

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, June 11, 2018

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken (Council Member Behnken arrived at 5:02pm), Ron Struble. Absent: None.

Motion by Struble, seconded by Sherman to approve the agenda as presented. On call of roll: Ayes: Struble, Sherman, Poynor, Stelken. Nays: None.

Consent Agenda

2.1 Approval of the minutes of the May 29, 2018 City Council meeting

2.2 R-070-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the May 2018 IDNR Wastewater Reports
- the May 2018 Statistical Report for the Library

2.4 Liquor License Applications

- New Application to add Outdoor Service to the Class C Liquor License for Blue Collar Sports Bar (120 East Main Street)
- New Application for 14 Day Class C Liquor License with Outdoor Service and Sunday Sales for the Delaware County Fair effective July 9, 2018

2.5 R-071-2018 Salary Resolution

2.6 Approval of Committee Appointments

- Diane Hammell to the Board of Adjustment (term expires 6/30/2023)
- Tim Egemo to the Parks & Recreation Commission (term expires 6/30/2021)
- Mike Wessels to the Parks & Recreation Commission (term expires 6/30/2021)
- Diane Monaghan to the Library Board (term expires 6/30/2024)
- Jack Young to the Library Board (term expires 6/30/2024)
- Diane Hammell to the Library Board (term expires 6/30/2024)

2.7 Ordinance 004-2018 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 135.09 Excavations, third consideration and final adoption

2.8 Ordinance 005-2018 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Chapter 21 City Manager, second consideration and adoption

2.9 Ordinance 006-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates, second consideration and adoption

2.10 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2018-6/30/2019)

2.11 Approval of Renewal Applications for Iowa Retail Cigarette Permits

- Casey's #2185 (West Main)
- Casey's #2624 (North Franklin)
- Cork N' Bottle
- Dollar General
- E-Z Pickins
- Fareway Stores
- Fraternal Order of Eagles Club
- Kwik Star #790

- Pronto
- Wal-Mart

2.12 Approve the request of the Manchester Area Chamber of Commerce to allow a member of the Delaware County Roads to Trails UTV/ATV Club to lead the Rhubarb Run on June 16, 2018 and operate on City walkways & streets

2.13 R-072-2018 Resolution Waiving Right to Review Plat (Oberreuter's Subdivision)

2.14 Approval of the Consent Agenda

Council Member Behnken arrived at 5:02pm.

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	590.56
AK SPORTS	UNIFORM	71.25
ALLIANT ENERGY	ELECTRICITY	3,479.66
AMAZON	LIBRARY SUPPLIES	304.00
AMAZON CAPITAL SERVICES	SUPPLIES	6.00
AUTO BODY TOOLMART	WEDGE	139.56
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,234.43
BARD MATERIALS	CUSTOM CRUSHING	13,333.42
BARRON MOTOR	PARTS/SUPPLIES	61.72
BECKER ELECTRIC	CENTRAL PARK LIGHT REPAIR	134.29
BSN SPORTS	WHISTLES	135.00
BURRINGTON GROUP	ENGINEERING SERVICES	3,316.00
CENGAGE LEARNING	LIBRARY MATERIALS	121.56
CENTER POINT	LIBRARY MATERIALS	131.22
CINTAS CORPORATION	FIRST AID SUPPLIES	382.40
CITY LAUNDERING	MAINTENANCE/SUPPLIES	1,193.64
CITY OF MANCHESTER	WATER	61.30
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
CORKERY, CATHY	LIBRARY SUMMER PROGRAM	150.00
CORKERY, KATHY	UNIFORM	56.37
DATA TECHNOLOGIES	SOFTWARE PROGRAM	229.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	204.25
DIAMOND VOGEL PAINTS	PAINT	6,458.57
DJ REPAIR	REPAIR/MAINTENANCE	60.00
DON & WALT LLC	REPAIR/MAINTENANCE	326.74
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	203.00
EFTPS	FED/FICA TAX	18,396.65
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	769.56

FASTENAL COMPANY	PARTS/SUPPLIES	299.75
FEHR GRAHAM	ENGINEERING SERVICES	23,208.25
FOLSOM, KRISTY	REIMB MILEAGE	51.23
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	87.50
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARRISON TRUCK CENTERS	VEHICLE PARTS	277.77
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HERITAGE PRINTING	OFFICE SUPPLIES	91.01
HYDRITE CHEMICAL CO	CHEMICALS	559.42
IA CITY/COUNTY MGMT ASSOC	CONFERENCE	155.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	66.81
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	373.64
KLOSTERMAN, STEVE	DOWNTOWN INCENTIVE GRANT	655.28
KLUESNER CONSTRUCTION	SEAL COAT	2,400.00
KMCH	RADIO ANNOUNCEMENTS	560.00
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	10.36
LENZ'S COLLISION CENTER	REPAIR	3,491.19
MANCHESTER SIGNS	SIGNS	585.50
MARLA'S SCREEEN PRINTS & MORE	SUPPLIES	181.94
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	200.00
MEDIACOM	PHONE/INTERNET	404.08
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	945.44
MIDWEST TAPE LLC	LIBRARY MATERIALS	540.33
MONKEYTOWN STOREY KENWORTHY	SUPPLIES	786.61
MYERS-COX	CONCESSIONS	7,267.43
NACOP	MEMBERSHIP	60.00
OVERHEAD DOOR	REPAIR/MAINTENANCE	111.00
PALMER HARDWARE	PARTS/SUPPLIES	1,423.95
PAUL, DEB	LIBRARY CONCERT	400.00
PAYROLL CHECKS	PAYROLL	53,887.77
PEPSI COLA BOTTLING	CONCESSIONS	3,826.12
PETERS & LONGMUIR PLC	LEGAL FEES	1,063.46
PITNEY BOWES	LEASE PAYMENT	152.34
PREMIER PARTS	PARTS/SUPPLIES	36.19
RICHARD MCCRABB	MOWING	270.00
RIVER CITY STONE	ROCK/STONE	424.42
SCHOLASTIC	AUDIO/VIDEO/PRINT MATERIALS	410.50
SCHRECK, JO	REIMB SUPPLIES	44.17
SCHROEDERS CASH SUPPLY	SUPPLIES	337.08
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	163.90
SCHWAN'S HOME SERVICE	CONCESSIONS	793.79
SHERE, ANGELA	REIMB SUPPLIES	40.00
SIMON'S LAWN CARE & MAINT	MOWING/TRIMMING	4,777.84
SMOCK, JEFF	MILEAGE REIMB	167.86
STATE HYGIENIC LABORATORY	LAB TESTS	253.50

STETSON BLDG PRODUCTS	CURING COMPOUND	49.53
SUPREME GREEN	LAWNCARE MAINTENANCE	160.00
THOMPSON SHOES	UNIFORM SUPPLIES	45.00
THREE RIVERS FS	FUEL/FERTILIZER	4,447.31
TREASURER STATE OF IOWA	STATE TAX	3,427.00
ULINE	NO SLIP MATS	829.75
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
WAGWORKS	PAYROLL WITHHOLDINGS	79.01
WALMART	SUPPLIES	194.14
WEETS, ELIZABETH	SWIM LESSON REFUND	35.00
WELLMARK	HEALTH INS	2,310.51
WENDLING, JENNIFER	PARK SHELTER REFUND	20.00
WERTJES UNIFORMS	PD UNIFORM SUPPLIES	425.00
WINDSTREAM	PHONE/INTERNET	1,202.24
TOTAL ACCOUNTS PAYABLE		179,956.92
	FUND TOTALS	
	GENERAL	91,892.20
	HOTEL MOTEL TAX	503.53
	STREET EQUIPMENT RESERVE	6,100.00
	ROAD USE TAX	18,103.89
	EMPLOYEE BENEFIT	79.01
	POLICE SPECIAL USES	46.66
	PARK GIFT & TRUST	77.66
	LIBRARY GIFT & TRUST	886.49
	CAPITAL PROJECTS	3,562.00
	DOWNTOWN INCENTIVE	655.28
	WHITEWATER PARK PROJECT	3,100.00
	STREET IMPROVEMENT	14,900.00
	STREET PROJECTS	6,112.25
	WATER	10,496.11
	WATER CAPITAL PROJECT	13,750.00
	SEWER	9,691.84
	TOTAL	179,956.92

Project AWARE Update - Lynette Seigley

Lynette Seigley, Project AWARE, updated the Council on the Project AWARE event to be held in Manchester this summer. Project AWARE is a group of volunteers that spends a week conducting river clean-up in Iowa, this will be the 16<sup>th</sup> year for this event. This year the group will be working in the Maquoketa River from Manchester to Canton. As of May 31st, there were 146 volunteers signed up for Sunday, July 8th and 195 volunteers signed up for Monday, July 9th. These volunteers will be staging and camping out at Tirrill Park on July 8th and 9th, and moving on to Hopkinton on Tuesday, July 10th. Ms. Seigley provided the Council with a copy of their agenda for the week.

Ordinance 007-2018 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by adding Chapter 160 Rental Housing Code

Mayor Kramer informed those present that the City Council had held the first reading of Ordinance 007-2018 at the City Council meeting on May 29th. Due to a few language items that needed to be corrected, the City Attorney has advised that the City Council reset the process and start over with a first reading. Additionally, on June 6<sup>th</sup>, the City held a Public Input meeting on the proposed rental housing code. During that meeting, several property owners requested an opportunity to work with the City to review the code and five property owners volunteered to meet with the Housing Committee and City staff to review the rental housing code. Mayor Kramer informed the Council that there are a couple of options available to them:

1. The City Council can proceed with the first reading and consideration of the attached proposed Ordinance 007-2018;
2. The City Council can table the first reading of Ordinance 007-2018 until the City Council meeting on August 13, 2018. This will provide time for meetings with interested property owners and the Manchester Housing Committee to review and potentially modify portions of the Rental Housing Code; or,
3. The City Council can table Ordinance 007-2018 indefinitely.

The Council discussed the options for the rental code, allowing additional time to gather input, the need for the ordinance, and the date for the first consideration.

Motion by Behnken, seconded by Poynor to hold the first consideration of the Rental Housing Code ordinance at the August 13, 2018 City Council meeting to allow additional time for public input and revision of the proposed ordinance. Motion carried, all ayes.

At the meeting Kevin Graybill, Robin Stone, Delma Hardin, Kristin Drabek, Mike Downs and Mike Ryan volunteered to meeting with the Housing Committee to review the code.

Regional Planning Affiliation (RPA) Region 8 - Chandra Ravada, Transportation Director

Chandra Ravada, Transportation Director RPA Region 8, provided the Council with a handouts detailing the Transportation Improvement Program and the City of Manchester's Surface Transportation Program funding history. Mr. Ravada discussed with the Council the process for federal funding for transportation projects, Manchester's projects, and his agency's role.

Alley Purchase Request - Wicks Enterprises LLC

Mayor Kramer referred the Council to a letter from Ryan and Angie Wicks requesting to purchase the alleys west and north of their property at 111 West Main Street.

Ryan Wicks addressed the Council regarding their request, noting their need for space for their dumpsters, appliances collected for recycling and company parking. Mr. Wicks explained some of the issues that have arisen since opening the business.

The Council discussed the request, the location of the alleys, the storm sewer that runs through one of the alleys, the concerns of the neighbors, and parking in the alleys. Following discussion, the Council agreed they were not interested in vacating the alleys.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the high water event this weekend, and commended the Fire Department, Mike Ryan and the City staff on their work.

Council Member Poynor informed the Council that she would be in Des Moines on Thursday accepting an award on Hannah Childs' behalf for work she has done at the City's whitewater park and in rivers.

Council Member Behnken referred the Council to an article in the most recent Iowa League of Cities magazine on housing projects in the state. Behnken asked that City staff get additional information on the program in the City of Humboldt.

Council Member Stelken informed the Council that there will be a Household Hazardous Waste and Electronics Clean-Up day at the fairgrounds on June 16.

Motion by Stelken, seconded by Behnken that the meeting adjourn at 6:02pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk