

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 27, 2017

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Connie Behnken, Ron Struble, Dan Stelken (Council Member Stelken arrived at 5:05pm). Absent: None.

Motion by Sherman, seconded by Struble to approve the agenda as presented. ON CALL OF ROLL: AYES: Sherman, Struble, Behnken, Poynor. NAYS: None. Motion carried.

Consent Agenda

2.1 Approval of the minutes of the November 13, 2017 City Council meeting

2.2 R-125-2017 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the October 2017 Wastewater Reports

2.4 Liquor License Applications

- Renewal application for On Premise Class B Beer Permit with Living Quarters for Onie's Wooden Nickel

2.5 R-126-2017 Resolution Rescinding Resolution R-124-2017 and Approving Final Plat (Soppe & McCrabb's 2nd Subdivision)

2.6 Approve payment of claims totaling \$7,098.50 to Fehr Graham for engineering services

2.7 R-127-2017 Resolution Approving Agreement for Airport Planning Services

2.8 R-128-2017 Resolution Amending Salary Resolution

2.9 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

2.10 R-129-2017 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2017

2.11 R-130-2017 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2016/17

2.12 R-131-2017 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year

2.13 Approval of the Consent Agenda

Council Member Stelken arrived at 5:05pm.

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	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.30
ALLIANT ENERGY	ELECTRICITY	15,327.84
AUTOMATION ENGINEERING	ALARM REPAIRS	2,605.00
BARD MATERIALS	CONCRETE	162.38
BI-COUNTY DISPOSAL	GARBAGE	64.20
BLACK HILLS ENERGY	HEATING FUEL	635.54
CANVAS PRODUCTS	TARP	227.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
D & S PORTABLES	PORTA-POTTY RENTALS	166.25

DATA TECHNOLOGIES	ANNUAL LICENSE	6,708.72
DEL CO SOLID WASTE COMMISSION	LANDFILL	949.10
DEL CO TOURISM	CONFERENCE REIMB	801.25
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELTA INDUSTRIES	SUPPLIES	212.19
DMASWA	LANDFILL	1,255.50
WOODWARD COMMUNICATIONS	ADVERTISEMENTS	433.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,434.13
FAHRNER ASPHALT SEALERS	LONG LINE	684.32
FAREWAY STORES	SUPPLIES	99.73
FASTENAL COMPANY	PARTS	26.75
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARRISON TRUCK CENTERS	PARTS	105.18
HERITAGE PRINTING	PRINTING	500.90
UNDERGROUND LOCATION CO	ONE CALLS	127.30
LOGIN	IACP SERVICE ACCESS	275.00
IAMU	WASTEWATER CONFERENCE	175.00
IPERS	PAYROLL WITHHOLDINGS	22,235.28
KING, JODY	REIMB RED CROSS TRAINING	918.35
KLUESNER CONSTRUCTION	CRACK SEALING	2,068.20
KLUESNER FLOORING	FLOORING	3,800.00
KLUESNER SANITATION	GARBAGE/RECYCLING	20,501.68
KRAMER, MILT L	MILEAGE REIMB	47.08
MANCHESTER MOTOR SUPPLY	VEHICLE MAINT	28.10
WOODWARD COMMUNICATIONS	LEGAL PUBLICATIONS	433.12
MANCHESTER SIGNS	SIGNAGE	140.50
MEDIACOM	PHONE & INTERNET	364.42
MIDWEST PATCH/HI-VIZ SAFETY	SIGNS	100.00
MIDWEST RADAR & EQUIPMENT	SUPPLIES	280.00
MONKEYTOWN	SUPPLIES	339.91
NORSOLV, INC	SOLVENT	143.95
ON-SITE INFORMATION DESTR	DESTRUCTION FEES	45.00
ORR, JAMIE & JEFF	COMMERCIAL INCENTIVE GRANTS	27,239.41
QUILL	SUPPLIES	99.97
S & K CONCRETE	SIDEWALK REPAIRS	255.00
SCANTRON SERVICE GROUP	ANNUAL MAINT AGREEMENT	8,446.00
SIMON'S LAWN CARE & MAINT	NUISANCE MOWING	225.00
SMOCK, JEFF	REIMB MILEAGE	164.78
SOLUTIONS MANAGEMENT GROUP	MAINTENANCE	191.66
STATE HYGIENIC LABORATORY	LAB TESTS	450.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	356.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,402.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.17
VICK, TIMOTHY J	MILEAGE REIMB	47.08
WELLMARK	PAYROLL WITHHOLDINGS	2,195.53
WINDSTREAM	PHONE & INTERNET	87.92
ZANGERLE REPAIR	AIR FILTER	9.98
PAYROLL CHECKS	PAYROLL	52,382.51
TOTAL ACCOUNTS PAYABLE		203,176.07
	FUND TOTALS	
	GENERAL	119,795.07
	HOTEL MOTEL TAX	801.25

	ROAD USE TAX	17,944.41
	TIRRILL TRUST	606.57
	PARK GIFT & TRUST	11.28
	DOWNTOWN INCENTIVE	27,239.41
	WATER	19,222.15
	SEWER	17,555.93
	TOTAL	203,176.07

R-132-2017 Resolution Authorizing Forgivable Loan Agreement with Boulders Inn Manchester LLC

City Manager Vick reviewed the proposed agreement with the Council, noting it provides Boulders Inn Manchester with a forgivable loan in the amount of \$100,000. The requirements for the loan include that Boulders will invest not less than \$2.3 million to construct a 32 room hotel in the West Commercial Subdivision. The City will provide the forgivable loan and a ten year, sliding scale tax exemption based on the City's Urban Revitalization Plan. The terms of the loan will allow it to be forgiven based on a rate of \$0.50 for every \$1.00 generated in Hotel/Motel Tax on the site. Interest will be charged on the loan at a rate of 4% if the terms are not met.

The Council discussed the forgivable loan, the proposed location of the hotel, and development in the West Commercial Subdivision.

Motion by Behnken, seconded by Stelken to adopt R-132-2017 Resolution Authorizing Forgivable Loan Agreement with Boulders Inn Manchester LLC. Motion carried, all ayes.

Boulders Inn & Suites Site Plan Review

Mayor Kramer referred the Council to the site plan for Boulders, noting that the Planning and Zoning Commission had reviewed the site plan at their meeting on November 21, 2017 and recommend its approval.

Following review by the Council, motion by Poynor, seconded by Struble to approve the site plan for Boulders Inn & Suites as presented. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions (Barron, 600 Quaker Mill Drive)

The Council reviewed a request from Jonathan and Devon Barron to have three horses at their property at 600 Quaker Mill Drive.

City Manager Vick noted that the north and west side of the Barron property is currently row cropped and the neighbors on the south side have submitted a letter of support for having horses on the Barron property.

Council Member Stelken asked if the neighbors to the north of the Barron property were aware of the request and if they were supportive. City Manager Vick responded that he was unsure if the neighbors to the north of the property were aware of the request.

The Council discussed and agreed that the adjoining property owners to the north should be contacted to see if they are supportive of the request to have horses at 600 Quaker Mill Drive.

Motion by Stelken, seconded by Poynor to table the request for special exception to livestock restrictions for the property at 600 Quaker Mill Drive until neighbors to the north are contacted. Motion carried, all ayes.

City Sidewalk & Nuisance Snow Removal

Mayor Kramer referred the Council to the bids received for snow removal on City sidewalks and for snow removal at nuisance properties. Supreme Green submitted the lowest quote of \$610 per time for City sidewalk snow removal and Mark Fink submitted the lowest quote of \$50 per sidewalk for nuisance snow removal.

Mark Fink addressed the Council, requesting that the City allow him to do both the City sidewalk snow removal and the nuisance snow removal as he does live in town and pays City taxes.

The Council discussed the bids, noting the difference between the bids for the City sidewalk snow removal was less than \$50. Following review, motion by Sherman, seconded by Stelken to accept quotes of Mark Fink for both City sidewalk snow removal and nuisance snow removal. Motion carried, all ayes.

Axon Taser Purchase

Police Chief Jim Hauschild informed the Council that he is requesting permission to replace the department's ten tasers as one unit has failed and there is no longer technical support for the remaining tasers due to their age. Hauschild noted that the tasers are an important tool for his officers.

Motion by Behnken, seconded by Struble to approve the request of Police Chief Jim Hauschild to purchase ten new Axon X26P Tasers at a total cost of \$12,537.38. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that the annual goal setting work session will be December 14, 2017 and asked the Council to complete the worksheets for the goal setting.

Council Member Stelken thanked the Fire Department and City Staff for putting up the Christmas lights in town.

Council Member Struble thanked City Staff for their assistance with the Veteran's Memorial at Baum Park.

Mayor Kramer informed the Council that there will only be one regular City Council meeting in December on December 11, 2017.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:45pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk