 43500	390	10103
		Total for Vendor:	102.28					
7233		175 VERIZON WIRELESS	133.96					
	05/26/22	City Clerk cell phone	52.41			1 41000	690	10103
	05/26/22	City Hall Landline	29.14			1 41000	690	10103
	05/26/22	Public Works cell phone	52.41			25 43400	690	10103
		Total for Vendor:	133.96					

05/09/22
14:22:56

CITY OF MELBA
Claim Approval List
For the Accounting Period: 5/22

Page: 2 of 2
Report ID: AP100V

For doc #s from 7228 to 7239, First Interstate Bank
* ... Over spent expenditure

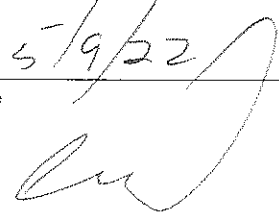
Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7234		181 WHITE PETERSON ATTORNEYS AT LAW	1,889.19					
	150882	04/30/22 Nov 2021 Retainer	450.00			1 41000	650	10103
	150882	04/30/22 Nov 2021 Retainer	150.00			25 43400	650	10103
	150884	04/30/22 Non-Retainer	1,222.50			1 41000	650	10103
	150882	04/30/22 mileage x three meetings	66.69			1 41000	650	10103
		Total for Vendor:	1,889.19					
		# of Claims - 11	Total:	13,582.78				

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$4,722.07
25 Water	
10103 General Cash Account	\$1,828.39
26 Sewer	
10103 General Cash Account	\$1,801.24
28 Solid Waste	
10103 General Cash Account	\$5,231.08
Total:	\$13,582.78

Claim Approval Signature Page

Approved 5/9/22
Date


Signature
Mayor

Bills not yet received

- Cardservices
- HECO
- Idaho Power
- Lingo
- Us Bank Equipment Finance
- Valley Office - copies invoice

*approved by motion - Stapleton
2nd - Johnson
Motion carries*