

AGENDA
REGULAR MEETING OF MELBA CITY COUNCIL
Melba City Hall 401 Carrie Rex Ave
Melba, Idaho 83641
Monday July 11, 2022 7:00 pm

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

Pledge of Allegiance: Council member Hinderliter

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 June 13, 2022 Regular Meeting
- C. Approve the June 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. Mark Carnopis, Valley Regional Transportation will present the annual update and Membership Assessment.

3. Business

**ACTION
ITEM**

- A. Request by Staff to use Juneteenth 2023 as a floating Holiday as we do for Columbus Day, City Hall is closed the day after Thanksgiving

**ACTION
ITEM**

- B. Attorney Bybee to present an updated Legal Services Agreement for Fiscal Year 2023 services for review and acceptance.

**ACTION
ITEM**

- C. Valley Regional Membership Assessment for Fiscal Year 2022-2023 for approval.

**ACTION
ITEM**

- D. Engagement Letter from Zwygart John CPAs, PLLC for 2022 Audit Services in the amount of \$10,500, for review and acceptance.

**ACTION
ITEM**

- E. Fiscal Year 2022-2023 Tentative Budget for review, discussion, and approval.

4. 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

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. Adjourn

Enclosures: Agenda, Draft minutes of June 13, 2022-Regular meeting, Monthly Financials, Zwygart John Engagement Letter, Building Inspector report.

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, July 11, 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 June 13, 2022 Regular Meeting
- C. Approve draft minutes of June 24, 2022 Special Meeting
- D. 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 \$8,190.39 for payment of bills to include bills listed that have not been received. Motion from Hinderliter; 2nd by Stapleton.
Motion Carried.

2. Presentations:

Mark Carnopis from Valley Regional Transportation presented the annual report and membership assessment for the City of Melba. At the end of presentation Mark stood for any questions and/or comments from Mayor and Council. Mayor and Council thanked Mark for the report.

3. Business

A. A request from Staff to allow Juneteenth as a floating Holiday was approved by a motion from Forsgren; 2nd by Stapleton. Motion Carried.

B. City Attorney did not have a copy of the Legal Services to present to Council at this time. The only changes would list Marc Bybee as primary Attorney with Katelin Bartles as secondary Attorney, raise the retainer to \$625/monthly, update the hourly rates for non-retainer items. Council authorized Mayor's signature for the Legal Services Agreement as long as changes are consistent as presented. By motion from Hinderliter; 2nd by Johnshoy. Motion Carried.

C. Valley Regional Transportation Assessment in the amount of \$307 for Fiscal Year 2022-2023 was approved and accepted by motion from Forsgren; 2nd by Hinderliter. Motion Carried.

D. Engagement letter from Zwygart John CPAs, PLLC for FY 2022 Audit Services in the amount of \$10,500 was accepted for signature by motion from Hinderliter; 2nd by Forsgren. Motion Carried.

E. Council reviewed Tentative Budget for Fiscal Year 2022-2023. After short discussion Tentative Budget FY 2022-2023 was approved by motion from

4. Public Hearing

There were no public hearings scheduled for this meeting.

5. Reports

A. Beautification Committee

- Mayor Dickard reported the Business Sign installed, Advanced Sign was notified the sign had damage to the lettering and edges, Advanced Sign agreed to repair damage. Mayor Dickard delivered letters to businesses offering placement on the sign, two (2) Businesses have signed up.

B. City Attorney Bybee reported on the following items:

- Reported work on the Lease Agreement for 111 Charlotte Dr. will be complete and sent to City Clerk for review.

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

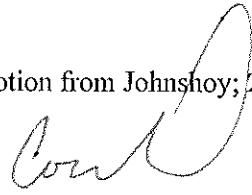
- City did not receive funding for Well #1 Replacement project regardless of the re-consideration letter sent. Will be considered if other projects are delayed or choose not to accept funding.
- Will need to contact Dennis Porter at Department of Commerce regarding ICDBG funding.
- Seepage Test for Pond 7 has been submitted to Department of Environmental Quality for review, should receive results this week.
- Should find out if the Child Pedestrian Safety Program Application submitted to Idaho Department of Transportation in May was successful or not soon.
- Signed Final Plat for Melba Estates.
- Met with DC Engineers and Darrell to discuss the SCADA System at Well #2. Should have a proposal for work to be done this week.

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

- Meeting with Mike and DC regarding Well #2/SCADA System.
- Scheduled Water Tank cleaning for this weekend.

E. Building Official – Chuck Pavelka – reported via email. Stopped work at 417 Randolph St., contractor called, said he was not doing structural changes to the building; only cosmetic; replacing existing porch. Building Official allowed work to be completed, does not need building permit at this time. Did let them know they will need a Mechanical Permit if any heating or cooling will be replaced or modified.

