

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 27, 2018**

Prior to the start of the meeting, Mayor Kramer swore in Tania Bradley as Council Member At Large to fill the vacant At Large position.

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Tania Bradley. Absent: Ron Struble.

Mayor Kramer presented Library Director Kristy Folsom with a Service Award for 15 years of service to the Manchester Public Library.

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

Consent Agenda

2.1 Approval of the minutes of the August 13, 2018 City Council meeting; the minutes of the August 22, 2018 Special City Council meeting; and the minutes of the August 22, 2018 Committee of the Whole meeting

2.2 R-095-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the August 6, 2018 Parks & Recreation Commission meeting

2.4 Downtown Incentive Program Grant Applications

- Approval of the Facade Grant application in the amount of \$248.45 for the American Legion for their building at 204 North Franklin Street
- Approval of the Facade Grant in the amount of \$112.44 for the American Legion for their building at 206 North Franklin Street
- Approval of the Commercial Interior Grant in the amount of \$1,475.46 for the American Legion for their building at 206 North Franklin Street

2.5 Downtown Incentive Program Grant Payments

- Approve payment of the Downtown Incentive Facade Grant in the amount of \$5,065.74 to Steve Palmer for work completed on his buildings at 113 & 115 North Franklin Street

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" - third consideration and final 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" - third consideration and final adoption

2.8 R-096-2018 Resolution Amending Salary Resolution

2.9 Approve request of the Parks & Recreation Department to close a portion of South Franklin Street on September 2, 2018 (rain date September 3, 2018) from 4:00pm until midnight for the "Franklin Street Movie Night" event

2.10 Approve payment in the amount of \$6,751.00 to Burrington Group for engineering services related to the 2018 Street Improvement Project

2.11 Motion to appoint William Sueppel, Meardon, Sueppel & Downer P.L.C., as the Employer Representative for the purpose of negotiating the police union contract which shall take effect as of July 1, 2019

2.12 Motion to set October 8, 2018 at 5:00pm as the date and time for a Public Hearing on the Plans, Specifications, Form of Contract, and Estimate of Cost for the Highway 13 Water Main Looping Project

2.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	361.05
AFLAC	PAYROLL WITHHOLDINGS	590.56
ALCOPRO DRUG & ALCOHOL	DRY GAS	221.00
ALLIANT ENERGY	ELECTRICITY	25,242.99
AMAZON CAPITAL SERVICES	SUPPLIES	318.68
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION	913.50
ARBOR DAY FOUNDATION	FOUNDATION DUES	25.00
BARD MATERIALS	ROADSTONE	83.47
BECKER ELECTRIC	ELECTRICAL REPAIRS	3,426.75
BLACK HAWK CO HEALTH DEPT	HEALTH INSPECTION	568.00
BLACK HILLS ENERGY	HEATING FUEL	1,131.81
CASEY'S GEN STORE-ANKENY	REFUND	150.00
CHRISTOPHER GIENAPP	REPAIR	1,171.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	57.30
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
CUTTING EDGE GRAPHICS	HERO HUSTLE TSHIRTS	1,635.39
D & S PORTABLES	WASTE DISPOSAL	110.00
DEL CO AUDITOR	QUARTERLY GIS	3,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
ECIA	RPA FY19 LOCAL MATCH	3,254.00
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	946.50
EFTPS - FED FICA MEDICARE	FED/FICA TAX	21,168.71
F.L. KRAPFL	PAY #1: RIVERFRONT PARK	95,984.53
FALLER K HELOE & CO PLC	AUDIT	7,600.00
FAREWAY STORES	SUPPLIES	19.96
FASTENAL COMPANY	PARTS/SUPPLIES	27.19
FEHR GRAHAM	ENGINEERING SERVICES	11,483.25
FOLEY DOUG	REIMBURSEMENT	70.31
GOOD NEIGHBOR SOCIETY	2018 SENIOR WELLNESS FAIR	60.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAWKINS	CHEMICALS	540.65
IA FINANCE AUTHORITY	HOME GRANT REIMB	2,295.00
IDNR	NPDES PERMIT	210.00
IOWA ONE CALL	LOCATES	52.20
IPERS	PAYROLL WITHHOLDINGS	24,081.21
LINCOLN AQUATICS	POOL SUPPLIES	348.16
MID AMERICA ADMINISTRATIVE	EARLY RETIREMENT PROGRAM	8,773.26
MIDWEST PATCH	STREET MAINT MATERIALS	1,180.80
MONKEYTOWN	UPS BACKUP	1,112.14
NE IA OVERHEAD DOOR	DOOR REPAIR	225.00
ORKIN EXTERMINATION	EXTERMINATION	725.76
PAYROLL CHECKS	PAYROLL	65,292.93

PIZZA RANCH-11372	CONCESSIONS	697.42
QUILL CORPORATION	PD OFFICE SUPPLIES	38.08
REGIONAL MEDICAL CENTER	FD PHYSICAL	70.00
RELIANCE STANDARD LIFE INS	INSURANCE	403.55
SMOCK JEFF	MILEAGE REIMB	167.86
TEAMSTERS LOCAL 238	UNION DUES	466.00
TOP GRADE EXCAVATING	PAY #2: 2018 STREET PROJECT	368,417.05
TREASURER STATE OF IOWA	STATE TAX	3,729.00
ULINE	SUPPLIES	117.53
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VISION SERVICE PLAN	INSURANCE	586.80
WELLMARK	INSURANCE	26,273.62
WINDSTREAM	PHONE/INTERNET	249.46
WOODWARD COMMUNICATIONS	LEGALS/ADVERTISING	149.40
TOTAL ACCOUNTS PAYABLE		688,987.21
	FUND TOTALS	
	GENERAL	110,344.98
	ROAD USE TAX	24,948.70
	EMPLOYEE BENEFIT	30,729.19
	POLICE SPECIAL USES	60.00
	ACQUISITION/DEMOLITION	2,295.00
	PARK GIFT & TRUST	1,675.39
	POLICE CANINE	179.95
	CAPITAL PROJECTS	713.25
	WHITewater PARK PROJECT	103,017.53
	STREET PROJECTS	375,725.05
	WATER	16,540.49
	SEWER	22,757.68
	TOTAL	688,987.21

Public Hearing on the request of Joe Hildebrand to Rezone Bailey Drive Estates from R1-80, R-2 and C-3 to a Planned Unit Development

Mayor Kramer opened the Public Hearing at 5:08pm on the rezoning request.

City Manager Vick informed the Council that the Planning & Zoning Commission had held a public hearing on the rezoning request at their meeting on August 22, 2018. The Commission tabled action on the request until their next scheduled meeting on September 29, 2018. City Staff recommends the City Council table action on this request until they receive a recommendation from the Planning & Zoning Commission.

Attorney Mark Parmenter, representing property owners Ron & Sheila Westrate and tenant Mickie Weber (851 East Main Street), addressed the Council regarding the rezoning request. Parmenter advised that his client's intent was not to stop the proposed development but to ensure the requirements of the City Code are met. Parmenter referenced the screening requirements in City Code Chapter 165.21.14, and commented that the Code is clear that screening is required. Parmenter discussed the screening requirements with the Council, and asked the Council make sure the City Code requirements are met when it comes time for a vote.

The Council discussed the Code's setback and screening requirements.

Joe Hildebrand, developer, commented that he doesn't feel he should have to bear the entire cost to fence/screen the area.

The Council discussed with those present: the screening requirement, type of screening, the development of the land, the types of zoning districts, the continuity of use as a residential area.

Mickie Weber asked why the property had to change from the current R-2 zoning as the construction would be allowed in the R-2 district. City Manager Vick noted that the Planned Unit Development zoning allows for a little more latitude in developing the area by providing flexibility with setbacks and street requirements.

The Council continued discussion with those present on the zoning requirements for a Planned Unit Development (PUD).

Jason Wenger, Burrington Group, stated that he is working with Mr. Hildebrand and will have a comprehensive resubmittal of the PUD application for the Planning & Zoning Commission and the City Council.

Written correspondence was received from Donald and Sharon Allen, 901 East Main Street, opposing the rezoning request.

There being no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:32pm.

Ordinance 011-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 50.02(19) "Nuisances Enumerated: Weeds, Brush"

Mayor Kramer informed the Council that the proposed amendment would change the maximum height for grass to be considered a nuisance from eight inches to six inches.

Council Member Bradley asked if the grass height was an issue for the City. City Manager Vick explained the process for citing nuisance grass properties, noting that once the grass reaches eight inches in height, a notice is placed on the door at the property giving the owner seven days to mow. As a result, the grass grows longer before it can be cut. Bradley asked for numbers on how many properties are being cited and mowed for the next meeting.

City Attorney Peters commented that many of the properties cited are either abandoned or foreclosed properties.

Following discussion, motion by Sherman, seconded by Stelken to proceed with the first consideration and adoption of Ordinance 011-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 50.02(19) "Nuisances Enumerated: Weeds, Brush." ON CALL OF ROLL: AYES: Sherman, Stelken, Poynor. NAYS: Bradley. Motion carried.

Goal Setting Process

City Manager Vick discussed the annual goal setting session with the Council, noting that he would like to revisit the process.

The Council requested the City Manager obtain proposals from a couple of firms to allow them to compare price and process utilized.

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 financing for the water loop project, and the status of the redemption center. City Manager Vick also thanked staff for their assistance with events this past weekend.

City Attorney Jim Peters updated the Council on the status of the three abandoned properties he is working on.

Motion by Bradley, seconded by Poynor that the meeting adjourn at 5:57pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk