

Melbourne City Council
Regular Meeting @ Library Basement
August 12, 2019

Melbourne City Council met in regular session on August 12, 2019 at 7:00 pm at the Melbourne Library basement. Council members present were Juel, Stahl and Bunting and Gibbs. Also present were Mayor John White, Clerk Mary Pothast, Chief Mike Ball, Fire Chief Bob Monroe, Julie and Barb Pickard, Library Director Sara Mechtel and Kay Monroe. Mayor White called the meeting to order at 7:00 pm with the pledge of allegiance. Motion to approve the agenda, minutes and bills made by Juel, 2nd Gibbs. Vote was all ayes.

In department news, Fire Chief Monroe brought to the council's attention that the City and Logan and Washington Townships had written checks for the balance of the budget to the Melbourne Fire Association to pay for the eave spout project for the fire station. This was a total of \$10,480. The eaves came in just less than anticipated at \$4,186, leaving \$6,294. Monroe had spoken to both of the townships to see if they would be amenable to using the remainder of the money to replace the three overhead doors on the fire station. The door project will cost \$11,540, which will include two new openers (they just installed a new one on the third door). The remaining \$5,246 is to be financed the following way: \$2000 will be paid from the building maintenance line of the budget and the balance of the money, approximately \$3246 coming from the Local Option Sales Tax (Fire) and the Firemen's Association. The doors will each have a wrap depicting the mousehole with that particular engine coming through it. The wraps will not be paid for with city budget funds. Motion made by Stahl with 2nd by Bunting. Roll call vote was all ayes. Expenditure was approved.

Barb and Julie Pickard and Sara Mechtel appeared before the council to give the funding status for the library deck project. They discussed the new deck configuration and how it complies with all ADA regulations. The materials will cost about \$21,000 with a quote from one contractor for \$10,000. Barb and Julie have written over 100 grants and have responses from about 15%. They have been successful in securing \$29,700 toward the total so far. Mayor White and council congratulated them on an amazing job well done and look forward to seeing its completion. Next Kay Monroe spoke a bit about the history of the Fortnightly Club in Melbourne and the fact that they are no longer meeting. The club has some funds left that they would like to disburse. She said that the group would like to fund 2 free family swims a year with their donation until the money runs out. Clerk Pothast had told her that the pool has a savings account that the funds could go into and be disbursed that way. Motion to accept the donations earmarked for this purpose made by Gibbs with 2nd by Stahl. Vote was all ayes. Council gives its thanks to this organization.

Next on the agenda was the LP contract for the rec center with New Century FS. The prepay is \$1.159 per gallon. The cost for 600 gallons is \$711.35. Last year it was higher. Motion made by Juel with 2nd by Bunting to approve the contract. Roll call vote was all ayes. Resolution 19-08-01 is approving the Street Finance Report for 2019 (SFR). Motion made by Bunting with 2nd by Gibbs to approve the resolution. Vote was all ayes. Clerk was directed to submit the SFR to the DOT. Next the Clerk asked about hiring a part time deputy clerk to replace Deb Mercer when she retires in October. She will meet with the

personnel committee of White and Stahl to discuss what needs to be posted, and the particulars of the position. The position of custodian/janitor for the rec center will also be open, with Angie Gibbs resigning as of the end of August. The rec board has traditionally taken care of filling this position and council feels that would be appropriate. Motion made by Juel with 2nd by Bunting for the rec board to complete the hiring for this position, following all state mandated rules. Vote was all ayes. Stone Sanitation has submitted their renewal for a garbage hauler permit with the required insurance coverage. Motion made by Stahl with 2nd by Juel to approve. Vote was all ayes. Motion made to set a public hearing for the budget amendment for September 9. Motion made by Gibbs, 2nd by Stahl to approve. Vote was all ayes. Gary requested to discontinue the city cell phone contract and be put on his family plan with reimbursement. Motion made to reimburse him \$65 for usage by Juel with 2nd by Bunting. Vote was all ayes. Pfantz is currently being reimbursed \$50. Mayor requested he be brought up to \$65 like everyone else, since he is being contacted at all hours as well on his cell phone. Motion by Juel with 2nd by Stahl to increase the payment by \$15. Vote was all ayes. The roof at city hall had hail damage, and the city has already received a check for \$6746.19 for replacement. Clerk has contacted R&R Services, as they did the previous work. The adjustor felt they had done an excellent job before. Clerk and PW will get an additional quote and present at the next meeting in September. Ricken Tiling presented an estimate to complete the additional 125' of Butler Street to the north for \$12,500, while the equipment is still in place. There is a remaining \$11,188.92 left from the CD proceeds that has been liquidated. There is \$24,953 left in the budget for cleaning sewer lines and the sewer/lagoon project. Motion made by Gibbs with 2nd by Bunting to approve the \$12,500 project with a completion date of October 1, 2019. Vote was all ayes. One of the flow meters at the treatment plant quit working and a maintenance call was made. Diagnosis was that the part is obsolete and there is some corrosion inside the panel. Evidently a gel substance was never replaced last time it was cleaned. Replacing the gel will be a band aid, but the meter will need to be replaced. This is a very important part of our WW treatment. PW got a quote from Electric Pump from Des Moines for \$6,387 for removing the old pump and installing the new one. Juel asked about a competitor's quote. Clerk stated that the proximity to the company in Des Moines would save them money from other companies located in Wisconsin and Minnesota traveling to Melbourne for mileage and travel expenses. Motion by Gibbs, 2nd by Stahl to approve purchase. Vote was all ayes. There is a shut off on 4th Avenue that is broken, and unable to shut water off. There has been contact with the landlord and they have been told it is their expense to repair/replace the shut off. Clerk is directed to send a letter giving them until October 1 to make the repairs, or PW is to contract out the job and bill the landlord. There is another issue with non-payment of a sewer bill in town. Liens have been place against the property and have not been paid. This account has not been paid since November 2018, and is up over \$500 but no way to discontinue service. Employees are directed to send or post one last letter giving them 10 days to pay, and then hire someone to dig up the sewer lateral and put a shut off valve on it. Motion by Juel with 2nd by Stahl. Vote was all ayes. The sale of the police car was mentioned by Clerk. No bids have yet been received. Bids are to be opened on the 14th and the highest bid over \$3000 is to be accepted per discussion at last month's meeting.

In old business the clerk explained that no deposit had been made for the last budget year for water and sewer into savings because of two reasons. In water, the remainder of the budget was used up to pay in

part for the water tower cleaning that is being done this week. In sewer, there is not a surplus in the sewer checking, so even though the entire sewer budget was not used, there was not an excess of funds. Sewer revenue bonds require 110% of the payments due to pay loans in the account. A minimum of 25% of a year's expenses is also suggested as a reserve. We are not at that point yet. Clerk then explained the city's portion of funding for the CDBG grant for the low income housing repairs project. All funds the city is paying for this project is coming from the Alliant franchise fee of 1% that replaced the Local Option Sales Tax (the residents are not paying anything additional). If they are able to do 7 houses instead of 6, the amount the city chips in will remain the same. Any paid over the amount is returned to the city by submitting a GAX (governmental accounting expenditure) request.

Mayor White read in part, a proclamation promoting Wind Energy month in Iowa. In correspondence, clerk and mayor told council about a pool incident where there was a complaint filed. Statements were given from all employees and video was reviewed. The footage was taken to the city attorney and he felt the incident was handled correctly. Attorney Wertzberger will write a letter if needed.

Motion to adjourn made by Gibbs with 2nd by Bunting. Meeting adjourned at 8:00 pm.

REVENUE: GENERAL \$23,926.57, ROAD USE \$8567.87, Emp Bene \$152.10, EMERGENCY \$26.98, LOST FIRE \$1031.19, LOST 1ST RESP \$1031.19, POOL \$1036.04, LOST REC CENTER \$1031.90, WATER \$19,124.36, SEWER \$17,256.97: TOTAL REVENUE \$73,185.17.

EXPENSES: GENERAL \$58,168.61, ROAD USE \$2887.45, EMP BENEFITS \$5057.59, WATER \$19,635.27, SEWER \$10,965.61: TOTAL \$96,714.53.

John White, Mayor

ATTEST:

Mary L.Pothast