6. With no further business, meeting adjourned at 8:09 pm by motion from Johnshoy; 2nd by Forsgren. Motion Carried.



Mayor

Attest:



City Clerk

07/11/22
14:42:09

CITY OF MELBA
Claim Approval List
For the Accounting Period: 7/22

Page: 1 of 2
Report ID: AP100V

For doc #s from 7316 to 7331, 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
7316		14 ANALYTICAL LABORATORIES, INC.	347.00						
	91787	06/30/22 Monthly TC	17.00			25 43400	350		10103
	91787	06/30/22 Copper x 10	110.00			25 43400	350		10103
	91787	06/30/22 Lead x 10	220.00			25 43400	350		10103
		Total for Vendor:	347.00						
7324		20 BENCONNECTED COMPUTER SERVICES, 07/01/22 Qtr Maintenance Contract	200.00			1 41000	710		10103
		Total for Vendor:	200.00						
7325		355 Canyon County Development	350.00						
	7-7-22	07/07/22 Staff Meeting-Melba at the Rim	100.00*			1 41900	390		10103
	7-7-22	07/07/22 Staff REport-Melba at the Rim	150.00*			1 41900	390		10103
	7-7-22	07/07/22 Vacation-Melba Estates	100.00*			1 41900	390		10103
		Total for Vendor:	350.00						
7317		140 CenturyLink	327.08						
	06/25/22	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
	06/25/22	170B-Sewer Screen Bldg	41.98			26 43500	690		10103
	06/25/22	275B-City Hall Broadband/Fax	159.14			1 41000	690		10103
		Total for Vendor:	327.08						
7326		35 CHUCK PAVELKA	252.50						
	188	06/30/22 BP #478-376 Randolph Ave	126.25			1 41900	340		10103
	188	06/30/22 BP #479011 Randolph Ave.	126.25*			1 41900	390		10103
		Total for Vendor:	252.50						
7318		193 Dennis Rogers	225.00						
	06/30/22	Contract B/Up Operator-DW	75.00			25 43400	300		10103
	06/30/22	Contract B/Up Operatpr-WW	150.00			26 43500	300		10103
		Total for Vendor:	225.00						
7328		86 IDAHO RURAL WATER ASSOCITATION	125.00						
	Q-SS1423	06/21/22 Consumer Confidence Report	125.00			25 43400	390		10103
		Total for Vendor:	125.00						
7327		343 Integrity Inspection Solutions,	425.00						
	Y2M7-1061	07/08/22 Clean Irrg. line-Loemis	325.00			25 43400	400		10103
	Y22M7-1061	07/08/22 Trip Charge	100.00			25 43400	300		10103
		Total for Vendor:	425.00						
7323		94 J&M SANITATION	5,130.73						
	06/29/22	June 2022 Trash Collection	5,130.73			28 43600	320		10103
		Total for Vendor:	5,130.73						

For doc #s from 7316 to 7331, 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
7329		999999 MATTHEW BENDER & CO., INC	60.10						
	32008325	06/30/22 Id Code Supplement	60.10			1 41000	650		10103
		Total for Vendor:	60.10						
7330		172 USABLUBOOK	368.78						
	018992	06/20/22 FOG Digester-5 gal	152.50			26 43500	390		10103
	030964	06/30/22 Ultrasonic Level Guage-Chlorine	204.95			25 43400	390		10103
	030964	06/30/22 Freight	11.33			25 43400	390		10103
		Total for Vendor:	368.78						
7320		175 VERIZON WIRELESS	133.59						
	9909820229	06/26/22 City Clerk cell phone	52.36			1 41000	690		10103
	9909982022	06/26/22 City Hall Landline	28.87			1 41000	690		10103
	9909820229	06/26/22 Public Works cell phone	52.36			25 43400	690		10103
		Total for Vendor:	133.59						
7331		334 WEX Bank	172.34						
	82197561	06/30/22 Ranger Fuel	172.34			25 43400	390		10103
		Total for Vendor:	172.34						
		# of Claims	13	Total:	8,117.12				
		# of Vendors	13						

Fund Summary for Claims

Fund/Account	Amount
1 General	
10103 General Cash Account	\$1,186.95
25 Water	
10103 General Cash Account	\$1,412.98
26 Sewer	
10103 General Cash Account	\$386.46
28 Solid Waste	
10103 General Cash Account	\$5,130.73
Total:	\$8,117.12

Claim Approval Signature Page

Total 632.9
8190.39

Approved _____
Date

Signature _____
Mayor

Bills Not Yet Received

Card services
HECO

Idaho Power

LINGO

Us Bank Equipment Finance (Copier Lease)

Valley Office Supplies

White Peterson

*Approved -
Motion Sclinderleker
2nd Stapleton
Motion Carried*