

Minutes of the Regular Meeting of the City Council of the City of Manchester
 Monday, October 10, 2016

Mayor Kramer called the meeting to order at 5:03pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble (Council Member Struble arrived at 5:30pm). Absent: None.

Motion by Behnken, seconded by Poynor to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the September 26, 2016 City Council Meeting

2.2 R-091-2016 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- September 2016 Wastewater Reports
- September 2016 Water Reports

2.4 Liquor License Applications

- Renewal application for Off Premise Class E Liquor License for Cork 'N Bottle
- Renewal application for Off Premise Class C Beer Permit with Sunday Sales for E-Z Pickin's

2.5 Approve payment in the amount of \$13,062.10 to Confluence for the Downtown Concept & Riverfront Development Plan

2.6 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Sherman, seconded by Stelken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

| VENDOR | DESCRIPTION | AMOUNT |
|--------------------------|----------------------------|-----------|
| A-TEC RECYCLING | RECYCLE | 186.24 |
| AFLAC | PAYROLL WITHHOLDINGS | 458.91 |
| AK SPORTS | SUPPLIES | 15.00 |
| AMAZON | LIB MATERIALS | 438.03 |
| AMERICAN SEWER PARTS | BLADES | 792.72 |
| AMERICAN TEST CENTER | FD MAINTENANCE | 970.00 |
| AUTOMATION ENGINEERING | BOOSTER UPGRADE | 19,200.00 |
| BAKER & TAYLOR BOOKS | LIB MATERIALS | 1,220.56 |
| BAUMGARTNER GATE FACTORY | SUPPLIES | 50.62 |
| BECKER ELECTRIC, LLC | PUMP STATION REPAIR | 3,277.53 |
| BECKER, KRIS | FITNESS INSTRUCTOR | 277.20 |
| BRENHOLDT, TERESA | REIMB SHELTER/FLOOD | 20.00 |
| BROWN SUPPLY CO, INC | PAINT | 817.00 |
| BUNTING, CLIFFORD D | MILEAGE REIMB | 46.44 |
| BURRINGTON GROUP, INC | ENGINEERING | 2,868.50 |
| CENTER POINT | LIB MATERIALS | 127.62 |
| CINTAS | FIRST AID SUPPLIES | 77.14 |
| CITY LAUNDERING | LIB MAINTENANCE | 91.52 |
| CITY OF MANCHESTER | COMM PROM GRANT: SIGNS | 1,250.00 |
| CITY OF MANCHESTER-FLEX | PAYROLL WITHHOLDINGS | 3,013.26 |
| COFFEE DEN | 150TH EDUCATION OPEN HOUSE | 100.82 |
| COLLECTION SERV CENTER | PAYROLL WITHHOLDINGS | 292.52 |
| CONFLUENCE | DOWNTOWN CONCEPT PLAN | 18,738.50 |
| CRESCENT ELECTRIC SUPPLY | SUPPLIES | 550.13 |

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| DEL CO FAIR SOCIETY | BECKER ROOM USAGE | 92.40 |
| DELAWARE INVESTMENTS | PAYROLL WITHHOLDINGS | 1,125.00 |
| DEMCO | SUPPLIES | 185.65 |
| DES MOINES REGISTER | SUBSCRIPTION | 344.38 |
| DIAMOND VOGEL PAINTS | SUPPLIES | 323.94 |
| DIGITAL ALLEY, INC | BATTERY | 120.00 |
| DORSEY & WHITNEY, LLP | LEGAL SERVICES | 9,152.25 |
| DUBUQUE FIRE EQUIPMENT | MAINTENANCE | 214.90 |
| EFTPS - FED,FICA,MEDICARE | FED/FICA TAX | 21,519.63 |
| ELM USA | LIB SUPPLIES | 8.00 |
| ERIN LEARN: PETTY CASH | SUPPLIES | 97.61 |
| ESCROW SERVICES OF IOWA | EARNST MONEY | 2,100.00 |
| FEHR GRAHAM | ENGINEERING | 22,729.00 |
| FOLEY, DOUG | REIMIB MILEAGE | 69.12 |
| GEORGEN AUTO | PD MAINTENANCE | 23.79 |
| GRUNDY NATIONAL BANK | PAYROLL WITHHOLDINGS | 515.00 |
| HAUSERS WATER CONDITION | D-45 | 20.00 |
| HAWKINS, INC. | CHEMICALS | 443.65 |
| HENDERSON TRUCK EQUIPMENT | DUMP TRUCK | 54,725.00 |
| HERITAGE PRINTING | PRINTING | 181.65 |
| HITECH COMMUNICATIONS, LLC | AIRPORT MAINTENANCE | 150.00 |
| IA LAW ENFORCEMENT ACAD | COMER TRAINING | 275.00 |
| IA RURAL WATER ASSOC | CONFERENCE REGISTRATION | 140.00 |
| IA WATER ENVIRONMENT ASSOC | CONFERENCE REGISTRATION | 60.00 |
| IA WORKFORCE DEVELOPMENT | ELEVATOR INSPECTION | 175.00 |
| IDNR | ANNUAL WATER USE FEE | 66.00 |
| INTERSTATE INDUST SERVICE | SENSORS | 660.14 |
| IOWA PATCH | HIGH PERF PATCH | 1,433.60 |
| IPERS | IPERS | 21,242.49 |
| J & R SUPPLY, INC | SUPPLIES | 762.75 |
| JOHN DEERE FINANCIAL | SUPPLIES | 869.59 |
| KARR, LLC | LIB SUPPLIES | 769.58 |
| KELTEK, INC | FIRE TRUCK MAINTENANCE | 7,571.31 |
| KIRKWOOD COMMUNITY COLLEGE | CONTINUING ED | 205.00 |
| KLUESNER SANITATION LLC | REFUSE | 18.13 |
| KMCH | RADIO ANNOUNCEMENTS | 408.33 |
| KOCH BROTHERS, INC | MAINTENANCE | 343.37 |
| KRAMER, MILT L | MILEAGE REIMB | 269.46 |
| KUDRNA, KRISTY | REIMB HERO HUSTLE EXPENSES | 72.79 |
| MAINSTAY SYSTEMS, INC | NETWORK MAINTENANCE | 900.00 |
| MANCHESTER ANIMAL MEDICAL | SUPPLIES | 90.95 |
| MANCHESTER AREA CHAMBER | RIVERFEST | 869.33 |
| MANCHESTER CARQUEST | FD BULBS | 24.54 |
| MANCHESTER FIRE FIGHTERS | REIMB EXPENSES | 115.00 |
| MANCHESTER SIGNS | PARKS SIGN | 90.00 |
| MARLA'S SCREEN PRINTS | TSHIRTS | 381.60 |
| MATT PARROTT | WATER BILLS | 862.77 |
| MEDIACOM | PHONE & INTERNET | 334.25 |
| MIDWEST TAPE | LIB MATERIALS | 766.05 |
| MIKE'S LANDSCAPING & LAWN | MOWING CONTRACT | 125.00 |
| MODERN MARKETING | PD SUPPLIES | 96.63 |
| MUNICIPAL SUPPLY | METER | 7,295.29 |

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| NICC | FD TRAINING | 158.00 |
| NORTHLAND PRODUCTS CO | SUPPLIES | 134.95 |
| NORTHWAY WELL & PUMP CO | WELL 8 MAINTENANCE | 4,450.00 |
| PALMER HARDWARE | SUPPLIES | 1,314.62 |
| PETERS LAW OFFICE | LEGAL FEES | 875.41 |
| PITNEY BOWES | POSTAGE REFILL | 1,008.50 |
| PLACKE, STEPHANIE | REIMBURSE FLEX PLAN | 600.00 |
| PMMIC INSURANCE | AIRPORT UST INSURANCE | 1,094.00 |
| POSTMASTER | POSTAGE | 617.10 |
| RADIO COMMUNICATIONS, INC | RADIO REPAIR | 416.00 |
| REGIONAL MEDICAL CENTER | PHYSICAL | 176.00 |
| RELIANCE STANDARD LIFE INS | LIFE INS | 338.15 |
| S & D SUPPLY, LLC | SUPPLIES | 36.71 |
| SCHMITZ, JULIE A | MILEAGE REIMB | 55.25 |
| SCHUMACHER ELEVATOR CO | ELEVATOR MAINTENANCE | 152.70 |
| SHERE, ANGELA | REIMB MILEAGE | 85.32 |
| SIMON'S LAWN CARE & MAINT | CONTRACT | 4,415.34 |
| STATE LIBRARY OF IOWA | LIB CLASS | 40.00 |
| T & W GRINDING | COMPOST CONTRACT | 8,250.00 |
| THE GAZETTE | SUBSCRIPTION | 322.40 |
| THOMPSON TRUCK & TRAILER | CABLE | 74.57 |
| THREE RIVERS FS | FUEL | 3,867.83 |
| TRANS-IOWA EQUIPMENT | GUTTER BROOM | 926.60 |
| TREASURER STATE OF IOWA | STATE TAX | 3,309.00 |
| TRUMBLEE, DAVID | REIMB TRAVEL & CONF | 34.40 |
| UEMSI-UTECH ENVIRONMENTAL | PROCAM REPAIR | 626.80 |
| UPS | UEMSI RETURN | 186.51 |
| USA TODAY | SUBSCRIPTION | 294.45 |
| VANTAGE TRANSFER AGENTS | ICMARC | 758.08 |
| VICK, TIMOTHY J | MILEAGE REIMB | 408.24 |
| VISION SERVICE PLAN | INSURANCE | 556.16 |
| VOGEL TRAFFIC SERVICES | PAVEMENT MARKING | 2,177.75 |
| WEINER'S STUMP REMOVAL | TREE TRIM & REMOVAL | 2,012.50 |
| WELLMARK | INSURANCE | 25,632.31 |
| WHITE, JASON | MEALS @ TRAINING | 21.58 |
| WIDNER DRUG | SUPPLIES | 2.69 |
| WINDSTREAM | LIB PHONE & INTERNET | 1,068.11 |
| ZIMMER & FRANCESCON, INC | REPAIR PARTS | 335.00 |
| PAYROLL CHECKS | | 58,772.30 |
| DEPOSIT REFUNDS ON 9/29/2016 | | 1,036.03 |
| | TOTAL ACCOUNTS PAYABLE | 342,956.54 |
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| | FUND TOTALS | |
| | GENERAL | 136,963.71 |
| | HOTEL MOTEL TAX | 2,415.55 |
| | ANIMAL CONTROL | 9.05 |
| | STREET EQUIPMENT RESERVE | 40,490.00 |
| | ROAD USE TAX | 24,385.56 |
| | EMPLOYEE BENEFITS | 19,257.55 |
| | POLICE SPECIAL USES | 46.66 |
| | TAX INCREMENT FINANCING | 9,152.25 |
| | HOUSING ACQ/DEMOLITION | 2,100.00 |

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| | TIRRILL TRUST | 509.47 |
| | PARK GIFT & TRUST | 278.50 |
| | LIBRARY GIFT & TRUST | 322.24 |
| | DOWNTOWN INCENTIVE | 56.62 |
| | BIKEWAY/WALKWAY PROJECTS | 192.00 |
| | STREET PROJECTS | 25,405.50 |
| | WATER | 56,890.57 |
| | UTILITY DEPOSIT TRUST | 1,036.03 |
| | SEWER | 23,445.28 |
| | TOTAL | 342,956.54 |

Public Hearing on Rezoning Request (815 Anderson Street)

Mayor Kramer opened the Public Hearing at 5:06pm.

Mayor Kramer informed the Council that Jerry and Rose Ann Krogmann are requesting the rezoning of 815 Anderson Street for the purpose of building a three unit condominium. Mayor Kramer noted that the Planning and Zoning Commission had reviewed the request and recommend approval.

City Manager Vick commented that the Planning and Zoning Commission discussed the rezoning request in depth, noting specifically the street was an issue of concern. City Manager Vick reviewed the proposed layout of the condominiums, and noted there is a public right of way of 33 feet, so he is proposing a 24 foot wide asphalt street.

The Council discussed access to the property, maintenance of the street, and width.

Roger Satterlee, 600 Prospect Street, asked about access to his property with his camper if the street is only 24 feet wide and there is parking on the street. City Manager Vick responded that the City may need to look at either no parking on that section of street or only parking on one side. Mr. Satterlee also asked how the City planned to plow the snow with the additional properties. City Manager Vick responded that City staff would work with Mr. Satterlee on snow removal.

Council Member Sherman asked what the discussion was at the Planning and Zoning Commission meeting. City Manager Vick responded that the discussion primarily centered on density and if the condominiums were appropriate use in that district.

Jim Heims, 606 Prospect Street, asked if the City puts in a street who would pay for the street, curb and gutter. City Manager Vick responded that the street is a small asphalt extension with no curb or gutter, and that the City would pay for the street extension.

The Council discussed the layout of the area, timeframe for construction, and the need for housing.

There being no further public comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:19pm.

Following discussion, motion by Sherman, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 004-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on a Violation of Iowa Code 453.A2 by Casey's General Store

Mayor Kramer opened the Public Hearing at 5:24pm.

City Attorney Jim Peters asked that the Council continue the public hearing to the next meeting.

Motion by Stelken, seconded by Behnken to continue the Public Hearing to the October 24, 2016 City Council meeting.

Solid Waste and Recycling Contract

Mayor Kramer referred the Council to the four bids received, noting that the current hauler, Kluesner Sanitation, was the lowest bidder.

City Manager Vick discussed the alternate bid requested was for a 65 gallon tote, one for recycling and one for garbage. The totes alleviate confusion as to how much trash a property can have, are neater in appearance, keep animals out of trash, and recycling from blowing on windy days.

The Council discussed the collection method, the size of the containers and the cost.

Council Member Struble arrived at 5:30pm.

The Council agreed they would like to see a smaller container to compare.

Following discussion, motion by Sherman, seconded by Behnken to proceed with Kluesner Sanitation and to continue discussion on the method and terms of the solid waste and recycling collection. Motion carried, all ayes.

Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC

At the developer's request, action on the development agreement will be delayed until a future meeting.

R-092-2016 Resolution Approving Preliminary Plat (Bennett Family Subdivision)

Motion by Behnken, seconded by Poynor to adopt R-092-2016_Resolution Approving Preliminary Plat (Bennett Family Subdivision). Motion carried, all ayes.

Spring Branch Creek Subdivision

Mayor Kramer referred the Council to the proposed subdivision plat located outside of City limits along 250th Avenue. The Planning and Zoning Commission reviewed the plats and recommended approval.

Following discussion, motion by Sherman, seconded by Struble to adopt R-093-2016 Resolution Approving Preliminary Plat (Spring Branch Creek Subdivision). Motion carried, all ayes.

Motion by Poynor, seconded by Struble to adopt R-094-2016 Resolution Approving Final Plat (Spring Branch Creek Subdivision). Motion carried, all ayes.

228, 304, 314 West Main Street

Mayor Kramer informed the Council that the Kerndt Brothers Bank has accepted an offer of \$235,000.00 for the property at 228, 304, 314 West Main Street (former Smitty's property) if the Council approves.

Paul Roussel, Bob Stephen Motors, informed the Council that he had also submitted a bid for the property as it is adjacent to their car dealership. Mr. Roussel stated he would like to work with the City on potentially purchasing a part of the former Smitty's property. The Council expressed that they do want to work with Mr. Roussel on this property and that he is an important part of the community.

Following discussion, motion by Sherman, seconded by Behnken to adopt R-095-2016 Resolution Approving Purchase Agreement (228, 304, 314 West Main Street) and directed the City Manager to work with Paul Rousell in dividing the property. Motion carried, all ayes.

Motion by Poynor, seconded by Struble to adopt R-096-2016 Resolution Approving Agreement for the Iowa Brownfield Development Program (228, 304, 314 West Main Street). Motion carried, all ayes.

Motion by Stelken, seconded by Behnken to approve the proposal from Terracon for Phase 1 Environmental Review and the proposal from Hawkeye Environmental for Asbestos Inspection at 228, 304, 314 West Main Street. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, and Randy Rattenborg, Burrington Group, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that City staff has been meeting with FEMA representatives regarding potential FEMA assistance to reinforce the riverbanks along the Riverfront Trail as there was some erosion following the last flood. City Manager Vick also informed the Council that the property owners in the flood impacted area would like to meet with the Council to discuss solutions to the flooding.

Council Member Stelken asked if something could be done about the tree in the 400 block of North Franklin that was trimmed by Alliant as it looks terrible. The Council agreed that removal of the tree should be discussed at the next Council meeting.

Gary Weyant, 500 East Butler Street, commented that something should be done with railroad crossing at Bailey Drive as it is in poor condition. Ryan Wicks, Fehr Graham, responded that the City has applied for funding to repair that crossing as it is in need of repair.

The Council reviewed correspondence received.

Motion by Behnken, seconded by Struble to adjourn the meeting at 6:24pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk