

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 14, 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.

Motion by Sherman, seconded by Struble to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

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

2.2 R-088-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the July 20, 2017 Library Board meeting
- July 2017 Statistical Report for the Library
- July 2017 Wastewater Reports
- minutes of the August 7, 2017 Parks & Recreation Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Kwik Star #790
- Renewal Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Fireside Pub & Steakhouse

2.5 Downtown/Commercial Incentive Program Applications

- Commercial Facade Grant Application in the amount \$2,058.00 for the west side of 704 East Main Street (Sister Hill)
- Commercial Interior Grant Application in the amount of \$7,500.00 for 704 East Main Street (Sister Hill)

2.6 Downtown/Commercial Incentive Program Payment Requests

- Facade Grant in the amount of \$1,774.72 to Wicks Enterprises for the property at 111 West Main Street

2.7 Ordinance 007-2017 An Ordinance Fixing and Establishing Grades on Several Streets as listed in this Ordinance, in the City of Manchester, Iowa, second consideration and adoption

2.8 Approval of Pay Estimate #5 in the amount of \$391,053.06 to Top Grade Excavating for the 2017 Street Improvement Project

2.9 R-089-2017 Resolution Approving Engineering Agreement (River Bank Restoration Project)

2.10 Approve the request of the Police Chief to sell a forfeited 2002 Chevrolet Impala LS

2.11 R-090-2017 Resolution Amending Salary Resolution (Seasonal)

2.12 R-091-2017 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Downtown Park Phase 1 Project

2.13 Fire Department Transfer Request

2.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	PD TONER	154.90
AFLAC	AFLAC-NONTAX	890.70

ALLIANT ENERGY	ELECTRICITY	26,283.80
AMAZON	LIB MATERIALS	406.85
AMERICAN BANKERS INS CO	FLOOD INSURANCE	3,184.00
AMERICAN BUTTON MACHINES	MACHINE & SUPPLIES	432.95
AMERICAN SEWER PARTS & CLEANING	SUPPLIES	30.68
ASCAP	LICENSE	344.13
BAKER & TAYLOR BOOKS	LIB MATERIALS	2,305.04
BARD MATERIALS	STREET MATERIALS	77.54
BARRON MOTOR, INC	SUPPLIES	144.90
BLACK HAWK CO HEALTH DEPT	CONCESSION INSPECTIONS	568.00
BOOK PAGE	SUBSCRIPTION	324.00
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	21.55
BROWN SUPPLY COMPANY	OPERATING SUPPLIES	175.50
BUNTING, CLIFFORD	MILEAGE REIMB	44.94
CENGAGE LEARNING, INC	LIB MATERIALS	155.15
CENTER POINT	LIB MATERIALS	258.84
CITY LAUNDERING, INC	LIB MAINTENANCE	243.65
CITY OF MANCHESTER	WA/SW/GA	1,002.38
CITY OF MANCHESTER-FLEX	MED FLEX	3,922.83
COLLECTION SERV CENTER	CHLD SUPP BI-WK	932.10
COLOFF DIGITAL, INC	WEBSITE	179.00
DARRIN SIEFKEN	WW SAFETY ROCKS	1,097.00
CREATIVE PRODUCT SOURCE	PD SUPPLIES	174.40
CUTTING EDGE GRAPHICS	HERO HUSTLE SHIRTS	552.49
HORACE DAVIS	REFUND SEIBERT DEPOSIT	50.00
DEL CO ABSTRACT CO	ABSTRACT	320.00
DELAWARE INVESTMENTS	SAVINGS PLAN	1,500.00
DELHI LUMBER	BUILDING MATERIALS	59.37
DEMCO	LIB EVENTS	471.28
DEPARTMENT OF THE TREASURY	2ND QTR, FORM 720	13.02
DIAMOND VOGEL PAINTS	PAINT	1,195.80
DOLAN INSURANCE AGENCY	INSURANCE	448.00
DON & WALT	PARTS & SUPPLIES	2,133.26
DYERSVILLE COMMERCIAL	PUBLICATIONS	283.35
ECIA	RPA FY 18 LOCAL MATCH	4,259.00
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	45,047.95
ELECTRICAL ENGINEERING &	REPAIR WELL 6 GENERATOR	2,671.66
ELM USA, INC	LIB MAINTENANCE	50.00
ENGELKEN, ALEX	SOCCER INSTRUCTOR	150.00
ENGINEERED EQUIPMENT	PARTS	4,803.00
EQUIPMENT MANAGEMENT	SUPPLIES	1,156.00
FAREWAY STORES, INC	CONCESSIONS	343.74
FASTENAL COMPANY, INC	SHOP SUPPLIES	4,127.34
FEHR GRAHAM	ENGINEERING FEES	22,279.05
THE FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB SUPPLIES	287.86
GALLS	CARNICLE UNIFORM	255.85
GEORGEN AUTO	VEHICLE MAINT	700.65
GOOD NEIGHBOR SOCIETY	SENIOR WELLNESS FAIR	50.00
GRUNDY NATIONAL BANK	XMAS CLUB	970.00

HARLAND TECHNOLOGY SERVICE	COMPUTER MAINT CONTRACT	2,208.20
HAUSCHILD, JAMES R	REIMB FUEL	20.30
HAWKINS, INC.	CHEMICALS	676.30
HERITAGE PRINTING, INC	SUPPLIES	42.50
HITECH COMMUNICATIONS, LLC	LIB MAINTENANCE	574.00
HORSFIELD CONSTRUCTION	S 5TH ST FINAL RETAINAGE	16,939.22
HYDRITE CHEMICAL CO, INC	POOL CHEMICALS	987.00
IA DEPT OF AGRICULTURE	LICENSE	75.00
IA LAW ENFORCEMENT ACADEMY	WESSELS FIREARMS RECERT	50.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	144.20
IDNR	CONSTRUCTION PERMIT APP	100.00
IDNR	WW DISPOSAL PERMIT	100.00
IMFOA	DUES	50.00
IMWCA	WORK COMP INSURANCE	42,052.00
INGRAM LIBRARY SERVICES,	LIB MATERIALS	260.42
INTERSTATE INDUST SERVICE	WTR PRESSURE TRANSMITTER	1,908.86
IPERS	IPERS	44,402.40
ISU	INSECT ZOO	436.67
J & R SUPPLY	METER COUPLING	1,015.00
JOHN DEERE FINANCIAL	SUPPLIES	291.45
K & W COATINGS	WATER TOWER MAINT	4,100.00
KARR, LLC	PD SUPPLIES	1,010.34
KBI WAREHOUSE & DISTRIBUT	REMU RENTAL/SWEEPING	750.00
KMCH	PUBLIC ANNOUNCEMENTS	500.00
KOCH BROTHERS, INC	COPIER MAINTENANCE	397.36
KRAMER, MILT L	ECIA MILEAGE REIMB	94.16
LAHR REPAIR, INC	PARTS	254.46
LANDSCAPES BY CHILDSPLAY INC	LIB SUPPLIES	116.74
LANGEL, JANICE	UNIFORM EMBROIDERY	120.00
LINCOLN AQUATICS	CHEMICALS	79.92
MANCHESTER MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	81.59
MANCHESTER PIZZA RANCH	CONCESSIONS	298.25
MANCHESTER SIGNS	WW BANNER	130.00
MARLA'S SCREEN PRINTS & MORE	RHUBARB T-SHIRTS	651.86
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	100.00
IOWA OFFICE INTERIOR	SUPPLIES	380.28
MCGREAL, AMANDA	REIMB SUPPLIES	89.11
MEDIACOM	PHONE & INTERNET	436.76
MIDWEST PATCH	PATCHING	1,016.80
MIDWEST TAPE	LIB MATERIALS	545.11
MIDWEST WHEEL COMPANIES	FD PARTS	326.60
MIKE L VORWARD	MOW CONTRACT	300.00
MIRACLE RECREATION EQUIP	SEIBERT PARK	496.88
PREMIER PARTS	PAINT	23.36
NICC	MREP MEDIACOM	1,258.80
ON-SITE INFORMATION DESTR	SHREDDING	100.00
ONEIDA SIGNS	RACE MEDALS	91.50
ORKIN EXTERMINATION	BUILDING MAINTENANCE	725.25
OVERDRIVE	SUBSCRIPTION	914.04
PETERS LAW OFFICE	LEGAL FEES	920.00
PITNEY BOWES	POSTAGE, INK	1,130.88

PLASTIC RECYCLING OF IOWA	TABLES	2,350.00
POSTMASTER	POSTAGE	544.78
PRONTO MART	FD FUEL	152.21
PROQUEST, LLC	SUBSCRIPTION	680.00
RADIO COMMUNICATIONS,INC	FD MAINTENANCE	323.12
REGIONAL MEDICAL CENTER	PHYSICAL	13.50
RELIANCE STANDARD LIFE INS	INSURANCE	426.15
ROGERS, GREG	FACADE GRANT	9,277.56
THE ROPE WARRIOR	LIB MATERIALS	17.00
SCHUMACHER ELEVATOR,INC	LIB MAINTENANCE	157.97
SCHWAN'S HOME SERVICE	CONCESSIONS	760.03
SENSUS METERING SYSTEMS,	SOFTWARE SUPPORT	1,715.95
SHERE, ANGELA	REIMB SUPPLIES	335.71
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	4,877.84
SMOCK, JEFF	REIMB MILEAGE	98.44
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	220.30
STATE HYGENIC LABORATORY	LAB TESTS	234.00
STATE LIBRARY OF IOWA	LIB SUBSCRIPTION	394.97
SUE'S FLOWER & GARDEN CTR	SUPPLIES	598.85
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	144.00
TAUKE, MATT	REIMB UNIFORM	127.15
TEAMSTERS LOCAL 238	UNION DUES	347.00
TELEGRAPH HERALD	SUBSCRIPTION	296.81
GAZETTE COMMUNICATIONS,INC	SUBSCRIPTION	301.60
THOMAS, LAURA	MPI MILEAGE REIMB	157.29
THREE RIVERS FS	FUEL	3,725.38
TREASURER STATE OF IOWA	STATE TAX	6,823.00
TRUMBLEE, DAVID	REIMB TRAVEL	18.62
ULINE	LABELS	42.66
UPS	WTR DEPT SHIP FEE	66.34
US CELLULAR	MOBILE PHONE	360.07
VANTAGE TRANSFER AGENTS	ICMARC	1,543.92
VICK, TIMOTHY J	REIMB MILEAGE IACMA	218.28
VISION SERVICE PLAN	INSURANCE	586.80
WALMART COMMUNITY/RFCSELLC	SUPPLIES	446.07
WELLMARK	INSURANCE	32,656.74
WHITE, JASON	UNIFORM/BOOTS	141.84
WINDSTREAM	LIB PHONE	1,134.79
WOODS, JULIE	REIMB HERO HUSTLE SUPPLIES	219.20
WRIGHT, CHAD	REIMB TRAVEL	22.90
PAYROLL CHECKS		131,236.83
DEPOSIT REFUNDS ON 8/01/2017		60.23
TOTAL ACCOUNTS PAYABLE		471,266.97
	FUND TOTALS	
	GENERAL	226,631.36
	HOTEL MOTEL TAX	572.36
	ROAD USE TAX	41,772.17
	EMPLOYEE BENEFIT	59,807.41
	POLICE SPECIAL USES	96.66
	TIRRILL TRUST	1,962.98

	PARK GIFT & TRUST	771.69
	LIBRARY GIFT & TRUST	1,785.53
	CAPITAL PROJECTS	463.75
	DOWNTOWN INCENTIVE	9,334.18
	WHITewater PARK PROJECT	9,702.55
	STREET PROJECTS	23,657.17
	FEMA CAPITAL PROJECTS	373.50
	WATER	45,704.36
	WATER CAPITAL PROJECT	3,150.00
	SEWER	42,331.30
	SEWER CAPITAL PROJECT	3,150.00
	TOTAL	471,266.97

Public Hearing

At 5:12pm, Mayor Kramer opened the Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area.

City Manager Vick informed the Council that the amendment will allow for the use of up to \$250,000 of Urban Renewal/Tax Increment Financing (TIF) funds to finance infrastructure improvements along East Delaware Street and South Tama Street. The proposed project includes installing new water main and services along East Delaware Street and relocating the sanitary sewer on South Tama Street.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:16pm.

Motion by Behnken, seconded by Stelken to adopt R-092-2017 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard’s Subdivision

Mayor Kramer informed the Council that he had received a request from Paul Roussell and Randy Hahn to have the ordinance placed on the agenda for its third reading. Mayor Kramer noted this issue has been discussed at several prior meetings.

The Council discussed with those present the issue of vacating or keeping the alley open; the elevation of the alley; access to adjacent properties; future development; the value of the alley; the City’s comprehensive plan; the impact of the elevation on flooding in the area; the dispute among the property owners; and the need to resolve this issue

Motion by Stelken, seconded by Behnken to adopt Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard’s Subdivision. ON CALL OF ROLL: AYES: None. NAYS: Stelken, Behnken, Poynor, Sherman. Motion failed.

Request to set alley grade along West Main Street

Jason Wenger, The Burrington Group, reviewed the proposed plans for the elevation of the alley, noting that the elevation would begin 128 feet from River Street.

Following discussion, motion by Sherman, seconded by Behnken to approve the elevation of the alley starting approximately 128 feet from River Street and directed City Staff to work with The Burrington Group to review and approve plans once finalized. Motion carried, all ayes.

R-093-2017 Resolution Relating to an Election for the Imposition of a Local Sales and Service Tax in the amount of One Percent (1%) for the City of Manchester, Iowa, to be effective January 1, 2020 until December 31, 2029, and Specifying the Purposes to which the Revenues shall be Applied

City Manager Vick informed the Council that the proposed resolution will authorize the placement of the Local Option Sales and Service Tax renewal on the ballot for the November 7, 2017 election. The proposal for the use of the revenues, if approved, would be 90% for Street Construction and Maintenance and 10% for Bikeway/Walkway Construction and Maintenance.

Motion by Stelken, seconded by Struble to adopt R-093-2017 Resolution Relating to an Election for the Imposition of a Local Sales and Service Tax in the amount of One Percent (1%) for the City of Manchester, Iowa, to be effective January 1, 2020 until December 31, 2029, and Specifying the Purposes to which the Revenues shall be Applied. Motion carried, all ayes.

R-094-2017 Resolution Approving Offer to Buy Real Estate and Acceptance

Mayor Kramer informed the Council that the City has reached an agreement with Soppe & McCrabb for the City to purchase a little over seven acres for the eventual construction of a new City Shop at a price of \$150,000.00 for the land.

Council Member Sherman commented that the City has budgeted for the land.

Motion by Poynor, seconded by Behnken to adopt R-094-2017 Resolution Approving Offer to Buy Real Estate and Acceptance. Motion carried, all ayes.

Mural Art Project

Mayor Kramer reviewed the proposal for the mural art project on the wall south of the Marion Street Bridge. The Parks and Recreation Commission has reviewed the proposal and they are supportive of the project. Manchester Good to Great also reviewed the proposal and have committed \$5,000 toward the mural.

Council Member Behnken expressed her opposition to the project, stating she felt it would take away from the natural beauty of the area.

City Manager Vick informed the Council that the cost of the mural is \$12,000, noting the artist is from Waverly and has ties to the Manchester area so has offered to paint the mural at about half of his normal fee.

Following discussion, motion by Stelken, seconded by Struble to approve the proposal from Dan Hatala for a large scale mural on the wall south of the Marion Street Bridge at a cost of \$12,000. ON CALL OF ROLL: AYES: Stelken, Struble, Poynor, Sherman. NAYS: Behnken. Motion carried.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the 2017 Street Project.

Jason Wenger, The Burrington Group, updated the Council on the Norby development project.

Reports

City Manager Vick informed the Council that the Smitty's demolition project was nearing completion; that a signed copy of the airport layout plan had been received from the FAA; that he has been working with a potential developer in the Industrial Park; and that the auditors would be starting work next week.

Council Member Stelken commented that there are trees that need to be trimmed on West Delaware Street and West Marion Street as they are covering some signs.

Mayor Kramer informed the Council that the aquatic center would be operating on shortened hours due to lack of staffing with lifeguards starting school and fall sports practices.

Ryan and Angie Wicks thanked the City Council for the financial assistance provided through the downtown incentive program for the improvements on their building on West Main Street.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 6:10pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk