

Melbourne City Council
Regular Meeting in Library Basement
October 9, 2017

Melbourne City Council met in regular session on October 9, 2017 at the Melbourne Library basement. Council members present were Juel, C. White, Bunting and Fuller. Absent was Stahl. Also present were Mayor John White, Mary Pothast, Officer Mike Ball, Keith Smith, Taylor Brown, Joshua Fuller, Michelle and Kyle DeRossett. Mayor White called the meeting to order at 7:00 pm and led the Pledge of Allegiance. Motion made by C. White with 2nd by Fuller to approve the Agenda, the bills and the minutes acknowledging a correction of the date from the published minutes to the approved minutes from Oct 10 to Oct 9. Vote was all ayes for approval. In public comments and concerns Michelle and Kyle DeRossett asked for the decision whether they had to move their building from its present location. It had been built 2' onto city property and had been given from the original date of the March 2017 meeting until October 1 to move the building. Council agreed to speak to Attorney Greer to see what her opinion was regarding the sale or lease of the property. She remarked that she felt it is not in the city's best interests to sell the property as it could lead to other residents abutting city property to want to purchase property. Greer set the date of October 31 for the building to be moved. The city will clean up any rock left after the building is moved.

In building permits, Eric Hewitt of 607 Hooper Street requested a building permit and variance for a deck and handicap accessible ramp. The variance had been mailed with no objections from neighbors. Motion by Juel with 2nd by Bunting to approve permit and variance. Vote was all ayes to approve.

Council had tabled the issue of a stop sign at the bank corner from September. Combined with the new issues presented at the intersections Owen and Main Street and the 1st and Main Street, it was discussed if 4 way stops were needed. Traffic had been monitored at the bank corner, and that location was dismissed. Mayor White had been approached about the other two corners being dangerous with the number of children at bus stops and playing. Motion made by Juel with 2nd by Bunting to reinstall the signs on Main and 1st Street and put up new stop signs at Owen and Main Street. Vote was all ayes to approve.

Council discussed the value of the old truck and plow to be put up for sealed bids. The book value of the truck is \$6625 according to NADAguides. The plow was purchased in 2008 for \$5455. The council decided to take sealed bids with a minimum bid of \$5000 and reserve the right to reject all bids. LeGrand Sanitation and Waste Connections of Iowa, dba Stone Sanitation filed hauler permit applications. All paperwork was submitted and looked fine. Motion by Fuller with 2nd by Bunting to approve permits. Vote was all ayes for approval. Mayor White brought up that the City Clerk uses her cell phone all the time for city business, posting it on paperwork to contact on weekends for rentals as well. Superintendent Fricke's plan is paid for by the city, and Assistant Jim Pfantz is reimbursed \$50 for his personal cell phone usage. After some discussion, Juel stated since both the clerk and Fricke are full time, that she should be reimbursed the amount paid for his cell phone. Amount was set at \$65 with motion by C. White and 2nd by Fuller. Vote was all ayes to approve.

Discussion ensued regarding the large number of shut off notices last month. Clerk stated there were 16 in comparison to 6 or 7 normally being hung. All accounts unpaid by the 17th or business day closest receive a 10% late fee. Those being faced with shut off incur a \$15 hang tag fee, and a \$50 fee if they are shut off, as well as a \$50 fee to turn the water back on. Thoughts about raising the \$15 hang tag fee to \$25 were talked about, as well as shortening the time from two months delinquent to one month delinquent for the shut off. Council realizes that there can be extenuating circumstances but the number is getting out of hand, with 5% of the number of customers billed facing shut off. Motion was made by C.

White with 2nd by Juel to have clerks work with persons facing shut off one time. Payment plans are available. Those who were habitual (receiving delinquent notices more than 3 or more times in 12 months), are to receive a shut off notice after one month of delinquency on approximately the 26th or whichever day that shut off notices are generated and hung. Those already on a payment plan are to be shut off as well with a hang tag notice. Vote was all ayes. The policy was approved. Clerk will write up a notice to be included in every delinquent notice mailed on October 17th. Clerk also presented an idea for bills to be a full page format instead of a postcard. This way there could be monthly news on the back or one attached page if needed instead of quarterly. News would be more current and hopefully won't have the problem with postcards being eaten by the machines in Des Moines. She will gather all price information and give all the pertinent facts in November.

Clerk Pothast mentioned that the current desktop computer she uses was purchased in 2011 and although there is nothing wrong with the computer, it was recommended by the software company that the city may want to upgrade to a newer machine with more RAM to more efficiently run the network. Clerk will discuss requirements with Data Tech at the User Group meeting on October 18 and work with Councilman Fuller to locate a new machine. They would like to stay local and will contact Partner Communications as well as Best Buy in Ames to find the best fit at the best price and bring to council in November. Mayor White said Fricke had requested to take the newer snowplow truck to O'Halloran's in Des Moines for a tune up as they have previously for approximately \$1500. Juel suggested they contact Hogeland's in Marshalltown to see if they do that kind of work. If they do not find anyone local, it is fine to take it to Des Moines.

Officer Ball reported that he has found 14 unregistered vehicles in various states in town. He has worked with the clerk to develop a letter and wanted to get the council approval to allow them 30 days for taking care of the issue. The letter will have a place to call and leave a message for Ball to get back to them regarding the circumstances of the vehicle. If the nuisance is not abated it will be pursued in court.

Clerk stated she had been in contact with Scott Doe regarding an October walkthrough of the school property. October 12th worked for council attending so clerk will contact Doe to arrange it. Officer Ball had spoken with Amy Kohlwes regarding trailer park issues. Some cleanup has been done. Attorney Greer will meet Ball to do a drive through of the trailer park site and report back to council next month regarding what needs to be done.

Motion made by Fuller with 2nd by Juel to adjourn. Vote was all ayes. Meeting adjourned at 7:48 pm.

GEN EXP 17,195.30, ROAD USE 46,445.16, EMPLOYEE BENEFITS 1118.42, WATER 4966.02, SEWER 5568.32, SANITARY SEWER LAGOON 2500.00: TOTAL 80,793.22.

GEN REVENUE 5502.24, ROAD USE 10,906.36, EMPLOYEE BENEFITS 84.46, EMERGENCY 15.26, LOST FIRE ASSN 870.70, LOST 1ST RESP 870.70, POOL 2.36, LOST REC CTR 25.84, LOST POOL 1741.40, WATER 14,561.84, SEWER 16,358.28, SANITARY SEWER LAGOON 2500.00: TOTAL 53,439.44.

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