

**AGENDA**  
**REGULAR MEETING OF MELBA CITY COUNCIL**  
**Melba City Hall      401 Carrie Rex Ave**  
**Melba, Idaho 83641**  
**Monday      August 8, 2022      7:00 pm**

**Roll Call:** Council Members: Forsgren, Hinderliter, Stapleton, Johnshoy  
**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 July 11, 2022 Regular Meeting
- C. Approve the July 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. Kate Dahl, Division Manager Canyon County Economic Development to provide information about Canyon County’s Economic Development Program.

**3. Public Hearings**

The Purpose of the Public Hearing is to allow Council to receive comments written or oral on each of the following proposed items.

- A. **Proposed Budget FY 2022-2023** – Pursuant to the provisions of Idaho Code Section 50-1002 Melba City Council will receive comments regarding the proposed budget for the fiscal period October 1, 2022 thru September 30, 2023. All persons interested may appear and show cause, if any, they have on why said proposed budget should not be adopted.

Ordinance No. 281 – Appropriation Ordinance for the Fiscal Year beginning October 1, 2022 ending September 30, 2023 appropriating the sum of \$909,920 to defray the expense and liabilities of the City of Melba for review and/or adoption using suspension of the three (3) readings rule.  
Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton

- B. **Proposed Solid Waste Rate Increase at the request of the Contractor J&M Sanitation**  
Remove the option for “no tip cart”; and to increase the residential and commercial rates for collection of solid waste

Resolution No. -Solid Waste Rate Increase for J&M Sanitation and removing the option for “no tip cart” for review and/or approval.

*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*

**4. Business**

**ACTION  
ITEM**

A. Deferred Development Improvements Agreement for Excel Equipment.

**ACTION  
ITEM**

B. Discussion with possible action regarding signs at the City Park to be able to tow unauthorized vehicles.

**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 – Report via attached email

**ACTION  
ITEM**

**6. Executive Session Idaho Code Section 74-206 (1)(c)**

Motion to Open Executive Session under (1)(c): to acquire an interest in real property not owned by the City.

- Identify who outside of the Council will be in attendance
- Roll Call Vote: Forsgren, Hinderliter, Johnshoy, Stapleton.

**ACTION  
ITEM**

**7. Conclude and exit Executive Session by vote.**

- Mayor to state for the record “after exiting that no final action or final decision was made”.

**ACTION  
ITEM**

**8. Adjourn**

Enclosures: Agenda, Draft minutes of July 11, 2022-Regular meeting, Monthly Financials,  
Building Official report and miscellaneous information

**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/Budget Hearing: Monday, August 8, 2022 7:00 pm**  
**Melba City Hall 401 Carrie Rex Ave., Melba, Idaho 83641**

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

**Council members Absent:** 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 July 11, 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 \$35,070.24 for payment of bills to include bills listed that have not been received. Motion from Hinderliter; 2<sup>nd</sup> by Johnshoy. Motion Carried.

**2. Presentations:**

**3. Public Hearing(s)**

Public Hearing was opened by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried

The Purpose of the Public Hearing is to allow Council to receive comments written or oral on the following proposed item.

**Proposed Budget FY 2022-2023** – Pursuant to the provisions of Idaho Code Section 50-1002 Melba City Council will receive comments regarding the proposed budget for the fiscal period October 1, 2022 thru September 30, 2023. There were no one in attendance for comment. There were no written comments received.

Councilman Forsgren motioned to suspend the three (3) rule; 2<sup>nd</sup> by Hinderliter. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes, Stapleton absent.

There was no further discussion from the Council. Ordinance No. 281 – Appropriation Ordinance for the Fiscal Year beginning October 1, 2022 ending September 30, 2023 appropriating the sum of \$909,920 to defray the expense and liabilities of the City of Melba was approved by motion from Hinderliter; 2<sup>nd</sup> by

Forsgren using suspension of the three (3) readings rule. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton absent.

The Public Hearing was closed by motion from Forsgren; 2<sup>nd</sup> by Hinderliter. Motion Carried

Public Hearing was opened by motion from Forsgren; 2<sup>nd</sup> by Johnshoy. Roll Call Vote: Forsgren, Yes; Hinderliter, Yes; Johnshoy, Yes; Stapleton absent

**B.** Purpose of the Public Hearing was to hear comment regarding the proposed Solid Waste Rate Increase at the request of the Contractor J&M Sanitation to remove the option for “no tip cart”; and to increase the residential and commercial rates for collection of solid waste

There was no one in attendance for comments. There were written comments received. There was no further discussion from the City Council.

Resolution No. 134 -Solid Waste Rate Increase for J&M Sanitation and removing the option for “no tip cart” was approved by motion from Hinderliter; 2<sup>nd</sup> by Forsgren. Motion Carried

Public Hearing was closed by motion from Hinderliter; 2<sup>nd</sup> by Johnshoy. Motion carried.

#### **4. Business**

**A.** The Deferred Development Agreement for Excel Equipment was forwarded to the September meeting.

**B.** Council discussed amending City Code to allow unauthorized and/or abandoned vehicles parked in the City Park after hours be towed at the owner’s expense and clarifying the hours of the park. City Attorney will work on the amendment for the September meeting.

#### **5. Reports**

**A.** Beautification Committee there was no meeting.

**B.** City Attorney Bybee reported on the following items:

- Reported work on the Legal Services Agreement, e mailed to the City Clerk for Mayor’s signature
- Had a phone conversation with Mark Hilty, Attorney for Rocky Point developer inquiring as to where the subdivision was in the process.
- Conversations and emails with Kate Dahl, Planner and City Engineer Mike Davis regarding the Charlotte Dr. right-of-way within Rocky Point Subdivision.
- Prepared Lease Agreement for 111 Charlotte Dr. Drafted an application at the request of the City Clerk.
- Commented there is no need for the Executive Session he requested for this evening’s meeting.

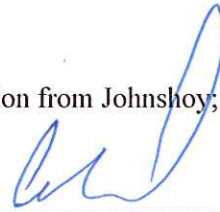
**C.** City Engineer Mike Davis was not in attendance, emailed a written report, attached.

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

- Liquid Engineers will be in to clean and inspect Water Tank Friday and Saturday, August 12-13, 2022.

**E.** Building Official – Chuck Pavelka – emailed a written report, attached.

6. With no further business, meeting adjourned at 8:30 pm by motion from Johnshoy; 2<sup>nd</sup> by Hinderliter.  
Motion Carried.



\_\_\_\_\_  
Mayor

Attest:



\_\_\_\_\_  
City Clerk

08/08/22  
15:06:03

CITY OF MELBA  
Claim Approval List  
For the Accounting Period: 8/22

Page: 1 of 2  
Report ID: AP100V

For doc #s from 7359 to 7374, 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
7365		14 ANALYTICAL LABORATORIES, INC.	377.00						
	92539 07/31/22	Monthly TC x 6 - re-test	102.00			25 43400	350		10103
	92539 07/31/22	EPA 524.2 THM x1	110.00			25 43400	350		10103
	92539 07/31/22	552 HAAS x1	165.00			25 43400	350		10103
		Total for Vendor:	377.00						
7372		16 ASSOCIATION OF IDAHO CITIES	45.00						
	11500 07/20/22	Annual ICCTFOA Dues-Noni	45.00			1 41000	390		10103
		Total for Vendor:	45.00						
7362		340 Big Creek Inspection	1,029.00						
	1030 07/31/22	MP #2022-07 - 107 Carrie Rex A	1,029.00*			1 41900	340		10103
		Total for Vendor:	1,029.00						
7367		140 CenturyLink	329.25						
	07/25/22	276B-Well House #1-DSL	83.98			1 41000	690		10103
	07/25/22	682B-Col.Park Lift Station	42.86			26 43500	690		10103
	07/25/22	170B-Sewer Screen Bldg	42.86			26 43500	690		10103
	07/25/22	275B-City Hall Broadband/Fax	159.55			1 41000	690		10103
		Total for Vendor:	329.25						
7363		35 CHUCK PAVELKA	23,434.80						
	07/31/22	BP #480-216 Rim View Dr	2,861.95*			1 41900	340		10103
	07/31/22	BP #481-212 Rim View Dr	2,916.55*			1 41900	340		10103
	07/31/22	BP #482-303 1st St- Manuf Home	275.00*			1 41900	340		10103
	07/31/22	BP #483-0 Potato Rd	7,987.00*			1 41900	340		10103
	07/31/22	BP #484-217 Rim View Dr	4,166.35*			1 41900	340		10103
	07/31/22	BP #485-218 Rim View Dr	2,780.05*			1 41900	340		10103
	07/31/22	BP #486-215 Rim View Dr	2,447.90*			1 41900	340		10103
		Total for Vendor:	23,434.80						
7359		193 Dennis Rogers	225.00						
	055 07/31/22	Contract B/Up Operator-DW	75.00			25 43400	300		10103
	055 07/31/22	Contract B/Up Operatpr-WW	150.00			26 43500	300		10103
		Total for Vendor:	225.00						
7373		85 IDAHO PRESS-TRIBUNE	660.42						
	24660 08/05/22	Public Notice-J&M Fee Increase	313.62*			1 41000	650		10103
	24661 08/08/22	Public Notice-Budget Hearing	346.80*			1 41000	650		10103
		Total for Vendor:	660.42						
7371		94 J&M SANITATION	5,501.90						
	07/29/22	July 2022 Trash Collection	5,501.90			28 43600	320		10103
		Total for Vendor:	5,501.90						
7374		129 PIPECO, INC.	93.07						
	S469611500 07/19/22	Park Irrigation supplies	93.07			1 43800	400		10103
01		Total for Vendor:	93.07						


For doc #s from 7359 to 7374, 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
7369		175 VERIZON WIRELESS	134.28						
	07/26/22	City Clerk cell phone	52.46			1 41000	690		10103
	07/26/22	City Hall Landline	29.36			1 41000	690		10103
	07/26/22	Public Works cell phone	52.46			25 43400	690		10103
		Total for Vendor:	134.28						
7370		181 WHITE PETERSON ATTORNEYS AT LAW	3,240.52						
	07/31/22	July 2022 Retainer	451.52*			1 41000	650		10103
	07/31/22	July 2022 Retainer	150.00			25 43400	650		10103
	07/31/22	Non-Ret. P&Z-Charlotte Dr/ROW	1,681.50*			1 41000	650		10103
	07/31/22	Misc. General	957.50*			1 41000	650		10103
		Total for Vendor:	3,240.52						
		# of Claims	11	Total:	35,070.24	# of Vendors	11		

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$28,678.16
25 Water	
10103 General Cash Account	\$654.46
26 Sewer	
10103 General Cash Account	\$235.72
28 Solid Waste	
10103 General Cash Account	\$5,501.90
Total:	\$35,070.24

Claim Approval Signature Page

Approved 8/8/22  
Date  
Signature   
Mayor

Motioned by: Henderlaker  
2nd By: Johnshoy  
Approved  
Ayes 3  
Nays 0  
Absent 1

Bills not yet received

- Cardservices
- HECO
- Idaho Power
- Lingo
- Us Bank Equipment Finance
- WEX-Gas card
- Valley Office – copies invoice