

Agenda for the Regular Meeting of the City Council of the City of Manchester  
Monday, May 8, 2017

Mayor Kramer called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

Mayor Kramer noted that the committee appointments for the EIRHA under Item 2.8 needed to be done by resolution, and it would Resolution R-058-2017. Motion by Sherman, seconded by Behnken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the April 24, 2017 City Council meeting

2.2 Acknowledge Receipt of City Reports & Minutes

- the minutes of the May 1, 2017 Parks & Recreation Commission meeting
- the minutes of the April 13, 2017 Library Board meeting
- the April 2017 Statistical Report for the Library

2.3 R-051-2017 Resolution Approving Bills

2.4 Liquor License Applications

- New On Premise Application for Class C Liquor License with Outdoor Service Area and Sunday Sales for Lightning Lanes Family Center
- Renewal Off Premise Application for Class B Native Wine Permit with Outdoor Service and Sunday Sales for Widner Drug & Gift
- New On Premise 5 Day Class B Beer Permit with Outdoor Service Area for the Manchester Area Chamber of Commerce for their Rhubarb on the River event on June 3, 2017

2.5 Commercial Incentive Program Applications

- Parking Grant in the amount of \$7,500 for Dan & Chris McDowell (Main Street Repair) at 1213 East Main Street
- Acquisition Assistance Grant in the amount of \$3,950 for Gregory Rogers (Lightning Lanes) at 1110 East Main Street
- Facade Grant in the amount of \$7,500 for Gregory Rogers (Lightning Lanes) at 1110 East Main Street

2.6 Commercial Incentive Program Grant Payments

- Awning Grant in the amount of \$500.00 for Lauryn's Keepsakes at 105 South Franklin Street
- Facade Grant in the amount of \$5,540.92 for Lauryn's Keepsakes at 105 South Franklin Street
- Acquisition Assistance Grant in the amount of \$2,966.00 for Aunt Emmy's at 114 North Franklin Street
- Awning Grant in the amount of \$500.00 for Aunt Emmy's at 114 North Franklin Street

2.7 R-052-2017 Resolution Amending Salary Resolution (Seasonal)

2.8 Committee Appointments

Motion to approve the following appointments to City Committees as recommended by the Mayor:

- Clifford Bunting and Richard Waterman as Commissioners to the Eastern Iowa Regional Housing Authority (R-058-2017)
- Melissa Coates to the Parks and Recreation Commission
- Dixie Willman to the Board of Adjustment

2.9 R-053-2017 Street Light Resolution

- 2.10 Approve Pay Estimate #2 in the amount of \$231,664.37 to Top Grade Excavating for the 2017 Street Improvement Project
  - 2.11 Approval of the closure of the 100 block of South Franklin Street on May 18, 2017 at 5:00pm for the West Delaware Middle School Jazz in the Streets event
  - 2.12 R-054-2017 Resolution Waiving Right to Review Plat (Robbins)
  - 2.13 Asbestos Abatement Bids
  - 2.14 R-055-2017 Resolution Approving Iowa Brownfield Redevelopment Program Community Assistance Grant Contract with the Iowa Department of Natural Resources
  - 2.15 R-057-2017 Resolution Approving Cooperative Grant Agreement Low Head Dam Safety Program with the Iowa Department of Natural Resources for the Downtown Whitewater Park Phase I Project
  - 2.16 Acknowledge receipt of unpaid nuisance snow removal and mowing bills and approve certification to the Delaware County Treasurer for collection on property taxes
  - 2.17 Approval of the Consent Agenda
- Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Poynor, seconded by Behnken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	1,835.48
AMERICAN LEGION POST 45	FLAGS	296.00
ANDERSON WELDING	ROLL PATCH	13.19
AUTOMATION ENGINEERING	TRANCEIVER	1,263.88
BARD MATERIALS	CONCRETE	149.91
BARRON MOTOR	VEHICLE MAINT SUPPLIES	17.89
BAUMGARTNER GATE FACTORY	SUPPLIES	61.35
BLACK HILLS ENERGY	HEATING FUEL	3,175.20
BOUBIN TIRE & AUTOMOTIVE	TIRES	850.42
BROWN SUPPLY COMPANY	MAIN EXTENSION	2,344.00
CITY OF MANCHESTER	COMPLEX WATER	117.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,013.26
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	292.52
COLOFF DIGITAL	WEBSITE	179.00
COMPRESSED AIR & EQUIP CO	SOLENOID	169.47
DEL CO TREASURER	PROPERTY TAXES	386.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DON & WALT, LLC	WATER HEATER	130.38
DUBUQUE FIRE EQUIPMENT	PD MAINTENANCE	27.65
ECIA	TRAIL COUNTERS	416.00
EDGEWOOD OIL, INC	EQUIP OIL	150.50
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,300.30
EOR IOWA LLC	WETLAND RESEARCH	2,850.00
ERIN LEARN PETTY CASH	POSTAGE, SUPPLIES	70.99
FAREWAY STORES, INC	COMPLEX SUPPLIES	208.56
FASTENAL COMPANY, INC	PARTS	40.84
FEHR GRAHAM	ENGINEERING	10,412.00
FELD FIRE	FIRE PORTABLE PUMP	4,128.15
FOOD & CONSUMER SAFETY BUREAU	LICENSE	67.50

GEORGEN AUTO	VEHICLE MAINT	24.32
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARLAND TECHNOLOGY SERVICE	ANNUAL NETWORK MAINTENANCE	4,502.00
HERITAGE PRINTING, INC	PRINTING	45.19
HITECH COMMUNICATIONS, LLC	ALARM UPGRADE	5,017.23
IA CODIFICATION, INC	ONLINE CITY CODE	1,350.00
IA DEPT OF AG & LAND STEW	FUEL METER @ AIRPORT	4.50
IAMU	IAMU DUES	822.71
IPERS	PAYROLL WITHHOLDINGS	21,242.49
ISAACS, DALTON	IABD COMPLIANCE	25.00
ISU	P&Z WORKSHOP	65.00
JOHN DEERE FINANCIAL	SUPPLIES	1,028.91
KARR, LLC	FD LABELS	32.99
KMCH	PUBLIC SERVICE ANNOUNCEMENTS	300.00
LANDSCAPES BY CHILDSPLAY INC	TREES	230.00
LEARN, ERIN	REIMB MILEAGE	217.21
LONZA	CHEMICALS	4,470.00
MANCHESTER PRESS	PUBLICATION EXPENSE	803.58
MANCHESTER SIGNS	SIGNAGE	249.50
MID COUNTRY MACHINERY	PARTS & SUPPLIES	417.62
MIDWEST PATCH/HI-VIZ SAFETY	PATCH	716.80
MODERN MARKETING	SUPPLIES	157.67
PREMIER PARTS INC	PARTS	67.85
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PALMER HARDWARE, INC	SUPPLIES	672.16
PEPSI COLA BOTTLING CO	COMPLEX SUPPLIES	1,787.50
PETERS LAW OFFICE	LEGAL FEES	1,712.46
POSTMASTER	POSTAGE	535.77
REGIONAL FAMILY HEALTH	FIRE PHYSICAL	110.00
RELIANCE STANDARD LIFE INS	INSURANCE	448.15
RFSW	ANNUAL AUDIT	7,500.00
SCHMITZ, JULIE A	REIMB MILEAGE	43.87
SCHNEIDER CORPORATION	MOBILE 311 HOSTING	300.00
SCHROEDERS CASH SUPPLY	SHOP REPAIR	1,314.71
TREASURER STATE OF IOWA	STATE TAX	3,047.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	REIMB MILEAGE	96.30
VISION SERVICE PLAN	INSURANCE	570.96
WEINER'S STUMP REMOVAL	STUMP REMOVAL	283.50
WELLMARK	INSURANCE	28,749.69
WINDSTREAM	TELEPHONE & INTERNET	972.91
PAYROLL CHECKS		48,271.37
TOTAL ACCOUNTS PAYABLE		193,372.34
	FUND TOTALS	
	GENERAL	97,657.27
	ROAD USE TAX	25,976.54
	EMPLOYEE BENEFITS	21,740.59
	POLICE SPECIAL USES	25.00
	TIRRILL TRUST	509.47

	LIBRARY GIFT & TRUST	9.99
	DEBT SERVICE	38.37
	DOWNTOWN INCENTIVE	56.62
	BIKEWAY/WALKWAY PROJECTS	416.00
	STREET PROJECTS	8,406.25
	WATER	18,091.94
	WATER CAPITAL PROJECTS	2,344.00
	SEWER	18,100.30
	TOTAL	193,372.34

Public Hearing on the proposal to enter into an Essential Purpose Loan Agreement in a principal amount not to exceed \$1,750,000

Mayor Kramer opened the Public Hearing at 5:13pm.

Mayor Kramer reviewed the items included in the bond issue: the Smitty's property acquisition and demolition, purchase of a street sweeper, purchase of a fire truck, street improvements, and riverfront development.

Council Member Behnken commented that the bond issue has been discussed for several months throughout the budget process and is not a quick decision.

Council Member Sherman noted that the City is aggressive in the repayment of debt, paying off over a million dollars annually.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:18pm.

Public Hearing on the proposal to enter into a Public Works Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$200,000

Mayor Kramer opened the Public Hearing at 5:18pm.

City Manager Vick noted that this bond was for acquisition of property for potential use as the City Shop. Vick explained that two public hearings were need because there are two different types of debt that are part of the bond issue.

Council Member Poynor commented that she is pleased the City is taking steps to update City Shop and improve it as the facility needs improvement.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:22pm.

Motion by Stelken, seconded by Struble to adopt R-056-2017 Resolution Taking Additional Action on Proposals to enter into General Obligation Loan Agreements, Combining Loan Agreements, Setting Date for the Sale of General Obligation Corporate Purpose Bonds, Series 2017 and Authorizing the use of a Preliminary Official Statement in Connection Therewith. Motion carried, all ayes.

Motorcycle Trials

Chris Halverson addressed the Council requesting permission to host a motorcycle trials event at the Whitewater Park on Saturday, August 12, 2017. Halverson explained that the trials involve riders trying to ride multiple sections of obstacles with going out-of-bounds, touching their feet to the ground or tipping over, and they are not a timed or speed based competition. It is a sanctioned event through American Motorcyclist Association and their organization would provide insurance coverage.

Mayor Kramer noted that Mr. Halverson had met with the Parks and Recreation Commission regarding this request, and the Commission recommends approval of hosting the event.

Following discussion, motion by Behnken, seconded by Poynor to approve the request to hold the motorcycle trial event at the Whitewater Park on Saturday, August 12, 2017. Motion carried, all ayes.

#### Audit for Fiscal Years ending June 30, 2017; June 30, 2018; and June 30, 2019

City Manager Vick informed the Council that two bids had been received for preparing the City's annual audit, with the low bid coming from Faller, Kincheloe & Co., PLC at a cost of \$15,000 for FY 2017, \$15,200 for FY 2018, and \$15,400 for FY 2019.

Motion by Stelken, second by Struble to award the contract for the audit for Fiscal Years ending June 30, 2017; June 30, 2018; and June 30, 2019 to Faller, Kincheloe & Co., PLC. Motion carried, all ayes.

#### Board of Adjustment

The Council reviewed the decision of the Board of Adjustment to approve the request of Ronald and Janice Behnken, for property located at 409 South Brewer Street, for a variance to Section 165.25.8 "Accessory Buildings, Structures and Garages" of the City of Manchester Code of Ordinances, which would allow for a two foot setback on the side (north) property line and eliminate the required five foot setback on the rear property line for the reconstruction of a detached garage.

#### Water and Sewer Rates

City Manager Vick reviewed the proposed utility rate increases with the Council.

Motion by Struble, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates. Motion carried, all ayes.

#### Hotel Proforma

City Manager Vick explained that one of the prospective hotels he has been working with has requested that the City have a hotel proforma completed for a potential 40 room and 32 room hotel. The firm, Core Distinction Group, which completed the Hotel Feasibility Study in 2016 has submitted a proposal to complete the proforma at a cost of \$2,500.

Mayor Kramer noted that the fee of \$2,500 would be paid from the City's hotel/motel tax proceeds.

Following discussion, motion by Sherman, seconded by Struble to approve contracting with Core Distinct Group to prepare the hotel proforma for a 40 room and 32 room hotel at a cost of \$2,500. Motion carried, all ayes.

Construction Project Updates

Tyler Olson, Fehr Graham, updated the Council on the progress on the 2017 Street Project.

Reports

Council Member Stelken informed the Council that Missi Thede is no longer taking the old tube style televisions at her recycling meeting.

Liza Wilson asked about the status of the dog park. Council Member Sherman commented that there is an enthusiastic group working on it, and they are exploring potential locations.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:49pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk