

City of Melbourne
Regular City Council Meeting
November 14, 2022
7:00 at Melbourne Library Basement

Melbourne City Council met in regular session on November 14, 2022 at the Melbourne Library basement. Council members present were Gaege Bracy, Gary Fricke, Carrie White and Lucas Hauser and Beth Smith. Also present were Mayor Cynthia Mansager, Clerk Mary Pothast and guests Gene Wiemers, Margaret Ratcliff, Scott Smith, Dean Schade, Barb Pickard, Brittany Brewer, Haley Nichols, Danny Smith, Mike and Kristin Needham and Emma. Mayor Mansager called the meeting to order at 7:00 and led the Pledge of Allegiance. Motion to approve the consent agenda made by Hauser, 2nd by Smith. Vote was all ayes. In public comments Mr. Wiemers stated that he felt that hiring a private police officer for the City was not the most fiscally responsible way to go with the taxpayer money. Expenses for vehicle maintenance, insurance and benefits would be more than the cost for contracting with the Sheriff's office. Next in public comments, Danny Smith inquired if the City would be interested in hiring him to clean around the fire hydrants in town. The Mayor replied that it is the homeowner's responsibility to keep them clear in conjunction with the Fire Department. Clerk has spoken with Chief Gibbs and he will be writing a letter to each homeowner as a friendly reminder and will add Danny's number if they are interested in hiring him to do the additional work at their cost. There are approximately 32 hydrants in the town.

First on the agenda was Scott Smith and Dean Schade from Iowa Worker's Municipal Workers Compensation Association (IMWCA), carries the City's work comp insurance. In the past five years, the City has had five indemnity claims, meaning injuries that included time away from work. There have been \$292,948 in claims in the past five years. The City's contribution rate has gone from \$4300 annually ten years ago to \$13,000 currently. The company has paid out approximately \$4 for every \$1 from the City. The City now needs to comply with a new two year High-Level Risk Management program or lose coverage. Margaret Ratcliff, of Ratcliff & Blake Insurance, with whom the City does business, interjected that there are very few companies that would cover the City should we lose their coverage. Mr. Smith will make 3 visits per year for two years and help the employees and volunteers make the City a safer place in which to work. All City employees, as well as the Fire, 1st Responders, Mayor and Council are covered by this plan and are required to follow the training guidelines. Signatures from attendance as well as minutes from each training session will need to be submitted to IMWCA. A letter will be forthcoming that will need to be signed by the Mayor and returned within 30 days in order to comply with the program and retain insurance coverage.

Next on the agenda Donald Zahnd is requesting to renew his building permit for 223 Main Street for a garage. Motion to approve by White, 2nd by Fricke. Vote was all ayes. In new business, Mayor Mansager changed the order of items to better accommodate the guests who were presenting. Barb Pickard presented a plan to replace 5 doors at the library. They are all original to the building and are 20 years old and in need of repair/replacement. The Friends of the Library is willing to contribute \$2500 left from the deck fundraising that they have left in their account. Barb's estimate from Spahn and Rose was for just under \$10,000. That was for the cost of five doors only, and did not include locks or installation. Mayor and Council asked that additional quotes be secured for the doors and the cost of locks and installation be included. Library Director Brittany Brewer added that she is not particular about what kind of doors are utilized and understands that the door quote is ¼ of the Library's annual budget.

Pickard has been trying to get this replacement going for some time now and is agreeable to getting more quotes and revisiting the Council with additional information. At this time, Library Board President Haley Nichols introduced the Library Director and stated for the record how pleased they are with her performance and the attendance generated at the programs she has planned. With her completion of 3 more Zoom classes, she will be certified by Christmas. Mayor Mansager thanked her for her hard work. The library is hosting a Friendsgiving potluck on Thursday, Nov 17. Everyone is invited to participate.

The Personnel Committee, Beth Smith and Carrie White, have interviewed candidates for the police chief position. They have interviewed an applicant from Madrid and were very impressed with his qualifications and demeanor. Council concerns were the distance he would have to get to town if he was needed as well as the requested salary. Since Chief Ball has retired, the Clerk noted that the Sheriff's Deputies have made their presence known in town during school bus pickup in the mornings as well as dealing with a couple incidents involving juveniles. White said that several residents have been positive about using the Sheriff's office, along with Mr. Wiemer's input during the public comment session. Contracting with the County was discussed further, and Mayor Mansager will contact Sheriff Phillips about attending the December Council meeting. Hauser asked about the disposition of the vehicle and radio should they decide to contract with the County. He felt that they would be able to sell them. Clerk was directed to put the ad back up on the ILEA website and League of Cities website again.

The LeGrand Sanitation hauler permit application was approved with a motion by Hauser and seconded by Bracy. Vote was all ayes. Resolution 22-11-01 to appoint Library Board Members Nylene Buck and Amanda Minser and Morgan Frederick to the Rec Board was presented. Motion by White, 2nd by Hauser. Vote was all ayes to approve the appointments.

The City has received a letter by Iowa Rural Utilities Association (IRUA) that water rates will be increasing by 4% for the February 2023 billing. Per Ordinance, the City will increase rates by the annual 3% plus the 4% that IRUA is instituting. It will increase the first 1000 gallons by \$1.08. Sewer will increase at the same rates as well. Exact figures will be available and in the Resolution to be presented at December's meeting for approval.

The ATV/UTV ordinance has been written per the changes requested from the Council and Mayor at the October meeting. Motion to approve the Ordinance as presented and to waive the 2nd and 3rd readings of the Ordinance was made by White and seconded by Smith. Vote was all ayes.

The City has received a letter and report from Veenstra & Kimm structural engineer Gene Arnold regarding the wall at 102 Main Street. Mayor Mansager reported that Mr. Fields has retained an attorney, Barry Kaplan, so now all correspondence will be directed through him. The report will be given to the City Attorney, who will proceed.

Nuisances were the next item discussed. Clerk presented the format that Deputy Clerk Theresa Daters has developed to track each nuisance's progress. Clerk asked that with the more hands-on approach from the entire Council, pictures and written information given to Daters would be very helpful. Letters will be mailed first, second notice is a fine, third notice is an increased fine. Should the nuisance not be abated, the Council has the option to go through the Sheriff's office and the Clerk of Courts, or to file a Special Assessment (or lien) against the homeowner's property. Clerk was asked to send the nuisance spread sheet and supporting documents around the first of the month so Council would have time to assess the progress and make suggestions and/or provide further direction. Clerk was then directed to send a second letter to a resident regarding an existing nuisance, as well as a 30-day notice for a special

assessment for the initial lien. Should the second letter be ignored, the same process will be followed with that and followed up with the City Attorney and/or Clerk of Courts.

Fricke asked if Visu Sewer had completed the lining of the three areas of the sewer main. Clerk stated that they have prepped them and will be in town Thursday and Friday this week for the work. They will do the section of Main Street between 2nd and 3rd Street on Thursday morning, the alley behind the meat locker Thursday afternoon, and the section of 4th Street from Main to Second Avenue on Friday morning. Each segment will take approximately four hours. Laundry should not be done during that time and a minimum usage of water is suggested. All residents affected have had a door tag hung by Visu Sewer.

Fricke also noticed that a small deck had been built at 109 4th Street. The house was sold in September, and the new owners have not yet put the utilities in their name. Clerk was able to get the owner's name from the Assessor's website, but they live in California. She called the realtor that had it listed, but she did not give any local information. The notice has been posted on the door, as well as a letter sent to the owner of record. Public works shut the water off at the curb on 11/14/22. It will be turned back on pending payment of deposit and transferring the utilities.

Motion to adjourn made by White and meeting adjourned at 8:29.

REVENUES: General \$80,017.29, Road Use \$9053.30, Emp Benefits \$10,408.76, Emergency \$1867.54, LOST Fire Assn \$592.51, LOST 1st Resp \$592.51, Pool \$598.51, LOST Rec Center \$594.23, Water \$17,523.83, Sewer \$19,925.98. TOTAL REVENUE: \$141,174.46.

EXPENSES: General \$19,315.93, Road Use \$7202.26, Emp Benefits \$1695.83, Capital Equip Purchase \$36,557.95, Water \$13,538.85, Sewer \$10,294.83. TOTAL EXPENSES: \$88,605.65.

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