

City of Melbourne  
Regular City Council Meeting

Melbourne City Council met in regular session on January 6th at 7:00 pm at the Melbourne Library basement. Council members present were Vickie Stahl, Carrie White, David Gibbs and Lucas Hauser. Shawn Goodrich was absent. Also present were Mayor John White, Clerk Mary Pothast. Mayor White called the meeting to order at 7:00 pm with the pledge of allegiance. Motion change the typo on the date from 2019 to 2020 made by White, 2<sup>nd</sup> by Gibbs. Vote was all ayes. Motion to approve the agenda, minutes and bills made by Stahl, 2<sup>nd</sup> by Hauser. Vote was all ayes.

In public comment, there were no comments. There were no building permit requests. First item on the agenda was the annual water Rate Increase Resolution 20-01-01 per Ordinance 92.02B. Due to the fact that Iowa Rural Utilities Association will be increasing rates 4%, the city's rates will increase 4% this year as well. Motion to approve Resolution 20-01-01 made by Gibbs, 2<sup>nd</sup> by Stahl. Roll call vote was all ayes. Second resolution 20-01-02 Sewer Rate Increase will go up the same 4% due to the same reasons stated prior. Motion to approve by Hauser, 2<sup>nd</sup> by White. Roll call vote was all ayes. C. White asked if we post the increase anywhere and Clerk stated it will be noted on the next utility bill that it includes the annual increase. Next was the Appointments for 2020 made by Mayor White. Motion to approve by Hauser, 2<sup>nd</sup> by White. Vote was all ayes. Clerk mentioned the lagoon lease is up in February of 2020. A public hearing is required to enter in a lease so Mayor White set the public hearing date for February 10. It was suggested that in the new lease draft that the City include the possibility that the lease could be terminated prior to its end due to lagoon and DNR mandated changes. The IRUA agreement to provide drinking water to the city also expires and a public hearing is required for that as well. Mayor White set the public hearing for February 10.

Superintendent Fricke provided information regarding building a salt shed. The quote was for between \$20,000-\$25,000. After much discussion on where it would be built, materials, etc., the suggestion by council was to set money back for the next 3 to 5 years and budget that amount annually. It was also discussed that the clerk should budget money in water and sewer as well for equipment replacement and repair. Next was the question of purchasing a safety harness/tripod for confined space entry. The city had been under the impression that the fire department owned a tripod, but Gibbs has checked and there is not one available. The equipment is not available from Rural Water to borrow and other cities do not feel comfortable loaning theirs due to liability. The options are to either purchase the equipment, or to contract the work out every time a manhole would need to be entered. The equipment is roughly \$3500-\$3700 and grants are available. Mayor White's main concern is safety for the public works employees. Council asked how often a manhole needed to be entered. The clerk was directed to check costs of contracting with a company to do any needed manhole work. A policy would need to be written regarding confined space entry and failure to abide by it would result in disciplinary action. This could be suspension without pay and possible separation. The City Attorney would be requested to draft the policy. Item was tabled pending further information.

The first reading of Ordinance regarding provisions for Operating Budget Preparation (Section 7.05 of the Code of Melbourne) was done. This section updates Melbourne's Code to reflect the changes made

at state level last year. Motion to approve the Ordinance change as read was made by Hauser with 2<sup>nd</sup> by Stahl. Roll call vote was all ayes. Motion to waive the second and third readings of the ordinance made by C. White with 2<sup>nd</sup> by Gibbs. Roll call vote was all ayes. Ordinance will become effective upon publication.

In old business, Mayor White and Clerk Pothast discussed the two options for processing utility payments with credit and debit cards. They both recommended the second company, Iowa Interactive. It works solely with governmental agencies to process the transactions. They have the capability of working with a website and being able to process transactions online as well. Motion made by C. White to go with Iowa Interactive and look into the online processing. 2<sup>nd</sup> by Hauser. Vote was all ayes. Clerk will contact Iowa Interactive this week. Mayor asked if the council wished to stay with their current policy of not contributing to charitable or non-profit organizations such as YSS. General consensus was to stay with the current policy. In correspondence, Clerk mentioned a letter from Davis Brown Law Firm regarding the satisfaction of a judgment against Bradley and Amy Kohlwes regarding an issue in 2015. Clerk called the Clerk of Courts in Marshall County and told them the debt had been paid. It was noted in their records. Clerk then contacted the law firm and told them it had been released. No further action was necessary per the Clerk of Court's office. Clerk asked about setting aside money for large repairs/purchases for water and sewer departments as well for the current budget season. Council felt it was a good idea. Reminder that there will be a budget workshop next Monday, January 13<sup>th</sup> at 5:30 pm at City Hall. Motion to adjourn made by C. White with 2<sup>nd</sup> by Hauser. Vote was all ayes. Meeting adjourned at 7:47 pm.

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