

**Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, August 13, 2018**

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

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

City Clerk Erin Learn noted that the Closed Session was included in error on the agenda and should be removed. Motion by Sherman, seconded by Stelken to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the July 23, 2018 City Council meeting and the August 7, 2018 Special City Council meeting

2.2 R-087-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

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

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service, and Sunday Sales for Fireside Pub & Steakhouse at 205 South 12th Street
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Kwik Star #790 at 1000 West Main Street
- New Application for 5 Day On Premise Class B Beer Permit with Outdoor Service for Grumpy Bill's Veteran's Event on August 25, 2018

2.5 Ordinance 008-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Chapter 105.05 (5) Recreational Fires, third consideration and final adoption

2.6 Ordinance 009-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Chapter 75.02(3) "All-terrain Vehicles", second consideration and adoption

2.7 Ordinance 010-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 90.08(3) "Water Service System, Repair and Maintenance, Location", second consideration and adoption

2.8 Approve Pay Estimate #1 in the amount of \$95,984.53 to F.L. Krapfl, Inc. for the Riverfront Phase 1 Project

2.9 Approve payment of claims totaling \$11,483.25 to Fehr Graham for engineering services

2.10 R-088-2018 Resolution Authorizing Execution of Grant Offer for Airport Improvement Program (Environmental Assessment Project)

2.11 Approval of variance request of Amy Horns to City of Manchester Employee Handbook Section 2.8 Residency Requirement

2.12 R-089-2018 Resolution Approving and Adopting Procurement Policy for the City of Manchester, Iowa

2.13 R-090-2018 Resolution Amending Salary Resolution

2.14 R-091-2018 Resolution Waiving Right to Review Plat (Loecke)

2.15 Approve Pay Estimate #2 in the amount of \$368,417.05 to Top Grade Excavating for the 2018 Street Improvement Project

2.16 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	1,181.12
ALL INCLUSIVE REC	PARK EQUIP	1,731.00
ALLIANT ENERGY	ELECTRICITY	2,163.26
AMAZON	LIBRARY SUPPLIES	66.00
AMAZON CAPITAL SERVICES	SUPPLIES	171.75
ARNOLD, MARK	REFUND	20.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	799.73
BARD MATERIALS	WHITewater PARK	273.13
BARRON MOTOR	PARTS/SUPPLIES	207.52
BECKER ELECTRIC	ELECTRICAL MAINTENANCE	760.16
BILL'S SMOKEHOUSE	NEIRL MEETING	30.00
BLACK HAWK AUTOMATIC SPRINKLER	FIRE SPRINKLER MAINTENANCE	217.00
BLACK HILLS ENERGY	HEATING FUEL	1,631.80
BRANDT, WADE	DESK	250.00
BREHME DRUG	FIRST AID SUPPLIES	8.94
BROWN SUPPLY CO	MAINTENANCE/SAFETY SUPPLIES	13,767.20
BSN SPORTS	RECREATION SUPPLIES	135.50
BUNTING, CLIFFORD	MILEAGE REIMB	45.78
BURRINGTON GROUP	ENGINEERING SERVICES	3,401.00
CANADIAN NATIONAL RAILWAY	PERMIT APPLICATION FEE	750.00
CEDAR RAPIDS TRUCK CENTER	MAINTENANCE/SUPPLIES	244.68
CENGAGE LEARNING	LIBRARY MATERIALS	92.77
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	103.68
CITY OF MANCHESTER	COMPLEX WATER	634.95
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,826.64
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	1,140.74
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
CONNOLLY CONSTRUCTION	CATCH BASIN REPAIR	6,920.40
CREDIT BUREAU SERVICES OF IA	COLLECTION SERVICES	19.08
CRUMPTON, HANNAH	YOUTH SOCCER	200.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	954.70
DEL CO TREASURER	PROPERTY TAXES	5,318.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	750.00
DELHI LUMBER	SUPPLIES	322.89
DEPOSIT REFUNDS ON 7/31/2018	DEPOSIT REFUNDS	62.82
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	484.50
DOG WASTE DEPOT	DOGGIE BAGS	49.99
DON & WALT LLC	REPAIR/MAINTENANCE	6,967.68
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	49.50
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	45,434.23
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	64.28
FASTENAL COMPANY	PARTS/SUPPLIES	144.23
FEHR GRAHAM	ENGINEERING SERVICES	15,307.50
FOLEY, DOUG	REIMBURSEMENT	45.24
FOX APPARATUS REPAIR & MAINT	FIRE SUPPLIES	1,874.01

FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	87.50
GEORGEN AUTO	VEHICLE MAINT/REPAIR	63.81
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	1,070.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HEIMS AWARDS	AWARDS/MEDALS	506.50
HERITAGE PRINTING	OFFICE SUPPLIES	269.99
HYDRITE CHEMICAL CO	CHEMICALS	887.95
IA DEPT OF TRANSPORTATION	REFLECTIVE BEADS	775.84
IDALS	LICENSE AW 1678	75.00
IDNR	2020 STREET PROJECT	696.40
INGLES, KRISTEN	REFUND	30.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	77.44
IPERS	PAYROLL WITHHOLDINGS	26,211.44
J & R SUPPLY	WTR/SWR SUPPLIES	3,180.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	484.02
KAM LINE HIGHWAY MARKINGS	RESTRIPE ROAD/SUPPLIES	1,072.36
KBI WAREHOUSE	SCREENING BUCKET RENTAL	2,062.50
KIRKHAM MICHAEL	AIRPORT ENVIRONMENTAL	1,953.05
KLUESNER CONSTRUCTION	ASPHALT REPAIR	3,070.75
KLUESNER SANITATION	GARBAGE/RECYCLING	21,202.60
KMCH	RADIO ANNOUNCEMENTS	560.00
KRAFT, ANGIE	AUTO MAINTENANCE	85.00
KRAMER, MILT L	MILEAGE REIMB	37.06
KRAPFL, KIMBERLY	REFUND HERO HUSTLE REG	58.30
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	307.00
LEARN, ERIN	MILEAGE REIMB	180.40
LINCOLN AQUATICS	POOL EQUIPMENT	396.47
LOECKE BUILDING SERVICE	DOOR REPLACEMENT	1,815.00
MANCHESTER AREA CHAMBER OF COM	DOWNTOWN INCENTIVE FACADE	9,583.85
MANCHESTER MOTOR SUPPLY	AUTO PARTS	274.17
MCCRABB, RICHARD	MOWING	330.00
MCGREAL, AMANDA	REIMBURSE SUPPLIES	15.18
MEDIACOM	PHONE/INTERNET	534.67
MIDWEST TAPE LLC	LIBRARY MATERIALS	644.81
MONKEYTOWN	SUPPLIES	964.17
NICC	MREP PHONE/INTERNET	1,258.80
NORSOLV SYSTEMS ENVIRONMENTAL	PETROLEUM PRODUCTS	143.95
NORTH IOWA K-9	FINAL PAYMENT FOR K-9 'ACE'	7,500.00
OELWEIN PUBLISHING	PUBLICATION	250.00
PALMER HARDWARE	PARTS/SUPPLIES	305.05
PAYROLL CHECKS	PAYROLL	143,409.17
PETERS & LONGMUIR PLC	LEGAL FEES	872.00
PITNEY BOWES	POSTAGE	1,202.17
PIZZA RANCH-11372	COMPLEX CONCESSIONS	786.75
POSTMASTER	POSTAGE	545.69
PREMIER PARTS	PARTS/SUPPLIES	115.95
PRONTO MART	FUEL	7.43
QUILL CORPORATION	PD OFFICE SUPPLIES	9.90
RITE PRICE	OFFICE SUPPLIES	502.49
RIVER CITY STONE	ROCK/STONE	89.59
RUNDE AUTO GROUP	AUTOMOTIVE SUPPLIES	13.62

SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	88.15
SCHMITZ, JULIE	REIMBURSEMENT	33.79
SCHWAN'S HOME SERVICE	CONCESSIONS	562.26
SIMON FIRE EQUIP & REPAIR	STROBE TUBE	159.50
SIMON'S LAWN CARE & MAINT	MOWING/TRIMMING	4,490.34
SMOCK, JEFF	MILEAGE REIMB	335.73
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	202.66
STATE HYGIENIC LABORATORY	LAB TESTS	214.50
STATE LIBRARY OF IOWA	SUBSCRIPTION	335.74
SUE'S FLOWER & GARDEN CTR	TREE	105.00
SUPREME GREEN	LAWNCARE MAINTENANCE	140.00
TEAMSTERS LOCAL 238	UNION DUES	471.00
TELEGRAPH HERALD	SUBSCRIPTION	308.71
THE PENWORTHY COMPANY	CHILDREN'S BOOKS	462.41
THREE RIVERS FS	FUEL/FERTILIZER	7,282.84
TREASURER STATE OF IOWA	STATE TAX	7,785.00
TRIPLE E TECHNOLOGIES	AIRPORT CC SOFTWARE	1,242.66
TRUMBLEE, DAVID	REIMBURSEMENT	331.51
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,639.38
WELLMARK	INSURANCE	28,584.13
WHITE, JASON	REIMBURSEMENT	80.12
WINDSTREAM	PHONE/INTERNET	1,321.19
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	459.52
TOTAL		410,219.55
	FUND TOTALS	
	GENERAL	228,781.87
	ROAD USE TAX	46,475.75
	EMPLOYEE BENEFIT	21,060.86
	POLICE SPECIAL USES	46.66
	ACQUISITION/DEMOLITION	2,098.00
	PARK GIFT & TRUST	539.80
	LIBRARY GIFT & TRUST	5,920.95
	POLICE CANINE	8,280.38
	CAPITAL PROJECTS	3,301.25
	DOWNTOWN INCENTIVE	9,583.85
	WHITewater PARK PROJECT	11,842.00
	STREET IMPROVEMENT	1,824.59
	STREET PROJECTS	5,105.65
	WATER	25,798.47
	UTILITY DEPOSIT TRUST	62.82
	WATER CAPITAL PROJECT	15,716.00
	SEWER	23,780.65
	TOTAL	410,219.55

Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement
Mayor Kramer opened the Public Hearing at 5:11pm.

City Manager Vick informed the Council that this loan provides the City with a 0% interest rate for the engineering and planning for the water main loop project.

The Council discussed the scope of the water main loop project and the timeframe.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:17pm.

Motion by Stelken, seconded by Struble to adopt R-092-2018 Resolution taking additional action with respect to a Water Revenue Loan and Disbursement Agreement and authorizing, approving and securing the payment of a \$96,500 Water Revenue Loan and Disbursement Agreement Anticipation Project Note (IFA Interim Loan and Disbursement Agreement). Motion carried, all ayes.

Public Hearing to approve a Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC, including annual appropriation tax increment payments in an amount not to exceed \$112,000
Mayor Kramer opened the Public Hearing at 5:20pm.

City Manager Vick reviewed the proposed Development Agreement, noting that Mr. Hildebrand plans to build duplexes, and that the agreement allows for an annual tax increment payment in an amount no to exceed \$112,000 total.

The Council reviewed the site plan.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:24pm.

Motion by Sherman, seconded by Stelken to adopt R-093-2018 Resolution Approving Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

R-094-2018 Resolution Approving Purchase Agreement (104 North Tama Street)

Mayor Kramer informed the Council that GNB has agreed to sell the property at 104 North Tama Street to the City for \$15,000.

Following discussion, motion by Stelken, seconded by Poynor to adopt R-094-2018 Resolution Approving Purchase Agreement (104 North Tama Street). ROLL CALL VOTE: AYES: Stelken, Poynor, Struble. NAYS: Sherman. Motion carried.

CN Railroad Communications Tower

City Manager Vick informed the Council that CN Railroad is constructing a 340 foot tower in the City, noting that the tower is being constructed as part of the railroad's Positive Train Control (PTC) antenna structure. There is a federal mandate that railroad's install and implement this safety feature by 2020. In doing so, the Federal Government has granted railroads the authority to preempt local jurisdictions laws and regulations regarding the location and construction of the towers within governmental jurisdictions.

Construction Project Updates

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

Reports

City Attorney Jim Peters updated the Council on the status of three abandoned properties in the City.

City Manager Vick informed the Council that there will be a Housing Committee meeting on Friday to work on finalizing the rental housing code, that the audit was last week and went well, and thanked staff for their work on events the previous weekend.

Public Comments

Leonard Miles, 140 Nelson Circle, addressed the Council regarding a fence he has been asked by the City to take down because it is too close to the property line.

Motion by Poynor, seconded by Sherman that the meeting adjourn at 5:56pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk