

**Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 25, 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 Consent Agenda Item 2.10 be removed from the agenda as it has not been finalized yet. Motion by Sherman, seconded by Struble to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the September 11, 2017 City Council meeting

2.2 R-105-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the August 2017 Wastewater Reports
- the minutes of the September 20, 2017 Planning & Zoning Commission meeting
- the August 2017 Statistical Report for the Library
- the minutes of the August 10, 2017 Library Board meeting

2.4 R-106-2017 Resolution Amending Salary Resolution

2.5 Review decision of the Board of Adjustment to approve the request of Matthew Mescher, 1208 North 5th Street, for an exception to Section 165.09(9.2) of the City Code to allow for an eighteen foot setback on the front property line

2.6 R-107-2017 Resolution Approving Fiscal Year 2016/17 Street Finance Report

2.7 Approve payment of invoices totaling \$33,885.05 to Fehr Graham for engineering services

2.8 R-108-2017 Resolution Approving Contract (2017 Utility Improvement Project)

2.9 R-109-2017 Resolution Approving Change Order #1 (2017 Utility Improvement Project)

2.10 *R-110-2017 Resolution Authorizing Development Agreement with Community Savings Bank*

**REMOVED FROM THE AGENDA**

2.11 R-111-2017 Resolution Establishing a Fee for Returned Payments to the City of Manchester, Iowa

2.12 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Struble, seconded by Behnken to approve the Consent Agenda. Motion carried, all ayes.

**Bills approved for payment:**

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER LEASE	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	21,935.06
AMAZON	SUPPLIES	1,035.41
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,428.09
BECKER ELECTRIC	REPAIRS	187.14
BLAZE PUBLICATIONS	PUBLICATION	101.00
CENGAGE LEARNING	LIB MATERIALS	307.10
CENTER POINT	LIB MATERIALS	262.44
CITY LAUNDERING	LIB MAINTENANCE	97.46
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32

COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DEL CO SOLID WASTE COMMISSION	LANDFILL	949.10
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELAWARE TRANSFER	DEMOLITION	7,650.00
DELTA INDUSTRIES	VENTILATOR UNIT	3,768.98
DEMCO	LIB SUPPLIES	30.82
DON & WALT	MAINTENANCE	355.98
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	348.12
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,663.31
ELM USA	MAINTENANCE	25.00
MARK FINK	CONCRETE REMOVAL	1,600.00
FOLEY, DOUG	REIMB MILEAGE	219.88
FOLSOM, KRISTY	REIMB SUPPLIES	38.78
GEORGEN, JOHN	DOWNTOWN INCENTIVE GRANT	19,318.63
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HATALA ILLUSTRATION	MURAL	9,000.00
HERITAGE PRINTING	SUPPLIES	151.50
HITECH COMMUNICATIONS	SUPPLIES	256.60
IA DIV OF LABOR SERVICES	POOL BOILER INSPECTION	40.00
UNDERGROUND LOCATION COMPANY	ONE CALLS	82.20
INGRAM LIBRARY SERVICES	LIB MATERIALS	93.48
IPERS	PAYROLL WITHHOLDINGS	22,409.91
ISAACS, DALTON	COMPLIANCE	180.00
J & R SUPPLY	SUPPLIES	2,413.75
KARR	LIB SUPPLIES	532.80
KATHY'S SEWING SHOP	POLICE UNIFORM	22.00
KLUESNER SANITATION	GARBAGE/RECYCLING	20,501.68
KOCH BROTHERS	MAINTENANCE	204.44
KRAMER, MILT L	REIMB MILEAGE	94.16
MID AMERICA ADMINISTRATIVE	ACA FILING FEES	210.00
MIDWEST TAPE	LIB MATERIALS	647.11
MIKE L VORWARD	MOWING CONTRACT	50.00
NICC	FD TRAINING	158.00
NORTH IOWA K-9	RECERTIFICATION	150.00
OASIS PUMP SERVICE	MISC PROJECTS	6,633.50
PALMER HARDWARE	SUPPLIES	531.50
PITNEY BOWES	LIB LEASE	152.34
RIVER CITY STONE	MATERIAL	1,510.65
SIMON'S LAWN CARE & MAINT	MOWING	375.00
SMOCK, JEFF	REIMB MILEAGE	164.78
SOLUTIONS MANAGEMENT GROUP	PRINTER	191.66
STATE HYGIENIC LABORATORY	LAB TESTS	854.50
SUNSHINE BOY WINDOW CLEANING	LIB MAINTENANCE	44.00
SUPREME GREEN	MOWING	25.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	356.00
THE PENWORTHY COMPANY	LIB MATERIALS	217.81
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,432.00
TRUMBLEE, DAVID	REIMB MED FEES	146.65
USA BLUE BOOK	SUPPLIES	310.04
USA TODAY	SUBSCRIPTION	293.21
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96

WALMART COMMUNITY	SUPPLIES	361.74
WELLMARK	PAYROLL WITHHOLDINGS	2,124.07
WINDSTREAM	PHONE & INTERNET	1,316.20
PAYROLL CHECKS		53,225.39
TOTAL ACCOUNTS PAYABLE		213,707.16
	FUND TOTALS	
	GENERAL	112,704.15
	HOTEL MOTEL TAX	9,000.00
	ROAD USE TAX	15,235.60
	EMPLOYEE BENEFITS	210.00
	POLICE SPECIAL USES	180.00
	ACQUISITION/DEMOLITION	9,250.00
	TIRRILL TRUST	408.97
	PARK GIFT & TRUST	265.42
	LIBRARY GIFT & TRUST	1,099.09
	POLICE CANINE	150.00
	DOWNTOWN INCENTIVE	19,318.63
	WATER	14,777.53
	WATER CAPITAL PROJECT	7,838.75
	SEWER	23,269.02
	TOTAL	213,707.16

Public Hearing on the Rezoning Request of Delaware County ARC to rezone the property at 609 Jasper Street from R-4 (Multi-Family Residential Medium Density District) to C-1 (Neighborhood Commercial District)

Mayor Kramer informed the Council that Stephanie Althof and Larry Althof, Xpressions, have acquired Marla's Screen Printing and need a larger facility. They are requesting the building at 609 Jasper Street be rezoned to allow them to operate their screen printing operation at that location.

Stephanie Althof, Xpressions, explained that they have run out of space at the current location, and the larger building will allow them to expand and add staff. Marla & Randy are still working for them & active part of the business. Will be able to expand offerings & business in Manchester.

Steve Boeckenstedt, representing Delaware County ARC who owns the building, stated they felt it was a good use of the building.

Mayor Kramer opened the Public Hearing at 5:10pm.

The Council reviewed the rezoning request. City Manager Vick commented that the screen printing operation does not generate a lot of walk-in traffic, as most orders are handled by telephone or email, and will not likely have a significant impact on traffic in the neighborhood. City Manager Vick also noted that the proposed rezoning would be a conditional rezoning.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Sherman to approve the first consideration and adoption of Ordinance 008-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Motion by Stelken, seconded by Behnken to waive the second and third consideration of Ordinance 008-2017 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on the proposed vacation of an alley described as the alley lying south of Lots 153 & 154 and north of Lots 189 & 190, Manchester, Iowa, according to plat recorded in Book I, L.D., Page 284  
City Manager Vick reviewed the location of the proposed alley vacation with the Council.

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

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

Motion by Behnken, seconded by Sherman to approve the first consideration and adoption of Ordinance 009-2017 An Ordinance Vacating a Portion of an Alley described as an Alley Lying South of Lots 153 & 154 and North of Lots 189 & 190, Manchester, Iowa, according to Plat recorded in Book I, L.D., Page 284. Motion carried, all ayes.

#### TIF Report Presentation

Larry Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) District Report with the Council.

Motion by Poynor, seconded by Behnken to acknowledge receipt of the TIF Report. Motion carried, all ayes.

#### Riverbank Restoration Project

City Manager Vick informed the Council that two quotes had been received to repair the riverbank that was washed out during the 2016 flood event, noting that the City received FEMA funds to help cover the cost of repairing the riverbank to its pre-flood condition.

Ryan Wicks, Fehr Graham, informed the Council that the low quote for the repair work came from Tschiggfrie Excavating in the amount of \$57,443.91.

Motion by Sherman, seconded by Poynor to accept quote of Tschiggfrie Excavating in the amount of \$57,443.91 for the River Bank Restoration Project and to proceed with completion of the repair work. Motion carried, all ayes.

#### Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way

Motion by Behnken, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 010-2017 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Adding a New Section Regulating Use of Public Right-of-Way. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that there would be a neighborhood informational meeting on the 2018 Street Project on October 5, 2017, and that City Staff are currently working on updates to the capital improvement plan.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 5:47pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk