

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 10, 2018

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

Roll call of members present: Sherman, Poynor, Stelken, Bradley, Struble. Absent: None. Members of the public were present.

Motion by Struble, seconded by Stelken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the August 27, 2018 City Council meeting

2.2 R-097-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the August 22, 2018 Planning & Zoning Commission meeting
- the minutes of the August 9, 2018 Library Board meeting
- the Library Statistical Report for August 2018

2.4 Downtown Incentive Program Grant Applications

- Approval of an Interior Grant in the amount of \$2,200.00 to Leah Hubbard/Lifetime Chiropractic for the property at 105 East Butler Street
- Approval of Acquisition Grant in the amount of \$635.00, Facade Grant (north) in the amount of \$2,833.34, Facade Grant (east) in the amount of \$3,916.67, Interior Grant in the amount of \$7,500.00, and Design Assistance Grant in the amount of \$1,250.00 to Todd & Shelly Schrader/Olive That Deli for the property at 123 East Main Street

2.5 R-098-2018 Resolution Amending Salary Resolution

2.6 R-099-2018 Resolution Approving Change Order #3 (Riverfront Park Phase 1 Project)

2.7 Approve Pay Estimate #2 in the amount of \$68,950.93 to F.L. Krapfl, Inc. for the Riverfront Park Phase 1 Project

2.8 Approve Pay Estimate #3 in the amount of \$74,952.74 to Top Grade Excavating, Inc. for the 2018 Street Improvement Project

2.9 Approval of the Consent Agenda

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	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	CSB POLE EXTENSION	9,019.23
AMAZON CAPITAL SERVICES	SUPPLIES	63.39
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,900.71
BARRON MOTOR	PARTS/SUPPLIES	487.27
BECKER ELECTRIC	BUILDING MAINT	1,166.82
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	103.68
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	97.38
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
D & S PORTABLES	PORTABLE TOILETS	225.00

DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	22.93
DON & WALT	REPAIR/MAINTENANCE	2,547.86
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	216.89
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,129.16
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	114.39
FASTENAL COMPANY	PARTS/SUPPLIES	68.58
GRUNDY NATIONAL BANK	PURCHASE 104 NORTH TAMA	15,233.40
HITECH COMMUNICATIONS	MAINT/REPAIR	300.00
IA LEAGUE OF CITIES	HANDBOOK	39.90
IA WATER ENVIRONMENT ASSOC	WWTP CONFERENCE	60.00
J & R SUPPLY	WTR/SWR SUPPLIES	622.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	261.89
KLUESNER SANITATION	GARBAGE COLLECTION	30.00
KMCH	RADIO ANNOUNCEMENTS	560.00
LEARN, ERIN	MILEAGE REIMB	44.20
MANCHESTER SIGNS	SIGNS	6.50
MEDIACOM	PHONE/INTERNET	535.12
MID-IOWA SOLID WASTE EQUIP	VAC CON MAINTENANCE	2,221.98
MIDWEST TAPE	LIBRARY MATERIALS	596.30
MONKEYTOWN	SUPPLIES	523.23
PALMER HARDWARE	PARTS/SUPPLIES	486.64
PAYROLL CHECKS	PAYROLL	55,933.07
PETERS & LONGMUIR PLC	LEGAL FEES	2,110.37
PITNEY BOWES	POSTAGE METER	152.34
POSTMASTER	POSTAGE	546.76
PREMIER PARTS	PARTS/SUPPLIES	16.06
PRONTO MART	FUEL	4.27
RIVER CITY STONE	ROCK/STONE	1,247.72
RULEY CONSTRUCTION	LIBRARY MAINT	250.00
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	69.15
SIMON'S LAWN CARE & MAINT	MOWING/TRIMMING	4,415.35
SMOCK, JEFF	MILEAGE REIMB	167.86
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	200.93
STATE HYGIENIC LABORATORY	LAB TESTS	208.50
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	267.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	44.00
SUPERIOR TECHNOLOGY SERVICES	PHONE SYSTEM	482.52
TASC	FLEX BENEFITS	280.50
TEEN INK	SUBSCRIPTION	215.00
TREASURER STATE OF IOWA	STATE TAX	3,596.00
TRUMBLEE, DAVID	REIMBURSEMENT	211.31
USA BLUE BOOK	PARTS/SUPPLIES	492.04
UTILITY DEPOSIT REFUNDS	DEPOSIT REFUNDS ON 8/31/2018	358.10
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
WALMART	SUPPLIES	776.56
WELLMARK	INSURANCE	2,239.05
WEST DELAWARE SCHOOLS	WD YEARBOOK	45.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	733.14
TOTAL ACCOUNTS PAYABLE		135,809.08

	FUND TOTALS	
	GENERAL	88,711.60
	ROAD USE TAX	13,001.88
	EMPLOYEE BENEFITS	280.50
	PARK GIFT & TRUST	272.46
	LIBRARY GIFT & TRUST	1,416.82
	POLICE CANINE	224.31
	CAPITAL PROJECTS	8,995.49
	WHITEWATER PARK PROJECT	23.74
	WATER	10,074.41
	UTILITY DEPOSIT TRUST	358.10
	SEWER	12,449.77
	TOTAL	135,809.08

Outdoor Seating Request - Franklin Street Brewing Company

Chad Sands and Kyle Sands, Franklin Street Brewing Company, addressed the Council regarding their request to build a second story balcony over the sidewalk on the south side of their building.

The Sands reviewed and discussed with the Council the construction plans for the balcony, fencing, the location of the pillars, the aesthetics of the structure, stability, access to the balcony, the height, snow removal, capacity and stormwater.

The Council was supportive of the idea. City Manager Vick informed the Council that a lease will be needed and he will work with the City Attorney to draft the lease. A public hearing will be held at a future meeting on the lease agreement.

R-100-2018 Resolution Amending Employee Handbook

Motion by Sherman, seconded by Struble to adopt R-100-2018 Resolution Amending Employee Handbook. Motion carried, all ayes.

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 this would be the second reading of Ordinance 001-2018.

City Manager Vick noted that so far this year 65 notices to mow have been posted to 37 different properties, 25 of those were mowed by the City, and 11 of those were assessed for collection on property taxes.

Council Member Bradley commented that her concern is that 6 inches is not quite at nuisance level, and the ordinance may become more burdensome and cause issues between neighbors. Council Member Stelken responded that he felt as though 6 inches is a nuisance, noting that property owners are given an additional 7 days once the notice is posted to mow which can result in the grass being even longer before it is mowed. Council Member Sherman commented that he doesn't think the change in length will increase issues, but rather will allow Tim Heims to address issues more quickly and manage problem properties a little better.

Following discussion, motion by Poynor, seconded by Stelken to approve second 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." Motion carried, all ayes.

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 goal setting proposals, and noted that the next Committee of the Whole meeting would be on September 19, 2018.

Mayor Kramer reminded the Council of the upcoming school election.

East Buchanan student Miranda Franzen asked about the mowing ordinance and if the City would make accommodations if the resident had a legitimate reason the lawn couldn't be mowed. City Manager Vick responded that the City would work with residents as long as they contacted the City and had a reasonable issue.

Motion by Stelken, seconded by Sherman that the meeting adjourn at 5:54pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk